

Pelham Elementary School

2021-2022

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/>

2021-2022

Superintendent	Dr. Eric "Chip" McGee	635-1145
Assistant Superintendent	Dr. Sarah Marandos	635-1145
Business Administrator	Mrs. Deborah Mahoney	635-1145
Director of Human Resources	Mrs. Joan Cote	635 -1145
Director of Special Services	Mr. Brendan Hoffman	635-1145
Assistant Director of Special Services	Mr. Thomas Beer	635-8875
Principal	Ms. Jessica Van Vranken	635-8875
Assistant Principal	Mrs. Kerry Struth	635-8875
Assistant Principal/Title I Project Manager	Mrs. Kelly LaBonte	635-8875
PES Special Education Coordinator	Ms. Nicole Covart	635-8875
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School Counselor, Gr. 4 & 5	Mrs. Traci Flaherty	635-8875
School Counselor, Gr. 2 & 3	Mrs. Shannon Prouty	635-8875
School Counselor, PreK, K, & 1	Ms. Chelsey Grant	635-8875
District Social Worker	Mrs. Amy Wales	635-8875
School Nurses	Ms. Jennifer Bodenrader TBD	635-8875
School Nurse Assistant	Mrs. Nicole MacKinnon	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



Jessica VanVranken, M.Ed., CAGS
Principal

Kelly LaBonte, M.Ed.
Assistant Principal

Nicole Covart, M.Ed.
Special Education Coordinator

Kerry Struth, M.Ed.
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 grade five will be held in September. More information to come after the start of school.

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

Sincerely,

A handwritten signature in black ink that reads 'Jessica VanVranken'.

Ms. Jessica Van Vranken
Principal
jvanvranken@pelhamsd.org

A handwritten signature in black ink that reads 'Kelly L. LaBonte'.

Mrs. Kelly LaBonte
Assistant Principal
klabonte@pelhamsd.org

A handwritten signature in black ink that reads 'Kerry Struth'.

Mrs. Kerry Struth
Assistant Principal
kstruth@pelhamsd.org

A handwritten signature in black ink that reads 'Nicole Covart'.

Ms. Nicole Covart
Special Education Coordinator
ncovart@pelhamsd.org

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Pelham Elementary School Staff 2021-2022

Preschool

Mrs. Kelly Clifton
Ms. Meghan DeVita
Mrs. Jodi Longden, Team Leader

Grade 1

Mrs. Cheryl Andrews
Mrs. Kelsey Benoit
Ms. Jennifer Gibbons
Mrs. Elaina Higgins, Team Leader
Mrs. Wendy Henderson
Mrs. Dianne Lynde

Grade 3

Ms. Hannah Bushey
Ms. Kristen Drouin
Mrs. Carrie Dutil
Mrs. Tracy Hussey, Team Leader
Mrs. Laura Montanile
Mrs. Tracy Parkhurst
Mrs. Amy Rossi

Grade 5

Mr. Joseph Harris, Team Leader
Mrs. Kimberly Kirane
Mrs. Kate Maguire
Mrs. Beth Philcrantz
Mrs. Nicole Roberson
Ms. Shannon Talbot

Kindergarten

Mrs. Briana Costa
Mrs. Elaine Madeiros - KABC
Mrs. Kelly Masiello
Ms. Shannon Milsop, Team Leader

Grade 2

Ms. Stefanie Day
Mrs. Kiera Gallagher
Mrs. Kathleen Lombardo, Team Leader
Mrs. Pam Mansfield
Mrs. Kate Rock
Ms. Nicole Weir

Grade 4

Mrs. Libby Byrne, Team Leader
Mrs. Morgaina Jack
Mrs. Jillian Lee
Mrs. Bethany St. Aubin
Ms. Meghan Sullivan
Mrs. Jill Zidek

Unified Arts

Mrs. Jean Baker, Instructional Coach
Mr. Anthony Bolduc, Physical Education
Mrs. Rebecca Cummings, STEAM
Mrs. Tracy Gamble, Library/Media
Mrs. Marie Sawyers, Health
Ms. Lizah Vaillancourt, Art
Mrs. Erin Weigler, Music, Team Leader

