



Pelham School Board Meeting Agenda

July 15th, 2020

Sherburne Hall

6:30 pm

DRAFT AGENDA

1. Opening

1. Welcome/Call to Order
2. Pledge of Allegiance
3. Public input/comment
 - A. The Board encourages public participation. Our Policy BEDH guides our approach. This includes:
 - Please stay within the allotted three minutes per person.
 - Please give their name, address, and the group, if any, that is represented.
 - We welcome comments on our school operations and programs. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system.
 - We appreciate that speakers will conduct themselves in a civil manner.
4. Opening Remarks: Superintendent and Student Representative

2. Presentations (If necessary)

3. Main Issues/Policy Update

1. Reopening Task Force Report
 - Action Item: Superintendent McGee will update the Board on the work of the Task Force. He has submitted a proposed adjustment to the school calendar.
 - 2020-21 Calendar (Current)
 - 2020-21 Calendar (Proposed)
 - Memo (Sarah Marandos)
 - Action Item: Superintendent McGee will propose an additional meeting on July 29th to review the next stage of the Pelham School District Reopening Plan.
2. Student Handbooks
 - Action Item: Superintendent McGee will share proposed changes to the student handbooks at all the schools. Since these handbooks have the weight of policy, the school board must decide whether to approve them.
 - A. PES: Handbook and Memo
 - B. PMS: Handbook and Memo
 - C. PHS: Handbook and Memo

3. Donation Item: Donation Large Mobile Screen
 - Action Item: In accordance with Policy KCD –Public Gifts/Donations, we ask the board to accept a donation from a community member to the High School for an item that exceeds \$500 in value.

4. Old Business

A. Board Member Reports – Committee reports, school activities and events, or other school related programs that board members have attended or participated in.

5. Housekeeping

1. Adoption of Minutes

2. Vendor and Payroll Manifests

- AP063020 **\$144,574.45**
- AP070820 **\$1,989,299.61**
- PAY102P **\$269.93**
- PAY101P **\$2,568.78**
- PAY102M **\$50.00**
- 102 **\$26,531.28**
- AP071520 **\$134,119.37**
- 102M **\$2,623.78**

3. Correspondence & Information

4. Summer Hours

5. Staffing Updates

A. Hires:

- Dennis Larocque- Special Education Teacher and Case Manager-PHS
- Tracy Parkhurst-Grade 3 Teacher-PES
- Melanie Duval-Buell-Grade 7 Science Teacher-PMS

B. Resignations:

- Karen Steinbeck-Special Education Coordinator Part Time-PES

6. Future Agenda Planning

7. Future Meetings:

- | | | |
|------------------------|-----------------------|----------------|
| 1. 7/29/20 (TENTATIVE) | Board Meeting 6:30 PM | Sherburne Hall |
| 2. 8/5/20 | Board Meeting 6:30 PM | Sherburne Hall |
| 3. 8/19/20 | Board Meeting 6:30 PM | Sherburne Hall |

8. Non-Public Session* (if necessary)

***Rules for a non-public session 91-A:3 Nonpublic Sessions.**

II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
- (f) Consideration of applications by the adult parole board under RSA 651-A.
- (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
- (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

To: Chip McGee, Superintendent
From: Sarah Marandos, Director of Curriculum, Instruction, & Assessment
Date: July 9, 2020
Re: Professional Development August 2020

After much discussion, we propose to add three additional days for teacher professional development to the start of the 2020-2021 school year.

Historically, we have had three days to prepare for school opening with staff (including one required by the collective bargaining agreement). Due to the COVID-19 crisis, it is necessary to provide teachers with additional training in health & safety protocols, operational changes, the consistent and effective use of technology, and social-emotional learning (SEL).

Request:

- Currently, the approved Pelham School District calendar has teacher workshop days on August 27th, 28th and 31st.
- We are requesting to add September 1st, 2nd, and 3rd.
- Friday, September 4 and Monday, September 7th are used for the Labor Day Holiday.
- The first day of school for students would be Tuesday, September 8th.

Note: This does not add additional school days on to the end of the year for students or teachers.

PELHAM SCHOOL DISTRICT



2020-21 School Calendar Proposed

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		TW	TW	TW	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			31

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					1

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		1

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						1

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						1

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			1

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					1

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	S	S	S	S	S	26
27	28	29	30			1

- School Closed
 - ER Early Release Day
 - TW Teacher Workshop
 - End of Quarter
 - First & Last Day of School
 - △ End of Trimester
 - S=Hold for Potential School Year Ext
-
- September 7 - Labor Day
-
- October 12 - Columbus Day
-
- November 11 - Veterans Day
-
- November 25 - 27 - Thanksgiving Recess
-
- December 23 - January 1 - Winter Vacation
-
- January 18 - Martin Luther King Jr. Day
-
- February 22 - February 26 - February Vacation
-
- April 26 - April 30 - April Vacation
-
- May 31 - Memorial Day
-

PELHAM SCHOOL DISTRICT



2020-21 School Calendar Current

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			
						21

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					
						16

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						16

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	S	S	S	S	S	26
27	28	29	30			
						13

- School Closed
 - ER Early Release Day
 - TW Teacher Workshop
 - End of Quarter
 - First & Last Day of School
 - △ End of Trimester
 - S=Hold for Potential School Year Ext
-
- September 7 - Labor Day
-
- October 12 - Columbus Day
-
- November 11 - Veterans Day
-
- November 25 - 27 - Thanksgiving Recess
-
- December 23 - January 1 - Winter Vacation
-
- January 18 - Martin Luther King Jr. Day
-
- February 22 - February 26 - February Vacation
-
- April 26 - April 30 - April Vacation
-
- May 31 - Memorial Day
-

**PELHAM SCHOOL BOARD
MEETING SCHEDULE
(Proposed) 2020-2021**

2020

July	1	Wednesday	6:30 PM	Board Meeting	PES
	15	Wednesday	6:30 PM	Board Meeting	PES
	TENTATIVE 29	Wednesday	6:30 PM	Board Meeting	PES
August	5	Wednesday	6:30 PM	Board Meeting	PES
	19	Wednesday	6:30 PM	Board Meeting	PES
September	2	Wednesday	6:30 PM	Board Meeting	PES
	9	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES
	30	Wednesday	6:30 PM	Board Meeting	PES
October	7	Wednesday	6:30 PM	Board Meeting	PES
	21	Wednesday	6:30 PM	Board Meeting	PES
November	4	Wednesday	6:30 PM	Board Meeting	PES
	18	Wednesday	6:30 PM	Board Meeting	PES
December	2	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES

2021

January	6	Wednesday	6:30 PM	Board Meeting	PES
	20	Wednesday	6:30 PM	Board Meeting	PES
February	3	Wednesday	6:30 PM	Deliberative Session	Sherburne Hall
	17	Wednesday	6:30 PM	Board Meeting	PES
March	3	Wednesday	6:30 PM	Board Meeting	PES
	9	Tuesday	7:00 AM	Annual School District Voting	PHS
	17	Wednesday	6:30 PM	Board Meeting	PES
April	7	Wednesday	6:30 PM	Board Meeting	PES
	21	Wednesday	6:30 PM	Board Meeting	PES
May	5	Wednesday	6:30 PM	Board Meeting	PES
	19	Wednesday	6:30 PM	Board Meeting	PES
June	2	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES
	30	Wednesday	6:30 PM	Board Meeting	PES

**PELHAM SCHOOL BOARD
MEETING SCHEDULE
2020-2021**

2020

July	1	Wednesday	6:30 PM	Board Meeting	PES
	15	Wednesday	6:30 PM	Board Meeting	PES
August	5	Wednesday	6:30 PM	Board Meeting	PES
	19	Wednesday	6:30 PM	Board Meeting	PES
September	2	Wednesday	6:30 PM	Board Meeting	PES
	9	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES
	30	Wednesday	6:30 PM	Board Meeting	PES
October	7	Wednesday	6:30 PM	Board Meeting	PES
	21	Wednesday	6:30 PM	Board Meeting	PES
November	4	Wednesday	6:30 PM	Board Meeting	PES
	18	Wednesday	6:30 PM	Board Meeting	PES
December	2	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES
2021					
January	6	Wednesday	6:30 PM	Board Meeting	PES
	20	Wednesday	6:30 PM	Board Meeting	PES
February	3	Wednesday	6:30 PM	Deliberative Session	Sherburne Hall
	17	Wednesday	6:30 PM	Board Meeting	PES
March	3	Wednesday	6:30 PM	Board Meeting	PES
	9	Tuesday	7:00 AM	Annual School District Voting	PHS
	17	Wednesday	6:30 PM	Board Meeting	PES
April	7	Wednesday	6:30 PM	Board Meeting	PES
	21	Wednesday	6:30 PM	Board Meeting	PES
May	5	Wednesday	6:30 PM	Board Meeting	PES
	19	Wednesday	6:30 PM	Board Meeting	PES
June	2	Wednesday	6:30 PM	Board Meeting	PES
	16	Wednesday	6:30 PM	Board Meeting	PES
	30	Wednesday	6:30 PM	Board Meeting	PES

To: Chip McGee, Superintendent of Schools
From: Kelly LaBonte, PES Assistant Principal/Chair of Standards Based Report Card Committee
Re: Grading Practice language in the 20-21 Family and Student Handbook
Date: July 3, 2020

I am writing to request a language change for the 20-21 PES Family and Student Handbook

In an effort to be transparent with all stakeholders, I am suggesting that we change the current language that states, "Teachers will grade and enter assignments into PowerSchool within two weeks of the assignment being turned in."

I am suggesting that we change the language to state, " Teachers will grade assignments and provide this feedback to students and families within two weeks of the assignment being turned in. Grades may be either entered into PowerSchool or sent home through graded rubrics and/or graded assignments.

Teachers need to provide all feedback, including grades, in a timely manner. At the elementary level, teachers provide feedback to students and families by sending home graded assessment rubrics and assignments within the two week period as this is an age appropriate way to communicate progress to families. At the middle school and high school level, entering grades through PowerSchool throughout the grading period is an effective way to communicate with families and students about student progress.

If it is determined that the current language needs to stay in the handbook, then as the Standards Based Report Card chair I will ensure that teachers are aware of the expectation and provide assistance to teachers as needed.

Thank you for your consideration.

Pelham Elementary School

2020-2021

Student Handbook



Preschool-Grade 5

"Inspiring Success One Mind at a Time"

Pelham Elementary School

61 Marsh Road
Pelham, New Hampshire 03076

Telephone (603) 635-8875

Fax (603) 635-8922

<http://www.pelhamsd.org/>

2020-2021

Superintendent	Dr. Eric "Chip" McGee	635-1145
Business Administrator	Mrs. Deborah Mahoney	635-1145
Director of Curric., Instruction, Assessment	Dr. Sarah Marandos	635-1145
Director of Human Resources	Mrs. Joan Cote	635 -1145
Director of Special Services	Dr. Kimberly Lessard	635-1145
Assistant Director of Special Services	Mr. Brendan Hoffman	635-8875
Principal	Ms. Jessica Van Vranken	635-8875
Assistant Principal/Pre-School Coordinator	TBD	635-8875
Assistant Principal/Title I Project Manager	Mrs. Kelly LaBonte	635-8875
<hr/>		
School Counselor, Gr. 4 & 5 (A-E)	Mrs. Traci Flaherty	635-8875
School Counselor, Gr. 2 & 3 (F-L)	Mrs. Shannon Prouty	635-8875
School Counselor, PreK, K, & 1 (M-Z)	Mrs. Nikki Pike	635-8875
District Social Worker	Mrs. Amy Wales	635-8875
School Nurse	Ms. Jennifer Bodenrader	635-8875
School Nurse	Mrs. Caroline Megan	635-8875
Administrative Assistant	Mrs. Susan Bianchi	635-8875
Secretary, Preschool/Student Services	Mrs. Nicole Desmarais	635-8875
Secretary	Mrs. Danielle Pilato	635-8875
Secretary	Mrs. Laura Weigler	635-8875

Pelham Elementary School

61 MARSH ROAD
PELHAM, NEW HAMPSHIRE 03076

Telephone 635-8875

Kelly LaBonte, M.Ed.
Assistant Principal

Jessica VanVranken, M.Ed., CAGS
Principal

Assistant Principal

Dear Parents and Students,

Welcome new and returning students to Pelham Elementary School. We hope you have had an enjoyable summer and are looking forward to a great school year ahead.

The family handbook contains the rules and practices of the elementary school, as well as relevant school board policies and procedures. We are asking that you refer to this handbook while your child is attending the elementary school. The handbook is also available on our school's website at www.pelhamsd.org. You will find answers to most of the questions that you may have about Pelham Elementary School in this handbook. Please do not hesitate to call or e-mail should you have any questions. We would be more than happy to assist you and your child. Our email addresses are available on our website along with links to all teachers' websites.

While we are confident that our students will have a wonderful educational experience, we ask for your collaboration with our staff to make this happen. Our goal is to provide success for all and we have many ideas how to make this happen with your help. We look forward to working with you during the course of the school year. The Parent Information Night for students in grades preschool through two is Tuesday, September 8, 2020 and Thursday, September 10, 2020 for grades three through five. Hours for parent information night will be from 6:00 pm to 7:00 pm, schedule forthcoming.

Once again, welcome to the start of a wonderful school year.

Sincerely,

Ms. Jessica VanVranken
Principal
jvanvranken@pelhamsd.org

Assistant Principal
@pelhamsd.org

Mrs. Kelly LaBonte
Assistant Principal
klabonte@pelhamsd.org

Table of Contents

Pelham Elementary School Staff 2020-2021	1
General Information	3
DISTRICT VISION STATEMENT	3
PURPOSE	3
PELHAM ELEMENTARY SCHOOL MISSION STATEMENT	3
PANTHER EXPECTATIONS – GRADES Preschool-5	3
PROFILE	4
2020-2021 SCHOOL DAY SCHEDULE	4
2020-2021 School Calendar	5
ATTENDANCE	6
Arrival	6
Parking	6
Dismissal	7
CARELine	7
Health	7
School Cancellation/Delay Procedures (EBCE)	8
Truancy	8
VISITORS/VOLUNTEERS (ABA)	8
STUDENT REGISTRATION	9
Student Records	9
Transfers	9
Parental Custody	9
STUDENT EXPECTATIONS	9
Behavior Management Plan	9
DISCIPLINE	10
SECURITY	11
Emergency Management	11
Violations of the New Hampshire Safe School Zone Act – “Zero Tolerance Policy”	11
Bullying Policy (JICBB)	11
Child Abuse/Neglect (JLF)	11
Communication	11
Search Procedures	11
MARKING SYSTEM	12
Homework and Grading Protocol	12
Grading Policy (IKA)	12
Retakes (*Summative)	12
Late Projects (Summative)	12
Parent/Teacher Conferences/Communication	12

Promotion	12
PES STUDENT POLICIES	13
Dress Code for Students (JICA)	13
Use of Perfume, Cologne, Body Spray, or Deodorant	13
Elevator Use Guidelines	13
Recess–Indoor/Outdoor	13
Telephone/Cell Phones/Other Devices (JICJ)	13
LUNCH PROGRAM	14
OTHER ACADEMIC PROGRAMS	15
Unified Arts–Grades 1-5	15
School Council	16
Field Trips	16
MISCELLANEOUS	16
Birthdays/Celebrations	16
Lost and Found	17
PTA	17
Pelham School Age Child Care	17
School Pictures	17
Valuables/Personal Property	17
TRANSPORTATION (JICC)	17
Behavior for Bus Passengers (JICC-R)	18
Bus Guidelines	18
Waiting for the Bus	18
Riding on the Bus	18
Leaving the Bus	19
Car Dismissal Procedures	19
HEALTH (JLC)	19
Policies	20

Pelham Elementary School Staff 2020-2021

Preschool

Mrs. Jodi Longden, Team Leader
Ms. Alexa Simmons
Ms. Meghan DeVita

Grade 1

Mrs. Cheryl Andrews
Mrs. Briana Costa
Miss Wendy Henderson, Co-Team Leader
Mrs. Elaina Higgins
Mrs. Dianne Lynde
Mrs. Jillian Lee
Mrs. Kelly Masiello, Co-Team Leader

Grade 3

Mrs. Deborah Bourque, Team Leader
Mrs. Carrie Dutil
Mrs. Tracy Hussey
Miss Laura Leonard
Mrs. Tracy Parkhurst
Mrs. Kate Rock

Grade 5

Mr. Joseph Harris
Mrs. Kate Maguire
Ms. Beth Philcrantz
Mrs. Nicole Roberson
Mrs. Kerry Struth, Team Leader
Mrs. Jill Zidek

Kindergarten

Miss Jennifer Gibbons
Ms. Shannon Milsop, Team Leader
Mrs. Elaine Madeiros - KABC
Mrs. Jennifer Pendergast

Grade 2

Mrs. Kelsey Benoit
Ms. Stefanie Day
Mrs. Kiera Gallagher
Mrs. Kathleen Lombardo, Team Leader
Mrs. Pam Mansfield
Mrs. Amy Rossi

Grade 4

Mrs. Libby Byrne, Team Leader
Ms. Kristen Drouin
Mrs. Susan Harden
Mrs. Morgaina Jack
Mrs. Kimberly Kirane
Ms. Meghan Sullivan

Unified Arts

Mr. Anthony Bolduc, Physical Education
Ms. Rebecca Cummings, STEAM
Mrs. Marie Sawyers, Health
Mrs. Tracy Gamble, Library/Media
Ms. Kate Morrison, Instructional Coach
Mr. Peter Tselios, Art
Mrs. Erin Weigler, Music, Team Leader

Special Education Team

TBD, SEL, SPED Teacher
 Ms. Colton Butler, Special Education Teacher
 Mrs. Mary Corredor, Speech/Language Path., Gr. 3-5
 Mrs. Nicole Covart, SPED Teacher, Gr. 4, SPED Team Leader
 Mrs. Sarah D'Amour, Special Education Teacher, PALS
 Ms. Marylynn Dodge, Speech/Language Pathologist, PK
 Mrs. Alyssa Fastnacht, Occupational Therapist, PK-2
 Mrs. Celine King, Speech/Language Instructional Assistant
 TBA, School Psychologist
 Mrs. Lee Ann Merrill, Special Education Teacher, Gr. K
 Mrs. Kristine Milner, Occupational Therapist, Gr. 2-5
 Ms. Alysia Redard, Physical Therapist
 Ms. Emily Sharp, Special Education Teacher, Gr. 1
 Mrs. Jane Shields, Special Education Teacher, Gr. 5
 TBD, P/T SPED Coordinator
 TBD, Special Ed. Teacher, Gr. 3
 Miss Nicole Weir, Special Education Teacher, 2
 Ms. Laura Whally, Speech & Language Pathologist, K-2

Special Education Instructional Assistants

Mrs. Kelly Basinas	Mrs. Sandra Bastos
Mrs. Donna Dailey	Ms. Ashley Desmarais
Ms. Gina Ferragamo-Lemmo	Mrs. Jennifer Fisher
Mrs. Stacy Gordon	Mrs. Nancy Haskins
Mrs. Marilyn Hutchinson	Mrs. Kristen Kobrenski
Mrs. Nichole Matthews	Mrs. Patricia May
Mrs. Nancy Moran	Miss Rachel Noland
Mrs. Mariela Perez	Mr. Jonathan White

General Instructional Assistants

Mrs. Christine Costa, Kindergarten
 Mrs. Pamela Frank, Kindergarten
 Mrs. Sandy Hurley, Lunchroom Super.
 TBD, Recess Supervisor
 TBD, Health Services Assist
 Mrs. Mary Nottebart, Kindergarten
 Mrs. Kelly Sauer, Library/Media Assist.

Custodians

Mr. Charles Eldridge
 Mr. Edward Gilmore
 Mr. Matthew Lafortune
 Mr. Bob McCauley
 Mr. Bruce VanAuken

Title I Tutors

Mrs. Jean Baker
 Miss Jennifer Johnston
 Mrs. Eileen Kalinowski
 Ms. Theresa Rosa

Reading Specialists

Mrs. Beth Murphy K-2
 Mrs. Kim Kearney, 3-5

Registered Behavior Technician

Mrs. Victoria Hansen

Mrs. Stefanie Cote
 Mrs. Lori Edwards
 Mrs. Deb Getty
 Mrs. Brenda Hobbs
 Mrs. Karen Kwiatkowski
 Mrs. Valerie McCarty
 Mrs. Caitlin Pace

Playground Monitor

Mrs. Beth Knight
 Mrs. Melissa Mendoza
 Mrs. Estela Marts
 Mrs. Julie Westhaven-Tosto

Lunchroom Monitors

Mr. David Liakos
 Mrs. Kathleen Mullen
 Ms. Linda Palingo
 Mrs. Patricia Todd

General Information

DISTRICT VISION STATEMENT

The Pelham School District, in collaboration with the community we serve, is committed to providing a high quality, safe and inclusive environment. Our goal is to educate, prepare, and inspire all students to achieve their full potential as lifelong learners, critical thinkers, and contributing citizens to our global society.

PURPOSE








The purpose of this handbook is to give you information regarding Pelham Elementary School. We urge you to read this book together, student and parent. This book explains our policies, programs, organizational and other areas of interest. Much of what you learn from this book can help you enjoy a successful year.

Inevitably, questions and concerns do arise, and we urge you to discuss them with the appropriate staff members. We hope that each of you has a pleasant and rewarding school year!

PELHAM ELEMENTARY SCHOOL MISSION STATEMENT

The PES Community strives for academic excellence in a safe and supportive environment; working in partnership with our parents and community to educate and empower life-long learners.

PANTHER EXPECTATIONS – GRADES Preschool-5

-  Please and thank you
-  Always take care of our environment
-  Notice the positives
-  Treat others with respect
-  Help others
-  Expect the best from ourselves
-  Responsible for our actions and words

PROFILE

Pelham Elementary School opened in 2002 and can accommodate up to 1,000 students. Our enrollment for the 2020-2021 school year is 727 students grades preschool through five.

As an inclusionary school for many years, PES will continue to serve the needs of all children in the regular classroom to the fullest extent possible. A full complement of highly-trained professionals and para educators are committed to this goal.

Academic programs at each grade level are present and provide quality instruction in reading, language arts, mathematics, science and social studies on a daily basis. Unified Arts is offered to all students in grades one through five following a rotating weekly scheduling.

Our support staff includes: school counselors, school nurse, special education, Title I and reading specialists who work closely with the building administration and classroom teachers to provide programs to support the classroom, as well as school-wide initiatives, which promote literacy, proper behavior, good decision-making, positive habits and a healthy lifestyle.

Parent involvement is a hallmark of our school community. The school has received recognition in the past as a Blue Ribbon School for its outstanding volunteer program.

2020-2021 SCHOOL DAY SCHEDULE

Preschool – Morning Session 8:45-11:15 a.m.; Afternoon Session 12:00-3:15 p.m.

Kindergarten – Morning Session 8:55-11:25 a.m.; Afternoon Session 12:30 – 3:00 p.m.

Grades 1-5 – 8:55 a.m. – 3:15 p.m.

Early Release Dismissal – 12:15 p.m./no afternoon preschool or kindergarten session

2-Hour delay- School starts at 10:55 a.m./no morning preschool or kindergarten session

Students arriving after the designated start of the school day will be considered tardy or leaving before the end of the day will be marked as an early dismissal.

PELHAM SCHOOL DISTRICT

2020-21 School Calendar



JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			31

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					1

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		1

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						1

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						1

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			1

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					1

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	S	S	S	S	S	26
27	28	29	30			1

 School Closed

ER Early Release Day

TW Teacher Workshop

September 7 - Labor Day

October 12 - Columbus Day

November 11 - Veterans Day

November 25 - 27 - Thanksgiving Recess

December 23 - January 1 - Winter Vacation

End of Quarter

First & Last Day of School

End of Trimester

January 18 - Martin Luther King Jr. Day

February 22 - February 26 - February Vacation

April 26 - April 30 - April Vacation

May 31 - Memorial Day

S=Hold for Potential School Year Ext

ATTENDANCE

It is the expectation of the administration and teachers that students attend on a regular basis and are prompt in their arrival. Such conduct will hopefully develop positive attitudes about the importance of school and learning. Barring illness or unforeseen emergencies, it is incumbent upon you, as the parent, to insure that these expectations are met. Your cooperation is vital to regular attendance and arriving on time. Some specific procedures regarding attendance are as follows:

- If your child will be absent from school, you are requested to call 635-8875 and follow the prompts to report the absence (#1) (see CARELine) or email the nurse at PESCareline@pelhamisd.org.
- Students returning after an absence are required to present a signed note to the teacher.
- Long-term illness or injury may require home-based tutoring. We encourage parents to call the administration if tutoring is needed.
- Students absent during the school day due to sickness or any type of suspension may not attend after school or evening events including PTA sponsored events.
- Absences of five (5) or more consecutive days will require a doctor's note upon the student's return. Parents need to contact the school nurse to report any lengthy absences related to injury or illness.

Arrival

KINDERGARTEN- Morning kindergarten students will remain on the bus until all other students are off. The buses will then drop them off in front of the portables. If kindergarten students are going through car drop off, they will remain in their cars through the line until they get to the portables. **Car drop off will end promptly at 8:50 a.m.** For mid day transportation students will be unloaded and loaded at the portable building, if you choose to drop off or pick up during the midday transition please line up in the outer loop and wait for guidance from the staff.

GRADES PRESCHOOL AND 1 THROUGH 5-Students in preschool through grade five who are driven to school in the morning may not arrive earlier than 8:30 a.m. due to lack of staff supervision until that time. Students should be dropped off at the back of the building, where an adult will be standing to receive students. Please be aware of the 5 mph posted speed limit signs. Students will enter the school at the east wing side entrance near the playground (recess/bathroom door). Students in grades 1-5 will be dismissed from the appropriate common areas at 8:40 a.m. **Car drop off will end promptly at 8:50.**

Private vehicles are prohibited from using the front driveway during morning arrival. This is for bus transportation vehicles only until 9:00 a.m. After 9:00 a.m., please park your vehicle in a parking space and escort your child into the building. Several visitor spaces have been designated in the front lot for your convenience. Students arriving after 8:55 a.m. will be considered tardy in grade preschool through grade five and must check into the office prior to going to class.

Parking

Parents and other visitors may park their vehicles in two locations:

- Short-term parking spaces (20 minutes or less) located along parking lot drive are restricted before/after school for bus loading purposes only. Parking allowed after 9 a.m. – 2:45 p.m. only.
- 5 main parking spaces are designated for long-term (over 20 minutes parking) - located in the front parking lot on the left as you enter the school lot.

Please note that the driveway closest to the school is reserved for buses, emergency vehicles and deliveries. **NO PARKING** is allowed at this location for any length of time.

Dismissal

The Pelham Elementary School has a dismissal policy for the safety of all students at Pelham Elementary School.

1. If you must request that your child be dismissed prior to 3:15 p.m., please follow the procedure below:
 - Please coordinate your child's office dismissal **prior to 2:45 p.m.**
 - Check in at the office upon arrival and let the secretary know of your request.
 - **Parent ID's are required.** No student can be dismissed by any person(s) under the age of 18 or who is not on their emergency list of contacts.
 - Sign the dismissal sheet.
 - No parent or other adult may enter classroom areas to dismiss a child.
2. Changes in your child's normal dismissal procedure for that day must be in writing to your child's classroom teacher. Please date and label your child's first and last name and grade level on written requests. Only in cases of emergency will a telephone dismissal change be granted. **Please contact the school prior to 2:45 p.m.** if changes are necessary.
3. Once a student has boarded the bus, they may not be removed from the bus until they have arrived at their destination without authorization from the Principal or Assistant Principal.
4. No student will be dismissed from the playground area. The recess monitors will send students to the office for dismissal.
5. Only school personnel are allowed on the outside school grounds between the hours of 8:30 a.m. and 3:15 p.m. Signs have been posted.

This procedure has been adopted for the protection and safety of all students at Pelham Elementary School. Each time you sign a child out at the office prior to 3:15 p.m., it will be counted as an early dismissal on your child's report card.

Please use only designated areas for private vehicle parking. Spaces have been designated in the front parking lot. Please observe posted parking restrictions.

CARELine

The CARELine requires that a parent or guardian call the school before 8:30 a.m. if your child is going to be absent. The phone number for the CARELine is 635-8875 and the caller will follow prompts to report absence. (#1) You will be asked to leave a message about your child's absence. You may leave one message that will cover more than one day's absence. If you do not leave a message for each absence, a staff member will phone to check on your child. You will also be able to email your child's absence to the CARELine at the following email address: PESCareline@pelhamsd.org. If we cannot reach you or anyone designated on your child's emergency contact list, we will reach out to our school resource officer/Pelham Police Department who will conduct a well check on the family.

Health

If your child has had a fever within the previous 24 hours, he or she may not attend school. If children are not well enough, in your judgment, to go outside for recess, they should remain at home. A student may not remain inside for recess unless a note from a physician prescribes this. Any child recovering from an extended illness or injury may be granted an exception to this rule. We believe that fresh air for a brief period of time is a healthier alternative for students in attendance. **In compliance with State Law**, a form must be submitted to the school with a parent/guardian's signature and physician's request permitting the school nurse to administer prescription medication to any student. All medication must be in the original labeled container. Medications that are sent to school in any container other than the original will not be administered and the parent will be called.

School Cancellation/Delay Procedures (EBCE)

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision **will be made by 6 a.m.** School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

Truancy

Excessive absences and/or frequent tardiness will result in a letter sent home. If problems persist, a letter will be sent home requesting a parent conference involving administration, the classroom teacher, school nurse and school counselor and school resource officer if necessary. An action plan will be developed to improve attendance. Unauthorized absence/tardiness from school is considered truancy and will be treated as such (see RSA 193:1, 2, 7).

Ten (1/2) days is considered a habitual truancy and a letter from school administration will be sent home. Additional tardies (15) may result in school consequences and a scheduled conference involving the parents, school administrator, classroom teacher, school counselor and school resource officer. Please see [Attendance Policy \(JH\)](#).

VISITORS/VOLUNTEERS (ABA)

We encourage and welcome visitors and guests to our school. The doors of the school will be kept locked at all times during the school day. Before entering the building, visitors will be required to ring the buzzer before gaining entry into the building and to state their name and reason for visiting. Sign-in is required upon entering the building at the window on the left. Visitor badges must be visible at all times during the visitor's stay. Visitors are expected to sign out at the conclusion of their visit. Any person not wearing a badge will be escorted to the front office. All vendors will be escorted and supervised by an employee of the school district while in the school building.

We appreciate your understanding and cooperation in this procedure to ensure the safety of the students and staff at PES.

Adult volunteers are an important part of our educational community. We encourage and greatly appreciate you volunteering your time. All volunteers are required to complete a volunteer assurance form. This form must be filled out at least two weeks prior to volunteering, and returned to the main office. Level one designated volunteers are required to complete a criminal records check (CRC) and fingerprinting.

Volunteers must also be trained on the bullying policy and provide the appropriate paperwork to the office prior to contact with students (training/forms are available on www.pelhamsd.org). Volunteers will be contacted once clearance has been approved. Volunteer's direct services with students will depend on their assurance form clearance. A school staff person must be present at all times. Student volunteers, unless in an approved high school internship, will not be allowed.

Level 1: Designated Volunteer (CRC is required) (Criminal Records Check)

This category is for a volunteer that provides direct services to students, providing the opportunity for unsupervised interaction with students. **Examples:** field trip chaperone, one-to-one contact with students, coach assistant, or other volunteer services as designated by Principal or Superintendent.

Level 2: Virtual or Supervised Volunteer (CRC not required)

This category is for a volunteer that provides services while at home or on the telephone, therefore not interacting directly with students, or under the direct supervision of a school district employee since all employees require a CRC. **Examples:** room mothers/fathers and other parents attending special events, PTA or booster club sponsored events, office assistants, or other volunteer services as designated by the Principal or Superintendent.

Exception: At the discretion of the school administrator, a level 2 volunteer may be required to obtain a CRC if selected to oversee large volumes of student sponsored funds (fundraisers).

Note: If you are volunteering during school hours, or chaperoning a field trip, siblings and other children are not allowed to accompany you.

STUDENT REGISTRATION

Student Records

Each year we request current emergency and registration information. It is of the utmost importance that this be completed/updated accurately online in InfoSnap promptly in the beginning of the school year. During the school year, you should update this information with the main office when it is necessary (any change in your address or telephone number should be reported). Your child's health may depend on this information. If your child is injured at school, and we feel additional medical treatment is needed, we will try to contact you at the numbers listed. If we are unable to reach a parent or guardian, we will call the neighbors or relatives you have designated. If we are not able to reach anyone, we will call the physician you named in the emergency information, explain the problem and follow his/her instructions. Please ask the persons you designate for their permission to use their names as an emergency contact. Remember that this will be the person we will call if your child is hurt or sick and we cannot reach you.

If both parents are away from home, on vacation or on business, and you leave your children with a friend or relative, please leave a signed letter with them giving them the authority to sign for medical treatment in your absence.

If an emergency involving injury or illness, the Pelham EMT's will be called to transport your child to the nearest medical facility. Many hospital emergency rooms will not render treatment without the consent of a parent or guardian. In case of severe bleeding, breathing problems, or poisoning, they will, of course, give immediate lifesaving treatment. Fractures, minor surgery, etc. will not be done without the consent of parents or guardians.

If you have any questions or if you would like to discuss emergency care plans for your child, please call the school nurse at 635-8875.

Transfers

Parents who are moving out of the school district should notify the principal's office of the date the student will be leaving the school, as well as the name and address of the new school, if known. After registering at the new school, the request for records will be sent to PES by the new school.

Parental Custody

A copy of any legal documents verifying any modifications to the custodial rights of either parent must be sent to school. This document will be kept in your child's permanent record folder and will provide school staff with a legitimate basis for responding to any situation that may arise regarding custody (i.e., visits, dismissal, etc.).

STUDENT EXPECTATIONS

Behavior Management Plan

In order to work toward becoming productive citizens at school and in their future lives, students must:

1. Learn to make appropriate choices, following "Panther Expectations".
2. Learn to be in control of their behaviors.
3. Accept responsibility for choices and behavior.

Responsibilities

At all times and in all parts of the school, students are expected to follow PANTHER EXPECTATIONS for grades Preschool-5. Refer to page 8.

Student Dining Rules

- Enter and leave quietly.
- Use good table manners.
- Remain in your seat.
- Raise your hand for permission to leave your seat or request help.
- Use inside voices.
- Keep food on your tray.
- Use salt, ketchup and silverware properly.
- Listen to the adult in charge.
- Keep your area and cafeteria clean. Pick up after yourself, including anything you drop on the floor.
- Wait quietly to be excused and leave through proper exit.

Hallway Behavior

- Walk quietly, keeping hands and feet to self.
- Follow the classroom teacher's directions for walking in the hallway.

Classroom Behavior

Follow classroom expectations as posted in the classroom.

Playground Regulations

- Games which resemble fighting are not permitted.
- Balls, provided by the school, may be used in designated areas. No baseball bats or baseballs are allowed on the playground. Basketballs, footballs, soccer balls, tennis balls and baseball gloves are allowed.
- The paved area of the playground is reserved for orderly games such as jumping rope, hopscotch, four square and jacks.
- At the whistle, all students will stop playing and line up immediately at the assigned area.
- Snowball throwing is prohibited.
- Use all equipment properly; no running, playing tag or chase games on the equipment.
- Ask playground staff permission to use the bathroom.
- Students must be properly dressed to play in the snow, i.e., snow pants, hats, gloves and boots.

DISCIPLINE

Continual inappropriate behavior will result in a student meeting with the principal or assistant principal and parent will be notified. As a result of this meeting, a student may receive recess and/or lunch detention. A suspension may be issued for the following reasons but not limited to:

- Continuous unacceptable unsafe behavior and/or non-compliance.
- Disruption of the academic process and/or general welfare of the school.
- Possession of fireworks-explosives-drugs-weapons or facsimile.
- Violation of the Bullying and Harassment Laws.

- Inappropriate language (for example, but not limited to, derogatory comments regarding sex, religion, ethnicity, and/or foul/vulgar language).
- Other behaviors may possibly warrant a suspension. Each behavior will be handled according to its severity.

All disciplinary actions are at the discretion of PES Administration.

