

Pelham Elementary School

2022-2023

Family Handbook



Preschool through 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>

2022-2023

Superintendent	Dr. Eric "Chip" McGee	(603) 635-1145
Assistant Superintendent	Dr. Sarah Marandos	(603) 635-1145
Business Administrator	Mrs. Deborah Mahoney	(603) 635-1145
Director of Human Resources	Mrs. Joan Cote	(603) 635-1145
Director of Special Services	Mr. Brendan Hoffman	(603) 635-1145
Assistant Director of Special Services	Mr. Thomas Beer	(603) 635-8875
Principal	Ms. Jessica Van Vranken	(603) 635-8875
Assistant Principal	Mrs. Kerry Struth	(603) 635-8875
Assistant Principal/Title I Project Manager	Mrs. Kelly LaBonte	(603) 635-8875
PES Special Education Coordinator	Ms. Nicole Covart	(603) 635-8875
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School Counselor	Mrs. Traci Flaherty Mrs. Shannon Prouty Mrs. Chelsey Grant	(603) 635-8875
Mental Health Clinician	Ms. Shannon Hebert	(603) 635-8875
School Nurses	Ms. Jennifer Bodenrader Mrs. Kirsten Cogan	(603) 635-8875
Administrative Assistant	Mrs. Susan Bianchi	(603) 635-8875
Secretary, Preschool/Student Services	Mrs. Nicole Desmarais	(603) 635-8875
Secretary	Mrs. Danielle Pilato	(603) 635-8875
Secretary	Mrs. Laura Weigler	(603) 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

School Nurse/C.A.R.E
603-635-8875
pescareline@pelhamsd.org

61 Marsh Road
Pelham, New Hampshire 03076

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TABLE OF CONTENTS

Pelham Elementary School Staff	6
General Information	8
Purpose	8
District Vision Statement	8
Pelham Elementary School Mission Statement	8
Pelham Elementary School Profile	8
PANTHER Expectations	9
2022-2023 Pelham School District Calendar	10
2022-2023 Pelham Elementary School Schedules	11
Academics	12
Academic Integrity	12
Field Trips	12
Grading	12
Homework	12
Long-Term Assignments (Summatives)	13
Parent Conferences	13
Promotion and Retention of Students	13
Retakes (Summatives)	13
Unified Arts (Grades K-5)	13
Attendance and Accountability	15
Absences	15
Attendance	15
CARE Line	15
Health	16
Student Records	16
Transfers	16
Truancy	16
Health and Wellness	18
Celebrations	18
Health Services	18
Lunch Program	19
Recess	19
Safety and Security	20
Cameras/Video Surveillance	20
Car Drop-off Procedures	20
Car Pick-up Procedures	20
Elevator Use Guidelines	21
Emergency Closings	21
Emergency Management	21
Parental Custody	21
Parking Procedures	21
Student Dismissal Procedure	22

Student Information	22
Visitors	23
Volunteers	23
Student Expectations	25
Behavior Expectations	25
Bullying	25
Discipline	25
Dress Code	28
Drugs and Alcohol Usage	29
Hazing	29
Language	29
Mandatory Reporting	30
Personal Property	30
Search Procedures	30
Suicide Prevention and Response	30
Weapons	31
Technology	32
Chromebook Care	32
Chromebook Use at Home	33
Chromebook Use at School	33
Internet Access for Students	33
Unauthorized Communication Devices	33
Transportation	35
Bus Information	35
Bus Conduct	35
Bus Discipline	36
Other School-Related Information	37
Pelham School-Aged Child Care	37
PTA	37
School Pictures	37
District Policies and Procedures	38

Pelham Elementary School Staff

Preschool Team

Mrs. Jodi Longden, Team Leader
Mrs. Kelly Clifton
Mrs. Rebecca Terrio

Grade 1 Team

Mrs. Elaina Higgins, Team Leader
Mrs. Cheryl Andrews
Mrs. Miranda Barnett
Mrs. Kelsey Benoit
Ms. Colleen Callahan
Mrs. Wendy Henderson
Mrs. Dianne Lynde