Special Education Team

Ms. Colton Butler, Special Education Teacher, Gr. 1
 Mrs. Sarah D'Amour, Special Education Teacher, PALS 3,4,5
 Ms. Marylynn Dodge, Speech/Language Pathologist, PK
 Mrs. Alyssa Fastnacht, Occupational Therapist, PK-2
 Ms. Stephanie Infante, Special Education Teacher, SEL
 Ms. Lisa Judge, Speech/Language Path., Gr. 3-5
 Mrs. Kelly McKnight, Special Education Teacher, Gr. 2
 TBD, Special Education Teacher, Gr. 3
 Mrs. Kristine Milner, Occupational Therapist, Gr. 2-5
 Mrs. Madeline Perry, Speech & Language Pathologist, K-2
 Ms. Angela Portalla, Special Education Teacher, Gr. 4
 Ms. Alysia Redard, Physical Therapist
 Ms. Emily Sharp, Special Education Teacher, PALS K,1,2
 Mrs. Jane Shields, Special Education Teacher, Gr. 5
 Ms. Lisa Temple, School Psychologist
 Ms. Valerie Tocco, Speech Assistant
 TBD, Special Ed. Teacher, Kindergarten

Special Education Instructional Assistants

Mrs. Kelly Basinas	Mrs. Donna Dailey
Mrs. Deb Desmarais	Mrs. Gina Ferragamo-Lemmo
Mrs. Deb Getty	Mrs. Stacy Gordon
Mrs. Nancy Haskins	Mrs. Angela Kemp
Mrs. Karen Kwiatkowski	Mrs. Deirdre Liardo
Mrs. Katherine Mascia	Mrs. Nichole Matthews
Mrs. Valerie McCarty	Mrs. Nancy Moran
Mrs. Ashley Pelletier	

General Instructional Assistants

Mrs. Pamela Frank, Kindergarten
 Mrs. Elizabeth Knight, Recess Supervisor
 Mrs. Nicole MacKinnon, Health Services Asst.
 Mrs. Amy Mannino, Library/Media Assist
 Miss Sara McNiff, Kindergarten
 Mrs. Mary Nottebart, Kindergarten
 Mrs. Linda Palingo, Lunchroom Supervisor

Custodians

Mr. Zachary Belanger
 Mr. Robert MacCauley
 Mr. Bruce VanAuken

Title I Tutors

Ms. Jennifer Johnston
 Mrs. Eileen Kalinowski
 Mrs. Melissa Mavrofrides
 Mrs. Theresa Rosa

Reading Specialists

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

Miss Ashley Desmarais
 Mrs. Jennifer Fisher
 Miss Alicia Hamilton
 Mrs. Kristen Kobrenski
 Miss Samantha Liardo
 Mrs. Patricia May
 Mrs. Caitlin Pace

Recess Monitor

Mrs. Laura Blair
 Mrs. Kayla Goulet
 Mrs. Mary Vieira
 TBD

Lunchroom Monitors

Mr. David Liakos
 Mrs. Kathleen Mullen
 Mrs. Patricia Todd
 TBD

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 to develop excellence in academic and social skills in a safe and supportive environment; working in partnership with our families and the community to educate and empower life-long learners.

PANTHER EXPECTATIONS – Preschool-Grade 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 2021-2022 school year is 703 students in 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 nurses, special education and support staff, Title I tutors, 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.

2021-2022 SCHOOL DAY SCHEDULE

Preschool – 3-year-olds M-W-F: 9:00-11:30am and 4-year-olds M-F: 12:40-3:20pm

Kindergarten – Morning Session 8:45-11:15am; Afternoon Session 12:30 – 3:00pm

Grades 1-5 – 8:45am-3:00pm

Early Release Dismissal – 12:15pm/no afternoon preschool or kindergarten session

2-Hour delay- School starts at 10:45am/no morning preschool or kindergarten session