SECURITY

Emergency Management

In cooperation with the Pelham Police and Fire Departments, our School District has established an Emergency Management Plan, which will be used in response to any emergency situation that might arise. The “School Messenger” automated voice/internet system will be used to notify parents of any emergency requiring a change in school hours. It is imperative that parents notify the office immediately of any changes to the student’s emergency information.

Safety drills (lock down, evacuations, shelter in place, etc.) will be held on 10 occasions during the school year to practice safety procedures in the event of a real emergency.

Violations of the New Hampshire Safe School Zone Act – “Zero Tolerance Policy”

In response to the federal directive on juvenile violence, and in order to ensure a safe and suitable environment for learning, the Pelham Police Department has adopted a Zero Tolerance Policy pertaining to any violations of the New Hampshire Safe School Zone Act. These violations would include the following, but not limited to: Any acts of violence, threats, property destruction, drugs, alcohol, tobacco possession, weapons or facsimiles thereof, or use within the physical building of the school or related property, to include school buses and school related activities and functions.

Bullying Policy (JICBB)

The school district policy is linked here and also available on the school district website <https://www.pelhamsd.org/district/school-board/policies>. All staff, substitutes, volunteers and chaperones must be trained on the bullying policy prior to contact with students. Training is available on the school district website. A verification sheet must be submitted to the office in advance in order to work with students.

Child Abuse/Neglect (JLF)

New Hampshire Law (RSA 169-C: 29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case. Division of Children, Youth and Families (DCYF) (800) 894-5533 (in-state) or (603) 271-4451.

Communication

“School Messenger” An electronic voice message and e-mail system, will notify you of any announcements, cancellations, delays or school emergencies. This information is completed/updated in InfoSnap each year. Please notify the main office if you do not have access to a computer or if your email information has changed.

School Messenger is also used as a monthly e-mail communication to notify parents of upcoming events at our school.

Search Procedures

The administration has the right to inspect lockers and personal belongings (backpacks, purses), either to assist students to maintain organization of materials or for reasonable cause to ensure school safety.

MARKING SYSTEM

Homework and Grading Protocol

Homework can be a valuable part of the learning process. This may be implemented differently at each grade level and expectations will be clearly defined by the classroom teacher. Homework will not be reflected in academic standards, but will be reflected under student responsibilities and work section of the report card. Homework weight is at the discretion of the grade level teachers.

Grading Policy (IKA)

Academic grades will reflect the degree to which a student has met (at the time of reporting) the standard for the grade. No grades will be given/taken away for non-academic factors. (Examples: effort, behavior, etc.) Teachers will grade and enter assignments into PowerSchool within two weeks of the assignment being turned in.

Retakes (*Summative)

In alignment with our School District's Grading Policy, students will have the opportunity to take a retake. Students will have the opportunity for a retake as determined by the teacher in order to increase student knowledge and skills. Students, parents or teachers can initiate the request for a retake. The petition for a reassessment must be initiated within two school days after the notification, and work must be completed before the end of the tenth school day. When appropriate, teachers may require retakes of the skills the student failed to master.

*Summative assessments can include Math Topic Chapter Tests, Science Tests, Social Studies Tests, Reading Selection Tests and designated quizzes.

Late Projects (Summative)

At the elementary school, a rubric will be developed for long term assignments. This rubric will outline grading procedures and will be signed by students and parents. Late work will be afforded a one-day extension without any penalty and parents will be contacted. After the second day late, there will be a grade reduction. No more than five days late will be allowed to complete the project. A zero (0) will be recorded for projects that are not handed in.

Parent/Teacher Conferences/Communication

Each October, conferences are scheduled for each family to meet with teachers to discuss student progress. Attendance at these conferences is very valuable in developing good communication and common understandings. Conferences will be held on October 21, 22, 23, and 24, 2020. If you wish to speak with your child's teacher(s) at any other time, you are encouraged to call and arrange an appointment to do so.

Promotion

It is our belief that students should be promoted on the basis of academic success. In general, students shall be placed at the grade level to which they are best adjusted academically, socially, emotionally and developmentally. The educational program shall provide for the continuous progress of students from grade to grade.

If retention is a possibility, the administration and teacher will schedule a meeting with the parents by **June 1st**. It is desirable that an agreement is reached by all parties and the decision be reached at this meeting. Failing to reach an agreement by the last day of school, the principal shall reach a decision and advise all parties concerned.

In the event a parent wishes to appeal the final decision of the principal, a written appeal may be made to the Superintendent of Schools. The Superintendent of Schools will make a final decision on the appeal by July 15 and notify the parents and the principal of his/her decision.

PES STUDENT POLICIES

Dress Code for Students (JICA)

In our continuing efforts to keep your children safe and encourage appropriate dress for school, we ask that your student:

- Wear appropriate shoes (no flip flops or backless shoes to be worn when using playground equipment).
- Wear shirts that cover the abdomen completely.
- Wear shirts that cover the back (no halter tops, no spaghetti straps).
- No shirts with inappropriate language or slogans.
- No hats or bandanas will be allowed in school, except on designated days.
- Wear shorts and skirts that are no shorter in length of fingertips at your side.
- Dress appropriate for temperature.

Please be advised that students who wear shoes without backs or open-toed shoes will not be allowed to play on the playground equipment. They must remain on the hot top.

Use of Perfume, Cologne, Body Spray, or Deodorant

Please do not use heavy smelling scents or sprays in school. This includes heavy smelling perfume, cologne, body spray, or deodorant. There are staff members and students with allergies and asthma who could have reactions to them. Also, you should not bring in hanging scents for your lockers, as these can be smelled for quite a distance in the hallway. They can also cause a reaction in people with asthma and allergies.

Elevator Use Guidelines

An elevator is located on each wing for use by staff, students and the public. Primary uses will include:

- Transportation of disabled, infirm or injured individuals.
- Moving equipment, furniture and materials to and from the top floor.
- Students needing the elevator to move from floor to floor will need the express permission of the school nurse.

A staff member will accompany the student. A statement from a doctor may be required if use will be necessary on a long-term basis.

Recess–Indoor/Outdoor

Recess is an integral part of our school day. We regard such time as a very important opportunity for students to develop social skills. Therefore, we feel it is reasonable to expect that every student will participate in a 25-minute recess every day.

A student may be excused from outdoor recess participation only with a written note from a physician. In the event of a legitimate exemption, provisions can be made to assist the child.

Weather conditions do affect recess from time to time. Extreme cold or heat, rain or other factors may cause recess to be held indoors or to limit activity outside. Electronic devices may not be used during indoor recess. The school administration and playground personnel monitor such conditions and respond accordingly to protect the students. Temperatures with wind chill below 10 degrees will result in indoor recess. Please dress appropriately for the weather.

Telephone/Cell Phones/Other Devices (JICJ)

You may call the main office at 635-8875 and speak with one of the secretaries in the main office. If your call comes during the teacher's planning time, your call may be transferred to the teacher, if the teacher is not available, one of the

secretaries will take a message for the teacher to return your call. The school telephones are business telephones and will be restricted in their use by students unless the cause for use is an emergency or unusual situation. Please do not telephone the school for unnecessary personal messages to your child.

The use of personal cell phones, i-watches or fitbits by students is discouraged. Students in possession of a cell phone must turn it off, as it may not be used during school hours. "The student may not use any device to record, transmit, or post photos or video of a person or persons on campus without express permission of the teacher." "No images or video recorded on campus can be transmitted or posted at any time without the express permission of a teacher and participants. (Exception: public events, i.e. games, concerts, etc., unless otherwise specified)." (Policy JICJ) Cell phones used during school hours without permission by school personnel will be taken away and held in the office and parents notified. The use of any electronic device in school (iPods, electronic games, cameras, etc.) is subject to consequences which may include detention and/or suspension.

LUNCH PROGRAM

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. Breakfast will be available for the 2020-2021 school year. The nutrition service department plans menus that meet the USDA nutrition and sanitation regulations. Menus can be viewed online at pelhamsd.org and click onto Pelham Elementary School. Meal prices are set yearly. Please check the menu for the current price list.

Each family will be provided an application for the free and reduced price meal program. Any family is welcome to apply at any time during the school year. Applications are available at the school office, the nutrition service office and at www.pelhamsd.org. You may also apply online at <https://www.lunchapplication.com/>. If your family received this benefit last year, you will need to reapply by October 1, 2020.

The nutrition service department operates a prepaid debit card system. All students will be provided with a debit card to access their account. The accounts track all purchases and payments made throughout the year. The cards will be kept in the cafeteria to be picked up before the student has breakfast, lunch or milk. By keeping the cards in the cafeteria, your child is less likely to lose or damage the card. If your child loses the card, the account will be charged \$5.00 for a replacement card. If you would like an itemized account history, please contact the food service office at 635-7384, send in a written request with your child or email krambeau@pelhamsd.org.

Payments can be sent into the school with your child. Payment should be in an envelope with the child's name, teacher, bar code number and total amount of the deposit. Cash or checks made payable to Pelham Nutrition Service in any amount are accepted. Parents will be able to view the account online and make payments at <https://www.k12paymentcenter.com/>. Please check the school website and monthly menu for that information.

Charging of purchases is not encouraged although we understand sometimes payments may be late. Bills and low balance reminders will be sent home weekly. If the account becomes past due for \$5.00 or more, you will be notified that payment must be received within one week of notification.

We welcome any questions or concerns you may have. Please contact the nutrition service department at 635-7384. The Nutrition Service Team wishes you a great school year!

OTHER ACADEMIC PROGRAMS

Unified Arts–Grades 1-5

Art

Through the exploration of art, students will work and manipulate various art materials to foster their fine and gross motor skills. The Elements of Art are the building blocks for a work of art (line, shape, form, color, value, texture and space). Students will experiment with the elements of art to develop their knowledge and understanding. Students will acquire knowledge of history and culture for the purpose of understanding how important relations to other times and places are. Through the art program, our students will experience an excitement and desire for knowledge through which they will discover their unique and artistic style.

Library/Media Center

The library program offers students at all grade levels an opportunity to become better readers and develop their own interests, as well as an interest in the various curricula of study. Students will increase their ability to use reference materials using technology skills that will aid the students throughout their educational experience.

Students in Grade 5 will not be graded; library time will allow students to access books and computers for educational enjoyment. A library assistant will supervise and assist students on a daily basis.

Music/Band

The music program introduces students to the basic musical concepts such as notation and rhythmic studies. Throughout the years, students build on their skills in rhythm, dynamics, tone color, tempo, pitch and meter. Students play a wide variety of world percussion instruments and melodic instruments. We sing songs from around the world and often play Orff accompaniments along with them. Movement is a major part of the curriculum, and students can expect to be moving around and dancing in this class. In third grade, students start playing the recorder and reading notation. In fourth and fifth grades, students can participate in the band program.

Physical Education

Physical Education is an integral part of the education at PES. Students are expected to be prepared for activity, i.e., athletic shoes (not “fashion” sneakers) that are fastened tightly, no baggy pants, no dangling jewelry, and long hair tied away from the face. Throughout the curriculum, good sportsmanship, cooperation, fair play and lifelong healthy habits are stressed. Development of these skills is essential in helping students foster a positive self-image.

From first through fifth grade, students will build on their knowledge of locomotor and non-locomotor skills (running, galloping, skipping, etc.). From third grade on, students will use basic movement skills and combine movement concepts (open space, force, time, flow, etc.) to play games. The physical education program is designed to incorporate a wide variety of activities to get kids excited about exercise and a healthy lifestyle. Students will leave the elementary physical education program with a knowledge base that will include healthy eating habits, good personal hygiene and the ability to move their body in ways that will help increase their fitness and health.

Health

The Health curriculum at PES is a key introduction to wellness in everyday life. The health program covers a wide range of curriculum that is met at both the state and national standard. Most topics are first introduced at a younger grade level and then continually developed during their time at PES (some examples: self-esteem, friendship, personal hygiene, germs, nutrition, and mindfulness units). Students will cover topics that keep their bodies balanced. Wellness is a great term used throughout the class to show the development of social, emotional and physical health. This allows students to have a great foundation towards making healthier, safe choices throughout life. This class will also foster the development of teamwork, communication and the ability to listen and work with others.

STEAM

Everyone aboard the PES STEAM Train! Students in Grades 1-5 will come to the STEAM Lab where Science, Technology, Engineering, Art, and Math come together. All that is required is curiosity as students use their critical thinking skills to problem solve and answer questions, often building models and working collaboratively. STEAM is where students get to do what scientists do: Observe, Wonder, Investigate, Collect Data, and Make Sense of their Findings. The curriculum is project-based, and the Next Generation Science Standards are the foundation for minds-on, engaging learning that will enhance what the students are being taught in their regular education classrooms. While using robotics and technology tools, STEAMers will explore concepts in Physical Science, Earth Science, and Life Science, gaining a deeper understanding through problem solving and critical thinking skills.

School Council

The Council is an integral part of the school program and serves to promote a safe and effective learning environment for all children and staff. Council activities range from establishing long-range educational goals providing safety materials for classroom teachers and supporting in-house educational presentations for all students.

The Council consists of representatives from the School Board, parent community, staff and administration. The Council meets once a month (1st Wednesday) during the school year at 3:30 pm.

Field Trips

Field trips are scheduled by classroom teachers throughout the year. They are designed to be an educational enhancement of the curriculum. We encourage all students to participate in field trip opportunities. A chaperone must sign a Volunteer Assurance Form, be trained on the bullying policy, sign the bullying verification form, and provide appropriate paperwork to the office at least two weeks in advance of the field trip to accompany a class (forms/training available at www.pelhamsd.org). Students will not be left alone at any time during the field trip with a chaperone that has not undergone a criminal background check and fingerprinting. Volunteer Assurance Forms and bullying training are available on our school district website.

If there are concerns regarding costs associated with these field trips, please feel free to contact your child's classroom teacher or administration. A designated CPR/First Aid trained adult will accompany each field trip. Students who do not choose to attend a field trip are expected to attend school and will be provided with appropriate instructional materials in an alternative classroom.

MISCELLANEOUS

Birthdays/Celebrations

The Pelham School Board recognizes and supports the diversity within the schools and the community. Cultural religious expressions about holidays may be taught as part of the school curriculum providing that teaching is done to support the curriculum rather than to promote or infringe upon cultural/religious beliefs or to show preference for one religion over another. School-sponsored programs specifically related to religious holidays or observances will be permitted only if

the program or activity has a secular educational purpose; neither advances nor inhibits religion; and does not violate the United States Constitution. Birthday celebrations at PES must follow the guidelines of the [District Wellness policy \(JLCF\)](#).

PES observes the following celebrations/holidays with classroom parties:

Halloween – Friday, October 30, 2020

Christmas – Tuesday, December 22, 2020

Valentine’s Day – Friday, February 12, 2021

Gift-giving to staff is optional. It is our gift knowing we are making a difference with your children each and every day.

We ask that parents please contact their child’s classroom teacher regarding celebrations throughout the year. All students’ birthdays are announced over the intercom each morning. Birthday party invitations for outside parties are not allowed. Invites can be mailed or emailed to avoid potentially difficult situations. Addresses of classmates will be provided upon request by the classroom teacher. Addresses are for invites and not for personal use or soliciting. In the event of school cancellation, celebrations will be limited to snack time.

Lost and Found

There is a “Lost and Found” area. If your child has lost an item or an article of clothing, have the child check this area. We usually have a large amount of unlabeled clothing that is never claimed. Please label all articles whenever possible with your child’s name. During each vacation period, all unclaimed clothing is sent to a charitable organization.

PTA

The Pelham Elementary School Parent Teacher Association is a vital component of our school. The PTA promotes quality educational programs and helps to raise money for special activities, events and materials. The monthly newsletter is available online through the PES website. Meetings are held on the second Tuesday of each month beginning at 6:30 p.m. We encourage you to become a member and appreciate your support.

Pelham School Age Child Care

Pelham School Age Child Care is a non-profit organization that provides affordable child-care for school age children in Pelham, in grades K-5, before school begins at 6:30 am and after school until 6:00 pm. The program is operated on the Pelham Elementary School site but is not affiliated with the Pelham School District. For more information, call 635-9733.

School Pictures

Student’s individual pictures are taken every year and picture packages offered to parents in the fall. Whole classroom pictures are taken each spring. This is an optional purchase; however, student’s pictures are kept in our school database while the student is attending Pelham Elementary School. Student portraits will be taken in September.

Valuables/Personal Property

The school cannot accept responsibility for lost or damaged personal property.

Students are allowed to bring money to school, in a marked envelope for specific purposes such as lunch, school store, milk, pictures, etc., and turn it into the classroom teacher. Students should be cautioned not to leave valuables such as electronics, watches, money and expensive pens in their desks and/or lockers. Balls, provided by the school, may be used in designated areas. No trading cards allowed in school. Toys and items brought in will be at teacher discretion. Toys brought into school must be kept in the student’s locker and taken out at recess only.

[TRANSPORTATION \(JICC\)](#)

The Pelham School District uses the Student Transportation of America (STA) on Industrial Park Drive in Pelham to transport its students. The phone number of the company is 589-9205. In the event your child misses their afternoon bus trip, he/she will be sent to the office to obtain a ride home using the emergency contact information as a guide. No student will be placed on an alternate bus. Students from PMS and PHS are not allowed to ride PES buses. It is PES procedure to **not let students in grades K-1 off the bus without an adult present.**

[Behavior for Bus Passengers \(JICC-R\)](#)

The following actions will be considered infractions of the rules for inappropriate conduct on the school buses:

- Throwing objects inside and/or at the bus.
- Pushing, shoving or fighting.
- Indecent or abusive language.
- Physical or verbal abuse of other students or the driver.
- Refusal or intentional failure to obey the driver.
- Defacement of the bus.
- Smoking/Vaping on the bus.
- Tampering with emergency exits.
- Inappropriate use of cell phones.
- Any act detrimental to the safety of a person(s) on the bus.
- Articles prohibited from PES are not allowed on the bus.

Special Note:

Parents need to be aware that should any of the above infractions be interpreted as a serious safety threat to safe bus operation or an overt physical attack on a passenger(s) or driver, an immediate suspension of the bus privilege may occur. School Administration will handle bus discipline on a case by case basis.

[Bus Guidelines](#)

The responsibility of the safe transportation of students is shared by the local school boards, superintendent, administrators, student transportation personnel, safety staff, instructional staff, school bus drivers, parents, the motoring public and students themselves. Any program of safety must be a cooperative effort, and we ask that you review the following points with your children. Due to very crowded buses, students will not be allowed to ride alternate buses at the end of the day. At this time, the only exception will continue to be transportation to after-school day care providers.

[Waiting for the Bus](#)

- Be on time.
- Wait quietly – do not play in the roadway.
- Do not damage property at the bus stop such as flowers, shrubs, trees and lawns. Do not leave litter at the bus stop.
- Stand back about 6 feet from the roadway while waiting for the bus.
- If students must cross the roadway to board the bus, look in both directions for traffic, wait until the bus driver signals before crossing the road. Walk in front of the bus in a single file.
- When boarding the bus, use the handrail and take the steps one at a time. Speak to the driver in a pleasant manner.
- Go directly to your seat.

Riding on the Bus

- Watch your sitting posture as you would in the classroom.
- Remain seated until the bus reaches its destination and comes to a complete stop. Keep the aisle of the bus clear.
- Keep the bus clean – don't be a "litterbug".
- Keep your head, arms and hands inside the bus at all times. Keep your feet off the seats.
- Keep books and all other objects under the seat, not in the aisle. Remain quiet so that you will not distract the bus driver.
- Cell phone use is not permitted on the bus.
- Obey the bus driver's directions promptly and cheerfully.
- Never throw objects around or inside the bus or outside the window. Never open the windows without the driver's permission.
- Sit in your assigned seat.

Leaving the Bus

- Stay seated until the bus comes to a complete stop. Don't push or shove, but move quickly.
- Be pleasant and courteous to the driver.
- Use the handrail and take one step at a time when leaving the bus.
- If your home is on the right side of the road, go directly to the driveway so the driver can always see you.
- If you must cross the road, always await the driver's signal to do so.

Car Dismissal Procedures

All students are dismissed for a car pick up through written parent notification to the classroom teacher. One note will suffice routine car pick up for the school year. A PES car placard must be visible in the lower left hand corner of the windshield for car dismissal. Failure to post a placard will result in dismissal of students through the main office area. Two car placards will be issued per family and should be used throughout the entire time your child attends PES. Please observe the posted speed limit of 5 mph. Kindergarten students will be walked over and will follow the end of the day procedures for car dismissal. Please do not pass cars dropping off or picking up students.

HEALTH (JLC)

Health services for students are an integral, and sometimes critical, part of our program at PES. Our full-time school nurse and part-time school nurse are the key providers of all services for students. A health services assistant is employed to assist students.

It is most important that the school and parents communicate effectively and for everyone to understand the guidelines for dealing with medical concerns. The following will hopefully be of assistance to you:

- Students can be provided health screenings throughout their years at PES.
- We have the availability to perform hearing and vision screenings at the request of parents or teachers.
- Any concerns arising from any screening will be promptly conveyed to parents.

Medications of various types are administered to students each day and proper procedures are necessary for the protection of all children. The following procedures will be required of all students:

- All prescription medications will be administered at school only with a physician's note and parental permission.
- Over-the-counter medications of any type will require parental permission.

- The above medications must be in the prescription bottle or original container (with the child's name on it) and will be kept in the nurse's office.
- We must expect that no medication will be in your child's possession at any time.
- We also must expect that information regarding communicable disease will be reported to the nurse immediately.

[Policies](#)

**Note: All up-to-date district policies are available online at <https://www.pelhamsd.org/district/school-board/policies>

To: Pelham School Board
From: Pelham Memorial School
RE: Student Handbook Updates
Date: July 15, 2020

Statement of Request:

The Pelham Memorial administration is requesting minor edits/updates to the Student Handbook.

Reason for Request:

The request has been made to keep the community informed of personnel changes, price changes, current year guidelines.

Details:

- Cover page - School year updated to 2020-2021
- Principal's Message - School year updated to 2020 - 2021
- Contact Page - School year updated, Superintendent updated, Sarah Marandos updated to reflect doctorate, Special Ed. Coordinator TBD, Administrative Assistant updated to reflect change in personnel to Sue Rouse.
- Contents Page - School year updated
- Page 6 Staff List
 - - Grade six: Mrs. Ascanio removed and Miss Renaud added.
 - Grade Seven: Ms. Bond removed and Ms. Buell added, Mrs. Gariepy removed and Mrs. Bryant added, Mrs. Brody removed and new hire to be added.
 - Grade Eight - Mrs. Bryant removed and Mrs. Rall's added, Mr. Arnold removed and Mrs. Wrath added.
 - Unified Arts: Mrs. Thomas removed and Miss. Brown added.
 - Special Education: Mrs. Gerber removed and Mrs. Cuhna added.
- Page 7 - School year updated
- Pages 8-13 - School Year updated on daily schedules
- Page 14 - School calendar added
- Page 22 - ~~If a site is blocked and a student feels it would benefit their learning, then students should contact helpdesk@pelhamsd.org to request that the site be unblocked.~~* Students may share the site with the teacher and the teacher will send a tech ticket to the IT department
- Page 22- ~~Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.~~ *Students have not been allowed to install apps
- Page 22 - Chromebook fee's updated - Chromebook - ~~250.00~~ to 200.00 - AC charger ~~30.00~~ to 25.00 - Battery ~~50.00~~

- Page 28 - Lunch rules number 6 - “hallway snack” machine removed - we no longer have this machine in our building.
- Page 28 - Removed number 3 from recess rules - As a result of the addition of the band portable the courtyard is no longer visible to staff during recess therefore students are no longer permitted to sit at the tables.

Closing:

In the event that any of the above requests are not permitted the administrative team will address the concerns brought by the board and look to collaborate to determine an acceptable option.

Thank you for your consideration.

To: Pelham School Board
From: Pelham Memorial Administration
Re: Changes to Student handbook
Date: July 10, 2020

Statement of Request:

The Pelham Memorial administrative team is requesting the addition of “Possible Consequences” on page 16 of the Student Handbook.

Reason for Request:

This request has been made due to the need for clarification of possible consequences as well as the repercussions of not serving a consequence.

Details:

Possible Consequences:

- Referral to the office to meet with an Administrator
- Lunch detention either served in the classroom with the teacher who assigned the consequence or in the office
- After school detention until 3:00 served with the teacher who assigned the consequence
 - If a teacher detention is skipped by the student, the teacher detention will be served the following day as well as an additional detention to be served with administration the day after.
- Administrative detention until 3:30 served in the office
 - If an administrative detention is skipped by the student, the student will serve a one day in school suspension once the parents have been given notification of such suspension.
- In school suspension served in the office with an administrator
- Out of school suspension

Closing:

If the proposed request is not accepted the Memorial administrative team will ensure that the consequences are verbally conveyed to the staff and students to include the repercussions of not serving a consequence as assigned.

Thank- you for your consideration.

Statement of Request:

The Pelham Memorial administrative team is requesting the addition of a statement clarifying the lunch and recess disciplinary procedures found on page 28 of the Student Handbook.

Reason for Request:

This request has been made due to the need for clarification of possible consequences resulting from disciplinary action taken during lunch or recess. Historically there has not been a steadfast set of disciplinary actions for this time of the day. Including these will aid in the decrease of behavioral issues during lunch and recess which tends to be the time of day most office referrals occur. In addition to clarifications for students the Instructional Assistants will be instructed to follow this protocol.

Details:

Lunch/Recess Discipline

Discipline will be determined on a case by case basis as well as dependent upon the severity of the infraction. Violation of the above stated expectations during lunch or recess will result in disciplinary action. The first three infractions will warrant a lunch detention each. On the fourth infraction the student will serve an administrative detention to be served the following day afterschool. Further disciplinary action may be taken at the discretion of the administration.

Closing:

If the proposed request is not accepted the Memorial administrative team will ensure that the consequences are verbally conveyed to the staff and students.

Thank- you for your consideration.

Statement of Request:

The Pelham Memorial administrative team is requesting the addition of a clarifying statement to the “Water Bottles” section found on page 32/33 of the Student Handbook.

Reason for Request:

This request has been made due to the need for clarification of possible consequences resulting from using water bottles that are not clear. Historically there has not been a consequence assigned to the use of water bottles that are not clear. Due to this there was a lack of follow through by staff and teachers when addressing the issue.

Details:

Water bottles that are not made of a clear plastic will be held in the office for the remainder of the day and the student will pick it up prior to dismissal. Repeat offenders will be assigned an administrative detention and a parent will be required to come and pick up the water bottle at the school.

Closing:

If the proposed request is not accepted the Memorial administrative team will ensure that the expectations are verbally conveyed to the staff and students.

Thank- you for your consideration.

Statement of Request:

The Pelham Memorial administrative team is requesting the addition of “Bus Discipline” to the Student Handbook. The addition can be found on page 35 of the handbook.

Reason for Request:

This request has been made due to the need for identification of possible consequences for misconduct while on the bus. The clarification will allow the parents and students to know the possible consequences and procedures used when administration is handling misconduct.

Details:

Bus Discipline

Students who do not follow the guidelines set forth by the bus driver will be written up and referred to administration. Disciplinary action will be determined on a case by case basis and relative to the severity and/or repetitive nature of the infraction.

Possible Consequences:

- Meet with administration process the situation and make plan for improved behavior
- Phone call to parents/guardians
- Lunch detention
- Administrative detention
- Suspension from riding the bus - length to be determined case by case
- Meeting with parents

Closing:

If the proposed request is not accepted the Memorial administrative team will ensure that the expectations are verbally conveyed to the staff and students.

Thank- you for your consideration.

Pelham Memorial School

~~2019-2020-2020-2021~~

Student Handbook



Grades 6-8

“Inspiring Success One Mind at a Time”

Principals’ Message

Dear Middle School Students and Parents,

We hope that you had a great summer, and that you are recharged and ready to start the ~~2019-2020~~ 2020-2021 school year! We are happy to welcome you all to Pelham Memorial School. Our staff is committed to making your school year innovative, fun, and exciting! We continue our efforts in assisting our students’ academic, social and emotional growth and progress. During each of the three middle school years, we work hard to help students with the transition from elementary to middle, and then on to high school.

This is a time for you to explore, inquire, problem solve, and progress as a learner. You will develop new interests, skills, and competencies. We hope to provide you various learning opportunities, activities, and options to explore your interests and individuality as you set your path for your future college and career planning. Your teachers will guide and encourage you to become motivated learners that are focused on your own personal development. We hope to foster an environment that will build your confidence in becoming life-long learners.

This handbook is meant to be a guide to help with your success during your time at Memorial. We appreciate your thoughtful review in preparation for the school year. We are constantly reviewing, refining, and reflecting upon our practices. We encourage any feedback or suggestions you may have.

In closing, we are happy that you are part of the Memorial School community. We are committed to working hard on your behalf #everyday. We are looking forward to a wonderful year together!

Yours in education,

Stacy Maghakian & Katie Mackey

Pelham Memorial School

59 Marsh Rd.
Pelham, New Hampshire 03076

Telephone (603) 635-2321

Fax (603) 635-2369

<http://www.pelhamsd.org/pms>

~~2019-2020-2020-2021~~

Superintendent 1145	Mr. William Furbush Dr. Chip McGee	635-
Business Administrator 1145	Mrs. Deborah Mahoney	635-
Director of Curriculum, Instruction, Assessment 635-1145	Ms. Dr. Sarah Marandos	
Director of Human Resources 635-1145	Mrs. Joan Cote	
Director of Special Services 1145	Dr. Kimberly Lessard	635-
Principal 2321	Mrs. Stacy Maghakian	635-
Assistant Principal 2321	Mrs. Katrina Mackey	635-
Special Education Coordinator 2321	TBD	635-

Guidance Counselor	Mr. H. Bob Hatzimanolis	635-2321
Guidance Counselor	Mrs. Kathleen Cartier	635-2321
School Nurse/Care Line	Mrs. Joanne Morrison	635-2748
Administrative Assistant	Ms. Katie Ralls Mrs. Sue Rouse	635-2321
Secretary	Mrs. Jean Kivikoski	635-2321

CONTENTS

PELHAM MEMORIAL STAFF 2019-2020 2020-2021	7
GENERAL INFORMATION	8
District Vision Statement	8
Purpose	8
Pelham Memorial T.I.G.E.R. EXPECTATIONS	8
2019-2020 2020-2021 Schedule	8
Regular Schedule	9
Early Release Day Schedule	11
2 Hour Delay Schedule	12
2019-2020 2020-2021 School Calendar	13
ATTENDANCE	14
Absence	14
Tardy	14
Request for Assignments	14
Truancy	14
Dismissal	15
No School –Delayed opening	15
Emergency School Closing or Unexpected School-Time Dismissal	15
Visitors	16
Passes	16
DISCIPLINE	16
Level I	17
Level II	18
Level III	19
STUDENT REGISTRATION/EMERGENCY CONTACTS	20
Transfer Students	20
Parental Custody	20
SECURITY	20
Emergency Response Preparedness	20
Child Abuse/Neglect	20
Crisis Team	21
MATERIALS	21
Chromebook Care and Guidelines	21
MARKING SYSTEM	23
PMS Grading Guidelines	23

Retake Protocol	24
Academic Integrity	25
Homework	25
Teacher Responsibility	25
Parent and Guardian Responsibility	25
Student Responsibility	26
Parent Portal	26
LUNCH PROGRAM	26
Free/Reduced Program	27
Lunch Rules	27
Recess Rules	28
ACADEMIC PROGRAMS/RESOURCES	28
School Guidance Program	28
Special Needs Referral	28
National Junior Honor Society	29
Field Trips	30
DC Trip	30
Student Council	30
Media Center	30
Hours	30
Circulation and Overdue books	30
MISCELLANEOUS	31
Dress Code	31
Heavy Scents	31
Water Bottles	32
Electronic Devices	32
Lockers	33
Lost & Found	33
School Dances	33
Working Papers	33
PELHAM MEMORIAL PTSA	33
TRANSPORTATION	34
Bus Safety Regulations	34
Bus Notes	34
HEALTH	34

Medication	34
Immunizations	35
Student Health	35
Smoking Law	35
POLICIES	36

PELHAM MEMORIAL STAFF ~~2019-2020~~ 2020-2021

Grade 6:

Ms. Bryanna. Favor Language Arts/Social Studies
Mrs. Kelly Tessier Math/Social Studies
Mrs. Judy Shanteler Science/Social Studies
~~Mrs. Patricia Ascanio~~ Science
Ms. Emily Renaud
Mrs. Ashley Smith Math
Mrs. Amy Branco Language Arts
Mrs. Allison Miller Social Studies

Grade 7:

Ms. Katie Schares Language Arts
~~Ms. Molly Bond~~ Science
Ms. Melanie Buell
~~Mrs. Carol Gariepy~~ Social Studies
Mrs. Jamie Bryant
Mr. Kevin Correa Math/Social Studies
~~Mrs. Laurie Brody~~ Math/Social Studies
Ms. Elizabeth Reid
Mrs. Megan DeLucia Language Arts/Social Studies
Mrs. Heidi Beineke Science/Social Studies

Grade 8:

Ms. Eileen Kelly Math
~~Mr. Kevin Arnold~~ Language Arts
Mrs. Crystal Hatzimanolis
~~Mrs. Jamie Bryant~~ Social Studies
Ms. Katie Ralls
Mr. Keith Lewis Science
Dr. Taryn Lee Science/Social Studies
Mrs. Audrey Withee Math/Social Studies
~~Mrs. Crystal Hatzimanolis~~ Language Arts/Social Studies
Mrs. Jennifer Wrath

Unified Arts:

~~Mrs. Deb Thomas~~ Health
Ms. Emma Brown
Mr. Jason Pratt Music
Mrs. Elisa Saunders Band
Mr. William Beauchesne Physical Education
Mr. Andres Perez Spanish
Mrs. Andrea Meyer Technology
Mr. Randy Coutu Art
Mrs. Ann-Marie Nelson Library

Special Educators:

Ms. Jennifer Grover Grade 6
Ms. Erin McCune Grade 6
Mrs. Lisa Stevens Grade 7
Ms. Abbey Archambault Grade 7
Mrs. Deb Carson Grade 8
Mrs. Megan Scanio Grade 8
~~Mrs. Deb Gerber~~ Mrs. Kelly Cunha SEL

School Psychologist:

~~Mrs. Dr.~~ Ashley Albert

Instructional Assistants:

Mrs. Angela Griffin
Mrs. Irene Scanlon

Ms. Sarah Barrios
Mrs. Kelly Jean
Mrs. Diane Casavant
Mrs. Cathy Ernst
Mrs. Karen Genoter
Mrs. Linda Vanti
Mrs. Kelly Carignan

Ms. Alannah Crowley

~~Mrs. Jacqueline Madden~~

Ms. Kaleigh Joncas

Mrs. Shannon Carroll

Mr. Ronald Murphy

Mrs. Melissa Marvin

Reading Specialist:

Ms. Sandra Moore

Math Tutor:

Mr. James Kavarnos

ELA Tutor:

Charles Curfman

ESOL:

Mrs. Sarah Goldsack

Occupational Therapist:

Mrs. Eileen Beliveau

Speech Therapist:

Mrs. Barbara Lovett

Technology Instructional Coach:

Mrs. Patricia Lamontagne

Math Instructional Coach:

Mrs. Karena Carten

Custodial Staff:

Mr. Ronald Stephen

GENERAL INFORMATION

District Vision Statement

The Pelham School District, in collaboration with the community we serve, is committed to providing a high-quality, contemporary education in a safe and inclusive environment. Our goal is to educate, prepare, and inspire all students to achieve their full potential as life-long learners, critical thinkers, and contributing citizens to our global society.

Purpose

The purpose of this handbook is to give you information regarding Pelham Memorial School. We urge you to read this book together, student and parent. This book explains our policies, programs, organizations and other areas of interest. Much of what you learn from this book can help you enjoy a successful year.

Inevitably questions and concerns do arise, and we urge you to discuss them with the appropriate staff members. Let us extend our hope that each of you has a pleasant and rewarding school year!