Grade 3 Team

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

Grade 5 Team

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

Special Education Team

Ms. Yolimar Burgos Febles, School Psychologist
Ms. Marylynn Dodge, Speech & Language Pathologist
Ms. Alyssa Fastnacht, Occupational Therapy
Ms. Stephanie Infante, Special Education Teacher
Ms. Lisa Judge, Speech & Language Pathologist
Ms. Jillian Mayo, Speech Assistant
Mrs. Kristine Milner, Occupational Therapist
Mrs. Madeline Perry, Speech & Language Pathologist
Ms. Angela Portalla, Case Manager
Ms. Alysia Redard, Physical Therapist
Ms. Emily Sharp, Special Education Teacher

Kindergarten Team

Mrs. Shannon Milsop, Team Leader
Mrs. Tionna Bahill
Mrs. Yvonne Coleman
Ms. Briana Costa
Mrs. Shawna Lacasse
Mrs. Kelly Masiello

Grade 2 Team

Mrs. Kathleen Lombardo, Team Leader
Ms. Hannah Bushey
Ms. Stefani Day
Mrs. Kiera Gallagher
Mrs. Kate Rock
Ms. Nicole Weir

Grade 4 Team

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

Unified Arts Team

Mrs. Jean Baker, Instructional Coach
Mrs. Tracy Gamble, Library Media Specialist
Mr. Sam Kowal, Physical Education
Mrs. Marie Sawyers, Health
Ms. Lizah Vaillancourt, Art
Mrs. Erin Weigler, Music and Band
TBD, STEAM

Special Education Instructional Assistants

Mrs. Kelly Basinas
Ms. Nicole Boaman
Mrs. Donna Dailey
Ms. Desiree Demers
Ms. Ashley Desmarais
Mrs. Debra Desmarais
Ms. Mackenzie Fallon
Mrs. Deb Getty
Mrs. Stacy Gordon
Mrs. Kyla Goulet
Mrs. Angela Kemp

Mrs. Jane Shields, Case Manager
Ms. Cassidy Silva, Case Manager
Ms. Emilie Slossar, Case Manager
TBD, Case Manager
TBD, Case Manager
TBD, Special Education Teacher

Mrs. Kristen Kobrenski
Mrs. Karen Kwiatkowski
Mrs. Deirdre Liardo
Mrs. Katherine Mascia
Mrs. Patricia May
Mrs. Valerie McCarty
Ms. Kelly Miller
Mrs. Kathleen Mullen
Mrs. Ashley Pelletier
Ms. Elsa Petersonh
Mrs. Kristene Sorensen

Reading Specialists

Mrs. Kim Kearney
Mrs. Beth Murphy

Title I Tutors

Mrs. Eileen Kalinowski
Mrs. Elaine Madeiros
Mrs. Pam Mansfield
Ms. Sara McNiff
TBD

General Instructional Assistants

Mrs. Melissa Boutin
Ms. Alicia Hamilton
Mrs. Nancy Haskins
Mrs. Nancy Moran
Mrs. Mary Nottebart
Mrs. Linda Palingo
Mrs. Carolyn Thompson
TBD, Recess
TBD, Assistant to the Nurse
TBD, Kindergarten General Assistant

Recess Monitors

Mrs. Stephanie Bernard
Mrs. Mary Vieira
TBD
TBD

Lunch Monitors

Mrs. Jessica Gluck
Mr. David Liakos
TBD
TBD

Custodial Team

Mr. Zachary Belanger, Head Custodian
Mr. Joe Brown
Mr. Robert MacKay
Mr. Guadalupe Nava
Mr. Bruce Van Auken

General Information

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!

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.

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.

PELHAM ELEMENTARY SCHOOL PROFILE

Pelham Elementary School opened in 2002 and can accommodate up to 1,000 students. Our enrollment for the 2022-2023 school year is 734 students in preschool through grade 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 paraeducators 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 kindergarten through five following a 6-day rotating schedule.

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.