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

PELHAM SCHOOL DISTRICT						
2021-22 School Calendar						
July 2021						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5 H	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
						School Days: 2
August 2021						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 W	19 W	20	21
22	23	24 W	25 W	26 W	27	28
29	30	31				
						School Days: 2
September 2021						
Su	M	T	W	Th	F	Sa
			1	2	3 H	4
5	6 H	7	8	9	10	11
12	13	14	15 ER	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						School Days: 20
October 2021						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8 ER	9
10	11 H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						School Days: 20
November 2021						
Su	M	T	W	Th	F	Sa
	1	2 W	3	4	5	6
7	8	9	10	11 H	12	13
14	15	16	17	18	19	20
21	22	23	24 W	25 H	26 H	27
28	29	30				
						School Days: 17
December 2021						
Su	M	T	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 H	24 H	25
26	27 H	28 H	29 H	30 H	31 H	
						School Days: 16
January 2022						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						School Days: 20
February 2022						
Su	M	T	W	Th	F	Sa
		1	2 ER	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 H					
						School Days: 19
March 2022						
Su	M	T	W	Th	F	Sa
			1 H	2 H	3 H	4 H
5	6	7	8 W	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						School Days: 18
April 2022						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6 ER	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 H	26 H	27 H	28 H	29 H	30
						School Days: 16
May 2022						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11 ER	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 H	31				
						School Days: 21
June 2022						
Su	M	T	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		
						School Days: 11

Special Days	
July 5 H	Holiday - Independence Day Observed
August 18-19 W	Workshop - New Teachers Only
August 24-26 W	Workshop (3 of 6)
August 30	First Day of School for Students
Sept 3 - 6 H	Holiday - Labor Day (No School)
Sept 15 ER	Early Release - PD District (1 of 5)
Oct 8 ER	Early Release - PD Collaborative (2 of 5)
Oct 11 H	Holiday - Columbus Day (No School)
Nov 2 W	Workshop (4 of 6)
Nov 4	First Day of Second Quarter (PHS)
Nov 11 H	Holiday - Veterans Day (No School)
Nov 24 W	Workshop - for Parent Conferences (5 of 6)
Nov 25-26 H	Holiday - Thanksgiving (No School)
Dec 3	First Day of Second Trimester (PES and PMS)

Total School Days 180	
Dec 23-31 H	Holiday (No School)
Jan 17 H	Holiday - Martin Luther King Jr. Day (No School)
Jan 24	First Day of Second Semester (PHS)
Feb 2 ER	Early Release - PD Collaborative (3 of 5)
Feb 28 - Mar 4 H	Holiday - Winter Vacation (No School)
March 8 W	Workshop - Town Election (6 of 6)
March 16	First Day of Third Trimester (PES and PMS)
April 6 ER	Early Release - PD Collaborative (4 of 5)
April 7	First Day of Third Quarter (PHS)
April 25-29 H	Holiday - Spring Vacation (No School)
May 11 ER	Early Release - PD District (5 of 5)
May 30 H	Holiday - Memorial Day (No School)
June 15	180th Day of School for Students
June 16-22	Additional Days of School (in case of snow)

Approved by Pelham School Board March 03, 2021

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@pelhamsd.org.
- 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. This includes early release days as well.
- 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.

Student Attendance, Absenteeism, and Truancy (JH)

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 half days absent is considered a habitual truancy and a letter from school administration will be sent home. Additional tardies may result in school consequences and a scheduled conference involving the parents, school administrator, classroom teacher, school counselor, and school resource officer.

Arrival

KINDERGARTEN and Grades 1 through 5 - Students should be dropped off at their designated drop-off assignment. Grades 1, 2, and 3 at west wing side entrance; AM Kindergarten along with grades 4 and 5 at the back playground entrance. PM Kindergarten students will be dropped off at the front of the east wing entrance.

PRESCHOOL - Preschool car drop off and pick up will be at the portables. Please line up in the outer loop and wait for guidance from staff. Preschool families are asked to remain in their cars through the line until they get to the portables. Parents/Guardians are responsible for securing their child(ren) in the car. **Car drop off for the morning session will begin at 8:45am and end promptly at 9:00am. Car drop off for the afternoon session will begin at 12:30pm and end promptly at 12:40pm.**

Private vehicles are prohibited from using the front bus loops during morning arrival and afternoon dismissal. This is for bus transportation vehicles only until 9:00am. After 9:00am, 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.