Pelham Memorial T.I.G.E.R. EXPECTATIONS

Together we learn from others

I am responsible for my words and actions

Generate positive attitude

Engage and inspire

Respect yourself and others

~~2019-2020~~ 2020-2021 *Schedule*

The tardy bell rings at 7:35 AM. Students may arrive anytime between **7:15 AM and 7:30 AM**. Traffic does increase as 7:35 AM approaches. Please understand that students not in their assigned advisory at 7:35 AM will be marked as tardy. Dismissal is at 2:15 PM each day with the exception of early release days when dismissal is at 11:15 AM.



2020-2021 Pelham Memorial Schedule



6th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:40	A
8:40-9:30	B
9:30-10:25	C
10:25-10:55	LIT
10:55-11:25	Lunch
11:25-11:55	WIN
11:55-12:45	D
12:45-1:30	UA
1:30-2:15	UA

*The upstairs team does not rotate their D block.

7th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:40	A
8:40-9:30	B
9:30-10:15	UA
10:15-11:00	UA
11:00-11:30	WIN
11:30-12:00	Lunch
12:00-12:30	LIT
12:30-1:20	C
1:20-2:15	D

*The downstairs team does not rotate their D block.

8th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:35	UA
8:35-9:20	UA
9:20-10:10	A
10:10-11:00	B
11:00-11:30	WIN
11:30-12:00	LIT
12:00-12:30	Lunch
12:30-1:20	C
1:20-2:15	D

Unified Arts

Time	Class
7:35-7:50	Advisory
7:50-8:35	8
8:35-9:20	8
9:30-10:15	7
10:15-11:00	7
11:00-12:45	Prep/Lunch
12:45-1:30	6
1:30-2:15	6

Lunches

Grade 6	10:25-11:25
Grade 7	11:30-12:00
Grade 8	12:00-12:30

WIN Blocks

Grade 8	11:00-11:30
Grade 7	11:00-11:30
Grade 6	11:25-11:55



2020-2021 Early Release Day Schedule



6th Grade

Time	Class
7:35-7:50	Advisory
7:50-9:25	CORE (3)
9:25-9:50	Breakfast
9:50-10:15	UA
10:15-10:40	UA
10:40-11:15	CORE (1)

7th Grade

Time	Class
7:35-7:50	Advisory
7:50-9:00	CORE (2)
9:00-9:25	UA
9:25-9:50	UA
9:50-10:15	Breakfast
10:15-11:15	CORE (2)

8th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:15	UA
8:15-8:40	UA
8:40-9:05	Breakfast
9:05-11:15	CORE (4)



2020-2021 2-Hour Delay Schedule



6th Grade

Time	Class
9:35-9:45	Advisory
9:45-12:00	CORE (3)
12:00-12:30	Lunch
12:30-1:15	CORE (1)
1:15-1:45	UA
1:45-2:15	UA

7th Grade

Time	Class
9:35-9:45	Advisory
9:45-11:15	CORE (2)
11:15-11:45	Lunch
11:45-12:15	UA
12:15-12:45	UA
12:45-2:15	CORE (2)

8th Grade

Time	Class
9:35-9:45	Advisory
9:45-10:15	UA
10:15-10:45	UA
10:45-11:15	Lunch
11:15-2:15	CORE (4)

Lunches

Grade 8	10:45-11:15
Grade 7	11:15-11:45
Grade 6	12:00-12:30

PELHAM SCHOOL DISTRICT



2020-21 School Calendar

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			
						21

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					
						16

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						16

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	5	5	5	5	5	26
27	28	29	30			
						13

- School Closed
- ER Early Release Day
- TW Teacher Workshop
- September 7 - Labor Day
- October 12 - Columbus Day
- November 11 - Veterans Day
- November 25 - 27 - Thanksgiving Recess
- December 23 - January 1 - Winter Vacation

- End of Quarter
- First & Last Day of School
- End of Trimester
- January 18 - Martin Luther King Jr. Day
- February 22 - February 26 - February Vacation
- April 26 - April 30 - April Vacation
- May 31 - Memorial Day

S=Hold for Potential School Year End

ATTENDANCE

School aged children enrolled in the district must attend school in accordance with all state laws and school board policies. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for the students to achieve academic standards and consistent educational progress. Please see school board [Policy JH](#). Relevant state legislation includes RSA 193, which can be found on the NH Department of Education website.

Absence

If your student will be absent for the day, please call the school CARE LINE before 7:30a.m. at 635-2748. Follow the automated voice instructions, leaving the student's name and reason for absence. Please see board [Policy JH](#). A note from your student's doctor is required for consecutive absences of five or more days. The note must contain the specific dates to be excused. These absences will remain unexcused until an excusal note is received. Administration reserves the right to request documentation related to student absences at any time.

Students may not attend or participate in school functions on the day of an absence. Friday absences will prevent a student from participating in any Saturday/Sunday activity.

Tardy

If your student will be tardy to school after 8:30 AM, please call the school CARE LINE before 7:30 AM at 635-2748. Follow the automated voice instructions, leaving the student's name and reason for being tardy. Pupils who are not in their classroom by 7:35 AM are marked as tardy and required to go to the School Office to be SIGNED IN and to receive a Tardy Pass.

Request for Assignments

Parental requests for schoolwork must be made to the school office before 9:00 a.m. Requests for homework should not be left on the CareLine. The requested schoolwork may be picked up at the school office after 2:30 PM.

Schoolwork is provided upon request for absences exceeding two days and must be requested before. We do not provide work in advance of anticipated absences such as family vacations. Students are responsible for making up any work that has been missed. Typically, students are allowed the same amount of days out to make up any absent work (i.e., 2 days absent = 2 days to make up work upon return). Make-ups for assessments need to be arranged with the student's respective teachers.

Truancy

The Board recognizes that absences from school may be necessary at times. For that reason, the Board recognizes two types of absences from school: excused authorized and unexcused unauthorized absence. Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration. Please refer to [Policy JH](#).

1. Students not in their classroom by 7:35 AM are tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The principal will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school district's attendance policy and to develop a plan to assist the student in attending school.

3. For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and look for ways to foster better family relationships and improve student attendance.
4. For students with excessive unexcused absences, the Pelham Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

Dismissal

In order to provide a safe and orderly dismissal, the following procedures are followed:

- There are two afternoon dismissal bells. The first, at 2:15 PM, is for those students riding the bus only. The second bell is sounded manually once all buses are loaded. At this time, all other students are dismissed (such as those walking or being picked up, athletes, etc.)
- If a child is to be dismissed from school prior to 2:15 PM, you must send a written note including the date of dismissal, your child's full name, full name of the adult who will be dismissing your child, and the time of dismissal. Without a note the student will be sent home on the bus.
- You must present a picture ID when you arrive to dismiss any child. The staff member dismissing your child may not know you. If you are intending to pick up a child other than your own, the Main Office MUST have a NOTE from the parent/guardian of the child that includes the child's full name, date of dismissal, and the full name of the adult who will be dismissing the child. Without a note, the child will not be allowed to go with you. Students must be signed out to the custody of an adult. Students are not to leave the school building unless accompanied by a parent or guardian, or an adult authorized by same.

No School –Delayed opening

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision will be made by 6 AM School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

Emergency School Closing or Unexpected School-Time Dismissal

On a very rare occasion it may be necessary to dismiss students early due to an emergency (i.e., power failure, severe storm). The superintendent of schools makes this decision after careful consideration knowing the various ramifications of having students leave the building earlier than anticipated. Please be sure that all your contact information is up-to-date. It is imperative to notify the school office of changes in information during the school year. School Messenger is a communication product that utilizes telephone and e-mail systems. School Messenger allows parents to be informed about emergencies as well as important school events. Parents may choose up to five contacts for emergency messages. The system allows individual schools as well as the district to communicate information in a very rapid manner. The School Messenger system will be used in the event of an unexpected school-time dismissal giving detailed information about procedures. We appreciate your kind attention in following the directives carefully and not contacting the school unless directed in the School Messenger message.

Visitors

All visitors **MUST** report to the main office. You will be asked to sign in the visitor log sheet and are required to wear a visitor badge while in the building. Parents can help us protect all students by adhering to this rule. Our staff has been instructed to question any non-employee seen in the building and not wearing a badge. Please return to the main office to sign out when leaving. Thank you for helping us ensure the safety of our students and staff.

Passes

Students are required to have a pass, signed by a staff member, for the following situations:

- entering the building early in the morning;
- tardiness for class;
- using the lavatory;
- to and from guidance;
- leaving the cafeteria early to return to class; and
- to and from the office, the nurse's room, or another classroom.

DISCIPLINE

Discipline at our school is based on real world facts and issues that are easily understood by all members of the school community. Students' main goal in school is EDUCATION. Education is valuable intrinsically and for the future it helps to secure. Therefore, we will not permit anyone to prevent any student (including him/herself) from reaching that goal. The best learning occurs when students can listen, recite, share, and concentrate without interference. This school will protect each student's right to an education without interference.

In our homes, workplaces and communities, there are authorities. At Pelham Memorial, the authorities have dedicated themselves to learning about young people and about the subjects they teach. The main goal of Pelham Memorial School teachers, administrators, and staff is the welfare and education of the students. Teachers are not all alike in their approach to rewards, consequences, or classroom rules. Students must meet a variety of expectations in school, just as they will in society. It is to each student's benefit to learn to adjust to a variety of demands from a variety of personalities. In our school, there will be adults and students who will be caring, sympathetic listeners, but the standards of behavior are not waived. All rules apply to all students

Possible Consequences:

- Referral to the office to meet with an Administrator
- Lunch detention either served in the classroom with the teacher who assigned the consequence or in the office
- After school detention until 3:00 served with the teacher who assigned the consequence
 - If a teacher detention is skipped by the student, the teacher detention will be served the following day as well as an additional detention to be served with administration the day after.
- Administrative detention until 3:30 served in the office
 - If an administrative detention is skipped by the student, the student will serve a one day in school suspension once the parents have been given notification of such suspension.

- In school suspension served in the office with an administrator
- Out of school suspension

Level I

Level I – Offenses which typically involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. These infractions can typically be addressed by a staff member and may require the intervention of administration.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bus Misconduct Damage to Property (unintentional) Deceiving or Lying to Staff Disrespect Disruptive Behavior Dress Code Violation Failure to Comply Forgery Improper use of District Equipment, Facilities and/or Resources Incomplete Homework/Class Work Late to Class Misuse/Missing Hallway Pass Plagiarizing/Cheating Presence in an Unauthorized Area Profanity or Unacceptable Language Pushing/Shoving School Building Security Breach Tardiness Unsafe Behavior Use/Possession of Personal Electronic Devices without Permission Violations Administration Considers Reasonable to Fall within this Level	Verification of Offense Log of Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor	Behavioral Contract Detention Guidance/Health Services Loss of Make-up Privilege and/or Credit Parent Contact Rearrangement of Seating Removal from Activities and/or Restitution for Damage Removal from Class Replacement/Repair of Damaged Property and Restriction of Privileges Special Assignment Suspension and Temporary Verbal Reprimand Warning

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level II

Level II – Offenses includes Level I infractions that are cumulative, premeditated or hostile; acts whose frequency or seriousness disrupts the learning climate of the school; acts that may constitute a threat to the health, safety, property, or welfare of students or staff.

Level II infractions generally require the intervention at the administrative level and may also require the intervention of outside agencies, including the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bullying Computer Vandalism/Physical Damage to Computer Resources; Purposeful Deletion of Information Stored by Others Disruption/Threat of Disruption or Harassment Extortion Failure to Serve Detention or Other Disciplinary Action Harassment/Sexual Harassment Indecent/Obscene Behavior or Possession or Use of Indecent/Obscene Material Instigating/Engaging in, or Attempting to Fight Insubordination (Failure to Follow Directives) Leaving School Property without Permission Possession/Use of Tobacco Products Reckless Behavior/Endangering Others Solicitation without Permission Stalking Theft Threatening by Word or Act Truancy Unauthorized Transmission/Posting of Photo or Video Content Vandalism Violations which the Administration Considers Reasonable to Fall within this Level	Verification of Offense Log Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor Police/Agency Referral	Administrative Probation Alternative Education Detention Guidance/Health Services In-school Suspension Parent Conference Police/Agency Referral Removal from Class Activities Restitution for Damage (Replacement of Damaged Property) Restriction/Withdrawal of Privileges School/Community Service Suspension

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level III

Level III – Offenses includes Level I and II infractions which are chronic, continuous, or severe. Level III offenses are acts that result in violent actions directed toward another person, destruction of property, or acts which pose a clear and present threat to the health, safety, or of others in the school.

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts are considered criminal and require intervention of law enforcement and/or action by the Pelham School Board.

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence Possession/Use of Weapon or Look-alike Selling/Distributing/Trafficking Drugs or Controlled Substance or Look-alike; or Alcohol Threatening/Terroristic Statements or Actions Unauthorized Use of Fire Alarm System Unlawful Entry Use of Computer Resources for Obscene, Threatening, Violent or Illegal Purposes Violations the Administration Considers Reasonable to Fall within this Level	Student Removal from Situation Referral to Administration Verification of Offense Log Infraction Student/Parent Conference with Administration Student Assistance Team Referral Drug/Alcohol Evaluation Mental Health Welfare Evaluation Police/Agency Referral School Board Hearing	Administrative or Board Probation Alternative Education Expulsion Police/Agency Referral Restitution for Damage (Replacement/Repair of Damaged Property) School/Community Service Withdrawal of Privileges

**** The order of listed disciplinary options is not ranked or sequential, nor is not to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration or School Board, based on the severity of the offense.***

STUDENT REGISTRATION/EMERGENCY CONTACTS

Each year, emergency contact information needs to be completed by parents. An email will be sent to you with a Snap Code to update your information. All information is for school or state register use only, and is treated in a confidential manner. Up-to-date information for each student must be on file in the school office. The school must be notified of any changes in address, phone number or other vital information. The emergency contact person listed on your child's information sheet must be an adult able to respond immediately to any student-related illness or emergency; therefore, this person should be in close proximity to the school.

Transfer Students

Parents and students who are moving out of the school district should notify the main office of the date the student will be leaving the school, as well as the name and address of the new school, if known. After registering at the new school, a request for records will be sent to Pelham Memorial by the new school.

Parental Custody

A copy of any legal documents verifying any modifications to the custodial rights of either parent must be provided to Pelham Memorial School. This document will be kept in your child's permanent record folder and will provide school staff with a legitimate basis for responding to any situation that may arise regarding custody (i.e., visits, dismissal, etc.).

SECURITY

Emergency Response Preparedness

The Pelham School District has worked in cooperation with the Police and Fire Departments toward greater emergency preparedness. We will operate emergency procedures based on the Incident Command System used by community emergency personnel. There are several responses to choose from: Drop Cover and Hold, Secure Campus, Shelter in Place, Lockdown, Evacuation, Reverse Evacuation, Scan, Stay Put and Room Clear. Each will be explained to students before a drill is conducted. It is important that students and staff practice these drills to ensure calm and controlled behavior.

Child Abuse/Neglect

New Hampshire Law (RSA 169-C; 29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected **MUST** report the case to Department of Child and Family Services (DCYF).

Section 169-C:29

169-C:29 Persons Required to Report. – Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter. **Source.** 1979, 361:2, eff. Aug. 22, 1979.

Section 169-C:30

169-C:30 Nature and Content of Report. – An oral report shall be made immediately by telephone or otherwise, and followed within 48 hours by a report in writing, if so requested, to the department. Such

report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the department. **Source.** 1979, 361:2. 1989, 146:2. 1994, 411:17. 1995, 310:175, eff. Nov. 1, 1995.

Crisis Team

Purpose: The purpose of this team is twofold. The team will provide a method for staff members to report and plan for a student who appears to be in crisis. Crisis shall be defined as a threatening or dangerous situation involving the physical well-being or emotional status of a child.

Plan:

- ❖ When concerned about a student, the staff member will report concerns to the school principal or assistant principal.
- ❖ The team, consisting of the principal, nurse, counselor, special education staff (when applicable) and a classroom teacher, shall meet to gather information, make a determination of whether to report the situation to Child Protective Services, or develop a plan.
- ❖ When appropriate, the following actions may be taken: the student will be spoken with, the parents spoken with or asked to attend a meeting, and the rest of the students' team will be alerted.
- ❖ The Crisis Team will decide when its function is no longer needed as a preventative measure or as a follow up.

MATERIALS

Students are responsible for the proper treatment of all books that are either assigned to them or for which they have occasion to use. All books are to be covered; students are responsible for acquiring covers. Parents/guardians will be charged the current replacement costs for any item lost or damaged.

Chromebook Care and Guidelines

Using Your Chromebook at School:

You are expected to come to school with your Chromebook fully charged every day and you will be expected to bring your Chromebook to all classes. The Chromebooks have an 8-10 hour battery charge that should last through a typical day. You may not leave your Chromebook at school to charge.

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently, then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the office before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

- A loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair due to accident or defects.
- If students are having their devices repaired the loaners can be taken home.
- Students will be contacted via e-mail when their devices are repaired and available to be picked up.

Using Your Chromebook Outside of School:

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children's Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District. If a site is blocked and a student feels it would benefit their learning, then students should contact helpdesk@pelhamsd.org to request that the site be unblocked.

General Care and Insurance

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device they will be responsible for the replacement costs.

There will be an optional device fee that will cover **unlimited accidental damage in one school year**. We highly encourage parents to purchase the insurance. If you do not choose to pay the fee then parents/students will be responsible for the cost of any accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees: (estimated)

Chromebook: \$250.00

AC Charger: \$30.00

Case: \$10.00

Battery: \$50.00

Display screen: \$100.00

Chromebook Facts:

-We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

-Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

General Care and Precautions:

-No food or drink next to your Chromebook.

-Insert cords, cables or thumb drives carefully into the ports on your Chromebook.

-Only approved Skins or removable decals may be applied to your Chromebook. Your Chromebook must be free of any writing, drawing, or stickers that cannot be removed.

-Never carry a Chromebook by the screen. Always be sure the Chromebook is closed when carrying in the classroom

-When outside the classroom be sure your Chromebook is in its carrying case.

-Your Chromebook will come with a protective case and a charger. When travelling between classes or storing your Chromebook in your locker, it must be protected and carried in the case. Do not leave your Chromebook unattended.

-Do not loan your Chromebook to other students or individuals.

-Do not place objects on top of the Chromebook. The screen can be damaged.

-Only clean the screen with a soft, dry microfiber cloth and anti-static cloth.

-Do not tamper with the blue asset tag on the back of the Chromebook. If you notice it is peeling off, please return your Chromebook to the designated support desk for assistance. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

MARKING SYSTEM

At the end of each quarter, report card information will be available on PowerSchool. Core classes operate on a quarterly basis. Health, Physical Education, General Music, Band, Art, Library, Foreign Language, and Technology operate on a trimester basis. The grades for the trimester classes will appear on the second, third, and fourth quarter report cards. Hard copies are available upon written request.

The grade scale is as follows:

100 – 97 = A+	96 – 93 = A
92 – 90 = A-	89 – 87 = B+
86 – 83 = B	82 – 80 = B-
79 – 77 = C+	76 – 73 = C
72 – 70 = C-	69 – 67 = D+
66 – 63 = D	62 – 60 = D-
59 or Below = F	

Honor Roll Requirements:

Quarterly "High Honors" consists of those students receiving all A's all subjects.

Quarterly "Honors," will consist of those students receiving all A's and B's in all subjects.

PMS Grading Guidelines

Grades 6 & 7

Summative Assessment-65%

Formative Assessment-35%

Grade 8

Summative Assessment-75%

Formative Assessment-25%

Note: Homework is a type of formative assessment. Homework will represent no more than 10% of a student's final grade.

PMS Late Work: (Summative)

Summative assessments turned in after the due date will result in a grade reduction of 10 percentage points per day. Assignments turned in after five days late will receive no credit for grading purposes.

PMS Missed Work (due to illness or excused absences)

Homework/class work must be made up on a per day basis, i.e., one day absent = one day to make up missed work

Summative and formative assessment make ups must be arranged with the subject teacher.

Competencies (8th grade)

A competency is defined as the desired knowledge, skills, and abilities of a student.

Pelham Memorial School has identified three school wide competencies (see below) that will be measured and assessed for progress and mastery across content area. These three competencies are outlined and defined for each subject.

Each core subject will include three (3) competencies:

Competency #1 (C1) – Skills and Content Knowledge

Competency #2 (C2) – Application and Analysis

Competency #3 (C3) – Communication

Retake Protocol

Grades 6 & 7

PMS students are able to retake summative assessments as determined by the teacher in order to increase student knowledge and skills if the grade is below an 80%. The petition for a reassessment must be initiated within two school days after notification of grades and remediation must be completed before the end of the tenth school day. Students, parents or teachers can initiate the request for a retake. Prior to the retake, the student must complete required remediation steps as established by the teacher to demonstrate formative assessment of new learning and remediation of weaknesses. The retake need only reassess the knowledge and skills that the student has not yet mastered. The student will receive the higher of the two grades for grading purposes but not to exceed 80%. Please be aware that in certain cases a re-assessment may not be feasible (group presentations, band concerts, final exams, etc.).

Grade 8

The Retake Protocol process will not begin until all three parties have signed in agreement. The guidelines provide consistent and clear expectations for all eighth-grade students at PMS. Teacher discretion may be used with the guidelines when appropriate to support students in their learning.

Please be aware that in certain cases a reassessment may not be allowed. In the event the reassessment will not be allowed, an email notification will be sent home to the parents and it will be clearly outlined in the project directions for the students. (i.e., group presentations, long-term projects, final exams, etc.)

Guidelines for successful completion of retake opportunity:

- Summative retakes will address the competency area(s) in need of improvement.
- Retake has been initiated by the student, the parent, or the teacher no more than two days after the summative score has been published through PowerSchool.
- Formative assignments relative to the summative have been successfully completed - if they have not, they may be part of the retake plan.

- The competency retake score will replace the competency score on the original test (the overall grade will not exceed 80%).
- The retake protocol will be completed no more than **ten calendar days** after the signature of the student, parent, and teacher. Extensions may be granted on a case by case basis as communicated amongst teacher, student, and parent.
- The retake protocol plan shall be determined by the teacher and student, including the content of the plan and the timeline for completing individual assignments.
- Summative retakes will be administered one time per student, per assessment with teacher discretion.

Academic Integrity

Honesty in schoolwork requires that **students do their own work**. Students should give credit for any ideas, language, or thoughts that are not their own. If the source is not credited, it is known as plagiarism (academic dishonesty).

- It is dishonest, of course, to cheat on a test or to copy someone's homework. It is also dishonest to:
 - Copy from a book or the Internet without acknowledgement
 - Paraphrase (put in your own words) without giving credit to the source
 - Use all or part of someone's paper word-for-word
 - Rewrite someone's paper
 - Use another's ideas, pretending that they are original
 - Use an idea or a clever expression by someone without crediting the original author
 - Give work to others, or accept work from others

The consequence for any of the dishonest acts above is a "0" on the quiz, test, homework, or project in question. Students may be given the option of re-doing the assignment for 50% credit. The teacher(s) in conjunction with administration will make decisions on academic integrity. Students and parents will be notified of the situation and consequence.

Homework

Students should expect an average of 10 minutes of homework time the grade level i.e., (Grade 6 – 60 minutes, Grade 7-70 minutes and Grade 8-80 minutes) with a maximum of 2 hours per night. Teachers, students, and parents must work together as follows to make homework a worthwhile learning activity:

Teacher Responsibility

- Homework will consist of practice, preparation, extension and/or integration
- Homework will have a clear academic connection, fulfill curricular goals and support students in developing responsibility, time management and other self-regulatory skills
- Homework will be preceded by an explanation of content, purpose and directions
- Timely, constructive, formal and/or informal feedback will be given on all assignments
- Every effort will be made for teachers to coordinate assignments

Parent and Guardian Responsibility

- Provide consistent time and place
- Check over the work your child is doing

- Remove distractions (television, cell phone, etc.)
- Support your child in planning for long term assignments
- Check teachers' websites and student agenda for assignments
- Check PowerSchool regularly

Student Responsibility

- Record all homework in agenda clearly with specific details and due dates
- Ask teacher during class for clarification on anything that you do not understand or are not clear about regarding assignments
- Complete homework carefully, place in designated spot for easy retrieval, bring to class and pass in on time
- Study for formative and summative assessments using study materials provided
- Determine a plan for completion of long-term assignments and work to complete them throughout the designated time frame
- Use rubrics provided by teachers to make sure that you have successfully completed all of the components of the assignment
- Check your teachers' websites for homework when absent and/or see teachers about what you missed when absent
- Check PowerSchool regularly

On our school website, located under the district site, <http://www.pelhamsd.org/>, students will find links to their respective teachers' websites that will provide information about homework assignments, tests and projects. Google classroom is also used for this purpose.

Parent Portal

Parents and students have ongoing access to current and historical grades and attendance while at Memorial. This web-based access is provided through PowerSchool; our student information system. Parents can continue to use existing single sign-on login information to access your account at <http://pelhamsd.powerschool.com>. It is imperative that you keep this information secure and do not share it with anyone.

PowerSchool allows students and parents to continuously monitor academic progress in every class. Detailed data is available at the assignment level. Online access as described above provides the most current information for progress monitoring and is available throughout the marking period.

Teachers will grade and enter assignments into PowerSchool within a reasonable time period. In general, smaller assignments such as daily homework will be available within one week of the due date. Summative assignments will be available within two weeks of the due date. There will be exceptions to this for long term projects, some written assignments and others. Teachers will make note of assignments requiring longer than two weeks to grade either on the portal or other form of communication. If a major assignment is not turned in on the day it is due, as soon as reasonably possible the teacher will make a notation of "missing."

For our policy on Student Records and Access PSD, please see [Policy JRA-R](#).

LUNCH PROGRAM

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. The food service department plans menus that meet the USDA nutrition and sanitation regulations. Menus can be viewed online at www.pelhamsd.org under the Nutritional Services tab. Meal prices are set yearly. Please check the menu for the current price list.

The food service department operates a debit system. All students will be provided with a serving number to access their account. The accounts track all purchases and payments made throughout the year. If your child forgets his/her number, the account can be accessed by looking up his/her last name. If you would like an itemized account history please contact the food service office at 635-3947 or send in a written request with your child.

Payments can be sent into the school with your child. Payment should be in an envelope with the child's name and total amount of the deposit. Cash or checks made payable to Pelham Food Service in any amount are accepted.

Parents can start a FREE online account to monitor their student's account. To open the account, please call food service at 635-7384 or 635-3947 to receive your student's identification number. The online account can also be used to make a credit card payment with a 5% charge. The charge does not go to the school district, but MealsPlus to cover bank fees.

Free/Reduced Program

Pelham participates in the federally funded free/reduced price lunch program. An application form and a letter of explanation are sent home at the beginning of the school year. Parents may apply by completing a confidential application and returning it to the school. Only one application per family is required. Students that receive free/reduced price meals must complete a new application each school year however your eligibility status from the previous year for any child approved with an application on file is carried over for up to 30 school days. New applications are accepted any time during the school year. An accurate eligibility determination is valid for the entire year. Applications are available at the school office, the food service office and online at www.pelhamsd.org.

Lunch Rules

The following rules must be observed, at all times, in the cafeteria:

1. When a staff member raises their hand for quiet, please be quiet!
2. Students must go to lunch quietly. Enter the cafeteria in an orderly fashion. Do not run.
3. Enter the cafeteria through the door closest to the gym.
4. Students are not to use the middle aisle when entering the cafeteria.
5. Lunch payments are to be submitted in the morning before the beginning of classes.
6. Students are not allowed to use the ~~hallway snack~~/drink machines.
7. Talk in a normal tone of voice.
8. Clean up any food you drop or spill.
9. Keep milk cartons, food, and waste paper on your tray.
10. Students will not throw food.
11. After finishing lunch, dispose of the food tray and/or garbage to the trash receptacles.
12. Students must return to their seats. The staff member on duty will check to see if the student's area is cleaned before dismissal.
13. All food and drinks must be consumed in the cafeteria.
14. Students are to bring their jackets/outerwear to the cafeteria each day regardless of the weather conditions.
15. All students will participate in a rotating "table cleaning" process throughout the year.

If the fire alarm rings during lunch time:

Exit the cafeteria through the doors leading to the playground. Walk across to the field and line up in order of WIN Block.

Recess Rules

1. Equipment is available for use. Please be responsible with these items for the benefit of all.
2. No rough housing (this includes "play fighting" and wrestling). Keep your hands to yourself!
No tag!
- ~~3. The courtyard is only for use by students who sit at the tables.~~
4. Do not cross the fenced in area to retrieve recess equipment.
5. Students will remain in the designated areas at all times.
6. Students will remain outside, unless permission is given by the teacher on duty to enter the building.
7. At the end of recess, students are to line up in a quiet, orderly manner.
8. No food or drink allowed outside at recess.
9. Enter the building quietly.

Lunch/Recess Discipline

Violation of the above stated expectations during lunch or recess will result in disciplinary action. The first three infractions will warrant a lunch detention each. On the fourth infraction the student will serve an administrative detention to be served the following day afterschool. Further disciplinary action may be taken at the discretion of the administration.

ACADEMIC PROGRAMS/RESOURCES

School Guidance Program

Guidance and counseling programs are a vital, integral part of a student's education. A guidance curriculum is designed to meet the needs of all students by helping them acquire competencies to meet the expectations from all their life roles, whether educational, career, personal, or social. The primary focus is developmental, preventative, and pro-active in nature. In addition, responsive services are provided as well. These include individual and group counseling, resource information and referral. Guidance services are as much a part of the instructional program of the school as are the other school curricula in contributing significantly to the overall educational mission.

Accordingly, guidance and counseling services will be provided to all students on a voluntary basis, unless otherwise instructed by a parent or guardian. Counselors have an ethical responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others; suspicion of child abuse and/or neglect; other behaviors of significant concern to the best interest of the student as outlined by the ethical standards of the American School Counselor Association.

Special Needs Referral

Outside or in-house referrals:

1. If the referral comes from a parent by letter, from a doctor, or a teacher from another school by letter or prescription, the letter will be given to the grade level case manager and she/he will schedule a meeting (referral) with the parent to be held within 15 days. During this 15-day period, the case manager will give the parent and classroom teacher a packet to be filled out as soon as possible. Completed packets should be turned in to the case manager to enable her/him to invite the correct people to the meeting. Completed packets will be given to the administration to review.

2. If the teacher is making the referral, the grade level case manager must be informed to ensure that the teacher receives a teacher and a parent packet. At this point, there should have been two or three conversations between the teacher and parent about her/his concerns.
3. When a parent, teacher, or other agency refers a student, the special education team decides whether testing should proceed. The decision to evaluate will be made as a team once the referral meeting has occurred.

In all cases, samples of the student's work should be saved to demonstrate the concerns expressed by the parent, teacher, or doctor for the referral meeting. Along with work samples and/or anecdotes, the student's cumulative file should be brought to the referral meeting. The Procedural Safeguards booklet is offered at every meeting, and is available at the school office. It thoroughly describes parental and student rights in the special education process.

National Junior Honor Society

The National Junior Honor Society of Pelham Memorial School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, character, citizenship, service, and leadership. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Each June, students are selected to be members by a five-member Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the third term of grade seven are eligible for membership. To be nominated, a student must have a 3.5 or better GPA throughout sixth grade and the first three terms of seventh grade.

The students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's citizenship, service, and leadership. This form is available on our website. A history of ongoing participation in school and/or community service and leadership experiences (4 months minimum for each) is necessary. Students may participate in clubs, organizations, and/or sports. To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are asked for input regarding their professional reflections on a candidate's character. These forms and the Student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority of the vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to the following pre-determined criteria.

Scholarship: must be a 3.5 average as of Quarter 3 – Grade 7.

Character: students must be of good character. Someone of good character is courteous and respectful of others and well behaved, not just in one aspect of their lives, but in all aspects-school, home, teams, clubs, community, etc.

Citizenship & Service: students must show evidence of good citizenship in their town and/or school through ongoing involvement in various organizations by volunteering their time and effort. Students must show evidence of service to others through at least three **different** activities. Those activities could include religious service organizations, scouts, local civic service organizations, extracurricular school activities, or sports. Candidates must be involved in varied organizations and activities.

Leadership: students must show evidence of at least one leadership position. It may include, but not be limited to: class level leadership representative, sports team captain, club/other team captain, leader in a religious group, leader in a scout group, unit leader in a camp, extracurricular teacher assistant outside

of school, and have demonstrated on a consistent basis this level of leadership at minimum of a four month period.

Field Trips

Field trips are considered to be an integral part of the learning experience for students. Permission slips must be signed and returned to school for students to be permitted to participate. Parents may be asked to volunteer as chaperones for these trips. Parents will need to fill out the Volunteer Application Form and submit it to the front office well before the field trip date in order to allow plenty of time for processing. To review our School Board Policy on field trips, please see [Policy IJOA](#).

DC Trip

EF Educational Tours will be handling all aspects of this 8th grade field trip, including registration, deposits, payments, etc. Parents will also have access to their website and will need to establish an account in their child's name. www.eftours.com

The following are specific criteria for attendance on this trip as established by the administration and the teachers:

- Any student suspended at any time during the school year for drugs/alcohol/cigarettes/weapons/aggressive behavior will not be allowed to attend.
- Any student suspended in-school for two or more infractions, for any reason, will not be allowed to attend.
- Parents will be made aware of ongoing repeated behavioral infractions that will jeopardize the student's ability to attend the trip. Administration may remove the privilege of this field trip to any student due to ongoing behavioral concerns.
- Student must be currently enrolled in Pelham Memorial School.

If a student is unable to attend this trip due to academic, behavioral or other reasons, the Pelham School District will not provide a refund of trip cost. Trip insurance is offered through the tour company and it is the parents' choice whether to purchase it or not. We strongly recommend that you do.

We appreciate your support. In addition, you may wish to establish your own criteria at home and we certainly encourage you to do so.

Student Council

Pelham Memorial School maintains a student council consisting of an elected leadership team made up of 8th grade students. A council of representatives is elected from WIN Blocks in grades 6 and 7. Student council activities are promoted in order to develop a sense of responsibility and involvement, to plan events for student participation and enjoyment, and to conduct fundraising activities.

Media Center

Hours

The media center is open for student use before school (beginning at 7:15 AM) or during WIN on specific days with a pass from their WIN teacher (days will be announced at the beginning of the year).

Circulation and Overdue books

Students may check out books for two weeks. If it is necessary to keep the book past the due date, simply bring it into the library to be renewed for another two weeks.

Students who have overdue books will receive an overdue notice via their school email. If such a notice is received, please contact the library in order to bring your account up to date. (Ignoring notices will not make them go away!) If you have any questions or concerns regarding an overdue notice the librarian is happy to work with you.

MISCELLANEOUS

Dress Code

The general administrative policy is that extremes in dress should be avoided. All students are encouraged to appear in clothing appropriate for school use. Personal cleanliness must be exercised by all students. The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or dress that is unsafe and unsanitary will not be tolerated. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

- Clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- No hats.
- Undergarments must be concealed. Lace or mesh clothing that exposes any undergarment is not appropriate.
- Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
- Armholes shall be closely fitting around the shoulder.
- No halter tops, tube tops, or bandeaus.
- Clothing shall be tastefully fitting (not tight); necklines shall be high enough so that the neckline will rest against the body.
- Shorts/pants/dresses/skirts must be no shorter than 6" from the center of the kneecap while standing straight up.
- Shirt straps must be 1" in width.
- No pajamas.
- No words or logos on the back of pants.
- No chain wallets/no heavy metal jewelry, necklaces, ornamental chains of any kind.
- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Shoes or other appropriate foot coverings must be worn at all times. Any footwear worn must leave the floors free of black marks.
- No hoods, or head coverings/bandanas are to be worn in the building.
- Ripped clothing of any kind must have a lining to cover any exposed skin due to the rip.

Students arriving to school will be observed by their advisory teacher and those not in compliance will be sent to the office and required to comply with the dress code as stated above or placed in school detention until student is in compliance.

Please assist the faculty and staff of Pelham Memorial School in creating a healthy learning environment by assisting your child in making good choices about what s/he wears to school each day.

Heavy Scents

Please do not use heavy smelling scents or sprays in school. This includes heavy smelling perfume, cologne, body spray, or deodorant. There are staff members and students with allergies and asthma who could have reactions. Also, hanging scents, air fresheners, deodorizers, diffusers, etc. in lockers is

not allowed as these can be sensed for quite a distance in the hallway. They can also cause a reaction in people with asthma and allergies.