PANTHER EXPECTATIONS



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



2022-2023 PELHAM SCHOOL DISTRICT CALENDAR

PELHAM SCHOOL DISTRICT
2022-23 School Calendar

July

Su	M	T	W	Th	F	Sa
					1	2
3	4 H	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

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	31			

School Days: 3

September

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 ER	29	30	

School Days: 20

October

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

School Days: 20

November

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

School Days: 17

December

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 H	27	28	29	30	31

School Days: 16

January

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

School Days: 20

February

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

School Days: 18

March

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	31	

School Days: 19

April

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

School Days: 15

May

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

School Days: 22

June

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: 10

Special Days

July 4	Holiday - Independence Day Observed
August 17-18 W	Workshop - New Teachers Only
August 23-25 W	Workshop (3 of 6) Plus all IAs
August 29	First Day of School for Students
Sept 2 - 5	Holiday - Labor Day (No School)
Sept 28 ER	Early Release - PD District (1 of 5)
Oct 7 ER	Early Release - PD Collaborative (2 of 5)
Oct 10	Holiday - Columbus Day (No School)
Nov 8 W	Workshop (4 of 6)
Nov 3	First Day of Second Quarter (PHS)
Nov 11	Holiday - Veterans Day (No School)
Nov 23 W	Workshop - for Parent Conferences (5 of 6)
Nov 24-25	Holiday - Thanksgiving (No School)
Dec 2	First Day of Second Trimester (PES and PMS)

Total School Days 180

Dec 23-Jan 2	Holiday (No School)
Jan 16	Holiday - Martin Luther King Jr. Day (No School)
Jan 30	First Day of Second Semester (PHS)
Feb 15 ER	Early Release - PD Collaborative (3 of 5)
Feb 27 - March 3	Holiday - Winter Vacation (No School)
March 7 W	Workshop - Town Election (6 of 6)
March 15	First Day of Third Trimester (PES and PMS)
April 6	First Day of Fourth Quarter (PHS)
April 7 ER	Early Release - PD Collaborative (4 of 5)
April 24-28	Holiday - Spring Vacation (No School)
May 17 ER	Early Release - PD District (5 of 5)
May 29	Holiday - Memorial Day (No School)
June 14	180th Day of School for Students
June 15-21	Additional Days of School (if needed)

Approved by Pelham School Board March 03, 2022

2022-2023 PELHAM ELEMENTARY SCHOOL SCHEDULES

Regular Day Schedule	Preschool 3-year-olds	Mon, Wed, Fri	9:00am-11:30am
	Preschool 4-year-olds	Daily	12:40pm-3:20pm
	Grades K-5	Daily	8:45am-3:00pm
Early Release Schedule	Preschool 3-year-olds	Mon, Wed, Fri	9:00am-11:30am
	Preschool 4-year-olds	NO PROGRAMMING	
	Grades K-5	Daily	8:45am-12:00pm
Delayed Opening Schedule	PreSchool 3-year-olds	NO PROGRAMMING	
	PreSchool 4-year-olds	Daily	12:40pm-3:20pm
	Grades K-5	Daily	10:45am-3:00pm

Students arriving after the designated start of the school day will be marked tardy.

Students leaving before the end of the day will be marked as an early dismissal.

Academics

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 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

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.

GRADING

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.)

HOMEWORK

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.

LONG-TERM ASSIGNMENTS (SUMMATIVES)

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 CONFERENCES

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 during the week of October 24, 2022. 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

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 prior to April vacation. 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.

RETAKES (SUMMATIVES)

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

UNIFIED ARTS (GRADES K-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.

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.

Library - 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.

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.

STEAM - Everyone aboard the PES STEAM Train! Students in Grades K-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.

Attendance and Accountability

ABSENCES ([Policy JH](#))

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

- 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.
- 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)

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 (603) 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 or dismissed 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.

CARE LINE

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 (603) 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.

STUDENT RECORDS ([Policy JRA](#))

Parents and eligible students have certain rights under State and Federal law and this policy. This includes:

- (1) The rights of parents or eligible students to inspect and review the student's education records;
- (2) The intent of the District to limit the disclosure of information in a student's record, except:
 - (a) by the prior written consent of the parent or eligible student;
 - (b) as directory information; or
 - (c) under certain, limited circumstance, as permitted by law;
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
- (4) The right of any person to file a complaint with the United States Department of Education if the District violates the Family Educational Rights and Privacy Act (FERPA); and
- (5) The procedure that a student's parents or an eligible student should follow to obtain copies of this policy. It is available on our website pelhamsd.org

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.

TRUANCY ([Policy JH](#))

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.

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. For students with excessive unexcused absences, The Pelham Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified. Unauthorized absence/tardiness from school is considered truancy and will be treated as such (see RSA 193:1, 2, 7).

