

PELHAM HIGH SCHOOL



2023-2024

STUDENT HANDBOOK

Ms. Dawn Mead, Principal
Mr. Adam Barriere, Assistant Principal
Mr. Tom Babaian, Assistant Principal
Mr. Todd Kress, Athletic Director
Ms. Kaitlin Carmody, Special Education Coordinator
Mrs. Toni Barkdoll, Title IX Coordinator

District Mission Statement: Inspiring Success One Mind at a Time

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

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

Follow Us on Twitter
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@PHSCareerPlan
@PHSPythons

Principal's Message

Dear Pythons,

I hope you enjoyed your summer and are excited and ready for the upcoming school year. Your progress, achievement, and learning is so important. Pelham High School's faculty and staff supports a culture that is rich with learning, 21st century learning, and developing skills that support socio-emotional well being.

Every school year brings new opportunities and challenges. Take those risks, be willing to make mistakes and maybe even fail, ask questions, fall down and get back up, set high expectations for yourself, and commit to your own success and goals. Be brave!

I encourage you to get involved. There are so many opportunities to join clubs, sports teams, band, student government, or any one of our new activities. You even have the opportunity to suggest and create new ones. I encourage you to attend school events. It is a great way to get involved, feel a sense of belonging, and make new friends. I promise you will not regret it. You will create memories and bonds that will last a lifetime. Be brave!

I am very proud to be the Principal of Pelham High School. I am looking forward to learning and laughing together. Our school culture is based on mutual respect, honesty, and trust. We set clear expectations and understand that there are consequences. We take responsibility. We support and work with each other. We celebrate accomplishments together. Our theme this year is #bebrave. It is a motto and mantra that I adopted in my own life a decade ago. I remind myself to be brave every time that I am faced with a challenge, a new opportunity, or adversity. It has allowed me to grow, take risks, and even ask for help when I need it. Let's #bebrave together. The possibilities are endless.

Sincerely,

Ms. Mead
Principal

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General Information

Purpose

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

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

Mission Statement

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

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

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

Learning Expectations

Academic Competencies:

- Skills and Knowledge
- Application of Problem Solving
- Communication

Social Competencies:

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

Civic Competencies:

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

Accreditation Statement

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

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

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

Non-Discrimination Statement

The District in accordance with the requirements of federal and state laws, and the regulations implementing those laws shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, gender transition, transgender status, gender nonconformity, marital or economic status, religion, discriminate against any disability, familial status or creed .

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

Communication Protocol

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

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

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

WHO DO I CONTACT FOR HELP?

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

Athletics

Coach⇒Athletic Director⇒Principal

Bullying & Harassment

Any staff member⇒Assistant Principal⇒Principal

Safety and Security

Assistant Principal⇒Principal

School Attendance

Front office secretary ⇒ Assistant Principal⇒School Resource Officer

Classroom Discipline

Classroom teacher⇒Assistant Principal⇒ Principal

Student Conduct

Assistant Principal ⇒ Principal

Curriculum

Classroom teacher⇒Department Dean ⇒Principal ⇒Assistant Superintendent

Teacher/Grading Concerns

Classroom teacher ⇒ Department Dean ⇒Assistant Principal⇒ Principal decision is final

Scheduling

School Counselor⇒ Assistant Principal

504

School Counselor⇒ Assistant Principal ⇒ Director of Student Services

Special Education

Case manager ⇒ Special Education Coordinator ⇒Principal ⇒Director of Student Services

Clubs, Extracurriculars

Advisor⇒Assistant Principal ⇒ Principal

Parking Concerns

Assistant Principal ⇒ Principal

Electronic Communications

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

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

School Cancellations/Delayed Opening [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 6 a.m. School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a "School Messenger" telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

Emergency School Closing or Unexpected School-Time Dismissal

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

PHS 2023-2024 BELL SCHEDULE

PHS Daily Schedule

	Start	End
Block 1	8:00	9:17
Advisory	9:21	10:00
Block 2	10:04	11:21
Block 3/lunch	11:25	1:05
Block 4	1:09	2:26