Water Bottles

Students at Pelham Memorial are allowed to use sealed, **CLEAR** water bottles during the school day if necessary. **Water bottles that are not made of a clear plastic will be held in the office for the remainder of the day and the student will pick it up prior to dismissal. Repeat offenders will be assigned an administrative detention and a parent will be required to come and pick up the water bottle at the school.** Pelham Memorial encourages students to use reusable, environmentally friendly water containers that students can fill at school. The use of water bottles is a privilege provided for students. If a student(s) fails to appropriately handle the related responsibilities and expectations that go along with this privilege (i.e. disrupting the learning environment, using the bottle in an inappropriate manner, drinking other (non-water) substances in the water bottles, etc.), the student(s) will lose that privilege.

Electronic Devices

Personal electronic devices must be turned OFF before entering school grounds and the building and NOT VISIBLE during the school day. This includes cell phones, smartwatches, earbuds/pods or other devices. **Use of the device shall be limited to teacher permission for an educational purpose and for after school hours when you leave the building.** Students should go to the office if an "emergency" arises and a call home is deemed necessary. Students using electronic devices during the day for non-academic purposes will face the following disciplinary actions:

1st offense:

1. Student will be sent to the administration. Verbal warning will be issued.
2. Devices will be taken away and returned at dismissal.

2nd offense:

1. Parents will be contacted.
2. Student will drop off/pickup any device(s) at the office for 1 week.

3rd Offense:

1. Parents will be contacted and 1 hour detention will be issued.
2. Student will drop off/pickup any device(s) at the office for 1 semester.

Students are not allowed to bring electronic devices into bathrooms or locker rooms. **Students will be required to drop devices in a cell phone pouch as they enter each class. At the end of class, students may take their device out of the pouch. This includes smartwatches.**

The student may not use any device to record, transmit, or post photos or video of a person or persons on campus without express permission of the teacher. Violations can result in school consequences as well as possible police involvement.

No images or video recorded on campus can be transmitted or posted at any time without the express permission of a teacher and participants. (Exceptions: public events, i.e. games, concerts, etc., unless otherwise specified).

Laser pointers are **never** allowed in school or at school sponsored events. Violations will result in significant consequences.

Lockers

The administration and staff have the right to inspect lockers regularly either in assisting students to maintain organization of materials or for reasonable cause to ensure school safety. The school does not assume any liability for lost or stolen items.

Lost & Found

Lost and Found is located in the cafeteria. The Friday before each vacation and at the end of the year, a large number of unclaimed items are sent to Goodwill, The Salvation Army, or other nonprofit organizations. It would be very beneficial for you to check the Lost and Found any time you visit our school.

School Dances

All school-sponsored dances are for 7th and 8th grade students **only**, unless otherwise communicated. They begin at 7:00 PM and end at 9:00 PM. We expect that transportation to and from will correspond with these times. Limousines are not permitted. No student will be admitted after 7:30 PM. without prior permission from the administration. Any student remaining after 9:15 PM. will not be permitted to attend the next dance. Any student remaining after 9:30 PM. will be escorted to the police station for parent pick-up and will not be permitted to attend the next dance. School dances are well chaperoned by administration and staff. At no time will students be allowed to leave unless there is an emergency or if parents need to be contacted. If your child needs to leave earlier, please send a note to administration for consideration of such.

All rules and regulations of the school will be in effect during this or any other school sponsored function.

Working Papers

Working papers are available at the office once a student has been offered employment. The employer will give you a document that contains all of the pertinent information necessary to complete the working papers.

An appointment must then be made for the student and one of his/her parents to meet with a school appointed representative for required signatures. This process will only take a few minutes. The student will also need a birth certificate present to complete this process.

PELHAM MEMORIAL PTSA

The Pelham Memorial School Parent Teacher Student Association is a vital component of our school. The PTSA promotes quality educational programs and helps to raise money for special activities, events and materials. Student members are important to our group and are free to join and welcomed always. Membership forms are available online through the PMS website. Meetings are held monthly and can be found on the PMS calendar. We encourage you to become a member and appreciate your support. For the most up-to-date activities and events and membership forms, please visit the [PMS Facebook page](#).

~~2019-2020~~ **2020-2021 Pelham Memorial PTSA Officers:**

President – Danielle Pilato

Vice President – Sylvie McFarland

Treasurer – Kim Hunt

Secretary – Kelley Sauer

Administrative Board Member – Katie Mackey

TRANSPORTATION

Parents are **strongly encouraged to utilize school bus transportation due to time limitations and SAFETY concerns during morning drop-off and afternoon pickup.**

Bus Safety Regulations

Students must have regard for the safety and comfort of a large number of students on the bus, and respect and consideration for the bus driver in exercising his/her job. The following guideline suggest the role for students and parents as they relate to pupil transportation: Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus, as per School Board [Policy EEA-R](#) adopted 6/7/06. Video and Audio on School Buses has been authorized per School Board [Policy EEAA](#).

Pupils transported in a school bus shall be under the authority of the District and under supervision of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board. Per School Board [Policy EEAE](#)C adopted 6/7/06.

Bus Discipline

Students who do not follow the guidelines set forth by the bus driver will be written up and referred to administration.

- 1st Bus Write Up - Review incident with administration, review the behavioral expectations for a bus rider and discuss next steps to prevent further issues.
- 2nd Bus Write Up - Phone call to the parents/Guardians and a detention to be served during hte lunch period.
- 3rd Bus Write Up - Phone call to the parents and a 2 day suspension from riding the bus.
- 4th Bus Write Up - Meeting with the parents and possible suspension for the remainder of the year from riding the bus.

Bus Notes

If a student is requesting to take a bus other than their own, they must have a written note from a parent with the bus number and student name of the student with whom they will departing the bus. Bus note must be turned into the office in the drop off bin before 8:30 PM. Students must pick up their stamped bus note and present it to the bus driver upon boarding the bus. Please note: Buses are sometimes full and requests to take different buses may be denied by the bus company at any time. Students will be notified and given time to call home to make other transportation arrangements.

HEALTH

Medication

In compliance with State Law, a form must be submitted to the school with a parent/guardian's signature and physician's request permitting the school nurse to administer prescription medication to any student. Also, a "hold harmless" form must be signed and recorded in our health files. Over the counter medication can be given if a hold harmless form is signed by the parent/guardian. All

medication must be in the original labeled container. Medications that are sent to school in in any container other than the original will not be administered and the parent will be called. Parents are encouraged to have medication taken prior to and/or after school hours, whenever possible. Students are not permitted to carry or self-administer medication. The only exceptions to this are Epi-Pens and inhalers.

Immunizations

Students entering sixth grade shall provide documentation of varicella (chicken pox) immunity. Documentation of varicella immunity must include the month, day and year of administration. The Tdap is due before entry into the 7th grade. The school nurse is available to assist you or to answer any questions or concerns you may have about this.

Student Health

Children should be in good physical health before they attend school. Any child with a fever, vomiting, or general malaise should remain at home for 24 hours for observation. A fever over 100.4 requires a student to be home until fever free for 24 hours, without the help of fever reducing medication such as Tylenol or Ibuprofen.

STUDENTS MUST REMAIN OUT OF SCHOOL WITH:

1. Chickenpox – until all “pox” are dried and scabbed over.
2. Conjunctivitis-must receive medical treatment, they are not excluded from school at this age level, but reminded to observe proper hand washing.
3. Hepatitis-doctor certificate required for readmission.
4. Mumps-exclude from school from onset of swelling and until it has subsided (approx. 10 days).
5. Impetigo-must receive medical treatment and remain at home 24 hours after treatment has started.
6. Mononucleosis-doctor certificate required for readmission.
7. Ringworm-doctor certificate required for readmission.
8. Streptococcal Disease-must remain home 24 hours after adequate treatment has been started.
9. Poison Ivy, Oak, Sumac- Severe cases should remain at home for the child’s comfort.
10. Pediculosis (Head Lice)- excluded from attendance. The student may be re-admitted only by the School Nurse after an examination.

Children will remain at home for any and all communicable diseases. If in doubt, check with the school nurse BEFORE sending your child to school.

Smoking Law

Effective January 1, 1998, the use of tobacco products on school grounds is punishable by a fine (RSA 126-I: 7). This includes all school buildings and grounds, including ball fields, parking areas, and playground. Smoking/possession of tobacco (including smokeless tobacco), and all of the following as they pertain to NH [RSA 78:12b11](#) which makes possession of tobacco products unlawful for persons under 18 years of age and NH [RSA 155:64](#), which makes it unlawful for smoking to take place in school buildings or on any school property. Further, [RSA 155:76](#) provides the person in charge of the building, typically the principal, and the ability to call law enforcement authorities **if any person** refuses to refrain from smoking. (School property includes the school building, school grounds and school buses).

In addition RSA 126-K:7 states, no person shall use any tobacco product, device, e-cigarette, or e-liquid nicotine in any public educational facility or on the grounds of any public educational facility. Any person who violates this section shall be guilty of a violation and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100 for each offense effective July 01, 2019.

POLICIES

****Note: All up-to-date district policies are available online at www.pelhamsd.org****

**Pelham Memorial
School
2020-2021
Student Handbook**



Grades 6-8

“Inspiring Success One Mind at a Time”

Principals’ Message

Dear Middle School Students and Parents,

We hope that you had a great summer, and that you are recharged and ready to start the 2020-2021 school year! We are happy to welcome you all to Pelham Memorial School. Our staff is committed to making your school year innovative, fun, and exciting! We continue our efforts in assisting our students’ academic, social and emotional growth and progress. During each of the three middle school years, we work hard to help students with the transition from elementary to middle, and then on to high school.

This is a time for you to explore, inquire, problem solve, and progress as a learner. You will develop new interests, skills, and competencies. We hope to provide you various learning opportunities, activities, and options to explore your interests and individuality as you set your path for your future college and career planning. Your teachers will guide and encourage you to become motivated learners that are focused on your own personal development. We hope to foster an environment that will build your confidence in becoming life-long learners.

This handbook is meant to be a guide to help with your success during your time at Memorial. We appreciate your thoughtful review in preparation for the school year. We are constantly reviewing, refining, and reflecting upon our practices. We encourage any feedback or suggestions you may have.

In closing, we are happy that you are part of the Memorial School community. We are committed to working hard on your behalf #everyday. We are looking forward to a wonderful year together!

Yours in education,

Stacy Maghakian & Katie Mackey

Pelham Memorial School

59 Marsh Rd.
Pelham, New Hampshire 03076

Telephone (603) 635-2321

Fax (603) 635-2369

<http://www.pelhamsd.org/pms>

2020-2021

Superintendent	Dr. Chip McGee	635-1145
Business Administrator	Mrs. Deborah Mahoney	635-1145
Director of Curriculum, Instruction, Assessment	Dr. Sarah Marandos	635-1145
Director of Human Resources	Mrs. Joan Cote	635-1145
Director of Special Services	Dr. Kimberly Lessard	635-1145
Principal	Mrs. Stacy Maghakian	635-2321
Assistant Principal	Mrs. Katrina Mackey	635-2321
Special Education Coordinator	TBD	635-2321
<hr/>		
Guidance Counselor	Mr. H. Bob Hatzimanolis	635-2321
Guidance Counselor	Mrs. Kathleen Cartier	635-2321
School Nurse/Care Line	Mrs. Joanne Morrison	635-2748
Administrative Assistant	Mrs. Sue Rouse	635-2321
Secretary	Mrs. Jean Kivikoski	635-2321

CONTENTS

PELHAM MEMORIAL STAFF 2020-2021	7
GENERAL INFORMATION	8
District Vision Statement	8
Purpose	8
Pelham Memorial T.I.G.E.R. EXPECTATIONS	8
2020-2021 Schedule	8
Regular Schedule	9
Early Release Day Schedule	11
2 Hour Delay Schedule	12
2020-2021 School Calendar	13
ATTENDANCE	14
Absence	14
Tardy	14
Request for Assignments	14
Truancy	14
Dismissal	15
No School –Delayed opening	15
Emergency School Closing or Unexpected School-Time Dismissal	15
Visitors	16
Passes	16
DISCIPLINE	16
Level I	17
Level II	18
Level III	19
STUDENT REGISTRATION/EMERGENCY CONTACTS	20
Transfer Students	20
Parental Custody	20
SECURITY	20
Emergency Response Preparedness	20
Child Abuse/Neglect	20
Crisis Team	21
MATERIALS	21
Chromebook Care and Guidelines	21
MARKING SYSTEM	23
PMS Grading Guidelines	23

Retake Protocol	24
Academic Integrity	25
Homework	25
Teacher Responsibility	25
Parent and Guardian Responsibility	25
Student Responsibility	26
Parent Portal	26
LUNCH PROGRAM	26
Free/Reduced Program	27
Lunch Rules	27
Recess Rules	28
ACADEMIC PROGRAMS/RESOURCES	28
School Guidance Program	28
Special Needs Referral	28
National Junior Honor Society	29
Field Trips	30
DC Trip	30
Student Council	30
Media Center	30
Hours	30
Circulation and Overdue books	30
MISCELLANEOUS	31
Dress Code	31
Heavy Scents	31
Water Bottles	32
Electronic Devices	32
Lockers	32
Lost & Found	33
School Dances	33
Working Papers	33
PELHAM MEMORIAL PTSA	33
TRANSPORTATION	34
Bus Safety Regulations	34
Bus Notes	34
HEALTH	34

Medication	34
Immunizations	35
Student Health	35
Smoking Law	35
POLICIES	36

PELHAM MEMORIAL STAFF 2020-2021

Grade 6:

Ms. Bryanna. Favor	Language Arts/Social Studies
Mrs. Kelly Tessier	Math/Social Studies
Mrs. Judy Shanteler	Science/Social Studies
Ms. Emily Renaud	Science
Mrs. Ashley Smith	Math
Mrs. Amy Branco	Language Arts
Mrs. Allison Miller	Social Studies

Grade 7:

Ms. Katie Schares	Language Arts
Ms. Melanie Buell	Science
Mrs. Jamie Bryant	Social Studies
Mr. Kevin Correa	Math
Ms. Elizabeth Reid	Math/Social Studies
Mrs. Megan DeLucia	Language Arts/Social Studies
Mrs. Heidi Beineke	Science/Social Studies

Grade 8:

Ms. Eileen Kelly	Math
Mrs. Crystal Hatzimanolis	Language Arts
Ms. Katie Ralls	Social Studies
Mr. Keith Lewis	Science
Dr. Taryn Lee	Science/Social Studies
Mrs. Audrey Withee	Math/Social Studies
Mrs. Jennifer Wrath	Language Arts/Social Studies

Unified Arts:

Ms. Emma Brown	Health
Mr. Jason Pratt	Music
Mrs. Elisa Saunders	Band
Mr. William Beauchesne	Physical Education
Mr. Andres Perez	Spanish
Mrs. Andrea Meyer	Technology
Mr. Randy Coutu	Art
Mrs. Ann-Marie Nelson	Library

Special Educators:

Ms. Jennifer Grover	Grade 6
Ms. Erin McCune	Grade 6
Mrs. Lisa Stevens	Grade 7
Ms. Abbey Archambault	Grade 7
Mrs. Deb Carson	Grade 8
Mrs. Megan Scanio	Grade 8
Mrs. Kelly Cunha	SEL
Mrs. Dot Madden	MACS

School Psychologist:

Dr. Ashley Albert

Instructional Assistants:

Mrs. Angela Griffin
Mrs. Irene Scanlon
Ms. Sarah Barrios
Mrs. Kelly Jean
Mrs. Diane Casavant
Mrs. Cathy Ernst
Mrs. Karen Genoter
Mrs. Linda Vanti
Mrs. Kelly Carignan
Ms. Alannah Crowley
Ms. Kaleigh Joncas
Mrs. Shannon Carroll
Mr. Ronald Murphy
Mrs. Melissa Marvin

Reading Specialist:

Ms. Sandra Moore

Math Tutor:

Mr. James Kavarnos

ELA Tutor:

Charles Curfman

ESOL:

Mrs. Sarah Goldsack

Occupational Therapist:

Mrs. Eileen Believeau

Speech Therapist:

Mrs. Barbara Lovett

Technology Instructional Coach:

Mrs. Patricia Lamontagne

Math Instructional Coach:

Mrs. Karena Carten

Custodial Staff:

Mr. Ronald Stephen
Ms. Beverly Perry
Mr. Christopher Lorentzen
Mr. Daniel Praetz

GENERAL INFORMATION

District Vision Statement

The Pelham School District, in collaboration with the community we serve, is committed to providing a high-quality, contemporary education in a safe and inclusive environment. Our goal is to educate, prepare, and inspire all students to achieve their full potential as life-long learners, critical thinkers, and contributing citizens to our global society.

Purpose

The purpose of this handbook is to give you information regarding Pelham Memorial School. We urge you to read this book together, student and parent. This book explains our policies, programs, organizations and other areas of interest. Much of what you learn from this book can help you enjoy a successful year.

Inevitably questions and concerns do arise, and we urge you to discuss them with the appropriate staff members. Let us extend our hope that each of you has a pleasant and rewarding school year!

Pelham Memorial T.I.G.E.R. EXPECTATIONS

Together we learn from others

I am responsible for my words and actions

Generate positive attitude

Engage and inspire

Respect yourself and others

2020-2021 Schedule

The tardy bell rings at 7:35 AM. Students may arrive anytime between **7:15 AM and 7:30 AM**. Traffic does increase as 7:35 AM approaches. Please understand that students not in their assigned advisory at 7:35 AM will be marked as tardy. Dismissal is at 2:15 PM each day with the exception of early release days when dismissal is at 11:15 AM.



2020-2021 Pelham Memorial Schedule



6th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:40	A
8:40-9:30	B
9:30-10:25	C
10:25-10:55	LIT
10:55-11:25	Lunch
11:25-11:55	WIN
11:55-12:45	D
12:45-1:30	UA
1:30-2:15	UA

*The upstairs team does not rotate their D block.

7th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:40	A
8:40-9:30	B
9:30-10:15	UA
10:15-11:00	UA
11:00-11:30	WIN
11:30-12:00	Lunch
12:00-12:30	LIT
12:30-1:20	C
1:20-2:15	D

*The downstairs team does not rotate their D block.

8th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:35	UA
8:35-9:20	UA
9:20-10:10	A
10:10-11:00	B
11:00-11:30	WIN
11:30-12:00	LIT
12:00-12:30	Lunch
12:30-1:20	C
1:20-2:15	D

Unified Arts

Time	Class
7:35-7:50	Advisory
7:50-8:35	8
8:35-9:20	8
9:30-10:15	7
10:15-11:00	7
11:00-12:45	Prep/Lunch
12:45-1:30	6
1:30-2:15	6

Lunches

Grade 6	10:25-11:25
Grade 7	11:30-12:00
Grade 8	12:00-12:30

WIN Blocks

Grade 8	11:00-11:30
Grade 7	11:00-11:30
Grade 6	11:25-11:55



2020-2021 Early Release Day Schedule



6th Grade

Time	Class
7:35-7:50	Advisory
7:50-9:25	CORE (3)
9:25-9:50	Breakfast
9:50-10:15	UA
10:15-10:40	UA
10:40-11:15	CORE (1)

7th Grade

Time	Class
7:35-7:50	Advisory
7:50-9:00	CORE (2)
9:00-9:25	UA
9:25-9:50	UA
9:50-10:15	Breakfast
10:15-11:15	CORE (2)

8th Grade

Time	Class
7:35-7:50	Advisory
7:50-8:15	UA
8:15-8:40	UA
8:40-9:05	Breakfast
9:05-11:15	CORE (4)



2020-2021 2-Hour Delay Schedule



6th Grade

Time	Class
9:35-9:45	Advisory
9:45-12:00	CORE (3)
12:00-12:30	Lunch
12:30-1:15	CORE (1)
1:15-1:45	UA
1:45-2:15	UA

7th Grade

Time	Class
9:35-9:45	Advisory
9:45-11:15	CORE (2)
11:15-11:45	Lunch
11:45-12:15	UA
12:15-12:45	UA
12:45-2:15	CORE (2)

8th Grade

Time	Class
9:35-9:45	Advisory
9:45-10:15	UA
10:15-10:45	UA
10:45-11:15	Lunch
11:15-2:15	CORE (4)

Lunches

Grade 8	10:45-11:15
Grade 7	11:15-11:45
Grade 6	12:00-12:30

PELHAM SCHOOL DISTRICT



2020-21 School Calendar

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	5	5	5	5	5	26
27	28	29	30			

- School Closed
- ER Early Release Day
- TW Teacher Workshop
- September 7 - Labor Day
- October 12 - Columbus Day
- November 11 - Veterans Day
- November 25 - 27 - Thanksgiving Recess
- December 23 - January 1 - Winter Vacation

- End of Quarter
- First & Last Day of School
- △ End of Trimester
- January 18 - Martin Luther King Jr. Day
- February 22 - February 28 - February Vacation
- April 26 - April 30 - April Vacation
- May 31 - Memorial Day

Sethold for Potential School Year Ex

ATTENDANCE

School aged children enrolled in the district must attend school in accordance with all state laws and school board policies. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for the students to achieve academic standards and consistent educational progress. Please see school board [Policy JH](#). Relevant state legislation includes RSA 193, which can be found on the NH Department of Education website.

Absence

If your student will be absent for the day, please call the school CARE LINE before 7:30a.m. at 635-2748. Follow the automated voice instructions, leaving the student's name and reason for absence. Please see board [Policy JH](#). A note from your student's doctor is required for consecutive absences of five or more days. The note must contain the specific dates to be excused. These absences will remain unexcused until an excusal note is received. Administration reserves the right to request documentation related to student absences at any time.

Students may not attend or participate in school functions on the day of an absence. Friday absences will prevent a student from participating in any Saturday/Sunday activity.

Tardy

If your student will be tardy to school after 8:30 AM, please call the school CARE LINE before 7:30 AM at 635-2748. Follow the automated voice instructions, leaving the student's name and reason for being tardy. Pupils who are not in their classroom by 7:35 AM are marked as tardy and required to go to the School Office to be SIGNED IN and to receive a Tardy Pass.

Request for Assignments

Parental requests for schoolwork must be made to the school office before 9:00 a.m. Requests for homework should not be left on the CareLine. The requested schoolwork may be picked up at the school office after 2:30 PM.

Schoolwork is provided upon request for absences exceeding two days and must be requested before. We do not provide work in advance of anticipated absences such as family vacations. Students are responsible for making up any work that has been missed. Typically, students are allowed the same amount of days out to make up any absent work (i.e., 2 days absent = 2 days to make up work upon return). Make-ups for assessments need to be arranged with the student's respective teachers.

Truancy

The Board recognizes that absences from school may be necessary at times. For that reason, the Board recognizes two types of absences from school: excused authorized and unexcused unauthorized absence. Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration. Please refer to [Policy JH](#).

1. Students not in their classroom by 7:35 AM are tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The principal will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school district's attendance policy and to develop a plan to assist the student in attending school.

3. For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and look for ways to foster better family relationships and improve student attendance.
4. For students with excessive unexcused absences, the Pelham Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

Dismissal

In order to provide a safe and orderly dismissal, the following procedures are followed:

- There are two afternoon dismissal bells. The first, at 2:15 PM, is for those students riding the bus only. The second bell is sounded manually once all buses are loaded. At this time, all other students are dismissed (such as those walking or being picked up, athletes, etc.)
- If a child is to be dismissed from school prior to 2:15 PM, you must send a written note including the date of dismissal, your child's full name, full name of the adult who will be dismissing your child, and the time of dismissal. Without a note the student will be sent home on the bus.
- You must present a picture ID when you arrive to dismiss any child. The staff member dismissing your child may not know you. If you are intending to pick up a child other than your own, the Main Office MUST have a NOTE from the parent/guardian of the child that includes the child's full name, date of dismissal, and the full name of the adult who will be dismissing the child. Without a note, the child will not be allowed to go with you. Students must be signed out to the custody of an adult. Students are not to leave the school building unless accompanied by a parent or guardian, or an adult authorized by same.

No School –Delayed opening

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision will be made by 6 AM School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

Emergency School Closing or Unexpected School-Time Dismissal

On a very rare occasion it may be necessary to dismiss students early due to an emergency (i.e., power failure, severe storm). The superintendent of schools makes this decision after careful consideration knowing the various ramifications of having students leave the building earlier than anticipated. Please be sure that all your contact information is up-to-date. It is imperative to notify the school office of changes in information during the school year. School Messenger is a communication product that utilizes telephone and e-mail systems. School Messenger allows parents to be informed about emergencies as well as important school events. Parents may choose up to five contacts for emergency messages. The system allows individual schools as well as the district to communicate information in a very rapid manner. The School Messenger system will be used in the event of an unexpected school-time dismissal giving detailed information about procedures. We appreciate your kind attention in following the directives carefully and not contacting the school unless directed in the School Messenger message.

Visitors

All visitors **MUST** report to the main office. You will be asked to sign in the visitor log sheet and are required to wear a visitor badge while in the building. Parents can help us protect all students by adhering to this rule. Our staff has been instructed to question any non-employee seen in the building and not wearing a badge. Please return to the main office to sign out when leaving. Thank you for helping us ensure the safety of our students and staff.

Passes

Students are required to have a pass, signed by a staff member, for the following situations:

- entering the building early in the morning;
- tardiness for class;
- using the lavatory;
- to and from guidance;
- leaving the cafeteria early to return to class; and
- to and from the office, the nurse's room, or another classroom.

DISCIPLINE

Discipline at our school is based on real world facts and issues that are easily understood by all members of the school community. Students' main goal in school is EDUCATION. Education is valuable intrinsically and for the future it helps to secure. Therefore, we will not permit anyone to prevent any student (including him/herself) from reaching that goal. The best learning occurs when students can listen, recite, share, and concentrate without interference. This school will protect each student's right to an education without interference.

In our homes, workplaces and communities, there are authorities. At Pelham Memorial, the authorities have dedicated themselves to learning about young people and about the subjects they teach. The main goal of Pelham Memorial School teachers, administrators, and staff is the welfare and education of the students. Teachers are not all alike in their approach to rewards, consequences, or classroom rules. Students must meet a variety of expectations in school, just as they will in society. It is to each student's benefit to learn to adjust to a variety of demands from a variety of personalities. In our school, there will be adults and students who will be caring, sympathetic listeners, but the standards of behavior are not waived. All rules apply to all students.

Possible Consequences:

- Referral to the office to meet with an Administrator
- Lunch detention either served in the classroom with the teacher who assigned the consequence or in the office
- After school detention until 3:00 served with the teacher who assigned the consequence
 - If a teacher detention is skipped by the student, the teacher detention will be served the following day as well as an additional detention to be served with administration the day after.
- Administrative detention until 3:30 served in the office
 - If an administrative detention is skipped by the student, the student will serve a one day in school suspension once the parents have been given notification of such suspension.
- In school suspension served in the office with an administrator
- Out of school suspension

Level I

Level I – Offenses which typically involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. These infractions can typically be addressed by a staff member and may require the intervention of administration.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bus Misconduct Damage to Property (unintentional) Deceiving or Lying to Staff Disrespect Disruptive Behavior Dress Code Violation Failure to Comply Forgery Improper use of District Equipment, Facilities and/or Resources Incomplete Homework/Class Work Late to Class Misuse/Missing Hallway Pass Plagiarizing/Cheating Presence in an Unauthorized Area Profanity or Unacceptable Language Pushing/Shoving School Building Security Breach Tardiness Unsafe Behavior Use/Possession of Personal Electronic Devices without Permission Violations Administration Considers Reasonable to Fall within this Level	Verification of Offense Log of Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor	Behavioral Contract Detention Guidance/Health Services Loss of Make-up Privilege and/or Credit Parent Contact Rearrangement of Seating Removal from Activities and/or Restitution for Damage Removal from Class Replacement/Repair of Damaged Property and Restriction of Privileges Special Assignment Suspension and Temporary Verbal Reprimand Warning

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level II

Level II – Offenses includes Level I infractions that are cumulative, premeditated or hostile; acts whose frequency or seriousness disrupts the learning climate of the school; acts that may constitute a threat to the health, safety, property, or welfare of students or staff.

Level II infractions generally require the intervention at the administrative level and may also require the intervention of outside agencies, including the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bullying Computer Vandalism/Physical Damage to Computer Resources; Purposeful Deletion of Information Stored by Others Disruption/Threat of Disruption or Harassment Extortion Failure to Serve Detention or Other Disciplinary Action Harassment/Sexual Harassment Indecent/Obscene Behavior or Possession or Use of Indecent/Obscene Material Instigating/Engaging in, or Attempting to Fight Insubordination (Failure to Follow Directives) Leaving School Property without Permission Possession/Use of Tobacco Products Reckless Behavior/Endangering Others Solicitation without Permission Stalking Theft Threatening by Word or Act Truancy Unauthorized Transmission/Posting of Photo or Video Content Vandalism Violations which the Administration Considers Reasonable to Fall within this Level	Verification of Offense Log Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor Police/Agency Referral	Administrative Probation Alternative Education Detention Guidance/Health Services In-school Suspension Parent Conference Police/Agency Referral Removal from Class Activities Restitution for Damage (Replacement of Damaged Property) Restriction/Withdrawal of Privileges School/Community Service Suspension

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level III

Level III – Offenses includes Level I and II infractions which are chronic, continuous, or severe. Level III offenses are acts that result in violent actions directed toward another person, destruction of property, or acts which pose a clear and present threat to the health, safety, or of others in the school.

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts are considered criminal and require intervention of law enforcement and/or action by the Pelham School Board.

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence Possession/Use of Weapon or Look-alike Selling/Distributing/Trafficking Drugs or Controlled Substance or Look-alike; or Alcohol Threatening/Terroristic Statements or Actions Unauthorized Use of Fire Alarm System Unlawful Entry Use of Computer Resources for Obscene, Threatening, Violent or Illegal Purposes Violations the Administration Considers Reasonable to Fall within this Level	Student Removal from Situation Referral to Administration Verification of Offense Log Infraction Student/Parent Conference with Administration Student Assistance Team Referral Drug/Alcohol Evaluation Mental Health Welfare Evaluation Police/Agency Referral School Board Hearing	Administrative or Board Probation Alternative Education Expulsion Police/Agency Referral Restitution for Damage (Replacement/Repair of Damaged Property) School/Community Service Withdrawal of Privileges

**** The order of listed disciplinary options is not ranked or sequential, nor is not to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration or School Board, based on the severity of the offense.***

STUDENT REGISTRATION/EMERGENCY CONTACTS

Each year, emergency contact information needs to be completed by parents. An email will be sent to you with a Snap Code to update your information. All information is for school or state register use only, and is treated in a confidential manner. Up-to-date information for each student must be on file in the school office. The school must be notified of any changes in address, phone number or other vital information. The emergency contact person listed on your child's information sheet must be an adult able to respond immediately to any student-related illness or emergency; therefore, this person should be in close proximity to the school.

Transfer Students

Parents and students who are moving out of the school district should notify the main office of the date the student will be leaving the school, as well as the name and address of the new school, if known. After registering at the new school, a request for records will be sent to Pelham Memorial by the new school.

Parental Custody

A copy of any legal documents verifying any modifications to the custodial rights of either parent must be provided to Pelham Memorial School. This document will be kept in your child's permanent record folder and will provide school staff with a legitimate basis for responding to any situation that may arise regarding custody (i.e., visits, dismissal, etc.).

SECURITY

Emergency Response Preparedness

The Pelham School District has worked in cooperation with the Police and Fire Departments toward greater emergency preparedness. We will operate emergency procedures based on the Incident Command System used by community emergency personnel. There are several responses to choose from: Drop Cover and Hold, Secure Campus, Shelter in Place, Lockdown, Evacuation, Reverse Evacuation, Scan, Stay Put and Room Clear. Each will be explained to students before a drill is conducted. It is important that students and staff practice these drills to ensure calm and controlled behavior.

Child Abuse/Neglect

New Hampshire Law (RSA 169-C; 29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected **MUST** report the case to Department of Child and Family Services (DCYF).

Section 169-C:29

169-C:29 Persons Required to Report. – Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter. **Source.** 1979, 361:2, eff. Aug. 22, 1979.

Section 169-C:30

169-C:30 Nature and Content of Report. – An oral report shall be made immediately by telephone or otherwise, and followed within 48 hours by a report in writing, if so requested, to the department. Such

report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the department. **Source.** 1979, 361:2. 1989, 146:2. 1994, 411:17. 1995, 310:175, eff. Nov. 1, 1995.

Crisis Team

Purpose: The purpose of this team is twofold. The team will provide a method for staff members to report and plan for a student who appears to be in crisis. Crisis shall be defined as a threatening or dangerous situation involving the physical well-being or emotional status of a child.

Plan:

- ❖ When concerned about a student, the staff member will report concerns to the school principal or assistant principal.
- ❖ The team, consisting of the principal, nurse, counselor, special education staff (when applicable) and a classroom teacher, shall meet to gather information, make a determination of whether to report the situation to Child Protective Services, or develop a plan.
- ❖ When appropriate, the following actions may be taken: the student will be spoken with, the parents spoken with or asked to attend a meeting, and the rest of the students' team will be alerted.
- ❖ The Crisis Team will decide when its function is no longer needed as a preventative measure or as a follow up.

MATERIALS

Students are responsible for the proper treatment of all books that are either assigned to them or for which they have occasion to use. All books are to be covered; students are responsible for acquiring covers. Parents/guardians will be charged the current replacement costs for any item lost or damaged.

Chromebook Care and Guidelines

Using Your Chromebook at School:

You are expected to come to school with your Chromebook fully charged every day and you will be expected to bring your Chromebook to all classes. The Chromebooks have an 8-10 hour battery charge that should last through a typical day. You may not leave your Chromebook at school to charge.

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently, then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the office before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

- A loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair due to accident or defects.
- If students are having their devices repaired the loaners can be taken home.
- Students will be contacted via e-mail when their devices are repaired and available to be picked up.

Using Your Chromebook Outside of School:

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children's Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District. If a site is blocked and a student feels it would benefit their learning, then students should contact helpdesk@pelhamsd.org to request that the site be unblocked.

General Care and Insurance

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device they will be responsible for the replacement costs.

There will be an optional device fee that will cover **unlimited accidental damage in one school year**. We highly encourage parents to purchase the insurance. If you do not choose to pay the fee then parents/students will be responsible for the cost of any accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees: (estimated)

Chromebook: \$250.00
AC Charger: \$30.00
Case: \$10.00
Battery: \$50.00
Display screen: \$100.00

Chromebook Facts:

-We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
-Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

General Care and Precautions:

-No food or drink next to your Chromebook.
-Insert cords, cables or thumb drives carefully into the ports on your Chromebook.
-Only approved Skins or removable decals may be applied to your Chromebook. Your Chromebook must be free of any writing, drawing, or stickers that cannot be removed.
-Never carry a Chromebook by the screen. Always be sure the Chromebook is closed when carrying in the classroom
-When outside the classroom be sure your Chromebook is in its carrying case.

-Your Chromebook will come with a protective case and a charger. When travelling between classes or storing your Chromebook in your locker, it must be protected and carried in the case. Do not leave your Chromebook unattended.

-Do not loan your Chromebook to other students or individuals.

-Do not place objects on top of the Chromebook. The screen can be damaged.

-Only clean the screen with a soft, dry microfiber cloth and anti-static cloth.

-Do not tamper with the blue asset tag on the back of the Chromebook. If you notice it is peeling off, please return your Chromebook to the designated support desk for assistance. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

MARKING SYSTEM

At the end of each quarter, report card information will be available on PowerSchool. Core classes operate on a quarterly basis. Health, Physical Education, General Music, Band, Art, Library, Foreign Language, and Technology operate on a trimester basis. The grades for the trimester classes will appear on the second, third, and fourth quarter report cards. Hard copies are available upon written request.

The grade scale is as follows:

100 – 97 = A+	96 – 93 = A
92 – 90 = A-	89 – 87 = B+
86 – 83 = B	82 – 80 = B-
79 – 77 = C+	76 – 73 = C
72 – 70 = C-	69 – 67 = D+
66 – 63 = D	62 – 60 = D-
59 or Below = F	

Honor Roll Requirements:

Quarterly "High Honors" consists of those students receiving all A's all subjects.

Quarterly "Honors," will consist of those students receiving all A's and B's in all subjects.