Health and Wellness

CELEBRATIONS ([Policy JLCF](#))

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.

PES observes the following celebrations/holidays with classroom parties:

Halloween – Friday, October 28, 2022

Christmas – Thursday, December 22, 2022

Valentine’s Day – Tuesday, February 14, 2023

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.

HEALTH SERVICES

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.

LUNCH PROGRAM ([Policy EFA](#))

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. Breakfast will be available for the 2022-2023 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, 2022.

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 (603) 635-7384, send in a written request with your child or email ttemmallo@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 (603) 635-7384. The Nutrition Service Team wishes you a great school year!

RECESS

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 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.

Safety and Security

CAMERAS/VIDEO SURVEILLANCE ([Policy EEAA](#))

The Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all students, staff and visitors.

CAR DROP-OFF PROCEDURES

Grades K-5: Students should be dropped off at their designated drop-off location:

Grades 1, 2, and 3 at West Wing side entrance.

Grades K, 4, and 5 at the back playground 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.

Please observe the posted speed limit of 5 mph.

CAR PICK-UP PROCEDURES

Grades K-5: Students should be picked up at their designated pick-up assignment:

Grades 1, 2, and 3 at West Wing side entrance.

Grades K, 4, and 5 at the back playground 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 3-year-old programming will begin at 11:30am and end promptly at 11:45am.

Car pick up for the 4-year-old programming will begin at 3:20pm and end promptly at 3:30pm.

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

Please observe the posted speed limit of 5 mph.

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.

EMERGENCY CLOSINGS ([Policy 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.

School Messenger is an electronic voice message and e-mail system, which 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.

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.

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.

PARKING PROCEDURES

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.

STUDENT DISMISSAL PROCEDURE

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

1. If you must request that your student be dismissed early, please follow the procedure below:
 - Please coordinate your student's office dismissal **prior to 2:30pm**. Students will not be dismissed from the Main Office after 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 student.
2. Changes in your student's normal dismissal procedure for that day must be made in writing to your student's classroom teacher. Please include the dismissal date and label your student'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 designee.
4. No student will be dismissed from the playground area. The recess monitors will send students to the Main 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.

STUDENT INFORMATION

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 (603) 635-8875.

VISITORS ([Policy KI](#))

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.

VOLUNTEERS

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, along with the bullying policy training verification form. These forms 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 (Criminal Records Check is required)

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 (Criminal Records Check is 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. Please note, 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) 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.

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

Student Expectations

BEHAVIOR EXPECTATIONS

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.

While in classrooms, attending Student Dining, or out at recess, students are expected to follow the rules established by the Pelham Elementary School Staff.

BULLYING ([Policy JICK](#))

Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying also includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

DISCIPLINE ([Policy JIC](#))

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.

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 In-school Suspension 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 disrupts the learning climate of the school; acts that may constitute a threat to the health, safety, property, or welfare of students or staff. 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, safety, or of others in the school. 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. 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	Suspension 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.

DRESS CODE [\(Policy JICA\)](#)

The responsibility for the appearance of the students rests with the parents and the students themselves.

When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or disturbance, the principal shall take appropriate action to correct the situation.

We believe that there is a definite positive correlation between good dress habits, good work habits, self-esteem, and appropriate school behavior. We also believe that the key to being properly dressed is wearing clothing that fits the surroundings, situation, and season.

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, hoods, 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.

Please do not use heavy smelling scents or sprays in school. This includes heavy smelling perfume, cologne, body spray, deodorant, or air fresheners. There are staff members and students with allergies and asthma who could have reactions to them.

DRUG AND ALCOHOL USAGE ([Policy ADC](#))

In accordance with school board policy, the use or possession of alcohol, tobacco/nicotine products are not permitted anywhere in Pelham Elementary School or on school grounds. State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District

Any student who possesses, transfers, or uses any drug, alcohol, or vape materials and/or paraphernalia is subject to consequences including a minimum of a 5 day out of school suspension for a first offense. Students who have multiple offenses or who are in possession of a large quantity will be subject to a 10 day suspension.

HAZING ([Policy JICFA](#))

Hazing is prohibited. No student organization operating at, or in conjunction with the Pelham School District, or any person associated with any student organization, operating at, or in conjunction with the Pelham School District, shall engage in or participate in hazing. No student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

LANGUAGE

At Pelham Elementary School, we treat each other with respect and a certain level of formality appropriate to an academic setting. Differences are to be celebrated as a way for all of us to grow and learn from each other. To achieve this we need to create a place where differences do not make us outcasts. This requires tolerance and acceptance, understanding and patience.