Lunch 1 - 11:25-11:48
 Lunch 2 - 12:13 -12:36
 Lunch 3 - 12:42- 1:05

Early Release Schedule

Block	Start	End
Block 1	8:00	8:50
Block 2	8:54	9:44
Block 3	9:48	10:38
Block 4	10:42	11:32

No advisory

Late Arrival Schedule

Block	Start	End
Block 1	10:00	10:57
Block 2	11:01	11:58
Block 3	12:02	1:25
Lunch 1	12:02	12:27
Lunch 2	12:31	12:56
Lunch 3	1:00	1:25
Block 4	1:29	2:26

No advisory

Activity Day Schedule

Block	Start	End
Block 1	8:00	9:05
Block 2	9:09	10:14
Block 4	10:18	11:23
Block 3	11:27	12:56
Lunch 1	11:27	11:50
Lunch 2	12:00	12:23
Lunch 3	12:33	12:56
Activity	1:00	2:26

2023-2024 School Calendar

PELHAM SCHOOL DISTRICT						
2023-24 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					
						School Days: 4
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: 19
September						
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 ER	28	29
30						
						School Days: 19
October						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9 H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 ER	26	27	28
29	30	31				
						School Days: 21
November						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7 W	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 W	23 H	24 H
25	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 H	26	27	28	29
30	31					
						School Days: 16
January						
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: 21
February						
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	25	26	27	28	29
30	31					
						School Days: 16
March						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12 W	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	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: 17
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	18	19	20	21	22
23	24	25	26	27 H	28	29
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: 8

Special Days

July 4	Independence Day (Offices Closed)
August 16-17 W	Workshop - New Teachers Only
August 22-24 W	Workshop (3 of 6) includes all IAs
August 28	First Day of School for Students
Sept 1 - 4	Labor Day Weekend (No School)
Sept 27 ER*	Early Release - PD District (1 of 5)
Oct 25 ER*	Early Release - PD Collaborative (2 of 5)
Oct 9	Columbus Day (No School)
Nov 2	First Day of Second Quarter (PHS)
Nov 7 W*	Workshop (4 of 6)
Nov 10	Veterans Day Observed (No School)
Nov 22 W	Workshop - for Parent Conferences (5 of 6)
Nov 23-24	Thanksgiving Holiday (No School)
Dec 1	First Day of Second Trimester (PES and PMS)
Dec 25-Jan 1	Holiday Vacation (No School)

Total School Days 180

Jan 15	Martin Luther King Jr. Day (No School)
Jan 22	First Day of Second Semester (PHS)
Feb 7 ER*	Early Release - PD Collaborative (3 of 5)
Feb 13	Presidential Primary Day (subject to change)
Feb 26 - March 1	Winter Vacation (No School)
March 12 W	Workshop - Town Election (6 of 6)
March 13	First Day of Third Trimester (PES and PMS)
April 11	First Day of Fourth Quarter (PHS)
April 3 ER*	Early Release - PD Collaborative (4 of 5)
April 22-26	Spring Vacation (No School)
May 15 ER*	Early Release - PD District (5 of 5)
May 27	Memorial Day (No School)
June 12	180th Day of School for Students
June 13-19	Additional Days of School (if needed)
June 19	Juneteenth Federal Holiday

* Dates selected to align with Area Career Technical Education Programs.
Approved by Pelham School Board 2/1/2023

ACADEMICS

Academic Protocols and Grading Philosophy

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

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

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

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

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

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
- Use chatGPT or other AI generators without proper citation

The consequence for any of the dishonest acts above is a "0" on the quiz, test, homework, or project in question. Students may be given the option of re-doing the assignment for some credit at the teacher's

discretion. The teacher(s) in conjunction with administration will make decisions on academic integrity. Students and parents will be notified of the situation and consequences.