PMS Grading Guidelines

Grades 6 & 7

Summative Assessment-65%

Formative Assessment-35%

Grade 8

Summative Assessment-75%

Formative Assessment-25%

Note: Homework is a type of formative assessment. Homework will represent no more than 10% of a student's final grade.

PMS Late Work: (Summative)

Summative assessments turned in after the due date will result in a grade reduction of 10 percentage points per day. Assignments turned in after five days late will receive no credit for grading purposes.

PMS Missed Work (due to illness or excused absences)

Homework/class work must be made up on a per day basis, i.e., one day absent = one day to make up missed work

Summative and formative assessment make ups must be arranged with the subject teacher.

Competencies (8th grade)

A competency is defined as the desired knowledge, skills, and abilities of a student.

Pelham Memorial School has identified three school wide competencies (see below) that will be measured and assessed for progress and mastery across content area. These three competencies are outlined and defined for each subject.

Each core subject will include three (3) competencies:

Competency #1 (C1) – Skills and Content Knowledge

Competency #2 (C2) – Application and Analysis

Competency #3 (C3) – Communication

Retake Protocol

Grades 6 & 7

PMS students are able to retake summative assessments as determined by the teacher in order to increase student knowledge and skills if the grade is below an 80%. The petition for a reassessment must be initiated within two school days after notification of grades and remediation must be completed before the end of the tenth school day. Students, parents or teachers can initiate the request for a retake. Prior to the retake, the student must complete required remediation steps as established by the teacher to demonstrate formative assessment of new learning and remediation of weaknesses. The retake need only reassess the knowledge and skills that the student has not yet mastered. The student will receive the higher of the two grades for grading purposes but not to exceed 80%. Please be aware that in certain cases a re-assessment may not be feasible (group presentations, band concerts, final exams, etc.).

Grade 8

The Retake Protocol process will not begin until all three parties have signed in agreement. The guidelines provide consistent and clear expectations for all eighth-grade students at PMS. Teacher discretion may be used with the guidelines when appropriate to support students in their learning.

Please be aware that in certain cases a reassessment may not be allowed. In the event the reassessment will not be allowed, an email notification will be sent home to the parents and it will be clearly outlined in the project directions for the students. (i.e., group presentations, long-term projects, final exams, etc.)

Guidelines for successful completion of retake opportunity:

- Summative retakes will address the competency area(s) in need of improvement.
- Retake has been initiated by the student, the parent, or the teacher no more than two days after the summative score has been published through PowerSchool.
- Formative assignments relative to the summative have been successfully completed - if they have not, they may be part of the retake plan.

- The competency retake score will replace the competency score on the original test (the overall grade will not exceed 80%).
- The retake protocol will be completed no more than **ten calendar days** after the signature of the student, parent, and teacher. Extensions may be granted on a case by case basis as communicated amongst teacher, student, and parent.
- The retake protocol plan shall be determined by the teacher and student, including the content of the plan and the timeline for completing individual assignments.
- Summative retakes will be administered one time per student, per assessment with teacher discretion.

Academic Integrity

Honesty in schoolwork requires that **students do their own work**. Students should give credit for any ideas, language, or thoughts that are not their own. If the source is not credited, it is known as plagiarism (academic dishonesty).

- It is dishonest, of course, to cheat on a test or to copy someone's homework. It is also dishonest to:
 - Copy from a book or the Internet without acknowledgement
 - Paraphrase (put in your own words) without giving credit to the source
 - Use all or part of someone's paper word-for-word
 - Rewrite someone's paper
 - Use another's ideas, pretending that they are original
 - Use an idea or a clever expression by someone without crediting the original author
 - Give work to others, or accept work from others

The consequence for any of the dishonest acts above is a "0" on the quiz, test, homework, or project in question. Students may be given the option of re-doing the assignment for 50% credit. The teacher(s) in conjunction with administration will make decisions on academic integrity. Students and parents will be notified of the situation and consequence.

Homework

Students should expect an average of 10 minutes of homework time the grade level i.e., (Grade 6 – 60 minutes, Grade 7-70 minutes and Grade 8-80 minutes) with a maximum of 2 hours per night. Teachers, students, and parents must work together as follows to make homework a worthwhile learning activity:

Teacher Responsibility

- Homework will consist of practice, preparation, extension and/or integration
- Homework will have a clear academic connection, fulfill curricular goals and support students in developing responsibility, time management and other self-regulatory skills
- Homework will be preceded by an explanation of content, purpose and directions
- Timely, constructive, formal and/or informal feedback will be given on all assignments
- Every effort will be made for teachers to coordinate assignments

Parent and Guardian Responsibility

- Provide consistent time and place
- Check over the work your child is doing

- Remove distractions (television, cell phone, etc.)
- Support your child in planning for long term assignments
- Check teachers' websites and student agenda for assignments
- Check PowerSchool regularly

Student Responsibility

- Record all homework in agenda clearly with specific details and due dates
- Ask teacher during class for clarification on anything that you do not understand or are not clear about regarding assignments
- Complete homework carefully, place in designated spot for easy retrieval, bring to class and pass in on time
- Study for formative and summative assessments using study materials provided
- Determine a plan for completion of long-term assignments and work to complete them throughout the designated time frame
- Use rubrics provided by teachers to make sure that you have successfully completed all of the components of the assignment
- Check your teachers' websites for homework when absent and/or see teachers about what you missed when absent
- Check PowerSchool regularly

On our school website, located under the district site, <http://www.pelhamsd.org/>, students will find links to their respective teachers' websites that will provide information about homework assignments, tests and projects. Google classroom is also used for this purpose.

Parent Portal

Parents and students have ongoing access to current and historical grades and attendance while at Memorial. This web-based access is provided through PowerSchool; our student information system. Parents can continue to use existing single sign-on login information to access your account at <http://pelhamsd.powerschool.com>. It is imperative that you keep this information secure and do not share it with anyone.

PowerSchool allows students and parents to continuously monitor academic progress in every class. Detailed data is available at the assignment level. Online access as described above provides the most current information for progress monitoring and is available throughout the marking period.

Teachers will grade and enter assignments into PowerSchool within a reasonable time period. In general, smaller assignments such as daily homework will be available within one week of the due date. Summative assignments will be available within two weeks of the due date. There will be exceptions to this for long term projects, some written assignments and others. Teachers will make note of assignments requiring longer than two weeks to grade either on the portal or other form of communication. If a major assignment is not turned in on the day it is due, as soon as reasonably possible the teacher will make a notation of "missing."

For our policy on Student Records and Access PSD, please see [Policy JRA-R](#).

LUNCH PROGRAM

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. The food service department plans menus that meet the USDA nutrition and sanitation regulations. Menus can be viewed online at www.pelhamsd.org under the Nutritional Services tab. Meal prices are set yearly. Please check the menu for the current price list.

The food service department operates a debit system. All students will be provided with a serving number to access their account. The accounts track all purchases and payments made throughout the year. If your child forgets his/her number, the account can be accessed by looking up his/her last name. If you would like an itemized account history please contact the food service office at 635-3947 or send in a written request with your child.

Payments can be sent into the school with your child. Payment should be in an envelope with the child's name and total amount of the deposit. Cash or checks made payable to Pelham Food Service in any amount are accepted.

Parents can start a FREE online account to monitor their student's account. To open the account, please call food service at 635-7384 or 635-3947 to receive your student's identification number. The online account can also be used to make a credit card payment with a 5% charge. The charge does not go to the school district, but MealsPlus to cover bank fees.

Free/Reduced Program

Pelham participates in the federally funded free/reduced price lunch program. An application form and a letter of explanation are sent home at the beginning of the school year. Parents may apply by completing a confidential application and returning it to the school. Only one application per family is required. Students that receive free/reduced price meals must complete a new application each school year however your eligibility status from the previous year for any child approved with an application on file is carried over for up to 30 school days. New applications are accepted any time during the school year. An accurate eligibility determination is valid for the entire year. Applications are available at the school office, the food service office and online at www.pelhamsd.org.

Lunch Rules

The following rules must be observed, at all times, in the cafeteria:

1. When a staff member raises their hand for quiet, please be quiet!
2. Students must go to lunch quietly. Enter the cafeteria in an orderly fashion. Do not run.
3. Enter the cafeteria through the door closest to the gym.
4. Students are not to use the middle aisle when entering the cafeteria.
5. Lunch payments are to be submitted in the morning before the beginning of classes.
6. Students are not allowed to use the drink machine.
7. Talk in a normal tone of voice.
8. Clean up any food you drop or spill.
9. Keep milk cartons, food, and waste paper on your tray.
10. Students will not throw food.
11. After finishing lunch, dispose of the food tray and/or garbage to the trash receptacles.
12. Students must return to their seats. The staff member on duty will check to see if the student's area is cleaned before dismissal.
13. All food and drinks must be consumed in the cafeteria.
14. Students are to bring their jackets/outerwear to the cafeteria each day regardless of the weather conditions.
15. All students will participate in a rotating "table cleaning" process throughout the year.

If the fire alarm rings during lunch time:

Exit the cafeteria through the doors leading to the playground. Walk across to the field and line up in order of WIN Block.

Recess Rules

1. Equipment is available for use. Please be responsible with these items for the benefit of all.
2. No rough housing (this includes "play fighting" and wrestling). Keep your hands to yourself!
No tag!
3. Do not cross the fenced in area to retrieve recess equipment.
4. Students will remain in the designated areas at all times.
5. Students will remain outside, unless permission is given by the teacher on duty to enter the building.
6. At the end of recess, students are to line up in a quiet, orderly manner.
7. No food or drink allowed outside at recess.
8. Enter the building quietly.

Lunch/Recess Discipline

Violation of the above stated expectations during lunch or recess will result in disciplinary action. The first three infractions will warrant a lunch detention each. On the fourth infraction the student will serve an administrative detention to be served the following day afterschool. Further disciplinary action may be taken at the discretion of the administration.

ACADEMIC PROGRAMS/RESOURCES

School Guidance Program

Guidance and counseling programs are a vital, integral part of a student's education. A guidance curriculum is designed to meet the needs of all students by helping them acquire competencies to meet the expectations from all their life roles, whether educational, career, personal, or social. The primary focus is developmental, preventative, and pro-active in nature. In addition, responsive services are provided as well. These include individual and group counseling, resource information and referral. Guidance services are as much a part of the instructional program of the school as are the other school curricula in contributing significantly to the overall educational mission.

Accordingly, guidance and counseling services will be provided to all students on a voluntary basis, unless otherwise instructed by a parent or guardian. Counselors have an ethical responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others; suspicion of child abuse and/or neglect; other behaviors of significant concern to the best interest of the student as outlined by the ethical standards of the American School Counselor Association.

Special Needs Referral

Outside or in-house referrals:

1. If the referral comes from a parent by letter, from a doctor, or a teacher from another school by letter or prescription, the letter will be given to the grade level case manager and she/he will schedule a meeting (referral) with the parent to be held within 15 days. During this 15-day period, the case manager will give the parent and classroom teacher a packet to be filled out as soon as possible. Completed packets should be turned in to the case manager to enable her/him to invite the correct people to the meeting. Completed packets will be given to the administration to review.

2. If the teacher is making the referral, the grade level case manager must be informed to ensure that the teacher receives a teacher and a parent packet. At this point, there should have been two or three conversations between the teacher and parent about her/his concerns.
3. When a parent, teacher, or other agency refers a student, the special education team decides whether testing should proceed. The decision to evaluate will be made as a team once the referral meeting has occurred.

In all cases, samples of the student's work should be saved to demonstrate the concerns expressed by the parent, teacher, or doctor for the referral meeting. Along with work samples and/or anecdotes, the student's cumulative file should be brought to the referral meeting. The Procedural Safeguards booklet is offered at every meeting, and is available at the school office. It thoroughly describes parental and student rights in the special education process.

National Junior Honor Society

The National Junior Honor Society of Pelham Memorial School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, character, citizenship, service, and leadership. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Each June, students are selected to be members by a five-member Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the third term of grade seven are eligible for membership. To be nominated, a student must have a 3.5 or better GPA throughout sixth grade and the first three terms of seventh grade.

The students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's citizenship, service, and leadership. This form is available on our website. A history of ongoing participation in school and/or community service and leadership experiences (4 months minimum for each) is necessary. Students may participate in clubs, organizations, and/or sports. To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are asked for input regarding their professional reflections on a candidate's character. These forms and the Student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority of the vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to the following pre-determined criteria.

Scholarship: must be a 3.5 average as of Quarter 3 – Grade 7.

Character: students must be of good character. Someone of good character is courteous and respectful of others and well behaved, not just in one aspect of their lives, but in all aspects-school, home, teams, clubs, community, etc.

Citizenship & Service: students must show evidence of good citizenship in their town and/or school through ongoing involvement in various organizations by volunteering their time and effort. Students must show evidence of service to others through at least three **different** activities. Those activities could include religious service organizations, scouts, local civic service organizations, extracurricular school activities, or sports. Candidates must be involved in varied organizations and activities.

Leadership: students must show evidence of at least one leadership position. It may include, but not be limited to: class level leadership representative, sports team captain, club/other team captain, leader in a religious group, leader in a scout group, unit leader in a camp, extracurricular teacher assistant outside of school, and have demonstrated on a consistent basis this level of leadership at minimum of a four month period.

Field Trips

Field trips are considered to be an integral part of the learning experience for students. Permission slips must be signed and returned to school for students to be permitted to participate. Parents may be asked to volunteer as chaperones for these trips. Parents will need to fill out the Volunteer Application Form and submit it to the front office well before the field trip date in order to allow plenty of time for processing. To review our School Board Policy on field trips, please see [Policy IJOA](#).

DC Trip

EF Educational Tours will be handling all aspects of this 8th grade field trip, including registration, deposits, payments, etc. Parents will also have access to their website and will need to establish an account in their child's name. www.eftours.com

The following are specific criteria for attendance on this trip as established by the administration and the teachers:

- Any student suspended at any time during the school year for drugs/alcohol/cigarettes/weapons/aggressive behavior will not be allowed to attend.
- Any student suspended in-school for two or more infractions, for any reason, will not be allowed to attend.
- Parents will be made aware of ongoing repeated behavioral infractions that will jeopardize the student's ability to attend the trip. Administration may remove the privilege of this field trip to any student due to ongoing behavioral concerns.
- Student must be currently enrolled in Pelham Memorial School.

If a student is unable to attend this trip due to academic, behavioral or other reasons, the Pelham School District will not provide a refund of trip cost. Trip insurance is offered through the tour company and it is the parents' choice whether to purchase it or not. We strongly recommend that you do.

We appreciate your support. In addition, you may wish to establish your own criteria at home and we certainly encourage you to do so.

Student Council

Pelham Memorial School maintains a student council consisting of an elected leadership team made up of 8th grade students. A council of representatives is elected from WIN Blocks in grades 6 and 7. Student council activities are promoted in order to develop a sense of responsibility and involvement, to plan events for student participation and enjoyment, and to conduct fundraising activities.

Media Center

Hours

The media center is open for student use before school (beginning at 7:15 AM) or during WIN on specific days with a pass from their WIN teacher (days will be announced at the beginning of the year).

Circulation and Overdue books

Students may check out books for two weeks. If it is necessary to keep the book past the due date, simply bring it into the library to be renewed for another two weeks.

Students who have overdue books will receive an overdue notice via their school email. If such a notice is received, please contact the library in order to bring your account up to date. (Ignoring notices will not make them go away!) If you have any questions or concerns regarding an overdue notice the librarian is happy to work with you.

MISCELLANEOUS

Dress Code

The general administrative policy is that extremes in dress should be avoided. All students are encouraged to appear in clothing appropriate for school use. Personal cleanliness must be exercised by all students. The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or dress that is unsafe and unsanitary will not be tolerated. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

- Clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- No hats.
- Undergarments must be concealed. Lace or mesh clothing that exposes any undergarment is not appropriate.
- Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
- Armholes shall be closely fitting around the shoulder.
- No halter tops, tube tops, or bandeaus.
- Clothing shall be tastefully fitting (not tight); necklines shall be high enough so that the neckline will rest against the body.
- Shorts/pants/dresses/skirts must be no shorter than 6" from the center of the kneecap while standing straight up.
- Shirt straps must be 1" in width.
- No pajamas.
- No words or logos on the back of pants.
- No chain wallets/no heavy metal jewelry, necklaces, ornamental chains of any kind.
- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Shoes or other appropriate foot coverings must be worn at all times. Any footwear worn must leave the floors free of black marks.
- No hoods, or head coverings/bandanas are to be worn in the building.
- Ripped clothing of any kind must have a lining to cover any exposed skin due to the rip.

Students arriving to school will be observed by their advisory teacher and those not in compliance will be sent to the office and required to comply with the dress code as stated above or placed in school detention until student is in compliance.

Please assist the faculty and staff of Pelham Memorial School in creating a healthy learning environment by assisting your child in making good choices about what s/he wears to school each day.

Heavy Scents

Please do not use heavy smelling scents or sprays in school. This includes heavy smelling perfume, cologne, body spray, or deodorant. There are staff members and students with allergies and asthma who could have reactions. Also, hanging scents, air fresheners, deodorizers, diffusers, etc. in lockers is not allowed as these can be sensed for quite a distance in the hallway. They can also cause a reaction in people with asthma and allergies.

Water Bottles

Students at Pelham Memorial are allowed to use sealed, **CLEAR** water bottles during the school day if necessary. Water bottles that are not made of a clear plastic will be held in the office for the remainder of the day and the student will pick it up prior to dismissal. Repeat offenders will be assigned an administrative detention and a parent will be required to come and pick up the water bottle at the school. Pelham Memorial encourages students to use reusable, environmentally friendly water containers that students can fill at school. The use of water bottles is a privilege provided for students. If a student(s) fails to appropriately handle the related responsibilities and expectations that go along with this privilege (i.e. disrupting the learning environment, using the bottle in an inappropriate manner, drinking other (non-water) substances in the water bottles, etc.), the student(s) will lose that privilege.

Electronic Devices

Personal electronic devices must be turned OFF before entering school grounds and the building and NOT VISIBLE during the school day. This includes cell phones, smartwatches, earbuds/pods or other devices. **Use of the device shall be limited to teacher permission for an educational purpose and for after school hours when you leave the building.** Students should go to the office if an "emergency" arises and a call home is deemed necessary. Students using electronic devices during the day for non-academic purposes will face the following disciplinary actions:

1st offense:

1. Student will be sent to the administration. Verbal warning will be issued.
2. Devices will be taken away and returned at dismissal.

2nd offense:

1. Parents will be contacted.
2. Student will drop off/pickup any device(s) at the office for 1 week.

3rd Offense:

1. Parents will be contacted and 1 hour detention will be issued.
2. Student will drop off/pickup any device(s) at the office for 1 semester.

Students are not allowed to bring electronic devices into bathrooms or locker rooms. **Students will be required to drop devices in a cell phone pouch as they enter each class. At the end of class, students may take their device out of the pouch. This includes smartwatches.**

The student may not use any device to record, transmit, or post photos or video of a person or persons on campus without express permission of the teacher. Violations can result in school consequences as well as possible police involvement.

No images or video recorded on campus can be transmitted or posted at any time without the express permission of a teacher and participants. (Exceptions: public events, i.e. games, concerts, etc., unless otherwise specified).

Laser pointers are **never** allowed in school or at school sponsored events. Violations will result in significant consequences.

Lockers

The administration and staff have the right to inspect lockers regularly either in assisting students to maintain organization of materials or for reasonable cause to ensure school safety. The school does not assume any liability for lost or stolen items.

Lost & Found

Lost and Found is located in the cafeteria. The Friday before each vacation and at the end of the year, a large number of unclaimed items are sent to Goodwill, The Salvation Army, or other nonprofit organizations. It would be very beneficial for you to check the Lost and Found any time you visit our school.

School Dances

All school-sponsored dances are for 7th and 8th grade students **only**, unless otherwise communicated. They begin at 7:00 PM and end at 9:00 PM. We expect that transportation to and from will correspond with these times. Limousines are not permitted. No student will be admitted after 7:30 PM. without prior permission from the administration. Any student remaining after 9:15 PM. will not be permitted to attend the next dance. Any student remaining after 9:30 PM. will be escorted to the police station for parent pick-up and will not be permitted to attend the next dance. School dances are well chaperoned by administration and staff. At no time will students be allowed to leave unless there is an emergency or if parents need to be contacted. If your child needs to leave earlier, please send a note to administration for consideration of such.

All rules and regulations of the school will be in effect during this or any other school sponsored function.

Working Papers

Working papers are available at the office once a student has been offered employment. The employer will give you a document that contains all of the pertinent information necessary to complete the working papers.

An appointment must then be made for the student and one of his/her parents to meet with a school appointed representative for required signatures. This process will only take a few minutes. The student will also need a birth certificate present to complete this process.

PELHAM MEMORIAL PTSA

The Pelham Memorial School Parent Teacher Student Association is a vital component of our school. The PTSA promotes quality educational programs and helps to raise money for special activities, events and materials. Student members are important to our group and are free to join and welcomed always. Membership forms are available online through the PMS website. Meetings are held monthly and can be found on the PMS calendar. We encourage you to become a member and appreciate your support. For the most up-to-date activities and events and membership forms, please visit the [PMS Facebook page](#).

2020-2021 Pelham Memorial PTSA Officers:

President – Danielle Pilato

Vice President – Sylvie McFarland

Treasurer – Kim Hunt

Secretary – Kelley Sauer

Administrative Board Member – Katie Mackey

TRANSPORTATION

Parents are **strongly encouraged to utilize school bus transportation due to time limitations and SAFETY concerns during morning drop-off and afternoon pickup.**

Bus Safety Regulations

Students must have regard for the safety and comfort of a large number of students on the bus, and respect and consideration for the bus driver in exercising his/her job. The following guideline suggest the role for students and parents as they relate to pupil transportation: Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus, as per School Board [Policy EEA-R](#) adopted 6/7/06. Video and Audio on School Buses has been authorized per School Board [Policy EEAA](#).

Pupils transported in a school bus shall be under the authority of the District and under supervision of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board. Per School Board [Policy EEAE](#) adopted 6/7/06.

Bus Discipline

Students who do not follow the guidelines set forth by the bus driver will be written up and referred to administration.

- 1st Bus Write Up - Review incident with administration, review the behavioral expectations for a bus rider and discuss next steps to prevent further issues.
- 2nd Bus Write Up - Phone call to the parents/Guardians and a detention to be served during the lunch period.
- 3rd Bus Write Up - Phone call to the parents and a 2 day suspension from riding the bus.
- 4th Bus Write Up - Meeting with the parents and possible suspension for the remainder of the year from riding the bus.

Bus Notes

If a student is requesting to take a bus other than their own, they must have a written note from a parent with the bus number and student name of the student with whom they will departing the bus. Bus note must be turned into the office in the drop off bin before 8:30 PM. Students must pick up their stamped bus note and present it to the bus driver upon boarding the bus. Please note: Buses are sometimes full and requests to take different buses may be denied by the bus company at any time. Students will be notified and given time to call home to make other transportation arrangements.

HEALTH

Medication

In compliance with State Law, a form must be submitted to the school with a parent/guardian's signature and physician's request permitting the school nurse to administer prescription medication to any student. Also, a "hold harmless" form must be signed and recorded in our health files. Over the counter medication can be given if a hold harmless form is signed by the parent/guardian. All medication must be in the original labeled container. Medications that are sent to school in in any container other than the original will not be administered and the parent will be called. Parents are encouraged to have medication taken prior to and/or after school hours, whenever possible. Students

are not permitted to carry or self-administer medication. The only exceptions to this are Epi-Pens and inhalers.

Immunizations

Students entering sixth grade shall provide documentation of varicella (chicken pox) immunity. Documentation of varicella immunity must include the month, day and year of administration. The Tdap is due before entry into the 7th grade. The school nurse is available to assist you or to answer any questions or concerns you may have about this.

Student Health

Children should be in good physical health before they attend school. Any child with a fever, vomiting, or general malaise should remain at home for 24 hours for observation. A fever over 100.4 requires a student to be home until fever free for 24 hours, without the help of fever reducing medication such as Tylenol or Ibuprofen.

STUDENTS MUST REMAIN OUT OF SCHOOL WITH:

1. Chickenpox – until all “pox” are dried and scabbed over.
2. Conjunctivitis-must receive medical treatment, they are not excluded from school at this age level, but reminded to observe proper hand washing.
3. Hepatitis-doctor certificate required for readmission.
4. Mumps-exclude from school from onset of swelling and until it has subsided (approx. 10 days).
5. Impetigo-must receive medical treatment and remain at home 24 hours after treatment has started.
6. Mononucleosis-doctor certificate required for readmission.
7. Ringworm-doctor certificate required for readmission.
8. Streptococcal Disease-must remain home 24 hours after adequate treatment has been started.
9. Poison Ivy, Oak, Sumac- Severe cases should remain at home for the child’s comfort.
10. Pediculosis (Head Lice)- excluded from attendance. The student may be re-admitted only by the School Nurse after an examination.

Children will remain at home for any and all communicable diseases. If in doubt, check with the school nurse BEFORE sending your child to school.

Smoking Law

Effective January 1, 1998, the use of tobacco products on school grounds is punishable by a fine (RSA 126-I: 7). This includes all school buildings and grounds, including ball fields, parking areas, and playground. Smoking/possession of tobacco (including smokeless tobacco), and all of the following as they pertain to NH [RSA 78:12b11](#) which makes possession of tobacco products unlawful for persons under 18 years of age and NH [RSA 155:64](#), which makes it unlawful for smoking to take place in school buildings or on any school property. Further, [RSA 155:76](#) provides the person in charge of the building, typically the principal, and the ability to call law enforcement authorities **if any person** refuses to refrain from smoking. (School property includes the school building, school grounds and school buses).

In addition RSA 126-K:7 states, no person shall use any tobacco product, device, e-cigarette, or e-liquid nicotine in any public educational facility or on the grounds of any public educational facility. Any person who violates this section shall be guilty of a violation and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100 for each offense effective July 01, 2019.

POLICIES

****Note: All up-to-date district policies are available online at www.pelhamsd.org****

To: Chip McGee, Superintendent
From: Pelham High School Leadership Team
RE: Student Handbook 2020-2021
Date: July 9, 2020

This memo outlines the proposed changes to the Pelham High School Student handbook for the 2020-2021 school year.

After a significant revamping of the handbook for the 2019-2020 school year, the proposed changes for the upcoming school year are minimal and include grammatical corrections, updates to names and positions, and minor procedural changes.

Changes include:

- The addition of a detailed chain of command on page 3 for common areas of concern. This chain of command is necessary to help students and parents find quicker answers to their questions as on multiple occasions this year, parents and students were unsure who to turn to for questions.
- Removal of all references to quarters because we use a rolling grading system at the high school and no longer operate on quarters. Consequently, the course withdrawal timeline on page 9 was changed from the end of the first quarter to “the first 45 days of the course.” This was also changed in the level changes timeline.
- Removal of the line on page 10 “Seniors failing a course may lose their privilege of late arrive/early dismissal. At the discretion of an administrator, students may regain this privilege if their grades are passing.” This is not a practice we have used at the high school. With rolling grades, it is difficult to define a student as failing a course until credit is earned.
- Under arrival to school on page 14, we changed “Students arriving after the start of 3rd block will be unable to participate in after school activities” to “Students arriving after the start of advisory will be unable to participate in after school activities.” This change more closely lines up with the expectation of other area schools. This also holds our athletes more accountable.
- Tardy procedures on page 16 were changed to 8 or more tardies receiving in school suspension from 7. This small change will align more closely with our current practices. Historically, enforcing the tardy policy has been difficult and caused confusion with students and parents. Having a consistent pattern (0-3 tardies=warning, 4-7 tardies=detentions, 8+ tardies=ISS) will hopefully decrease confusion.

- Level III disciplinary offenses on page 20 were updated to include suspension as a disciplinary option as that was an oversight in last year's handbook. Additionally, we included as an example of level III offenses: "possession of paraphernalia including but not limited to: rolling papers, pipes, vape juice, hookah pens, or other types of electronic delivery devices, vape chargers, or drug/vape related packaging." This wording more clearly states what we consider drug paraphernalia to limit any confusion.
- Under "Procedure for handling incidents" on page 21 the Student Support Team was redefined as the students "school counselor in conjunction with administration." This more clearly articulates who will be involved.
- In the dress code on page 22, we removed the line regarding chain wallets/heavy metal jewelry, necklaces, and ornamental chains. Additionally, we changed the line regarding ripped clothing to read "ripped clothing of any kind must be in compliance with the shorts/pants/dresses/skirts rule mentioned above" which is 6" from the center of the kneecap. These changes were proposed by student voice this past year. Student voice is the third piece of the triad of governance that we have established at PHS that includes parent voice, student voice, and faculty voice. Student voice is a voluntary group of students composed of approximately 10 students from all grade levels. They serve as an advisory committee representing the voice of students. In approaching the dress code, they surveyed the student body who overwhelmingly supported the proposed changes. These changes are also more easily enforceable.
- Procedures regarding Overnight and Day trips on page 24 were updated to include the line "All bags are subject to a search by administration before the trip." This provides us with the opportunity to ensure the safety of our students.
- Under "Parking Information," on page 28 the timeline for the lottery for junior parking spots was updated from "October 1st" to "September" as that more accurately reflects when we run the lottery. We also removed the line stating that students who fail a class may lose their parking privileges, as this is incredibly difficult to enforce with rolling grades.

These changes, along with minor grammatical changes, and updating the calendar and Principal's message remove inconsistencies and clear up confusion. If there are any concerns about any of these proposed changes, the PHS leadership team will reconvene and develop new language as necessary.

Thank you for your consideration.

PELHAM HIGH SCHOOL



~~2020-2021~~ **2019-2020**

STUDENT HANDBOOK

Ms. Dawn Mead, Principal
Mr. Adam Barriere, Assistant Principal
Ms. Anne Fowler, Dean of Students
Mr. Todd Kress, Athletic Director
Ms. ~~Kaitlin Carmody~~ Lauren Hall, Special Education Coordinator

District Mission Statement: Inspiring Success One Mind at a Time

The Pelham School District, in collaboration with the community we serve, is committed to providing a high-quality, contemporary education in a safe and inclusive environment. Our goal is to educate, prepare, and inspire all students to achieve their full potential as life-long learners, critical thinkers, and contributing citizens to our global society.

Main Office Telephone: (603) 635-2115
College and Career Guidance: (603) 635-2116
Nurses Office: (603) 635-6906
Fax: (603) 635-3994
Website: <https://pelhamsd.org/phs>

Follow Us on Twitter
@PHSPelham
@PHSCareerPlan
@PHSPythons

Principal's Message

Dear Pelham High School Students,

I hope you enjoyed a restful summer vacation and are excited to tackle the new school year. Your academic progress and success are a priority. The faculty and staff are committed to supporting and guiding you along the way.

This school year, you will have opportunities to discover and challenge yourself both in and out of the classroom. Pelham High School has a faculty and staff that are knowledgeable in their content area and are committed to your academic and socio-emotional success and well-being. I encourage you to take risks, be willing to fail, ask questions, seek out support when needed, set high expectations and goals, and commit to your own success.

I encourage you to be involved. Take advantage of opportunities to join clubs, participate in band, drama club, student government, participate on one of our many athletic teams, or try a new activity. Make the effort to attend school events. We are truly #PelhamProud. I promise that you will not regret participating. You will make connections and friendships that will last a lifetime.

Each year, I recommit to be the best leader and have the best school year. This year, I am excited and proud to be your Principal. I am looking forward to getting to know you, to moving our school in a positive direction based on a foundation of mutual respect and honest and trusting relationships. Our theme this year is '#Everyday'. Every day, I promise to commit to be the best Principal. I want you to commit to be the best you that you can be.

Sincerely,

Ms. Mead

Principal

R1

Principal's Message

Dear Pelham High School Students,

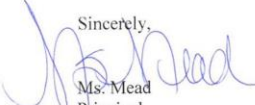
I hope you were able to enjoy a restful summer and are recharged and ready for the new school year. Your commitment to academic success and learning is so important. Pelham High School has a faculty and staff that are knowledgeable in their content area and are committed to your academic and socio-emotional success and well-being.

The school year will bring many opportunities to challenge yourself both in and out of the classroom. I encourage you to take risks, be willing to fail, ask questions, set high expectations, set personal goals, and commit to your own success. You are important.

I encourage you to get involved in the PHS community. Take advantage of opportunities to join one of our many clubs, participate in band, attend student voice, compete on one of our many athletic teams, or try a new activity. Make the effort to attend school events. I promise that you will not regret it. You will make connections and friendships that will last a lifetime.

Each year, I commit to having the best school year. I am proud to be your Principal. I am looking forward to getting to know all of you, to moving our school forward based on a foundation of mutual respect, honesty, and trust. Our theme this year is '#Together'. We will tackle each day...each hurdle... #together.

Sincerely,



Ms. Mead
Principal

TABLE OF CONTENTS

General Information	
Purpose	1
Mission Statement	1
Learning Expectations	1
Accreditation Statement	2
Non-Discrimination Statement	2
Communication Protocol	2
Electronic Communications	3
School Cancellations/Delayed Opening	3
2019-2020 Bell Schedule	4
2019-2020 Pelham School District Calendar	5
Academics	
Academic Protocols and Grading Philosophy	6
Add/Drop Procedures	6
	R1

Advisory	6
Alternative Credit Options and Extended Learning Opportunities	7
Auditing a Class	7
Competencies	7
Competency Recovery	8
Course Withdrawal	8
Grading of Medically Involved Students	8
Grading System	8
Graduation	9
Homework Protocols	10
Honor Roll	10
Level Changes	10
Parent Conferences	10
Report Cards	10
Schedule Change Procedures	11
	R1

Textbooks	11
Turnitin	11
Attendance & Accountability	
Philosophy	12
Absences	12
Areas off Limit	13
Arrival to School	13
Bathroom Privileges	13
Departure	13
Dismissal from School	13
Early Release/Late Arrival Expectations	14
Evacuation Procedures	14
Leaving Class	14
Library	14
Lunch	14
Missing a Class	14
Tardies	15
	R1

Truancies	15
Disciplinary Guidelines	
Alcohol and Drugs	15
Eating and Drinking	16
Level I Offenses	17
Level II Offenses	18
Level III Offenses	19
Personal Searches	20
Procedure for Handling Incidents	20
Self- Referral	20
Student Restriction Policy	21
Suspected Use	21
Dress Code	21
Extracurricular	
Athletics	22
Clubs and Activities	22
	R1

Dances	22
Honor Societies	22
Student Government	23
Overnight and Day Trips	23
Health, Safety & Security	
Accidents	23
Cameras/Video Surveillance	23
College and Career Guidance	23
Insurance	23
Medicine	24
Money and Valuables	24
Posting/Distributing of Materials on School Grounds	24
Release of Information	24
Visitors	24
	R1

Technology	
Cell Phones/Electronics	24
Chromebooks	25
Transportation	
Bus Procedure	27
Parking Information	27
Notices of Policies	
Anti- Harassment	28
Child Abuse/Neglect – Mandatory Reporting	28
Child Find Notice	28
Non- Discrimination	28
Student Privacy	29
Additional Policy Links	
Bullying, Pupil Safety and Violence Prevention Policy (JICBB)	29
Drug and Alcohol Use (JICH)	29
Drug Free Schools (ADB)	29
	R1

Hazing (JICFA)	29
Intranet-Internet Acceptable Use Policy (EGA)	29
Pupil Safety and Violence Prevention (JICK)	29
Reporting Child Abuse (JLF)	29
Sexual Discrimination (GBAA)	29
Sexual Discrimination (JBAA)	29
Student Attendance, Absences and Truancy (JH)	29
Student Conduct and Discipline (JICD)	29
Student Conduct, Rights and Responsibilities (JI- JIC)	29
Student Discipline Out-of-School Actions (JICDD)	30
Student Interrogation, Searches and Arrests (JIH)	30
Use of Child Restraint, Seclusion & Physical Contact (JKAA)	30
Use of Tobacco Products (JICG)	30
Video and Audio Recording on School Buses (EEAA)	30
	R1

Weapons on School Property
(JICI)

30

Administration and Staff Directory

30

R1

General Information

Purpose

The purpose of this handbook is to provide information about Pelham High School. The handbook outlines policies, programs, and organizations. We urge students and parents to read and review this together.