Malice, hurtful speech, and actions have no place in our community. Pelham Elementary School will not tolerate slurs, which includes written or verbal comments which insult or attack another person's race, color, national origin, age, sex, marital or economic status, religion, disability, familial status, or creed. It also includes comments intended to exclude others based on their personal characteristics; slurs that a student believes would be appropriate in another context; and use of parallel language used to deliberately reference a slur indirectly.

Students who use slurs will be subject to two types of consequences. First, is a disciplinary consequence which can be up to and including suspension. Disciplinary measures will progress depending on the seriousness and context of the violation. Second, students will need to make amends to the person affected and the community. We would prefer that

the student identify how to make amends in a way the administrator can support; however, if that is not possible, the administrator may decide. Possible methods include a written apology, research into the impact of the language used, and/or a conversation with people in the community affected by the person's actions.

MANDATORY REPORTING ([Policy JLF](#))

Under New Hampshire law (RSA 169-C:29), every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report "shall be made immediately via telephone or otherwise." The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e). The report should contain: a. the name and address of the child suspected of being abused or neglected, b. the person responsible for the child's welfare, c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and e. any other information that might be helpful in establishing neglect or abuse. To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

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.

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.

SEARCH PROCEDURES ([Policy JIH](#))

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.

SUICIDE PREVENTION AND RESPONSE ([Policy JLDDB](#))

Prior to the start of each school year, the Superintendent will designate a District Suicide Prevention Coordinator. The Coordinator will plan and coordinate the implementation of this policy for the School District. Each principal will designate a suicide prevention liaison for their school. This person is the point of contact in each school for issues relating to suicide prevention and policy implementation. The Superintendent and principals can designate additional people to act as points of contact when students are believed to be at an elevated risk of suicide.

District Suicide Prevention Coordinator: Brendan Hoffman, Director of Student Services
(603) 635-1145 ext. 5003
bhoffman@pelhamsd.org

Pelham Elementary School Liaison: Shannon Prouty, School Counselor
(603) 635-8875
sprouty@pelhamsd.org

Additional Designated Point of Contact: Shannon Hebert, Mental Health Clinician
(603) 635-2115 ext. 3054
shebert@pelhamsd.org

WEAPONS ([Policy JICI](#))

Weapons are not permitted in school buildings, on school property, in school vehicles, or at school-sponsored activities. This policy applies to students and members of the public alike. The Board makes the exception that weapons under control of law enforcement personnel are permitted.

Technology

CHROMEBOOK CARE

- 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 traveling 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.

Students are responsible for the general care of their assigned Chromebook. 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.

In the event of damage to a student's chromebook that is deemed to be the result of misuse, abuse, or has been done intentionally, the student will be responsible for any repair or replacement costs incurred. Additionally, a student will receive a bill for a replacement charger or case. These charges are not to exceed the replacement cost of the items themselves as listed below.

Chromebook Replacement/Repair Fees: (estimated)

Chromebook:\$250.00

AC Charger: \$30.00

Case: \$20.00

Maximum out-of-pocket (per incident): \$300.00

Other damages including, but not limited to, removal of an Asset Tag, adding stickers, graffiti or other markings which cannot be removed may be subject to charge as well. If the entire Chromebook is covered with graffiti, a replacement device may be warranted at the cost listed above.

CHROMEBOOK USE AT HOME

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.

CHROMEBOOK USE 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 3:00 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 accidents 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.

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.

INTERNET ACCESS FOR STUDENTS ([Policy J1CL](#))

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.

UNAUTHORIZED COMMUNICATION DEVICES

You may call the main office at (603) 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). 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.

Transportation

BUS INFORMATION

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 (603) 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.

BUS CONDUCT

- 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.

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.

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

- 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.

BUS DISCIPLINE ([Policy JICC](#))

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.

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.

Other School-Related Information

PELHAM SCHOOL-AGED CHILD CARE (PSACC)

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 (603) 635-9733.

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 6:00pm. We encourage you to become a member and appreciate your support.

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.

District Policies and Procedures

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