Add/Drop Procedures

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

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

Advisory

All students will be assigned to a 40-minute advisory, and all have an advisor who will meet with students on a regular basis serving as the student’s mentor regarding academic and personal issues. Advisory provides students with the opportunity to meet with their teachers, complete assignments and/or assessments, develop their social/emotional learning skills or participate in enrichment activities. The advisory schedule is developed by a school-based committee, and opportunities will be shared with students and teachers. Additionally, if a student is experiencing academic difficulty, the student may be assigned to meet with a teacher or a staff member during this time. If a student has been assigned a mandatory intervention and does not attend, there may be consequences assigned.

Alternative Credit Options and Extended Learning Opportunities [Policy IHBH](#)

Students who are interested in seeking high school credit outside of Pelham High School with the intent to transfer the credits toward high school graduation requirements must obtain administrative approval beforehand. Alternative credit options can potentially be earned according to [Policy IMBC Alternative Credit Options](#). Please speak with your school counselor whenever considering alternative credit options.

Auditing a Class

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

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

Competencies

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

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

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

Competency #1 (C1) – Skills and Content Knowledge

Competency #2 (C2) – Application and Analysis

Competency #3 (C3) – Communication

Competency Recovery

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

Course Withdrawal

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

Grading of Medically Involved Students

In order to provide an accurate reflection of a student's current grade, if a student is medically involved, zeroes will be recorded for all assignments that are due and are missing. Classroom teachers will work with the student's school counselor to determine a reasonable plan to make-up missed work. This plan

will be communicated in writing with the student’s teachers and parent/guardian. A student can request a medical withdrawal at any time.

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

Grading System

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

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

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

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

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

F – Fail: Student has failed the class.

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

P – Pass: Student has passed the class.

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

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

Graduation

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

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

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

Homework Protocols

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

Honor Roll

Each semester, a student Honor Roll is published on the school's website. All students must carry a minimum of three (3) graded courses to be eligible for the Honor or High Honor Roll. Honor Roll will only be determined based on credit earned.

High Honors: Students who earn a GPA of 3.67 or higher for any marking period.

Honors: Students who earn a GPA of 3.0 or higher for any marking period.

Level Changes

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

Parent Conferences

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

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

Promotion and Retention of Students [Policy IKE](#)

Students complete coursework toward meeting the Pelham High School graduation requirements. Generally, this is a four year process with students promoted at the end of each year to the next grade level. Students are enrolled in individual courses based on their academic preparedness.

Report Cards

PowerSchool reports a student's academic progress on a rolling basis. Report cards are not printed. If you need a paper copy mailed, please call the Counseling Office at 635-2116.

Schedule Change Procedures

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

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

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

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

Textbooks

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

Turnitin

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

Attendance & Accountability

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

Philosophy

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

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

Absences [Policy JH](#)

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

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

The board considers the following to be excused absences:

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

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

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

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

Parents must call the PHS Main Office at 635-2115 ext.1126 and leave a message in order to have the absence excused.

Students on antibiotics for a communicable/contagious disease must be on antibiotics for at least 24 hours prior to returning to school. If a student has a fever over 100.4 or is vomiting, they must stay out of school until fever free for 24 hours. The Pelham Schools use the guidance of the NH Department of Health and Human Services to make these decisions.

Areas off Limit

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

Arrival to School

All doors will be locked at 8:00 a.m. Students arriving after the doors have been locked are required to stop in the main office for a pass to class. Once the school day has begun, gaining access to the building other than through the main doors poses a safety concern and is strictly prohibited. Students who attempt to enter the building through a door other than the main entrance may face consequences. Likewise, students who open locked doors for others may face consequences. Students arriving after the start of school will be unable to participate in all extracurricular activities that day. Students with early release/late arrival must sign in and out of the main office. Students who fail to check in to school appropriately will face consequences. ***Students may not leave school grounds after arrival, including going back to their vehicle.***

Bathroom Privileges

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

Multiple students are not allowed in a single stall. Violations of this rule will be subject to consequences.

Departure

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

Dismissal from School [Policy JHC](#)

All requests for dismissal from school must be communicated to the main office first thing in the morning and students must sign out at the time of departure. Dismissals for medical appointments or emergencies that cannot be scheduled outside of the school day will be excused. The request for dismissal must include the student's name, date, time, reason and parent contact information. Students who are 18 years old may dismiss themselves through the office after following proper procedures.