Inevitably questions and concerns do arise, we urge you to discuss them with the appropriate staff members. Our hope is that each of you has a pleasant and rewarding school year.

Mission Statement

Pelham High School is a community of adult and student learners whose actions encourage a collegial atmosphere and whose approaches promote a safe and positive environment. We believe the following:

- Education is a pathway to productive and socially responsible citizenship.
- Students will rise to the levels of expectations that are appropriately challenging in academic, social, and civic settings.
- Students will identify their individual strengths in order to explore and pursue individual goals.
- All students can learn and do so in different ways.

In support of our beliefs, the mission of Pelham High School is to educate our students as life-long learners to meet the challenges of the 21st century so that they may pursue life goals, participate fully as active citizens, and be socially responsible members of the global community.

Learning Expectations

Academic Competencies:

- Skills and Knowledge
- Application of Problem Solving
- Communication

Social Competencies:

- Students will behave appropriately and responsibly with regard to others, to oneself, and to one's surroundings.
- Students will act with integrity and honesty within the school community.

Civic Competencies:

- Students will demonstrate a civic responsibility to work effectively and respectfully to improve the world around them.

Accreditation Statement

Pelham High School is accredited by the New England Association of Schools & Colleges (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction.

Accreditation of an institution by NEASC dictates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of the individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Non-Discrimination Statement

The Pelham School District does not discriminate on the basis of handicap, sex, race, religion, color, national origin, or age in its educational activities and practices. No student shall, on these bases, be denied equal opportunities to participate in said education activities.

Any person having inquiries concerning the Pelham High School's compliance with Title IX of Section 504 of the Vocational Rehabilitation Act of 1973 is directed to contact the Title IX or Section 504 Coordinator, School Administrative Unit #28, Pelham, NH 03076, who will receive and investigate the complaint.

Communication Protocol

At Pelham High School, we believe the process in developing self-advocacy skills should be developed while students are in high school and following the communication protocol will ensure for a timelier response to concerns.

In general, questions should first be addressed by your student with the classroom teacher or the person most intimately involved in the situation. As a follow-up, if parents/guardians have questions it may be discussed with your child's teacher or staff member at a time convenient for the both of you. If you still have concerns, please address them with the Dean of the department prior to calling the main office and requesting to speak with administration. (Please allow 48 hours for response.)

We expect that all forms of communication will be civil and productive. Civil communication follows accepted standards of courtesy and maintains a degree of formality. This standard applies equally to staff and parents in all forms of communication including letters, emails, text messages, phone conversations, social media postings and behavior in meetings and at events.

WHO DO I CONTACT FOR HELP?

To find the best person to answer your questions promptly, following the steps in order presented below will help you get results without delay. Not following the steps in order will result in delays.

Athletics

Coach=Athletic Director=Principal

Bullying & Harassment

Any staff member=Assistant Principal=Principal

Safety and Security

Assistant Principal=Principal

School Attendance

Front office secretary ⇨Assistant Principal=School Resource Officer

Classroom Discipline

Classroom teacher=Assistant Principal⇨Principal

Student Conduct

Assistant Principal ⇨Principal

Curriculum

Classroom teacher=Department Dean =Principal =Director of Curriculum

Teacher/grading concerns

Classroom teacher ⇨Department Dean ⇨Principal

Scheduling

School Counselor=Dean of Students

504

School Counselor=Dean of Students ⇨Director of Student Services

Special Education

Case manager ⇨Special Education Coordinator =Principal =Director of Student Services

Clubs, Extracurriculars

Advisor=Assistant Principal ⇨Principal

Parking concerns

Electronic Communications

Pelham High School uses electronic communication as the primary means of conveying information. Parents can expect the following sources of electronic communication:

- PowerSchool Parent Portal: Classroom Assignments, Grades, Attendance, Report Cards
- Google Classroom: Classroom Assignments and Resources
- Email: Through Gmail - @pelhamsd.org (The ability to deliver a message is only as successful as the contact information we have. Please make certain we have the most up-to-date email addresses.)
- School Messenger: Frequent updates from the school administration and the College and Career Guidance Department.
- School Website: Resource materials, news updates, and social media postings

School Cancellations/Delayed Opening

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision will be made by 6 a.m. School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

~~2020-2021~~ **2019-2020 BELL SCHEDULE**

Block	Regular	2 Hour Delay
1	7:35 – 8:55	9:35 – 10:35
Advisory	9:00 – 9:45	10:40 – 10:45
2	9:50 – 11:10	10:50 – 11:50
3	11:15 – 1:01	11:55 – 1:21
1st Lunch	11:15 – 11:38	11:55 – 12:18
2nd Lunch	11:55 – 12:18	12:23 – 12:46
3rd Lunch	12:38 – 1:01	12:58 – 1:21
4	1:06 – 2:26	1:26 – 2:26

Block	Early Release
1	7:35 – 8:25
Advisory	8:30 – 8:45
2	8:50 – 9:40
3	9:45 – 10:35
4	10:40 – 11:30
Lunch	Grab & Go

Block	Activity Day
1	7:35 – 8:40
2	8:45 – 9:50
4	9:55 – 11:00
3	11:05 – 12:40
1st Lunch	11:05 – 11:28
2nd Lunch	11:40 – 12:03
3rd Lunch	12:22 – 12:45
Advisory	12:50 – 12:55
Activity	1:00 – 2:26

PELHAM SCHOOL DISTRICT



2019-20 School Calendar

JULY 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	TW	TW	24
25	TW	27	28	29	30	31

SEPTEMBER 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER	21
22	23	24	25	26	27	28
29	30					20

OCTOBER 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	TW	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		21

NOVEMBER 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	ER	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	TW	28	29	30

DECEMBER 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				15

JANUARY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	ER	18
19	20	21	22	23	24	25
26	27	28	29	30	31	21

FEBRUARY 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	TW	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

APRIL 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	ER	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		18

MAY 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	ER	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

JUNE 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	ER	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				10

- School Closed
- ER** Early Release Day
- TW** Teacher Workshop
- End of Quarter
- First & Last Day of School
- End of Trimester

September 2 - Labor Day
 October 14 - Columbus Day
 November 11 - Veterans Day
 November 27 - 29 - Thanksgiving Recess
 December 23 - January 1 - Winter Vacation

January 20 - MLK Jr. Day
 February 24 - February 28 - February Vacation
 April 27 - May 1 - April Vacation
 May 25 - Memorial Day

PELHAM SCHOOL DISTRICT



2020-21 School Calendar

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			
						21

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					
						16

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						16

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	S	S	S	S	S	26
27	28	29	30			
						13

- School Closed
- ER** Early Release Day
- TW** Teacher Workshop
- September 7 - Labor Day
- October 12 - Columbus Day
- November 11 - Veterans Day
- November 25 - 27 - Thanksgiving Recess
- December 23 - January 1 - Winter Vacation
- End of Quarter
- First & Last Day of School
- End of Trimester
- January 18 - Martin Luther King Jr. Day
- February 22 - February 26 - February Vacation
- April 26 - April 30 - April Vacation
- May 31 - Memorial Day
- S=Hold for Potential School Year Ext

ACADEMICS

Academic Protocols and Grading Philosophy

Philosophy: Academic grades will reflect the degree to which a student has met (at the time of reporting) the course competencies—what a student should know and be able to do as well as the timeliness of submitted assignments. Competencies/content for every class will be clearly articulated and distributed to parents and students.

Students will be provided with multiple learning activities and opportunities to learn, to practice, and to demonstrate the knowledge and skills necessary to meet with success. Students will have access to extra/supplemental learning opportunities designed to help them demonstrate mastery of course competency.

Protocols: Course syllabi will be provided to each student for every class. All course requirements, fees, supplies, expectations, and methods of evaluation will be explained.

Grades will reflect a demonstration of course content, skills, and competencies. Information not directly associated with this demonstration will not be incorporated into academic grades. No grades will be given/taken away for non-academic factors. (Ex. not turning in signed document, book covered, effort, classroom behavior, etc.)

When considering a student's overall grade, teachers' professional judgment, the bulk of evidence a student has produced, and the mean, median, and mode data points should be considered to determine the course average. In all cases teachers need to use the evidence to support a student's grade. Teachers, with administrative approval, may request exceptions to this protocol for purposes of credit recovery for individual students.

Add/Drop Procedures

A student may add/drop a course with parent permission during the first 5 days of a semester if the request meets one of the criteria and there is space available. Full year courses may only be dropped during the fall add/drop period. (Note: Wait lists are put in place to ensure fairness in the process, and students must attend the classes on their current schedule until changes have been made and a new schedule is processed by the College and Career Guidance Department.) All requests for schedule changes during the add/drop period must receive administrative approval. During this period, there will be no notation on the transcript, and it would be considered a schedule change.

After the first 5 days of a semester, students who drop a class will receive the appropriate designation of "WP" (withdraw pass) or "WF" (withdraw fail) on their transcript (please refer to course withdrawal procedure).

Advisory

All students will be assigned to a 45-minute advisory and all have an advisor who will meet with students on a regular basis serving as the student's mentor regarding academic and personal issues. Advisory provides students with the opportunity to meet with their teachers, complete assignments and/or assessments, develop their social/emotional learning skills or participate in enrichment activities. With the exception of Mondays ~~and Tuesdays~~, students will be provided the opportunity to choose how to use this time to meet their needs. However, if a student is experiencing academic difficulty, the

student may be assigned to meet with a teacher or a staff member. If a student has been assigned a mandatory intervention and does not attend, there may be consequences assigned. Advisory is mandatory for all students including students who were granted permission for late arrival.

Alternative Credit Options and Extended Learning Opportunities

Students who are interested in seeking high school credit outside of Pelham High School with the intent to transfer the credits toward high school graduation requirements must obtain administrative approval beforehand. Please speak with your school counselor whenever considering alternative credit options. Alternative credit options must be earned through a state certified educational institution or college/university. In order to transfer credit, the student must provide a transcript from the certified institution. Under no circumstances will the grade be transferred. If the course is a prerequisite to another course offered at Pelham High School, the student will be required to pass Pelham High School's final exam prior to enrolling in the secondary course.

Auditing a Class

There are cases in which a student who passed a course wishes to repeat it or a similar course (e.g. chemistry and then chemistry honors). In those cases, the course may be audited. The following conditions apply:

- A seat must be available in the course.
- The student must have approval from the Dean of the department.
- The course is noted on the transcript with an "AUD" and no credit or grade is assigned.

Competencies

A competency is defined as the desired knowledge, skills, and abilities of a student and is used to determine understanding of course material and earning course credit. Each course at Pelham High School will specify the level of knowledge, skills, and abilities required for success as well as the measurement criteria for determining proficiency.

Competency statements identify the overarching and expected outcomes. In each course curriculum there will be identified, measured, and assessed performance indicators, benchmarks, and learning targets. Pelham High School has identified three school wide competencies (see below) that will be measured and assessed for progress and mastery across content area. These three school wide competencies are outlined and defined on the course syllabus provided to students in all courses at Pelham High School. For more information, please refer to the Competency Based Education Handbook posted on the district and school website.

Each high school course will include three (3) competencies that students will be expected to master:

- Competency #1 (C1) – Skills and Content Knowledge
- Competency #2 (C2) – Application and Analysis
- Competency #3 (C3) – Communication

Competency Recovery

Pelham High School has a universal competency recovery plan ~~that~~ and it is made available to students on the course syllabus and on our website. Recovery involves the relearning and reassessment of content and skills. The relearning and reassessment are completed through a partnership between the teacher and the student. Students are required to complete a request form and submit the form to the teacher for approval within one week of the grade being posted. It is important for teachers and students to work together to develop a plan for reassessment. Please refer to the school website and course syllabi for more information.

Course Withdrawal

As an accredited institution, we are committed to accurately communicating a student's academic history for all high school courses attempted. Therefore, after the 5 day add/drop period has expired the student will receive the appropriate designation of "WP" (withdraw pass) or "WF" (withdraw fail) on their permanent transcript. Withdrawals are permitted up until 50% of the course has met. For example, for a full year course, students can withdraw from the course during semester 1. Once semester 2 has started, students will not be permitted to drop a course. For a semester ~~long 1~~ course, students can withdraw from a course during the ~~first 45 days of the course~~ first quarter; however, ~~after this 45 days~~ once the 2nd quarter has started the student will not be permitted to drop the course. ~~For a semester 2 course, students may withdraw from a course during the 3rd quarter, however once the 4th quarter has started the student will not be permitted to drop the course.~~ All withdrawals will require parent/guardian signature and approval of the administration.

Grading of Medically Involved Students

In order to provide an accurate reflection of a student's current grade, if a student is medically involved zeroes will be recorded for all assignments that are due and are missing. Classroom teachers will work with the student's school counselor to determine a reasonable plan to make-up missed work. This plan will be communicated in writing with the student's teachers and parent/guardian. A student can request a medical withdrawal at any time.

If a student wishes to medically withdraw from a course, medical documentation is required along with administration approval. A medical withdrawal, "MW" will be recorded on the student's permanent transcript.

Grading System

Grades are always available on the PowerSchool portal for all students and parents. Please check these grades frequently, these grades are intended to indicate a student's academic progress. At the end of a ~~course~~ marking period, PowerSchool will reflect the grade earned. (Note: Report cards are not mailed home; however, if you would like a copy of a report card please contact the College and Career Guidance Department.)

The following are the grades that are distributed at Pelham High School:

Letter Grade	Numeric Range	Non-Leveled	Level I	Honors/College Credit	AP
A+	97-100	4.33	4.66	4.84	5.00
A	93-96	4.00	4.33	4.50	4.67
A-	90-92	3.67	4.00	4.17	4.33
B+	87-89	3.33	3.67	3.84	4.00
B	83-86	3.00	3.33	3.50	3.67
B-	80-82	2.67	3.00	3.17	3.33
C+	77-79	2.33	2.67	2.84	3.00
C	73-76	2.00	2.33	2.50	2.67
C-	70-72	1.67	2.00	2.17	2.33
D	65-69	1.00	1.33	1.50	1.67
F	Below 65	0.00	0.00	0.00	0.00

AUD – Course Audit: No credit or grade is assigned to the course.

I – Incomplete: An incomplete may be given to a student who has extenuating medical, personal or academic circumstances, with the time frame being determined by administration. All coursework must be completed in 4 weeks. After 4 weeks, incomplete work will be permanently recorded as a zero and the course grade will be finalized. (Note: An incomplete is not considered a graded course for the purpose of determining honor roll.)

F – Fail: Student has failed the class.

MW – Medical Withdrawal: Student has been medically withdrawn from the class.

P – Pass: Student has passed the class.

WP – Withdraw Pass: Student has withdrawn from a class with a passing grade.

WF – Withdraw Fail: Student has withdrawn from a class with a failing grade.

~~Seniors failing a course may lose their privilege of late arrival/early dismissal. At the discretion of an administrator, students may regain this privilege if their grades are passing.~~

Graduation

In order to participate in the Pelham High School’s graduation ceremony, students must meet one of the following criteria:

1. Successfully complete all requirements for a PHS Diploma
2. Successfully complete a PHS Certificate of School Completion per their Individual Education Program (IEP).

Additionally, students must have met all outstanding obligations, such as money owed from lost or damaged textbooks, chrome books, library books, uniforms, or other School District property, in order to participate in senior activities and the graduation ceremony. Items previously thought to be lost, paid for, and then found can only be refunded if a replacement item has not yet been purchased. Administration reserves the right to limit participation in senior activities.

Homework Protocols

Homework is a formative assessment grade and is a normal and expected part of school life at Pelham High School. Formatives typically play one of four roles: checking for understanding, previewing a concept, practicing, or processing concepts. The expectation is that students will study and review course materials as part of a student's academic routine. The amount of homework may vary from course to course; all students, however, along with their parents or guardians, should realize the importance of homework and plan accordingly. Homework must represent the work of the individual student alone. Students who are absent can obtain their homework first by looking at Google Classroom and then by contacting their teachers. It is the responsibility of students, who submit assignments electronically to their teachers, to confirm with their teacher in a timely manner that the work was received.

Honor Roll

Each semester, a student Honor Roll is published on the school's website. All students must carry a minimum of six (6) graded courses to be eligible for the Honor or High Honor Roll:

High Honors: Students with grades no less than A- (90+).

Honors: Students with grades of no less than B- (80+).

Level Changes

If a student is inappropriately placed in a core course, a request may be considered to change the level of the course. Level changes, when necessary, are considered up until the first 45 days of a course. ~~at the 1st quarter and 1st semester reporting.~~ The grades quarter or semester report will be entered for the course the student is withdrawing from and ~~a~~ will result in a WP or WF on the transcript. The teacher of the new course will record grades for the remainder of the semester/year and a student's GPA will be calculated based on the weight of the course when credit is awarded.

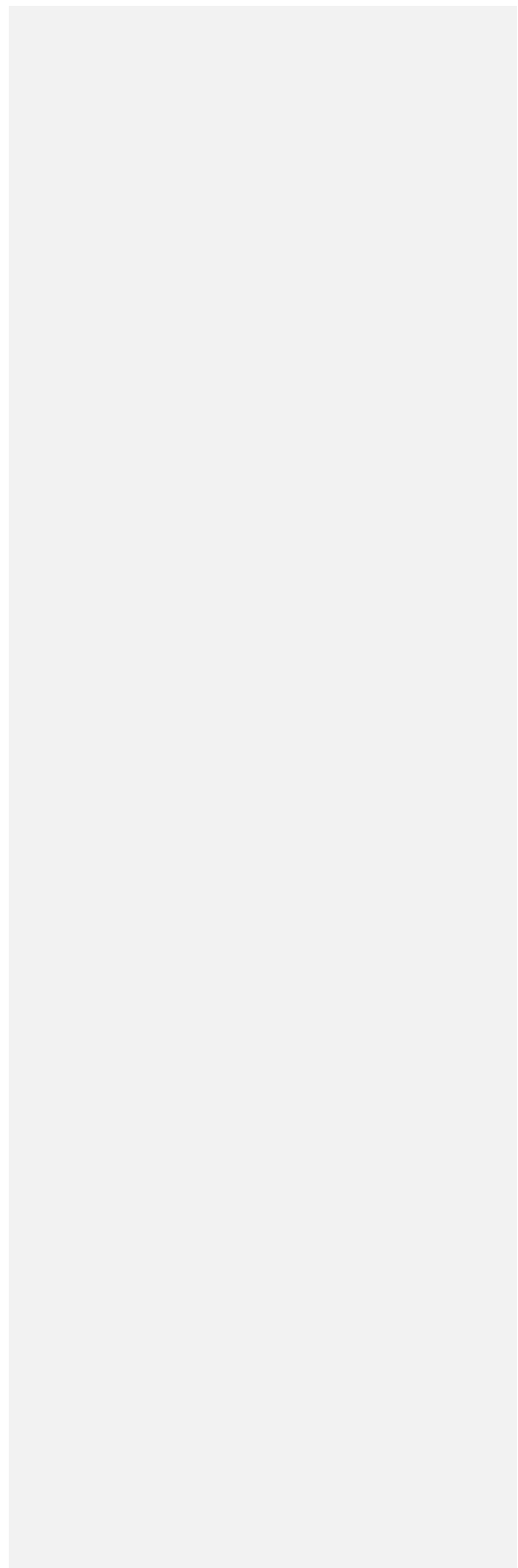
Parent Conferences

Parents and guardians are encouraged to confer with teachers, counselors, and/or administrators about their son/daughter. Pelham High School will host two parent conferences (one scheduled each semester) and uses an online sign-up system to schedule appointments. The sign-up system is available through the high school's website as the conference days approach. Conferences may also be arranged at a mutually convenient time with any teacher, counselor, or administrator throughout the year.

Parents are reminded that they may call or email the school throughout the school year should they wish to have a conference with any teacher, school counselor, or staff member.

Report Cards

PowerSchool reports a student's academic progress on a rolling basis. Report cards are not printed. If you need a paper copy mailed, please call the Guidance Office at 635-2115. For reporting purposes quarter and semester grades are recorded in PowerSchool; however, report cards are not issued. If you need a paper copy mailed, please call the Registrar at 635-2115. The most important information on the report card is the final grade. Quarter grades may have an impact on athletic eligibility.



Schedule Change Procedures

During the initial course registration period students are asked to make their course selections carefully since resources are allocated based on student requests. Once the master schedule is developed, course changes are very limited. In the event that a schedule change is necessary, school counselors will be available for two days in August to accommodate all requests. Schedule change requests will be taken in a fair and equitable manner, including adding names to wait lists. A sign-up sheet for requests will be available during normal business hours and under no circumstances will requests be taken through an email or phone call. Requests for schedule changes after the two-day schedule change period will not be honored unless extenuating circumstances exist (see below) and will require permission of the administration.

Once the academic year begins, there should be no schedule changes other than for the following reasons:

- Graduation requirements are missing
- Prerequisite requirements have not been met
- Duplication of courses
- Student wants to add an available elective in place of an open block
- College is requesting a specific course
- Student wants to drop a course they did not request for an alternative course in its place

Once school has begun, all requests for schedule changes will fall under the protocols of the add/drop period.

Textbooks

The Pelham School Districts loans all textbooks needed for coursework. If books are lost or damaged beyond reasonable wear, the student will be assessed an amount sufficient to cover the loss or damage. Students are reminded that it is their responsibility to notify their teacher immediately if they believe that a book is lost or stolen. Students must meet all outstanding obligations owed from lost or damaged textbooks in order to participate in senior activities and the graduation ceremony.

Turnitin

Teachers will be using the Turnitin Software to teach proper use of researched information, review citations, and check for possible plagiarism. Students are responsible for following the protocols outlined on the course syllabus with regards to using Turnitin.

ATTENDANCE & ACCOUNTABILITY

School aged children enrolled in the district must attend school in accordance with all state laws and school board policies. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation for the students to achieve academic standards and consistent educational progress. (Please see school board policy JH. Relevant state legislation includes RSA 193, which can be found on the NH Department of Education website.)

Philosophy

The philosophy of Pelham High School is that regular attendance and participation in classroom experiences are an integral part of any meaningful educational program. School attendance is mandated by state law and it is the responsibility of the parents or guardians to assure the punctual and regular attendance of their children.

If the student has had a fever within the previous 24 hours, he or she may not attend school. If the student is not well enough, they should remain at home.

Absences

Absences will be deemed excused or unexcused by the office on the daily attendance sheet.

- a. Attendance shall be required of all students enrolled in the district during the days and hours that school is in session. The board recognizes that absences from school may be necessary at times. For that reason, the board recognizes two types of absences from school: excused authorized and unexcused unauthorized absence. (Policy JH)
- b. Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Skipping school or classes will be unauthorized and make-up work will not be allowed. Suspended students may turn in work for credit immediately upon return to school.

The board considers the following to be excused absences:

- Illness or injury covered by doctor or parent note
- School sponsored or mandated absence
- Required court attendance
- Medical and dental appointments
- Death in the family or close family friend
- Observation or celebration of a bona fide religious holiday
- Planned extended absences (i.e. college visits, etc.)
- Absences approved by the Superintendent under RSA 193:1, 1(c)
- Absences as a result of waivers from the Superintendent for alternative plans under RSA 193:1.1(h)

Pelham High School does not support scheduling vacations while school is in session. Families who find it necessary must take the following steps:

- Bring in a note from the parent/guardian explaining when the absence will take place.
- Acquire a permission form that will be signed by each teacher.
- All forms need to be signed by the parent/guardian and returned to the main office 48 hours prior to the vacation.

After these steps have been completed, the absence will be excused. If these steps are not followed, the absence is unexcused, and no make-up work will be allowed without prior approval of the administration.

Parents must call the PHS Main Office 635-2115 and send a signed note to the main office immediately upon a student's return. Parent emails are not accepted.

Areas off Limit

The following areas are off limits to all students unless they are under the direct supervision of a teacher or with permission: unoccupied classrooms; collaboration rooms; library; cafeteria; gymnasium; locker rooms; teacher's room; nurse's office; storage room; custodian's room; and auditorium.

Arrival to School

All doors will be locked at 7:35 a.m. Students arriving after the doors have been locked are required to stop in the main office for a pass to class. There will be a warning bell at 7:30 a.m. and at 7:34 a.m. Students arriving after the start of ~~advisory~~^{3rd Block} will be unable to participate in after school activities that day. Students with early release/late arrival must sign in and out of the main office.

Students may not leave school grounds after arrival, including going back to ~~their~~ your vehicle.

Bathroom Privileges

The men's and women's lavatories are to be used between blocks. Students will be allowed to use the lavatories during class time ~~with teacher permission~~^{in cases of emergency} only. All students must sign out of class to be in the halls and lavatories and carry a pass indicating their designated destination. Students are reminded not to abuse this privilege.

Departure

Except for those remaining for extra help, detention, or activities, students must leave the building and grounds at the close of school.

Dismissal from School

All requests for dismissal from school must be communicated to the main office first thing in the morning and students must sign out at the time of departure. Dismissals for medical appointments or emergencies that cannot be scheduled outside of the school day will be excused. The request for dismissal must include student's name, date, time, reason and parent contact information.

The administration reserves the right to verify all dismissals. Excessive dismissals will not be allowed.

Students who leave school without following the proper dismissal procedure will receive consequences as outlined in Level II offenses. Parental notes received after a student has left school grounds will not be accepted. Under no circumstances should a student who becomes ill leave school grounds without the permission of the nurse and/or administration.

Early Release/Late Arrival Expectations

The early release/late arrival program is for seniors only. Seniors can use that time for opportunities outside of school that could benefit their personalized educational plan. Students participating in the early release/late arrival program may lose their eligibility if any of the following occur:

- Failing one or more courses
- Failing to display good citizenship
- In school or out of school suspension
- Failing to sign in or out

If a student is interested in early release/late arrival, an application must be completed with parent [and administrative](#) authorization. Please note, to earn an Honors with Distinction Diploma or Merit Diploma students will need to earn 32 credits.

Evacuation Procedures

Please be aware of the instructions posted in each classroom. Students are to exit the building in a quick and orderly fashion. Fire lanes are designated at all exits and in the rear of the building between the fields and the garage. ~~Please be reminded that illegal parking on campus could result in towing and/or prosecution.~~

Leaving Class

Students must obtain permission to leave a classroom during class time. They must carry the appropriate pass with them in the hallways.

Library

Students are welcome in the library before and after school. During class time, teachers may write passes for the students in their class to go to the library. Students who do not behave appropriately will lose their library privilege for a specified length of time.

Lunch

Food or drink is not allowed to be taken outside the cafeteria without permission. Students are expected to pick up their trash. No deliveries of food or beverages are permitted.

Missing Class

Missing a class or classes to finish a school assignment, study for a test, or similar activity is considered an unexcused absence. As such, staff are not required to provide make-up work for the class that was skipped. Students who become ill and cannot attend class must immediately report to the nurse or main

office and remain there until dismissed with a pass. Missing a class by spending the period in the lavatory or locker room, etc. due to illness is considered an unexcused absence.

Tardies

Students who arrive after their first period class has started are tardy to school. Tardies to school may be excused with a note from the parent/guardian that explains the illness or emergency. The following rules will apply if the tardy is not authorized:

- 1st – 3rd Tardy – Warning
- 4th – 7th Tardy – 1 Detention per occurrence
- 8th or More Tardies – In School Suspension; Administration will contact parents

Tardy notes need to be presented immediately upon entering Pelham High School. Unexcused school tardies will accumulate on a semester basis. Any single unexcused tardy of 20 minutes or more will be considered a class cut.

Truancies

The administration will address school truancy and contact the parent/guardian of the student, as well as, the Pelham Police Department. An unauthorized absence from school is considered truancy and will be treated as such. See RSA 193:1, 2, 7.

DISCIPLINARY GUIDELINES

The Pelham High School Code of Discipline is founded on the belief that all members of the school community are expected to foster a culture of learning and respect.

Alcohol and Drugs

In accordance with school board policy, the use or possession of alcohol, tobacco/nicotine products are not permitted anywhere in Pelham High School or on school grounds. School Board policy JICH is as follows:

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

The Pelham School Board recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, the Board recognizes that the schools, families and the community at large have a responsibility to this important matter. Accordingly, the Pelham School Board makes a commitment to the health and well-being of its students through age appropriate programs and procedures and to an environment free from alcohol and other drugs.

The Board acknowledges the following school roles:

1. Educate students about alcohol and other drugs;
2. Respond supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promote a climate in which students can seek help if they are in distress from their own or others' use of alcohol and other drugs;
4. Help students recovering from dependency on alcohol and/or other drugs;
5. Develop and implement guidelines and sanctions in each school which
 - a. Define violations and their consequences,
 - b. Define immediate procedures for handling incidents;
 - c. Describe a support and referral system, which includes response to self-referrals and suspected users; and
 - d. Are clear and articulated to staff, parents and students.
6. Train all personnel in school guidelines related to alcohol and other drugs;
7. Ensure no less than a biannual evaluation by representative group of stakeholders of the above efforts.

Consequences for Violations: please refer to the discipline chart provided on the following pages.

Eating and Drinking

Eating and drinking is only allowed in designated areas. Designated areas include the cafeteria and the Family and Consumer Science Room. Lunches must be eaten in the cafeteria. Students are permitted to have snacks or drinks in class at teacher discretion. No deliveries of food or beverages are permitted.

Level I – Offenses which typically involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. These infractions can typically be addressed by a staff member and may require the intervention of administration.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bus Misconduct Damage to Property (unintentional) Deceiving or Lying to Staff Disrespect Disruptive Behavior Dress Code Violation Failure to Comply Forgery Improper use of District Equipment, Facilities and/or Resources Incomplete Homework/Class Work Late to Class Misuse/Missing Hallway Pass Plagiarizing/Cheating Presence in an Unauthorized Area Profanity or Unacceptable Language Pushing/Shoving School Building Security Breach Tardiness Unsafe Behavior Use/Possession of Personal Electronic Devices without Permission Violations Administration Considers Reasonable to Fall within this Level	Verification of Offense Log of Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor	Behavioral Contract Detention Guidance/Health Services Loss of Make-up Privilege and/or Credit Parent Contact Rearrangement of Seating Removal from Activities and/or Restitution for Damage Removal from Class Replacement/Repair of Damaged Property and Restriction of Privileges Special Assignment Suspension and Temporary Verbal Reprimand Warning

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level II – Offenses includes Level I infractions that are cumulative, premeditated or hostile; acts whose frequency or seriousness disrupts the learning climate of the school; acts that may constitute a threat to the health, safety, property, or welfare of students or staff.

Level II infractions generally require the intervention at the administrative level and may also require the intervention of outside agencies, including the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bullying Computer Vandalism/Physical Damage to Computer Resources; Purposeful Deletion of Information Stored by Others Disruption/Threat of Disruption or Harassment Extortion Failure to Serve Detention or Other Disciplinary Action Harassment/Sexual Harassment Indecent/Obscene Behavior or Possession or Use of Indecent/Obscene Material Instigating/Engaging in, or Attempting to Fight Insubordination (Failure to Follow Directives) Leaving School Property without Permission Possession/Use of Tobacco Products Reckless Behavior/Endangering Others Solicitation without Permission Stalking Theft Threatening by Word or Act Truancy Unauthorized Transmission/Posting of Photo or Video Content Vandalism Violations which the Administration Considers Reasonable to Fall within this Level	Verification of Offense Log Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor Police/Agency Referral	Administrative Probation Alternative Education Detention Guidance/Health Services In-school Suspension Parent Conference Police/Agency Referral Removal from Class Activities Restitution for Damage (Replacement of Damaged Property) Restriction/Withdrawal of Privileges School/Community Service Suspension

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level III – Offenses includes Level I and II infractions which are chronic, continuous, or severe. Level III offenses are acts that result in violent actions directed toward another person, destruction of property, or acts which pose a clear and present threat to the health or safety, ~~or~~ of others in the school.

Formatted: Font: (Default) Calibri, 12 pt

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts are considered criminal and require intervention of law enforcement and/or action by the Pelham School Board.

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence <u>Possession of paraphernalia including but not limited to: rolling papers, pipes, vape juice, hookah pens, or other types of electronic delivery devices, vape chargers, or drug/vape related packaging</u> Possession/Use of Weapon or Look-alike Selling/Distributing/Trafficking Drugs or Controlled Substance or Look-alike; or Alcohol Threatening/Terroristic Statements or Actions Unauthorized Use of Fire Alarm System Unlawful Entry Use of Computer Resources for Obscene, Threatening, Violent or Illegal Purposes Violations the Administration Considers Reasonable to Fall within this Level	Student Removal from Situation Referral to Administration Verification of Offense Log Infraction Student/Parent Conference with Administration Student Assistance Team Referral Drug/Alcohol Evaluation Mental Health Welfare Evaluation Police/Agency Referral School Board Hearing	Administrative or Board Probation Alternative Education Expulsion Police/Agency Referral Restitution for Damage (Replacement/Repair of Damaged Property) School/Community Service <u>Suspension</u> Withdrawal of Privileges

*** The order of listed disciplinary options is not ranked or sequential, nor is not to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration or School Board, based on the severity of the offense.**

Personal Searches

All students are entitled to a safe and healthy educational environment. The school has the responsibility of trying to protect students from antisocial behavior on the part of irresponsible classmates. Furthermore, the school administrators must take preventative and disciplinary actions that are both swift and informal in order to be effective.

The school district retains ownership and possessory control over student lockers and desks, and therefore~~and. Therefore~~, always reserves the right to inspect lockers and desks.

School administrators have the authority to immediately, upon reasonable suspicion, search students, including handbags, backpacks, automobiles, and electronics. Students are expected to cooperate in investigations. Students not willing to comply with administration will be subject to consequences.

The administration of Pelham High School, in cooperation with the Chief of Police of Pelham or other authorized law enforcement officials may individually, or acting in cooperation, employ any technical means, including the use of drug sniffing dogs in announced and unannounced searches. ***Please refer to School Board Policy JIH for additional information.***

Procedure for Handling Incidents

For~~A~~any student involved in taking, dispersing, or possessing alcohol, drugs or tobacco products on or off school property, eligibility to participate in athletics or extra-curricular will be withdrawn for 90 school days from the date of the incident(s). However, a student may apply for reinstatement of eligibility after 30 school days if they have successfully completed their Action Plan developed by their school counselor in conjunction with administration. ~~the Student Support Team.~~

Any athlete or extra-curricular participant found to be in the presence of alcohol or drugs on or off school property will not be allowed to play/participate for one week. ***Please refer to the PHS Athletic Code for additional student athlete codes and information.***

Self-Referral

When a student recognizes that they have a problem with alcohol and/or with drugs and reaches out for help and support, the school will cooperate as fully as possible with the student. No disciplinary sanctions will be imposed provided the following conditions are met:

- There is no immediate or apparent threat of harm to self or to others.
- The student is self-referred and not “caught” in violation of school or legal policies.
- Parent/guardian notification if appropriate.

A student under the influence of alcohol and/or drugs will be allowed one opportunity during their high school career to self-refer to a school counselor, nurse, or administrator prior to the discovery of being under the influence.

Student Restriction Policy

If a student has been suspended, the administration reserves the right to restrict the student from various events. The student and parent will be notified in writing that the student will not be allowed to attend those events that are either after school and are not related to a student's educational program.

Suspected Use

Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs may make a referral to the school counselor, nurse, or administrator. All referrals are confidential.

DRESS CODE

The general administrative policy is that extremes in dress should be avoided. All students are encouraged to appear in clothing appropriate for school use. Personal cleanliness must be exercised by all students. Please do not use strong smelling scents or sprays in school as there are staff members and students with allergies and asthma who may have severe reactions.

The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or dress that is unsafe and unsanitary will not be tolerated. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

- Clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- Undergarments must be concealed. Lace or mesh clothing that exposes any undergarment is not appropriate.
- Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
- Armholes shall be closely fitting around the shoulder.
- No halter tops, tube tops, or bandeaus.
- Clothing shall be tastefully fitting (not tight); necklines shall be high enough so that the neckline will rest against the body.
- Shorts/pants/dresses/skirts must be no shorter than 6" from the center of the kneecap while standing straight up.
- Shirt straps must be 1" in width.
- No pajamas.
- No words or logos on the back of pants.
- ~~No chain wallets/no heavy metal jewelry, necklaces, ornamental chains of any kind.~~
- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Shoes or other appropriate foot coverings must be worn at all times. Any footwear worn must leave the floors free of black marks.
- No hoods, or head coverings/bandanas are to be worn in the building.