Parking

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

- Short-term parking spaces (20 minutes or less) located along parking lot driveway are restricted before/after school for bus loading purposes only. Parking allowed after 9am – 2:45pm only.

- 5 main parking spaces are designated for long-term parking (20 minutes or more) located in the front parking lot on the left as you enter the school lot. These spaces are labeled as visitor parking.

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 3:00pm, please follow the procedure below:
 - Please coordinate your child's office dismissal **prior to 2:30pm.**
 - Check in at the office upon arrival and let the secretary know of your request.
 - **IDs are required.** No student can be dismissed by any person(s) under the age of 18 and/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 2:30pm** 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 8:30am and 3:15pm. 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 3:00pm, it will be counted as an early dismissal on your child's report card.

KINDERGARTEN and Grades 1 through 5 - Students should be picked up at their designated pick-up assignment. Grades 1, 2, and 3 at west wing side entrance; PM Kindergarten along with grades 4 and 5 at the back playground entrance. AM Kindergarten students will be picked up at the front of the east wing entrance.

PRESCHOOL - Preschool car drop off and pick up will be at the portables. Please line up in the outer loop and wait for guidance from staff. Preschool families are asked to remain in their cars through the line until they get to the portables. Parents/Guardians are responsible for securing their child(ren) in the car. **Car pick up for the morning session will begin at 11:30am and end promptly at 11:45am. Car pick up for the afternoon session will begin at 3:00pm and end promptly at 3:20pm.**

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.

Emergency Closings (EBCD)

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 6am**. 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.

Volunteer Involvement (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 prior to coming into the building.

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 (JRA)

Each year, we request current emergency and registration information. It is of the utmost importance that this be completed/updated accurately online in Student Verification 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.). It is important to keep these documents up to date with the school.

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 the 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.
- In order to engage in snow play during recess time, students must be properly dressed to play in the snow, i.e., snow pants, hats, gloves and boots.

Chromebook Care and Use

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.

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. Grade 4 students will be bringing their chromebooks home as needed and 5 will be taking their chromebooks home daily. Grades 1-3 will remain in school. If you opt to purchase insurance, the cost of insurance per chromebook is \$20.00.

Technology Agreement

Optional Insurance Program and Damage Fees

There will be an optional device fee that will cover **unlimited accidental damage in one school year**. We highly encourage parents to purchase 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:\$200.00

AC Charger: \$25.00

Case: \$10.00

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.

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.

INTERNET ACCESS FOR STUDENTS

Pelham Elementary School expects that students will be responsible for the appropriate use of technology and use of school district resources for the purpose of their education. See the above policy for further explanation of the appropriate use of technology.

DISCIPLINE

Continual inappropriate behavior will result in a student meeting with the principal or assistant principal and parents 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 the 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.

Pupil Safety and Violence Prevention (JICK)

The school district policy is linked here and also available on the school district website 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.

Reporting Child Abuse or 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.

Drug and Alcohol Use by Students (JICH)

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.

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 Student Verification 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 (IKB)

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.

Grading (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 25, 26, 27, and 28, 2021. 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 and Retention of Students (IKE)

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

Student Dress Code (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.

Unauthorized Communication 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 during school hours or when riding the school bus. 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 videos 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 2021-2022 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, 2021. All lunches will be free to students for the 2021-2022 school year.

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.

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 29, 2021

Christmas – Wednesday, December 22, 2021

Valentine’s Day – Monday, February 14, 2022

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. 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 pm. 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 6:30am and after school until 6:00pm. 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**.

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.[EEAA](#)

Student Rules and Conduct on the Bus (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. Please observe the posted speed limit of 5 mph.

HEALTH (JLC)

Health services for students are an integral, and sometimes critical, part of our program at PES. Our full-time school nurses 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>

[NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN](#)

[DRUG-FREE WORKPLACE](#)