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

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

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 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

Emergency and Registration 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 involves 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) 635-6906

Parental Custody

A copy of any legal documents verifying any modifications to the custodial rights of either parent must be provided to Pelham High 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.).

Early Release/Late Arrival Expectations

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

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

If a student is interested in early release/late arrival, an application must be completed with parent and administrative authorization. Please note, to earn an Honors with Distinction Diploma or Merit Diploma students will need to earn 32 credits. Students granted early release privileges will not be allowed to reenter the building until after the end of the regular school day. This includes athletes and students participating in after school programs and activities.

Evacuation Procedures

Please be aware of the instructions posted in each classroom. Students are to exit the building in a quick and orderly fashion. Fire lanes are designated at all exits and in the rear of the building between the fields and the garage.

Leaving Class

Students must obtain permission to leave a classroom during class time. They must carry the appropriate pass with them in the hallways. Students who misuse a pass to go somewhere other than indicated will be subject to consequences.

Library

Students are welcome in the library before and after school. During class time, teachers may write passes for the students in their class to go to the library. Students who do not behave appropriately will lose their library privilege for a specified length of time.

Pelham School District Wellness Policy [Policy JLCF](#)

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. Breakfast will be available for the 2023-2024 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 High 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.

For the 2023-2024 school year, the Pelham School District will transition to a new system (Linq Connect) to collect payments for school lunches. All current balances will be transferred from the current system to the new system over the summer. Additional details will be available on the district website under nutrition services.

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!

Eating and drinking is only allowed in designated areas. Designated areas include the cafeteria and the Family and Consumer Science Room. Lunch must be eaten in the cafeteria. Students are permitted to have snacks or drinks in class at teacher discretion. No deliveries of food or beverages are permitted.

Availability and Distribution of Healthy Foods [Policy EFA](#)

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

Missing Class

Missing a class or classes to finish a school assignment, study for a test, or similar activity is considered an unexcused absence. As such, staff are not required to provide make-up work for the class that was skipped. Students who become ill and cannot attend class must immediately report to the nurse or main office and remain there until dismissed with a pass. Missing a class by spending the period in the lavatory or locker room, etc. due to illness is considered an unexcused absence. Students who cut class will face consequences.

Tardies

Students who arrive after their first period class has started are tardy to school. Tardies to school may be excused with a note from the parent/guardian that explains the illness or emergency. The following rules will apply if the tardy is not authorized:

- 1st – 3rd Tardy – Warning
- 4th – 7th Tardy – 1 detention per occurrence
- 8th Tardy-Extended Day Detention; Administration will contact parents
- 12th tardy- 2nd Extended Day Detention and meeting with parent/guardian
- 18th tardy- 3rd Extended Day Detention
- 25th or more- In-School Suspension

Tardy notes need to be presented immediately upon entering Pelham High School. Unexcused school tardies will accumulate on a quarterly basis. Any single unexcused tardy of 20 minutes or more will be considered a class cut. Students who are tardy to class should report to the class to gain entry. Teachers have the right to impose consequences for tardiness to their class and may seek additional support for administrative consequences for habitual or egregious tardiness.

Tuancies

The administration will address school truancy and contact the parent/guardian of the student, as well as the Pelham Police Department. An unauthorized absence from school is considered truancy and will be treated as such including disciplinary measures. For students with excessive unexcused absences, The

Pelham Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified. See RSA 193:1, 2, 7.

Student Conduct [Policy JIC](#)

The Pelham High School Code of Conduct is founded on the belief that all members of the school community are expected to foster a culture of learning and respect. Consequences for misbehavior are graduated and based on the severity of the infraction. Possible consequences include:

- Teacher Detention-Teachers may assign after school detention for misbehaviors in their classroom
- Lunch Detention-Administration may assign detention to be served during a student’s lunch. Students will have access to lunch.
- Extended Day Detention–Administration may assign extended day detention to be served after school on Wednesdays from 2:30-4:00. Transportation is the responsibility of the student. Failure to attend without prior administrative approval, will result in an In School Suspension (ISS).
- In School Suspension (ISS)
- Out of School Suspension (OSS)

Out of School Actions [Policy JICDD](#)

Students may be subject to consequences for conduct occurring during non-school hours off campus if the conduct causes or is reasonably likely to cause a substantial disruption to the school.