- Ripped clothing of any kind must be in compliance with the shorts/pants/dresses/skirts rule mentioned above~~have a lining to cover any exposed skin due to the rip.~~

Hats may be allowed in classrooms at the discretion of the teacher. Hats are allowed in non-academic settings such as the cafeteria and hallways. However, hats are not allowed in the auditorium out of respect for our speakers. Please take them off as you enter.

Students arriving to school will be observed by their block 1 teacher, and those not in compliance will be sent to the office and required to comply with the dress code as stated above or placed in school detention ~~until the student~~~~until student~~ is in compliance.

EXTRACURRICULAR

Athletics

Pelham High School is a proud member of the NHIAA, the governing organization of NH High School Athletics. If you have any questions or concerns, please contact the Athletic Director. For additional information please refer to www.pelhamathletics.com.

Clubs and Activities

The administration encourages the formation of various clubs and requires a staff member to serve as a club advisor and receive approval from the principal. Please be aware that all clubs, teams and organizations must obtain school board approval for fundraising activities. If a group would like to hold a fundraiser during the school day, permission must be obtained from the principal.

Dances

Dances are for Pelham High School students and their high school age guests. All school rules and policies will be in effect. One Guest is allowed per student. Students inviting a guest that does not attend Pelham High School must complete a Guest Form for administrative approval. Guests must be cleared by Administration no later than 1 week prior to the day of the dance and are subject to all school rules and policies.

Students who have not attended school on the day of the dance, or who have been suspended from school will be denied admission.

Students who leave the building during the dance without permission will not be readmitted.

Honor Societies

Pelham High School's eligibility and selection process for honor societies are determined by the appropriate honor society advisor.

Student Government

Student government charter information is available through the Student Government Advisors.

Overnight and Day Trips

Overnight and day trips have been arranged for students who are in “good standing” demonstrated by positive effort in classes, school attendance, and good citizenship in the school and community. Students who fail to meet these requirements will not be allowed to participate in such trips. Students are considered ineligible for overnight trips if they have been involved in any major or repeated violations including but not limited to drug and alcohol violations, weapons violations, or misbehaviors during the previous years. [All bags are subject to a search by administration before the trip.](#)

HEALTH, SAFETY & SECURITY

Accidents

Any injury, regardless of how small or how extensive, shall be reported to the school nurse.

Cameras/Video Surveillance

The Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all students, staff and visitors. ***For more information, please refer to School Board Policy EEAA.***

College and Career Guidance

The College and Career Guidance Department serves all students in a variety of ways and is designed to meet the academic, career, and personal counseling needs of students at each grade level. Our goal is to assist students to achieve their maximum academic potential and encourage social and extracurricular experiences that promote personal growth. Services are delivered through individual counseling, group counseling, and classroom presentations. When necessary, referral to outside therapeutic personal and/or mental health counseling resources will be made. The school counseling program is available to assist students in making appropriate academic choices while helping students to cope with and manage challenging emotional and social situations. Counselors have an ethical responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others; suspicion of child abuse and/or neglect; and/or other behaviors of significant concern to the best interest of the student as outlined by the ethical standards of the American School Counselor Association

Insurance

Students must have accident insurance to participate in intramural or extra-curricular athletics. School insurance is one form that covers this. Proof of insurance is required to participate. A school form for this purpose is available in the main office. The only requirement we make is that each student returns the envelope with a signature showing the parents’/guardians’ wishes in this matter.

Medicine

While in school, students are not allowed to take any kind of medicine unless under direct supervision of the school nurse and with the appropriate notes from both the home and doctor. Students are required to give ALL medications to the school nurse, including over the counter medication.

Money and Valuables

Students are urged not to bring large sums of money to school with them. Pocketbooks, purses, wallets, etc., should not be kept in lockers.

Posting/Distributing of Materials on School Grounds

School related advertisements, announcements, posters, and other materials shall only be posted or distributed on school property with prior approval of the administration. Students are responsible for removing their materials immediately after their event takes place. Outside organizations are allowed to post materials on the bulletin board near the guidance office.

Release of Information

Sec. 9528 of the Armed Forces Recruiter Access to Students and Student Recruiting Information Act states that the school is required upon request to provide names, addresses, and telephone listings to military recruiters or institutions of higher education. A high school student or his/her parent or guardian may request in writing that the information not be released.

Visitors

In order to ensure the safety of students and staff, all visitors must report to the main office to receive their visitor's badge. Our staff has been instructed to question any non-employee seen in the building not wearing a badge.

TECHNOLOGY

Cell Phones/Electronics

The Pelham School District has a right to protect its network and technical resources. Therefore, any student who uses the school district's network while bringing their own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP); please refer to School Board Policy EGA for more information.

[Telephone/Cell Phones/Other Devices \(JICJ\)](#) Our automated telephone system will allow you to leave a message directly with the staff person with whom you wish to speak or you may speak with one of the secretaries in the main office. The school telephones are business telephones and will be restricted in their use by students unless the cause for use is an emergency or unusual situation. Please do not telephone the school for unnecessary personal messages to your child.

A student may use their cell phone or other personal electronic devices (including headphones) during class time only with permission from the classroom teacher.

The student may not use any device to record, transmit, or post photos/video of other individual(s) without express permission of a staff member. Violation may result in school consequences as well as police involvement.

No images or video recorded on campus can be transmitted or posted at any time without the express permission of staff and/or participants. (An exception is made for public events such as sporting events, concerts, plays, etc.)

Administration reserves the right to confiscate a cell phone until the end of the school day.

Chromebooks

You are expected to come to school with your Chromebook fully charged every day and you will be expected to bring your Chromebook to all classes. The Chromebooks have an 8-10 hour battery charge that should last through a typical day. You may not leave your Chromebook at school to charge.

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the Technology Center/Library before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

- A loaner Chromebook may be issued to students when they leave their school--issued Chromebook for repair due to accident or defects.
- If students are having their devices repaired, the loaners can be taken home.
- Students will be contacted via e-mail when their devices are repaired and available to be picked up.

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children's Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District. If a site is blocked and a student feels it would benefit their learning, then students should contact helpdesk@pelhamsd.org to request that the site be unblocked.

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly, they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered

against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device, they will be responsible for the replacement costs.

There will be an optional device fee that will cover unlimited accidental damage for one school year. We highly encourage parents to purchase the insurance. If you do not choose to purchase, then parents/students will be responsible for the cost of any accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees: (estimated):

- Chromebook: \$250.00
- AC Charger: \$30.00
- Case: \$10.00
- Battery: \$50.00
- Display screen: \$50.00

Chromebook Facts:

- We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- Students may install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

General Care and Precautions:

- No food or drink next to your Chromebook.
- Insert cords, cables or thumb drives carefully into the ports on your Chromebook.
- Only approved Skins or removable decals may be applied to your Chromebook. Your Chromebook must be free of any writing, drawing, or stickers that cannot be removed.
- Never carry a Chromebook by the screen. Always be sure the Chromebook is closed when carrying in the classroom
- When outside the classroom be sure your Chromebook is in its carrying case.
- Your Chromebook will come with a protective case and a charger. When travelling between classes or storing your Chromebook in your locker, it must be protected and carried in the case. Do not leave your Chromebook unattended.
- Do not loan your Chromebook to other students or individuals.
- Do not place objects on top of the Chromebook. The screen can be damaged.
- Only clean the screen with a soft, dry microfiber cloth and anti-static cloth.

Do not tamper with the blue asset tag on the back of the Chromebook. If you notice it is peeling off, please return your Chromebook to the designated support desk for assistance. The district will maintain

a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

TRANSPORTATION

Bus Procedure

Students must have regard for the safety and comfort of all students on the bus and have respect and consideration for the bus driver in exercising his/her job. The following guidelines suggest the role for students and parents as they relate to pupil transportation: Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of the student jeopardizes the safe operations of the school bus or the safety of the children riding this bus, per School Board Policy EEA-R. Video and Audio taping on school buses has been authorized per School Board Policy EAAA.

Pupils transported on a school bus shall be under the authority of the district and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with School Board Policy EEAEC.

Parking Information

Pelham High School agrees to provide the privilege of parking a vehicle to a registered student on its property for the following considerations which are always subject to the regulations indicated herein. Vehicles parked on school property are subject to search based on Pelham School District policy.

Parking at Pelham High School is by permission only. All vehicles not displaying the proper permit will be towed at the owner's expense. Students are granted the privilege to drive a motor vehicle to school provided they meet the criteria. Permission may be obtained from the front office in accordance with announced dates, times, and requirements. Students must register any vehicle they drive to school and display the issued parking sticker on the inside lower left-hand corner of their windshield.

Parking Permit Criteria:

- A VALID driver's license.
- A current UP TO DATE registration.
- Proof of UP TO DATE insurance.
- SIGNED parking permit (will be attached to the e-mail you receive over the summer).
- \$20 cash or check (made payable to Pelham High School).

Students attending block 1 CTE Programs will be eligible to apply for a parking permit.

Seniors will be given first preference on parking. Juniors will be eligible for any remaining spots through a lottery system beginning ~~in September, October 1st~~. Juniors will receive an e-mail with instructions for the lottery in September. Only juniors who complete the criteria will be considered for the lottery.

~~Students who fail a class when credit is earned may lose their parking privileges until they return to good academic standing.~~

The school is not responsible for the automobile or its contents and does not assume liability for damage or lost/stolen items. Vehicles should always be locked. Cars should not be driven in excess of 10 miles per hour on school grounds.

NOTICES OF POLICIES

Anti-Harassment

The Pelham School Board expects all employees and members of the school community to conduct themselves in an appropriate and professional manner, with concern, dignity and respect for their fellow employees and the students. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990, and RSA 354-A. Please refer to Pelham School District Policy [ACA - Anti-Harassment](#)

Child Abuse/Neglect – Mandatory Reporting

New Hampshire Law (RSA 169-C;29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case. Please refer to Pelham School District Policy [JLF](#).

Child Find Notice

Under the Individuals with Disabilities Education Act, the Pelham School District is committed to providing all educationally disabled children between the ages of three (3) and twenty-one (21) years, who live within the District, with a free and appropriate education.

Eligible students who have left school prior to graduation have a right to return to receive special education until graduation or until they reach the age of twenty one (21) years. A disabled student who does not qualify for services under the IDEA may qualify for accommodations under Section 504 of the Rehabilitation Act of 1973. To make a referral, or for further information, you may contact the building Principal or Director of Special Education.

Non-Discrimination

The District in accordance with the requirements of federal and state laws, and the regulations implementing those laws shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, gender transition, transgender status, gender nonconformity, marital or economic status, religion or disability. The District will not discriminate against any employee who is the victim of domestic violence, harassment, sexual assault or stalking.

This Policy implements Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, RSA 354-A, RSA 275:71, and RSA 186:11, XXXIII.

Any person having inquiries concerning the District's compliance with this Policy and the applicable laws and regulations may contact the Superintendent of Schools. Please refer to Pelham School District Policy [AC - Non-Discrimination](#).

Student Privacy

Pelham School District and Pelham High School comply with all federal and state regulations regarding Student Privacy. Please refer to U.S. Department of Education Family Policy Compliance Office: [FERPA](#)

ADDITIONAL POLICY LINKS

This section provides additional foundational policies, practices, and laws relating to the school and district. It is important to read and understand this information so that you have full knowledge of how our school and district operate. By completing the online registration process (Infosnap) you have acknowledged that you have received, read and understood this entire manual and you agree that you will abide by the policies, practices, and procedures of both the Pelham School District and Pelham High School. All current district policies are available online at www.pelhamsd.org. [These policies are updated periodically. Please check for necessary updates.](#) For your convenience we have provided links to pertinent school board policies below:

Bullying, Pupil Safety and Violence Prevention Policy	JICBB
Drug and Alcohol Use	JICH
Drug Free Schools	ADB
Hazing	JICFA
Intranet-Internet Acceptable Use Policy	EGA
Pupil Safety and Violence Prevention	JICK
Reporting Child Abuse	JLF
Sexual Discrimination	GBAA
Sexual Discrimination	JBAA
Student Attendance, Absences and Truancy	JH
Student Conduct and Discipline	JICD
Student Conduct, Rights and Responsibilities	JI-JIC

<u>Student Discipline Out-of-School Actions</u>	JICDD
<u>Student Interrogation, Searches and Arrests</u>	JIH
<u>Use of Child Restraint, Seclusion & Physical Contact</u>	JKAA
<u>Use of Tobacco Products</u>	JICG
<u>Video and Audio Recording on School Buses</u>	EEAA
<u>Weapons on School Property</u>	JICI

Administration and Staff Directory

Administration

Principal	Dawn Mead
Assistant Principal	Adam Barriere
Dean of Students	Anne Fowler
Athletic Director	Todd Kress
Special Education Coordinator	Kaitlin Carmody Lauren Hall
Administrative Assistant	Shannon Krumlauf
Main Office Secretary	Arlanna Garcia
Main Office Secretary	Lisa Massahos

Academic Departments

Business	Wendy Dorval, Academic Dean Kathy Byrne Nora Detellis Scott Gloor
English	Linda Fox, Academic Dean Jen Nugent, Academic Dean Amanda Davitt Krista Day Deb Jarvis Jessica Parent Marielle Pomerleau Regina Provencher Peter Waters
Family and Consumer Studies	Wendy Dorval, Academic Dean Monique Fournier

Fine Arts and Music

Ryan Shumway, Academic Dean

Daniel Buchner, Music
Daniel Jones, Art
Taylor Kudalis, Art
Casey Locke, Art

Health and Physical Education

Wendy Dorval, Academic Dean

Tom Babaian
~~Rickard Morgan~~
Amber Murphy
Matthew Regan

Mathematics

~~Kathy Caruso, Academic Dean~~ **TBA**

Kimberly Dexter
David Gilcreast
Scott Johnson
~~Deborah Leondires~~
Jessica Makara
~~Elizabeth Preston~~
Diane Tandy
Ryan Wilson

Formatted: Font color: Auto

**Science
Academic Dean**

~~Thomas Limerick, Academic Dean~~ ~~Renee Harmon,~~

~~Janet Holden, Academic Dean~~
~~Brandon Hannon~~
~~Janet Holden~~
~~Thomas Limerick~~
Kaliagh McIver
~~Robert Moore~~
Nisha Padhye
Shawni Robinson
~~TBD~~

Social Studies

Ryan Clark, Academic Dean

Paula Bailly-Burton
Julie Catauro
Steve Charbonneau
David Torrisi
Elizabeth Zemetres

Technology

Allison Laliberte Academic Dean

Jeffrey Tobin, Technology
Jenna Wagner, Integration Specialist

World Language

Allison Laliberte Academic Dean

Joel Bergstedt
Audra Nolin
Leigh Ann Rosse

School Services and Resources

Academic Center

Steve Lanthier
Rick Morgan

College and Career Guidance

Anne Fowler, Dean of Students
Matt Blair, School Counselor
Belinda Dowdle, Secretary
Beth Koravos, Secretary
Heather Kress, School Counselor
Suzanne Michaud, School-to-Career Coordinator
Sara-Jean Phillips, School Counselor
Laura Spaulding, School Counselor
~~Treacy Weiner, Registrar~~

Formatted: Font color: Auto

IT Department

Brenda ColametaColamatte, Director
Chis Curtin, Network/System Admin.
Karen Churchill, Secretary
Cindy Brunelle, Technician

Math Tutor

Jacques LudmanTBD

School Psychologist

Ashley Albert

School Resource Officer

Brian Kelly

Media Center

Erin Henderson

Health Services

Angela Hildreth

Reading Specialist

TBD

Reading Tutor

TBD

Special Education

**Case Managers
Coordinator**

~~Lauren Hall~~Kaitlin Carmody, Special Education

Elaine French, Academic Dean
~~Kathleen Joseph~~
Lara Hasychak
Sandra Lyon
Garrett Poltack

**Instructional Assistants
Coordinator**

Stephen Scaer
TBD
TBD
~~Kaitlin Carmody~~ **Lauren Hall, Special Education**

Cynthia Bray
~~John Cahoon~~
Amelia English
Jennifer Fitzgerald
~~Brandon Hannon~~
Wilbur Horne
Thomas Hurley
Amy Ivas
~~Angela Kemp~~
~~Susanne LaDuke-Sanchis~~
~~Deb Leondires~~
Lorrie Martin
~~Beth Partridge~~
Laura Rogers
Maryann Sawyer
~~Susanne Zsofka~~

Support Staff

Custodial Staff

Paul Griffin
Steve Neskey
~~Justin Pasquarosa~~
~~Helen Phinney~~
~~Joe Perigny~~
~~Nancy Perigny~~
~~Gregg Raimondo~~

Formatted: Font color: Auto

PELHAM HIGH SCHOOL



2020-2021

STUDENT HANDBOOK

Ms. Dawn Mead, Principal
Mr. Adam Barriere, Assistant Principal
Ms. Anne Fowler, Dean of Students
Mr. Todd Kress, Athletic Director
Ms. Kaitlin Carmody, Special Education Coordinator

District Mission Statement: Inspiring Success One Mind at a Time

The Pelham School District, in collaboration with the community we serve, is committed to providing a high-quality, contemporary education in a safe and inclusive environment. Our goal is to educate, prepare, and inspire all students to achieve their full potential as life-long learners, critical thinkers, and contributing citizens to our global society.

Main Office Telephone: (603) 635-2115
College and Career Guidance: (603) 635-2116
Nurses Office: (603) 635-6906
Fax: (603) 635-3994
Website: <https://pelhamsd.org/phs>

Follow Us on Twitter

@PHSPelham
@PHSCareerPlan
@PHSPythons

Principal's Message

Dear Pelham High School Students,

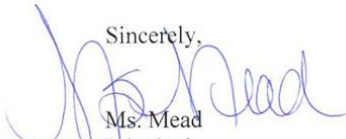
I hope you were able to enjoy a restful summer and are recharged and ready for the new school year. Your commitment to academic success and learning is so important. Pelham High School has a faculty and staff that are knowledgeable in their content area and are committed to your academic and socio-emotional success and well-being.

The school year will bring many opportunities to challenge yourself both in and out of the classroom. I encourage you to take risks, be willing to fail, ask questions, set high expectations, set personal goals, and commit to your own success. You are important.

I encourage you to get involved in the PHS community. Take advantage of opportunities to join one of our many clubs, participate in band, attend student voice, compete on one of our many athletic teams, or try a new activity. Make the effort to attend school events. I promise that you will not regret it. You will make connections and friendships that will last a lifetime.

Each year, I commit to having the best school year. I am proud to be your Principal. I am looking forward to getting to know all of you, to moving our school forward based on a foundation of mutual respect, honesty, and trust. Our theme this year is '#Together'. We will tackle each day...each hurdle... #together.

Sincerely,



Ms. Mead
Principal

TABLE OF CONTENTS

General Information	
Purpose	1
Mission Statement	1
Learning Expectations	1
Accreditation Statement	2
Non-Discrimination Statement	2
Communication Protocol	2
Electronic Communications	3
School Cancellations/Delayed Opening	3
2019-2020 Bell Schedule	4
2019-2020 Pelham School District Calendar	5
Academics	
Academic Protocols and Grading Philosophy	6
Add/Drop Procedures	6
Advisory	6
Alternative Credit Options and Extended Learning Opportunities	7
Auditing a Class	7
Competencies	7
Competency Recovery	8
Course Withdrawal	8

Grading of Medically Involved Students	8
Grading System	8
Graduation	9
Homework Protocols	10
Honor Roll	10
Level Changes	10
Parent Conferences	10
Report Cards	10
Schedule Change Procedures	11
Textbooks	11
Turnitin	11
Attendance & Accountability	
Philosophy	12
Absences	12
Areas off Limit	13
Arrival to School	13
Bathroom Privileges	13
Departure	13
Dismissal from School	13
Early Release/Late Arrival Expectations	14
Evacuation Procedures	14
Leaving Class	14

Library	14
Lunch	14
Missing a Class	14
Tardies	15
Truancies	15
Disciplinary Guidelines	
Alcohol and Drugs	15
Eating and Drinking	16
Level I Offenses	17
Level II Offenses	18
Level III Offenses	19
Personal Searches	20
Procedure for Handling Incidents	20
Self-Referral	20
Student Restriction Policy	21
Suspected Use	21
Dress Code	21
Extracurricular	
Athletics	22
Clubs and Activities	22
Dances	22
Honor Societies	22

Student Government	23
Overnight and Day Trips	23
Health, Safety & Security	
Accidents	23
Cameras/Video Surveillance	23
College and Career Guidance	23
Insurance	23
Medicine	24
Money and Valuables	24
Posting/Distributing of Materials on School Grounds	24
Release of Information	24
Visitors	24
Technology	
Cell Phones/Electronics	24
Chromebooks	25
Transportation	
Bus Procedure	27
Parking Information	27
Notices of Policies	
Anti-Harassment	28
Child Abuse/Neglect – Mandatory Reporting	28
Child Find Notice	28
Non-Discrimination	28

Student Privacy	29
Additional Policy Links	
Bullying, Pupil Safety and Violence Prevention Policy (JICBB)	29
Drug and Alcohol Use (JICH)	29
Drug Free Schools (ADB)	29
Hazing (JICFA)	29
Intranet-Internet Acceptable Use Policy (EGA)	29
Pupil Safety and Violence Prevention (JICK)	29
Reporting Child Abuse (JLF)	29
Sexual Discrimination (GBAA)	29
Sexual Discrimination (JBAA)	29
Student Attendance, Absences and Truancy (JH)	29
Student Conduct and Discipline (JICD)	29
Student Conduct, Rights and Responsibilities (JI-JIC)	29
Student Discipline Out-of-School Actions (JICDD)	30
Student Interrogation, Searches and Arrests (JIH)	30
Use of Child Restraint, Seclusion & Physical Contact (JKAA)	30
Use of Tobacco Products (JICG)	30
Video and Audio Recording on School Buses (EEAA)	30
Weapons on School Property (JICI)	30
Administration and Staff Directory	30

General Information

Purpose

The purpose of this handbook is to provide information about Pelham High School. The handbook outlines policies, programs, and organizations. We urge students and parents to read and review this together.

Inevitably questions and concerns do arise, we urge you to discuss them with the appropriate staff members. Our hope is that each of you has a pleasant and rewarding school year.

Mission Statement

Pelham High School is a community of adult and student learners whose actions encourage a collegial atmosphere and whose approaches promote a safe and positive environment. We believe the following:

- Education is a pathway to productive and socially responsible citizenship.
- Students will rise to the levels of expectations that are appropriately challenging in academic, social, and civic settings.
- Students will identify their individual strengths in order to explore and pursue individual goals.
- All students can learn and do so in different ways.

In support of our beliefs, the mission of Pelham High School is to educate our students as life-long learners to meet the challenges of the 21st century so that they may pursue life goals, participate fully as active citizens, and be socially responsible members of the global community.

Learning Expectations

Academic Competencies:

- Skills and Knowledge
- Application of Problem Solving
- Communication

Social Competencies:

- Students will behave appropriately and responsibly with regard to others, to oneself, and to one's surroundings.
- Students will act with integrity and honesty within the school community.

Civic Competencies:

- Students will demonstrate a civic responsibility to work effectively and respectfully to improve the world around them.

Accreditation Statement

Pelham High School is accredited by the New England Association of Schools & Colleges (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction.

Accreditation of an institution by NEASC dictates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of the individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Non-Discrimination Statement

The Pelham School District does not discriminate on the basis of handicap, sex, race, religion, color, national origin, or age in its educational activities and practices. No student shall, on these bases, be denied equal opportunities to participate in said education activities.

Any person having inquiries concerning the Pelham High School's compliance with Title IX of Section 504 of the Vocational Rehabilitation Act of 1973 is directed to contact the Title IX or Section 504 Coordinator, School Administrative Unit #28, Pelham, NH 03076, who will receive and investigate the complaint.

Communication Protocol

At Pelham High School, we believe the process in developing self-advocacy skills should be developed while students are in high school and following the communication protocol will ensure for a timelier response to concerns.

In general, questions should first be addressed by your student with the classroom teacher or the person most intimately involved in the situation. As a follow-up, if parents/guardians have questions it may be discussed with your child's teacher or staff member at a time convenient for the both of you. If you still have concerns, please address them with the Dean of the department prior to calling the main office and requesting to speak with administration. (Please allow 48 hours for response.)

We expect that all forms of communication will be civil and productive. Civil communication follows accepted standards of courtesy and maintains a degree of formality. This standard applies equally to staff and parents in all forms of communication including letters, emails, text messages, phone conversations, social media postings and behavior in meetings and at events.

WHO DO I CONTACT FOR HELP?

To find the best person to answer your questions promptly, following the steps in order presented below will help you get results without delay. Not following the steps in order will result in delays.

Athletics

Coach⇒Athletic Director⇒Principal

Bullying & Harassment

Any staff member⇒Assistant Principal⇒Principal

Safety and Security

Assistant Principal⇒Principal

School Attendance

Front office secretary ⇒ Assistant Principal⇒School Resource Officer

Classroom Discipline

Classroom teacher⇒Assistant Principal⇒ Principal

Student Conduct

Assistant Principal ⇒ Principal

Curriculum

Classroom teacher⇒Department Dean ⇒Principal ⇒Director of Curriculum

Teacher/grading concerns

Classroom teacher ⇒ Department Dean ⇒ Principal

Scheduling

School Counselor⇒Dean of Students

504

School Counselor⇒Dean of Students ⇒ Director of Student Services

Special Education

Case manager ⇒ Special Education Coordinator ⇒Principal ⇒Director of Student Services

Clubs, Extracurriculars

Advisor⇒Assistant Principal ⇒ Principal

Parking concerns

Assistant Principal ⇒ Principal

Electronic Communications

Pelham High School uses electronic communication as the primary means of conveying information. Parents can expect the following sources of electronic communication:

- PowerSchool Parent Portal: Classroom Assignments, Grades, Attendance, Report Cards
- Google Classroom: Classroom Assignments and Resources
- Email: Through Gmail - @pelhamsd.org (The ability to deliver a message is only as successful as the contact information we have. Please make certain we have the most up-to-date email addresses.)
- School Messenger: Frequent updates from the school administration and the College and Career Guidance Department.
- School Website: Resource materials, news updates, and social media postings

School Cancellations/Delayed Opening

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision will be made by 6 a.m. School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

2020-2021 BELL SCHEDULE

Block	Regular	2 Hour Delay
1	7:35 – 8:55	9:35 – 10:35
Advisory	9:00 – 9:45	10:40 – 10:45
2	9:50 – 11:10	10:50 – 11:50
3	11:15 – 1:01	11:55 – 1:21
1st Lunch	11:15 – 11:38	11:55 – 12:18
2nd Lunch	11:55 – 12:18	12:23 – 12:46
3rd Lunch	12:38 – 1:01	12:58 – 1:21
4	1:06 – 2:26	1:26 – 2:26

Block	Early Release
1	7:35 – 8:25
Advisory	8:30 – 8:45
2	8:50 – 9:40
3	9:45 – 10:35
4	10:40 – 11:30
Lunch	Grab & Go

Block	Activity Day
1	7:35 – 8:40
2	8:45 – 9:50
4	9:55 – 11:00
3	11:05 – 12:40
1st Lunch	11:05 – 11:28
2nd Lunch	11:40 – 12:03
3rd Lunch	12:22 – 12:45
Advisory	12:50 – 12:55
Activity	1:00 – 2:26

PELHAM SCHOOL DISTRICT



2020-21 School Calendar

JULY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	TW	TW	29
30	TW					

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	ER	26
27	28	29	30			31

OCTOBER 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	TW	26	27	28
29	30					

DECEMBER 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	TW	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER	19
20	S	S	S	S	S	26
27	28	29	30			

School Closed

Early Release Day

Teacher Workshop

September 7 - Labor Day

October 12 - Columbus Day

November 11 - Veterans Day

November 25 - 27 - Thanksgiving Recess

December 23 - January 1 - Winter Vacation

End of Quarter

First & Last Day of School

End of Trimester

January 18 - Martin Luther King Jr. Day

February 22 - February 26 - February Vacation

April 26 - April 30 - April Vacation

May 31 - Memorial Day

S=Hold for Potential School Year Ext

ACADEMICS

Academic Protocols and Grading Philosophy

Philosophy: Academic grades will reflect the degree to which a student has met (at the time of reporting) the course competencies—what a student should know and be able to do as well as the timeliness of submitted assignments. Competencies/content for every class will be clearly articulated and distributed to parents and students.

Students will be provided with multiple learning activities and opportunities to learn, to practice, and to demonstrate the knowledge and skills necessary to meet with success. Students will have access to extra/supplemental learning opportunities designed to help them demonstrate mastery of course competency.

Protocols: Course syllabi will be provided to each student for every class. All course requirements, fees, supplies, expectations, and methods of evaluation will be explained.

Grades will reflect a demonstration of course content, skills, and competencies. Information not directly associated with this demonstration will not be incorporated into academic grades. No grades will be given/taken away for non-academic factors. (Ex. not turning in signed document, book covered, effort, classroom behavior, etc.)

When considering a student's overall grade, teachers' professional judgment, the bulk of evidence a student has produced, and the mean, median, and mode data points should be considered to determine the course average. In all cases teachers need to use the evidence to support a student's grade. Teachers, with administrative approval, may request exceptions to this protocol for purposes of credit recovery for individual students.

Add/Drop Procedures

A student may add/drop a course with parent permission during the first 5 days of a semester if the request meets one of the criteria and there is space available. Full year courses may only be dropped during the fall add/drop period. (Note: Wait lists are put in place to ensure fairness in the process, and students must attend the classes on their current schedule until changes have been made and a new schedule is processed by the College and Career Guidance Department.) All requests for schedule changes during the add/drop period must receive administrative approval. During this period, there will be no notation on the transcript, and it would be considered a schedule change.

After the first 5 days of a semester, students who drop a class will receive the appropriate designation of "WP" (withdraw pass) or "WF" (withdraw fail) on their transcript (please refer to course withdrawal procedure).

Advisory

All students will be assigned to a 45-minute advisory and all have an advisor who will meet with students on a regular basis serving as the student's mentor regarding academic and personal issues. Advisory provides students with the opportunity to meet with their teachers, complete assignments and/or assessments, develop their social/emotional learning skills or participate in enrichment activities. With

the exception of Mondays, students will be provided the opportunity to choose how to use this time to meet their needs. However, if a student is experiencing academic difficulty, the student may be assigned to meet with a teacher or a staff member. If a student has been assigned a mandatory intervention and does not attend, there may be consequences assigned. Advisory is mandatory for all students including students who were granted permission for late arrival.

Alternative Credit Options and Extended Learning Opportunities

Students who are interested in seeking high school credit outside of Pelham High School with the intent to transfer the credits toward high school graduation requirements must obtain administrative approval beforehand. Please speak with your school counselor whenever considering alternative credit options. Alternative credit options must be earned through a state certified educational institution or college/university. In order to transfer credit, the student must provide a transcript from the certified institution. Under no circumstances will the grade be transferred. If the course is a prerequisite to another course offered at Pelham High School, the student will be required to pass Pelham High School's final exam prior to enrolling in the secondary course.

Auditing a Class

There are cases in which a student who passed a course wishes to repeat it or a similar course (e.g. chemistry and then chemistry honors). In those cases, the course may be audited. The following conditions apply:

- A seat must be available in the course.
- The student must have approval from the Dean of the department.
- The course is noted on the transcript with an "AUD" and no credit or grade is assigned.

Competencies

A competency is defined as the desired knowledge, skills, and abilities of a student and is used to determine understanding of course material and earning course credit. Each course at Pelham High School will specify the level of knowledge, skills, and abilities required for success as well as the measurement criteria for determining proficiency.

Competency statements identify the overarching and expected outcomes. In each course curriculum there will be identified, measured, and assessed performance indicators, benchmarks, and learning targets. Pelham High School has identified three school wide competencies (see below) that will be measured and assessed for progress and mastery across content area. These three school wide competencies are outlined and defined on the course syllabus provided to students in all courses at Pelham High School. For more information, please refer to the Competency Based Education Handbook posted on the district and school website.

Each high school course will include three (3) competencies that students will be expected to master:

- Competency #1 (C1) – Skills and Content Knowledge
- Competency #2 (C2) – Application and Analysis
- Competency #3 (C3) – Communication

Competency Recovery

Pelham High School has a universal competency recovery plan that is made available to students on the course syllabus and on our website. Recovery involves the relearning and reassessment of content and skills. The relearning and reassessment are completed through a partnership between the teacher and the student. Students are required to complete a request form and submit the form to the teacher for approval within one week of the grade being posted. It is important for teachers and students to work together to develop a plan for reassessment. Please refer to the school website and course syllabi for more information.

Course Withdrawal

As an accredited institution, we are committed to accurately communicating a student's academic history for all high school courses attempted. Therefore, after the 5 day add/drop period has expired the student will receive the appropriate designation of "WP" (withdraw pass) or "WF" (withdraw fail) on their permanent transcript. Withdrawals are permitted up until 50% of the course has met. For example, for a full year course, students can withdraw from the course during semester 1. Once semester 2 has started, students will not be permitted to drop a course. For a semester long course, students can withdraw from a course during the first 45 days of the course; however, after this 45 days the student will not be permitted to drop the course.. All withdrawals will require parent/guardian signature and approval of the administration.

Grading of Medically Involved Students

In order to provide an accurate reflection of a student's current grade, if a student is medically involved zeroes will be recorded for all assignments that are due and are missing. Classroom teachers will work with the student's school counselor to determine a reasonable plan to make-up missed work. This plan will be communicated in writing with the student's teachers and parent/guardian. A student can request a medical withdrawal at any time.

If a student wishes to medically withdraw from a course, medical documentation is required along with administration approval. A medical withdrawal, "MW" will be recorded on the student's permanent transcript.

Grading System

Grades are always available on the PowerSchool portal for all students and parents. Please check these grades frequently, these grades are intended to indicate a student's academic progress. At the end of a course, PowerSchool will reflect the grade earned. (Note: Report cards are not mailed home; however, if you would like a copy of a report card please contact the College and Career Guidance Department.)

The following are the grades that are distributed at Pelham High School:

Letter Grade	Numeric Range	Non-Level ed	Level I	Honors/College Credit	AP
A+	97-100	4.33	4.66	4.84	5.00
A	93-96	4.00	4.33	4.50	4.67
A-	90-92	3.67	4.00	4.17	4.33
B+	87-89	3.33	3.67	3.84	4.00
B	83-86	3.00	3.33	3.50	3.67
B-	80-82	2.67	3.00	3.17	3.33
C+	77-79	2.33	2.67	2.84	3.00
C	73-76	2.00	2.33	2.50	2.67
C-	70-72	1.67	2.00	2.17	2.33
D	65-69	1.00	1.33	1.50	1.67
F	Below 65	0.00	0.00	0.00	0.00

AUD – Course Audit: No credit or grade is assigned to the course.

I – Incomplete: An incomplete may be given to a student who has extenuating medical, personal or academic circumstances, with the time frame being determined by administration. All coursework must be completed in 4 weeks. After 4 weeks, incomplete work will be permanently recorded as a zero and the course grade will be finalized. (Note: An incomplete is not considered a graded course for the purpose of determining honor roll.)

F – Fail: Student has failed the class.

MW – Medical Withdrawal: Student has been medically withdrawn from the class.

P – Pass: Student has passed the class.

WP – Withdraw Pass: Student has withdrawn from a class with a passing grade.

WF – Withdraw Fail: Student has withdrawn from a class with a failing grade.

Graduation

In order to participate in the Pelham High School’s graduation ceremony, students must meet one of the following criteria:

1. Successfully complete all requirements for a PHS Diploma
2. Successfully complete a PHS Certificate of School Completion per their Individual Education Program (IEP).

Additionally, students must have met all outstanding obligations, such as money owed from lost or damaged textbooks, chrome books, library books, uniforms, or other School District property, in order to participate in senior activities and the graduation ceremony. Items previously thought to be lost, paid for, and then found can only be refunded if a replacement item has not yet been purchased.

Administration reserves the right to limit participation in senior activities.

Homework Protocols

Homework is a formative assessment grade and is a normal and expected part of school life at Pelham High School. Formatives typically play one of four roles: checking for understanding, previewing a concept, practicing, or processing concepts. The expectation is that students will study and review course materials as part of a student's academic routine. The amount of homework may vary from course to course; all students, however, along with their parents or guardians, should realize the importance of homework and plan accordingly. Homework must represent the work of the individual student alone. Students who are absent can obtain their homework first by looking at Google Classroom and then by contacting their teachers. It is the responsibility of students, who submit assignments electronically to their teachers, to confirm with their teacher in a timely manner that the work was received.

Honor Roll

Each semester, a student Honor Roll is published on the school's website. All students must carry a minimum of six (6) graded courses to be eligible for the Honor or High Honor Roll:

High Honors: Students with grades no less than A- (90+).

Honors: Students with grades of no less than B- (80+).

Level Changes

If a student is inappropriately placed in a core course, a request may be considered to change the level of the course. Level changes, when necessary, are considered up until the first 45 days of a course. The grades will be entered for the course the student is withdrawing from and will result in a WP or WF on the transcript. The teacher of the new course will record grades for the remainder of the semester/year and a student's GPA will be calculated based on the weight of the course when credit is awarded.

Parent Conferences

Parents and guardians are encouraged to confer with teachers, counselors, and/or administrators about their son/daughter. Pelham High School will host two parent conferences (one scheduled each semester) and uses an online sign-up system to schedule appointments. The sign-up system is available through the high school's website as the conference days approach. Conferences may also be arranged at a mutually convenient time with any teacher, counselor, or administrator throughout the year.

Parents are reminded that they may call or email the school throughout the school year should they wish to have a conference with any teacher, school counselor, or staff member.

Report Cards

PowerSchool reports a student's academic progress on a rolling basis. Report cards are not printed. If you need a paper copy mailed, please call the Guidance Office at 635-2115.

Schedule Change Procedures

During the initial course registration period students are asked to make their course selections carefully since resources are allocated based on student requests. Once the master schedule is developed, course changes are very limited. In the event that a schedule change is necessary, school counselors will be available for two days in August to accommodate all requests. Schedule change requests will be taken in a fair and equitable manner, including adding names to wait lists. A sign-up sheet for requests will be available during normal business hours and under no circumstances will requests be taken through an email or phone call. Requests for schedule changes after the two-day schedule change period will not be honored unless extenuating circumstances exist (see below) and will require permission of the administration.

Once the academic year begins, there should be no schedule changes other than for the following reasons:

- Graduation requirements are missing
- Prerequisite requirements have not been met
- Duplication of courses
- Student wants to add an available elective in place of an open block
- College is requesting a specific course
- Student wants to drop a course they did not request for an alternative course in its place

Once school has begun, all requests for schedule changes will fall under the protocols of the add/drop period.

Textbooks

The Pelham School Districts loans all textbooks needed for coursework. If books are lost or damaged beyond reasonable wear, the student will be assessed an amount sufficient to cover the loss or damage. Students are reminded that it is their responsibility to notify their teacher immediately if they believe that a book is lost or stolen. Students must meet all outstanding obligations owed from lost or damaged textbooks in order to participate in senior activities and the graduation ceremony.

Turnitin

Teachers will be using the Turnitin Software to teach proper use of researched information, review citations, and check for possible plagiarism. Students are responsible for following the protocols outlined on the course syllabus with regards to using Turnitin.

ATTENDANCE & ACCOUNTABILITY

School aged children enrolled in the district must attend school in accordance with all state laws and school board policies. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation for the students to achieve academic standards and consistent educational progress. (Please see school board policy JH. Relevant state legislation includes RSA 193, which can be found on the NH Department of Education website.)

Philosophy

The philosophy of Pelham High School is that regular attendance and participation in classroom experiences are an integral part of any meaningful educational program. School attendance is mandated by state law and it is the responsibility of the parents or guardians to assure the punctual and regular attendance of their children.

If the student has had a fever within the previous 24 hours, he or she may not attend school. If the student is not well enough, they should remain at home.

Absences

Absences will be deemed excused or unexcused by the office on the daily attendance sheet.

- a. Attendance shall be required of all students enrolled in the district during the days and hours that school is in session. The board recognizes that absences from school may be necessary at times. For that reason, the board recognizes two types of absences from school: excused authorized and unexcused unauthorized absence. (Policy JH)
- b. Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Skipping school or classes will be unauthorized and make-up work will not be allowed. Suspended students may turn in work for credit immediately upon return to school.

The board considers the following to be excused absences:

- Illness or injury covered by doctor or parent note
- School sponsored or mandated absence
- Required court attendance
- Medical and dental appointments
- Death in the family or close family friend
- Observation or celebration of a bona fide religious holiday
- Planned extended absences (i.e. college visits, etc.)
- Absences approved by the Superintendent under RSA 193:1, 1(c)
- Absences as a result of waivers from the Superintendent for alternative plans under RSA 193:1.1(h)

Pelham High School does not support scheduling vacations while school is in session. Families who find it necessary must take the following steps:

- Bring in a note from the parent/guardian explaining when the absence will take place.
- Acquire a permission form that will be signed by each teacher.
- All forms need to be signed by the parent/guardian and returned to the main office 48 hours prior to the vacation.

After these steps have been completed, the absence will be excused. If these steps are not followed, the absence is unexcused, and no make-up work will be allowed without prior approval of the administration.

Parents must call the PHS Main Office 635-2115 and send a signed note to the main office immediately upon a student's return. Parent emails are not accepted.

Areas off Limit

The following areas are off limits to all students unless they are under the direct supervision of a teacher or with permission: unoccupied classrooms; collaboration rooms; library; cafeteria; gymnasium; locker rooms; teacher's room; nurse's office; storage room; custodian's room; and auditorium.

Arrival to School

All doors will be locked at 7:35 a.m. Students arriving after the doors have been locked are required to stop in the main office for a pass to class. There will be a warning bell at 7:30 a.m. and at 7:34 a.m. Students arriving after the start of advisory will be unable to participate in after school activities that day. Students with early release/late arrival must sign in and out of the main office. ***Students may not leave school grounds after arrival, including going back to their vehicle.***

Bathroom Privileges

The men's and women's lavatories are to be used between blocks. Students will be allowed to use the lavatories during class time with teacher permission only. All students must sign out of class to be in the halls and lavatories and carry a pass indicating their designated destination. Students are reminded not to abuse this privilege.

Departure

Except for those remaining for extra help, detention, or activities, students must leave the building and grounds at the close of school.

Dismissal from School

All requests for dismissal from school must be communicated to the main office first thing in the morning and students must sign out at the time of departure. Dismissals for medical appointments or emergencies that cannot be scheduled outside of the school day will be excused. The request for dismissal must include student's name, date, time, reason and parent contact information.

The administration reserves the right to verify all dismissals. Excessive dismissals will not be allowed.

Students who leave school without following the proper dismissal procedure will receive consequences as outlined in Level II offenses. Parental notes received after a student has left school grounds will not be accepted. Under no circumstances should a student who becomes ill leave school grounds without the permission of the nurse and/or administration.

Early Release/Late Arrival Expectations

The early release/late arrival program is for seniors only. Seniors can use that time for opportunities outside of school that could benefit their personalized educational plan. Students participating in the early release/late arrival program may lose their eligibility if any of the following occur:

- Failing one or more courses
- Failing to display good citizenship
- In school or out of school suspension
- Failing to sign in or out

If a student is interested in early release/late arrival, an application must be completed with parent and administrative authorization. Please note, to earn an Honors with Distinction Diploma or Merit Diploma students will need to earn 32 credits.

Evacuation Procedures

Please be aware of the instructions posted in each classroom. Students are to exit the building in a quick and orderly fashion. Fire lanes are designated at all exits and in the rear of the building between the fields and the garage.

Leaving Class

Students must obtain permission to leave a classroom during class time. They must carry the appropriate pass with them in the hallways.

Library

Students are welcome in the library before and after school. During class time, teachers may write passes for the students in their class to go to the library. Students who do not behave appropriately will lose their library privilege for a specified length of time.

Lunch

Food or drink is not allowed to be taken outside the cafeteria without permission. Students are expected to pick up their trash. No deliveries of food or beverages are permitted.

Missing Class

Missing a class or classes to finish a school assignment, study for a test, or similar activity is considered an unexcused absence. As such, staff are not required to provide make-up work for the class that was skipped. Students who become ill and cannot attend class must immediately report to the nurse or main office and remain there until dismissed with a pass. Missing a class by spending the period in the lavatory or locker room, etc. due to illness is considered an unexcused absence.

Tardies

Students who arrive after their first period class has started are tardy to school. Tardies to school may be excused with a note from the parent/guardian that explains the illness or emergency. The following rules will apply if the tardy is not authorized:

- 1st – 3rd Tardy – Warning
- 4th – 7th Tardy – 1 Detention per occurrence
- 8th or More Tardies – In School Suspension; Administration will contact parents

Tardy notes need to be presented immediately upon entering Pelham High School. Unexcused school tardies will accumulate on a semester basis. Any single unexcused tardy of 20 minutes or more will be considered a class cut.

Truancies

The administration will address school truancy and contact the parent/guardian of the student, as well as, the Pelham Police Department. An unauthorized absence from school is considered truancy and will be treated as such. See RSA 193:1, 2, 7.

DISCIPLINARY GUIDELINES

The Pelham High School Code of Discipline is founded on the belief that all members of the school community are expected to foster a culture of learning and respect.

Alcohol and Drugs

In accordance with school board policy, the use or possession of alcohol, tobacco/nicotine products are not permitted anywhere in Pelham High School or on school grounds. School Board policy JICH is as follows:

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

The Pelham School Board recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, the Board recognizes that the schools, families and the community at large have a responsibility to this important matter. Accordingly, the Pelham School Board makes a commitment to the health and well-being of its students through age appropriate programs and procedures and to an environment free from alcohol and other drugs.

The Board acknowledges the following school roles:

1. Educate students about alcohol and other drugs;
2. Respond supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promote a climate in which students can seek help if they are in distress from their own or others' use of alcohol and other drugs;
4. Help students recovering from dependency on alcohol and/or other drugs;
5. Develop and implement guidelines and sanctions in each school which
 - a. Define violations and their consequences,
 - b. Define immediate procedures for handling incidents;
 - c. Describe a support and referral system, which includes response to self-referrals and suspected users; and
 - d. Are clear and articulated to staff, parents and students.
6. Train all personnel in school guidelines related to alcohol and other drugs;
7. Ensure no less than a biannual evaluation by representative group of stakeholders of the above efforts.

Consequences for Violations: please refer to the discipline chart provided on the following pages.

Eating and Drinking

Eating and drinking is only allowed in designated areas. Designated areas include the cafeteria and the Family and Consumer Science Room. Lunches must be eaten in the cafeteria. Students are permitted to have snacks or drinks in class at teacher discretion. No deliveries of food or beverages are permitted.

Level I – Offenses which typically involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. These infractions can typically be addressed by a staff member and may require the intervention of administration.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bus Misconduct Damage to Property (unintentional) Deceiving or Lying to Staff Disrespect Disruptive Behavior Dress Code Violation Failure to Comply Forgery Improper use of District Equipment, Facilities and/or Resources Incomplete Homework/Class Work Late to Class Misuse/Missing Hallway Pass Plagiarizing/Cheating Presence in an Unauthorized Area Profanity or Unacceptable Language Pushing/Shoving School Building Security Breach Tardiness Unsafe Behavior Use/Possession of Personal Electronic Devices without Permission Violations Administration Considers Reasonable to Fall within this Level	Verification of Offense Log of Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor	Behavioral Contract Detention Guidance/Health Services Loss of Make-up Privilege and/or Credit Parent Contact Rearrangement of Seating Removal from Activities and/or Restitution for Damage Removal from Class Replacement/Repair of Damaged Property and Restriction of Privileges Special Assignment Suspension Verbal Reprimand Warning

*** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.**

Level II – Offenses include Level I infractions that are cumulative, premeditated or hostile; acts whose frequency or seriousness disrupt the learning climate of the school; acts that may constitute a threat to the health, safety, property, or welfare of students or staff.

Level II infractions generally require the intervention at the administrative level and may also require the intervention of outside agencies, including the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bullying Computer Vandalism/Physical Damage to Computer Resources; Purposeful Deletion of Information Stored by Others Disruption/Threat of Disruption or Harassment Extortion Failure to Serve Detention or Other Disciplinary Action Harassment/Sexual Harassment Indecent/Obscene Behavior or Possession or Use of Indecent/Obscene Material Instigating/Engaging in, or Attempting to Fight Insubordination (Failure to Follow Directives) Leaving School Property without Permission Possession/Use of Tobacco Products Reckless Behavior/Endangering Others Solicitation without Permission Stalking Theft Threatening by Word or Act Truancy Unauthorized Transmission/Posting of Photo or Video Content Vandalism Violations which the Administration Considers Reasonable to Fall within this Level	Verification of Offense Log Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor Police/Agency Referral	Administrative Probation Alternative Education Detention Guidance/Health Services In-school Suspension Parent Conference Police/Agency Referral Removal from Class Activities Restitution for Damage (Replacement of Damaged Property) Restriction/Withdrawal of Privileges School/Community Service Suspension

**** The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.***

Level III – Offenses include Level I and II infractions which are chronic, continuous, or severe. Level III offenses are acts that result in violent actions directed toward another person, destruction of property, or acts which pose a clear and present threat to the health or safety, of others in the school.

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts are considered criminal and require intervention of law enforcement and/or action by the Pelham School Board.

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

Examples (not exclusive)	Staff Action	Disciplinary Options*
Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence Possession of paraphernalia including but not limited to: rolling papers, pipes, vape juice, hookah pens, or other types of electronic delivery devices, vape chargers, or drug/vape related packaging Possession/Use of Weapon or Look-alike Selling/Distributing/Trafficking Drugs or Controlled Substance or Look-alike; or Alcohol Threatening/Terroristic Statements or Actions Unauthorized Use of Fire Alarm System Unlawful Entry Use of Computer Resources for Obscene, Threatening, Violent or Illegal Purposes Violations the Administration Considers Reasonable to Fall within this Level	Student Removal from Situation Referral to Administration Verification of Offense Log Infraction Student/Parent Conference with Administration Student Assistance Team Referral Drug/Alcohol Evaluation Mental Health Welfare Evaluation Police/Agency Referral School Board Hearing	Administrative or Board Probation Alternative Education Expulsion Police/Agency Referral Restitution for Damage (Replacement/Repair of Damaged Property) School/Community Service Suspension Withdrawal of Privileges

**** The order of listed disciplinary options is not ranked or sequential, nor is not to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration or School Board, based on the severity of the offense.***

Personal Searches

All students are entitled to a safe and healthy educational environment. The school has the responsibility of trying to protect students from antisocial behavior on the part of irresponsible classmates. Furthermore, the school administrators must take preventative and disciplinary actions that are both swift and informal in order to be effective.

The school district retains ownership and possessory control over student lockers and desks, and therefore, always reserves the right to inspect lockers and desks.

School administrators have the authority to immediately, upon reasonable suspicion, search students, including handbags, backpacks, automobiles, and electronics. Students are expected to cooperate in investigations. Students not willing to comply with administration will be subject to consequences.

The administration of Pelham High School, in cooperation with the Chief of Police of Pelham or other authorized law enforcement officials may individually, or acting in cooperation, employ any technical means, including the use of drug sniffing dogs in announced and unannounced searches. ***Please refer to School Board Policy JIH for additional information.***

Procedure for Handling Incidents

For any student involved in taking, dispersing, or possessing alcohol, drugs or tobacco products on or off school property, eligibility to participate in athletics or extra-curricular will be withdrawn for 90 school days from the date of the incident(s). However, a student may apply for reinstatement of eligibility after 30 school days if they have successfully completed their Action Plan developed by their school counselor in conjunction with administration. .

Any athlete or extra-curricular participant found to be in the presence of alcohol or drugs on or off school property will not be allowed to play/participate for one week. ***Please refer to the PHS Athletic Code for additional student athlete codes and information.***

Self-Referral

When a student recognizes that they have a problem with alcohol and/or with drugs and reaches out for help and support, the school will cooperate as fully as possible with the student. No disciplinary sanctions will be imposed provided the following conditions are met:

- There is no immediate or apparent threat of harm to self or to others.
- The student is self-referred and not “caught” in violation of school or legal policies.
- Parent/guardian notification if appropriate.

A student under the influence of alcohol and/or drugs will be allowed one opportunity during their high school career to self-refer to a school counselor, nurse, or administrator prior to the discovery of being under the influence.

Student Restriction Policy

If a student has been suspended, the administration reserves the right to restrict the student from various events. The student and parent will be notified in writing that the student will not be allowed to attend those events that are either after school and are not related to a student's educational program.

Suspected Use

Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs may make a referral to the school counselor, nurse, or administrator. All referrals are confidential.

DRESS CODE

The general administrative policy is that extremes in dress should be avoided. All students are encouraged to appear in clothing appropriate for school use. Personal cleanliness must be exercised by all students. Please do not use strong smelling scents or sprays in school as there are staff members and students with allergies and asthma who may have severe reactions.

The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or dress that is unsafe and unsanitary will not be tolerated. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

- Clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- Undergarments must be concealed. Lace or mesh clothing that exposes any undergarment is not appropriate.
- Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
- Armholes shall be closely fitting around the shoulder.
- No halter tops, tube tops, or bandeaus.
- Clothing shall be tastefully fitting (not tight); necklines shall be high enough so that the neckline will rest against the body.
- Shorts/pants/dresses/skirts must be no shorter than 6" from the center of the kneecap while standing straight up.
- Shirt straps must be 1" in width.
- No pajamas.
- No words or logos on the back of pants.
- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Shoes or other appropriate foot coverings must be worn at all times. Any footwear worn must leave the floors free of black marks.
- No hoods, or head coverings/bandanas are to be worn in the building.

- Ripped clothing of any kind must be in compliance with the shorts/pants/dresses/skirts rule mentioned above

Hats may be allowed in classrooms at the discretion of the teacher. Hats are allowed in non-academic settings such as the cafeteria and hallways. However, hats are not allowed in the auditorium out of respect for our speakers. Please take them off as you enter.

Students arriving to school will be observed by their block 1 teacher, and those not in compliance will be sent to the office and required to comply with the dress code as stated above or placed in school detention until the student is in compliance.

EXTRACURRICULAR

Athletics

Pelham High School is a proud member of the NHIAA, the governing organization of NH High School Athletics. If you have any questions or concerns, please contact the Athletic Director. For additional information please refer to www.pelhamathletics.com.

Clubs and Activities

The administration encourages the formation of various clubs and requires a staff member to serve as a club advisor and receive approval from the principal. Please be aware that all clubs, teams and organizations must obtain school board approval for fundraising activities. If a group would like to hold a fundraiser during the school day, permission must be obtained from the principal.

Dances

Dances are for Pelham High School students and their high school age guests. All school rules and policies will be in effect. One Guest is allowed per student. Students inviting a guest that does not attend Pelham High School must complete a Guest Form for administrative approval. Guests must be cleared by Administration no later than 1 week prior to the day of the dance and are subject to all school rules and policies.

Students who have not attended school on the day of the dance, or who have been suspended from school will be denied admission.

Students who leave the building during the dance without permission will not be readmitted.

Honor Societies

Pelham High School's eligibility and selection process for honor societies are determined by the appropriate honor society advisor.

Student Government

Student government charter information is available through the Student Government Advisors.

Overnight and Day Trips

Overnight and day trips have been arranged for students who are in “good standing” demonstrated by positive effort in classes, school attendance, and good citizenship in the school and community. Students who fail to meet these requirements will not be allowed to participate in such trips. Students are considered ineligible for overnight trips if they have been involved in any major or repeated violations including but not limited to drug and alcohol violations, weapons violations, or misbehaviors during the previous years. All bags are subject to a search by administration before the trip.

HEALTH, SAFETY & SECURITY

Accidents

Any injury, regardless of how small or how extensive, shall be reported to the school nurse.

Cameras/Video Surveillance

The Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all students, staff and visitors. ***For more information, please refer to School Board Policy EEAA.***

College and Career Guidance

The College and Career Guidance Department serves all students in a variety of ways and is designed to meet the academic, career, and personal counseling needs of students at each grade level. Our goal is to assist students to achieve their maximum academic potential and encourage social and extracurricular experiences that promote personal growth. Services are delivered through individual counseling, group counseling, and classroom presentations. When necessary, referral to outside therapeutic personal and/or mental health counseling resources will be made. The school counseling program is available to assist students in making appropriate academic choices while helping students to cope with and manage challenging emotional and social situations. Counselors have an ethical responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others; suspicion of child abuse and/or neglect; and/or other behaviors of significant concern to the best interest of the student as outlined by the ethical standards of the American School Counselor Association

Insurance

Students must have accident insurance to participate in intramural or extra-curricular athletics. School insurance is one form that covers this. Proof of insurance is required to participate. A school form for this purpose is available in the main office. The only requirement we make is that each student returns the envelope with a signature showing the parents’/guardians’ wishes in this matter.

Medicine

While in school, students are not allowed to take any kind of medicine unless under direct supervision of the school nurse and with the appropriate notes from both the home and doctor. Students are required to give ALL medications to the school nurse, including over the counter medication.

Money and Valuables

Students are urged not to bring large sums of money to school with them. Pocketbooks, purses, wallets, etc., should not be kept in lockers.

Posting/Distributing of Materials on School Grounds

School related advertisements, announcements, posters, and other materials shall only be posted or distributed on school property with prior approval of the administration. Students are responsible for removing their materials immediately after their event takes place. Outside organizations are allowed to post materials on the bulletin board near the guidance office.

Release of Information

Sec, 9528 of the Armed Forces Recruiter Access to Students and Student Recruiting Information Act states that the school is required upon request to provide names, addresses, and telephone listings to military recruiters or institutions of higher education. A high school student or his/her parent or guardian may request in writing that the information not be released.

Visitors

In order to ensure the safety of students and staff, all visitors must report to the main office to receive their visitor's badge. Our staff has been instructed to question any non-employee seen in the building not wearing a badge.

TECHNOLOGY

Cell Phones/Electronics

The Pelham School District has a right to protect its network and technical resources. Therefore, any student who uses the school district's network while bringing their own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP); please refer to School Board Policy EGA for more information.

[Telephone/Cell Phones/Other Devices \(JICJ\)](#) Our automated telephone system will allow you to leave a message directly with the staff person with whom you wish to speak or you may speak with one of the secretaries in the main office. The school telephones are business telephones and will be restricted in their use by students unless the cause for use is an emergency or unusual situation. Please do not telephone the school for unnecessary personal messages to your child.

A student may use their cell phone or other personal electronic devices (including headphones) during class time only with permission from the classroom teacher.

The student may not use any device to record, transmit, or post photos/video of other individual(s) without express permission of a staff member. Violation may result in school consequences as well as police involvement.

No images or video recorded on campus can be transmitted or posted at any time without the express permission of staff and/or participants. (An exception is made for public events such as sporting events, concerts, plays, etc.)

Administration reserves the right to confiscate a cell phone until the end of the school day.

Chromebooks

You are expected to come to school with your Chromebook fully charged every day and you will be expected to bring your Chromebook to all classes. The Chromebooks have an 8-10 hour battery charge that should last through a typical day. You may not leave your Chromebook at school to charge.

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the Technology Center/Library before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

- A loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair due to accident or defects.
- If students are having their devices repaired, the loaners can be taken home.
- Students will be contacted via e-mail when their devices are repaired and available to be picked up.

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children's Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District. If a site is blocked and a student feels it would benefit their learning, then students should contact helpdesk@pelhamsd.org to request that the site be unblocked.

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly, they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to

repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device, they will be responsible for the replacement costs.

There will be an optional device fee that will cover unlimited accidental damage for one school year. We highly encourage parents to purchase the insurance. If you do not choose to purchase, then parents/students will be responsible for the cost of any accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees: (estimated):

- Chromebook: \$250.00
- AC Charger: \$30.00
- Case: \$10.00
- Battery: \$50.00
- Display screen: \$50.00

Chromebook Facts:

- We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- Students may install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

General Care and Precautions:

- No food or drink next to your Chromebook.
- Insert cords, cables or thumb drives carefully into the ports on your Chromebook.
- Only approved Skins or removable decals may be applied to your Chromebook. Your Chromebook must be free of any writing, drawing, or stickers that cannot be removed.
- Never carry a Chromebook by the screen. Always be sure the Chromebook is closed when carrying in the classroom
- When outside the classroom be sure your Chromebook is in its carrying case.
- Your Chromebook will come with a protective case and a charger. When travelling between classes or storing your Chromebook in your locker, it must be protected and carried in the case. Do not leave your Chromebook unattended.
- Do not loan your Chromebook to other students or individuals.
- Do not place objects on top of the Chromebook. The screen can be damaged.
- Only clean the screen with a soft, dry microfiber cloth and anti-static cloth.

Do not tamper with the blue asset tag on the back of the Chromebook. If you notice it is peeling off, please return your Chromebook to the designated support desk for assistance. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

TRANSPORTATION

Bus Procedure

Students must have regard for the safety and comfort of all students on the bus and have respect and consideration for the bus driver in exercising his/her job. The following guidelines suggest the role for students and parents as they relate to pupil transportation: Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of the student jeopardizes the safe operations of the school bus or the safety of the children riding this bus, per School Board Policy EEA-R. Video and Audio taping on school buses has been authorized per School Board Policy EAAA.

Pupils transported on a school bus shall be under the authority of the district and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with School Board Policy EEAEC.

Parking Information

Pelham High School agrees to provide the privilege of parking a vehicle to a registered student on its property for the following considerations which are always subject to the regulations indicated herein. Vehicles parked on school property are subject to search based on Pelham School District policy.

Parking at Pelham High School is by permission only. All vehicles not displaying the proper permit will be towed at the owner's expense. Students are granted the privilege to drive a motor vehicle to school provided they meet the criteria. Permission may be obtained from the front office in accordance with announced dates, times, and requirements. Students must register any vehicle they drive to school and display the issued parking sticker on the inside lower left-hand corner of their windshield.

Parking Permit Criteria:

- A VALID driver's license.
- A current UP TO DATE registration.
- Proof of UP TO DATE insurance.
- SIGNED parking permit (will be attached to the e-mail you receive over the summer).
- \$20 cash or check (made payable to Pelham High School).

Students attending block 1 CTE Programs will be eligible to apply for a parking permit.

Seniors will be given first preference on parking. Juniors will be eligible for any remaining spots through a lottery system beginning in September. Juniors will receive an e-mail with instructions for the lottery in September. Only juniors who complete the criteria will be considered for the lottery.

The school is not responsible for the automobile or its contents and does not assume liability for damage or lost/stolen items. Vehicles should always be locked. Cars should not be driven in excess of 10 miles per hour on school grounds.

NOTICES OF POLICIES

Anti-Harassment

The Pelham School Board expects all employees and members of the school community to conduct themselves in an appropriate and professional manner, with concern, dignity and respect for their fellow employees and the students. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990, and RSA 354-A. Please refer to Pelham School District Policy [ACA - Anti-Harassment](#)

Child Abuse/Neglect – Mandatory Reporting

New Hampshire Law (RSA 169-C;29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case. Please refer to Pelham School District Policy [JLF](#).

Child Find Notice

Under the Individuals with Disabilities Education Act, the Pelham School District is committed to providing all educationally disabled children between the ages of three (3) and twenty-one (21) years, who live within the District, with a free and appropriate education.

Eligible students who have left school prior to graduation have a right to return to receive special education until graduation or until they reach the age of twenty one (21) years. A disabled student who does not qualify for services under the IDEA may qualify for accommodations under Section 504 of the Rehabilitation Act of 1973. To make a referral, or for further information, you may contact the building Principal or Director of Special Education.

Non-Discrimination

The District in accordance with the requirements of federal and state laws, and the regulations implementing those laws shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, gender transition, transgender status, gender nonconformity, marital or economic status, religion or disability. The District will not discriminate against any employee who is the victim of domestic violence, harassment, sexual assault or stalking.

This Policy implements Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, RSA 354-A, RSA 275:71, and RSA 186:11, XXXIII.

Any person having inquiries concerning the District’s compliance with this Policy and the applicable laws and regulations may contact the Superintendent of Schools. Please refer to Pelham School District Policy [AC - Non-Discrimination](#).

Student Privacy

Pelham School District and Pelham High School comply with all federal and state regulations regarding Student Privacy. Please refer to U.S. Department of Education Family Policy Compliance Office: [FERPA](#)

ADDITIONAL POLICY LINKS

This section provides additional foundational policies, practices, and laws relating to the school and district. It is important to read and understand this information so that you have full knowledge of how our school and district operate. By completing the online registration process (Infosnap) you have acknowledged that you have received, read and understood this entire manual and you agree that you will abide by the policies, practices, and procedures of both the Pelham School District and Pelham High School. All current district policies are available online at www.pelhamsd.org. These policies are updated periodically. Please check for necessary updates. For your convenience we have provided links to pertinent school board policies below:

Bullying, Pupil Safety and Violence Prevention Policy	JICBB
Drug and Alcohol Use	JICH
Drug Free Schools	ADB
Hazing	JICFA
Intranet-Internet Acceptable Use Policy	EGA
Pupil Safety and Violence Prevention	JICK
Reporting Child Abuse	JLF
Sexual Discrimination	GBAA
Sexual Discrimination	JBAA
Student Attendance, Absences and Truancy	JH
Student Conduct and Discipline	JICD
Student Conduct, Rights and Responsibilities	JI-JIC
Student Discipline Out-of-School Actions	JICDD

<u>Student Interrogation, Searches and Arrests</u>	JIH
<u>Use of Child Restraint, Seclusion & Physical Contact</u>	JKAA
<u>Use of Tobacco Products</u>	JICG
<u>Video and Audio Recording on School Buses</u>	EEAA
<u>Weapons on School Property</u>	JICI

Administration and Staff Directory

Administration

Principal	Dawn Mead
Assistant Principal	Adam Barriere
Dean of Students	Anne Fowler
Athletic Director	Todd Kress
Special Education Coordinator	Kaitlin Carmody
Administrative Assistant	Shannon Krumlauf
Main Office Secretary	Arlanna Garcia
Main Office Secretary	Lisa Massahos

Academic Departments

Business

Wendy Dorval, Academic Dean
 Kathy Byrne
 Nora Detellis
 Scott Gloor

English

Linda Fox, Academic Dean
Jen Nugent, Academic Dean
 Amanda Davitt
 Krista Day
 Deb Jarvis
 Jessica Parent
 Marielle Pomerleau
 Peter Waters

Family and Consumer Studies

Wendy Dorval, Academic Dean
 Monique Fournier

Fine Arts and Music

Ryan Shumway, Academic Dean

Daniel Buchner, Music
Daniel Jones, Art
Taylor Kudalis, Art
Casey Locke, Art

Health and Physical Education

Wendy Dorval, Academic Dean

Tom Babaian
Amber Murphy
Matthew Regan

Mathematics

Academic Dean TBA

Kimberly Dexter
David Gilcreast
Scott Johnson
Deborah Leondires
Jessica Makara
Diane Tandy
Ryan Wilson

Science

Thomas Limerick, Academic Dean

Brandon Hannon
Janet Holden
Kaliegh McIver
Nisha Padhye
Shawni Robinson
TBD

Social Studies

Ryan Clark, Academic Dean

Paula Bailly-Burton
Julie Caturro
Steve Charbonneau
David Torrisi
Elizabeth Zemetres

Technology

Allison Laliberte Academic Dean

Jeffrey Tobin, Technology
Jenna Wagner, Integration Specialist

World Language

Allison Laliberte Academic Dean

Joel Bergstedt
Audra Nolin
Leigh Ann Rosse

School Services and Resources

Academic Center

Steve Lanthier
Rick Morgan

College and Career Guidance

Anne Fowler, Dean of Students

Matt Blair, School Counselor
Belinda Dowdle, Secretary
Beth Koravos, Secretary
Heather Kress, School Counselor
Suzanne Michaud, School-to-Career Coordinator
Sara-Jean Phillips, School Counselor
Laura Spaulding, School Counselor

IT Department

Brenda Colameta, Director

Chis Curtin, Network/System Admin.
Karen Churchill, Secretary
Cindy Brunelle, Technician

Math Tutor

Jacques Ludman

School Psychologist

Ashley Albert

School Resource Officer

Brian Kelly

Media Center

Erin Henderson

Health Services

Angela Hildreth

Reading Specialist

TBD

Reading Tutor

TBD

Special Education

Case Managers

Kaitlin Carmody, Special Education Coordinator

Elaine French, Academic Dean

Lara Hasychak
Sandra Lyon
Garrett Poltack
Stephen Scaer
TBD
TBD

Instructional Assistants

Kaitlin Carmody, Special Education Coordinator

Cynthia Bray

John Cahoon

Amelia English

Jennifer Fitzgerald

Wilbur Horne

Thomas Hurley

Amy Ivas

Angela Kemp

Susanne LaDuke-Sanchis

Lorrie Martin

Laura Rogers

Maryann Sawyer

Support Staff

Custodial Staff

Paul Griffin

Steve Neskey

Justin Pasquarosa

Helen Phinney

To: Chip McGee, Superintendent
From: Pelham High School Leadership Team
Re: Donation of large mobile screen for graduation
Date: July 9, 2020

This memo explains the proposed donation from Thistle Communications for a large mobile screen for the PHS graduation ceremony on August 2nd. In accordance with policy KCD, we ask the school board to approve this donation as it is valued at approximately \$3500.

Thistle Communications reached out to the high school team in conjunction with Jim Greenwood of PTV with an offer to donate a large mobile screen for graduation. This would enhance the graduation ceremony to allow all students to be projected on the screen as they receive their diplomas making it easier for the audience to see from afar.

Thistle Communications is a business based in Pelham and run by Pelham High School graduates who reached out as a way to give back to the community. Additionally this will not cost the school anything and enhances the graduation ceremony. This is especially true because social distancing requirements will have audience members spaced farther than normal from the stage.

Thistle Communications is generously offering this screen as a donation. If it is determined that this is not appropriate, the graduation ceremony will move forward as originally planned.

Thank you for your consideration.

**PELHAM SCHOOL DISTRICT
SCHOOL BOARD MEETING DATE 2020.07.15**

AGENDA ITEM: Donation Large Mobile Screen

ACTION **X** **PRESENTATION** **INFORMATION**

BACKGROUND:

In accordance with Policy KCD –Public Gifts/Donations, we ask the board to accept a donation from a community member to the High School for an item that exceeds \$500 in value.

Thistle Communications located at 14 Tenney Rd Pelham, NH, 03076 has offered to donate a large mobile screen for usage at the PHS 2020 graduation ceremony. The owner is a PHS graduate and a local business owner. He will work in conjunction with PTV to broadcast and cover the event. The value for the mobile screen and production support: \$3,500.00

The website link has been provided below. It will allow the Pelham School Board to associate the cost with the unit.

www.thistlevision.net

FISCAL IMPLICATIONS: None

RECOMMENDATION: I make a motion to accept the donation of a large mobile screen projection unit for the upcoming graduation ceremony from Thistle Communications.

Presented by: Chip McGee

PELHAM SCHOOL DISTRICT, SAU28

Professional Nomination

Academic Year: 2020-2021

School Board Meeting 07/15/2020

NAME	POSITION LOCATION	SALARY GRADE/STEP	POSITION ASSIGNMENT
Dennis Larocque	PHS	\$52,269 M+30, Step 5	Special Education Teacher and Case Manager
Tracy Parkhurst	PES	\$50,738 M+0, Step 7	Teacher, Grade 3
Melanie Duval-Buell	PMS	\$49,820 B+0, Step 10	Grade 7 Science

Pelham School District
59a Marsh Rd
Pelham, NH 03076

6/5/2020



Dear Mr. McGee and Board Members,

It is with regret that I must formally submit my resignation as the part time special educator coordinator for the Pelham elementary school. After thoughtful consideration, I feel I will not be able to meet the demands of the position along with my current obligations.

The Pelham school district has an excellent and supporting team. I want to thank the board, the administration and the staff for the support they have given me and during my decision process.

I request that you accept my resignation. I am grateful to have had an opportunity to talk with you. I wish you the best in your future endeavors.

Respectfully Submitted,

Karen Steinbeck

Karen Steinbeck, Ed.D.