Out of School Suspension (OSS) [Policy JICD](#)

Students who receive an out of school suspension (OSS) may not participate in any school function or school related event for the duration of the suspension. Upon returning from the suspension, the student and their parents will meet with the Assistant Principal for a re-entry meeting to determine a plan to mitigate recurring behaviors and to determine necessary steps to ensure academic growth. Suspensions of less than 10 days may be appealed to the Principal whose decision is final.

The superintendent is authorized to issue a long term suspension which is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension. Only suspensions beyond 20 days may be appealed to the Pelham School Board. The Superintendent’s decision regarding an extension of OOS is final.

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 Tardiness Unsafe Behavior Use/Possession of Personal Electronic Devices without Permission Violations Administration Considers Reasonable to Fall within this Level Wandering the hallways without a pass Loitering in the bathrooms	Verification of Offense Log of Infraction Referral to Administration Notification to Parent Student/Parent Conference with Administrator Referral to School Counselor	Behavioral Contract Detention Extended Day Detention Guidance/Health Services Loss of Make-up Privilege and/or Credit Loss of parking pass/denial of parking pass application Parent Contact Rearrangement of Seating Removal from Activities and/or Restitution for Damage Removal from Class Replacement/Repair of Damaged Property and Restriction of Privileges Special Assignment Suspension Verbal Reprimand Warning

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

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

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

Examples (not exclusive)	Staff Action	Disciplinary Options*
Bullying Computer Vandalism/Physical Damage to Computer Resources; Purposeful Deletion of Information Stored by Others Disruption/Threat of Disruption or Harassment Threatening illustrations or images 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, promoting, or attempting to fight including the use of video or photography 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 Extended Day Detention Guidance/Health Services In-school Suspension Parent Conference Police/Agency Referral Removal from Class Activities Restitution for Damage (Replacement of Damaged Property) Restriction/Withdrawal of Privileges School/Community Service Suspension

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

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

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

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

Examples (not exclusive)	Staff Action	Disciplinary Options*
Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence Possession of paraphernalia including but not limited to: rolling papers, pipes, vape juice, hookah pens, or other types of electronic delivery devices, vape chargers, or drug/vape related packaging Possession/Use of Weapon or Look-alike Selling/Distributing/Trafficking Drugs or Controlled Substance or Look-alike; or Alcohol Threatening/Terroristic Statements or Actions Unauthorized Use of Fire Alarm System Unlawful Entry/breaching security Use of Computer Resources for Obscene, Threatening, Violent or Illegal Purposes Violations the Administration Considers Reasonable to Fall within this Level	Student Removal from Situation Referral to Administration Verification of Offense Log Infraction Student/Parent Conference with Administration Student Assistance Team Referral Drug/Alcohol Evaluation Mental Health Welfare Evaluation Police/Agency Referral School Board Hearing	Administrative or Board Probation Alternative Education Expulsion Extended Day Detention Police/Agency Referral Restitution for Damage (Replacement/Repair of Damaged Property) School/Community Service Suspension Withdrawal of Privileges

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

Alcohol and Drugs [Policy JICH](#)

In accordance with school board policy, the use or possession of alcohol, tobacco/nicotine products are not permitted anywhere in Pelham High School or on school grounds.

Consequences for violations: 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. The student's suspension may be reduced with successful completion of an action plan developed with the administration, the district mental health clinician, student's counselor, and the parent. The action plan will be documented and include benchmarks the student must meet. Failure to fully complete the action plan may result in the reinstatement of suspension days.

Tobacco Products [ADC](#)

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

Personal Searches [JIH](#)

All students are entitled to a safe and healthy educational environment. The school has the responsibility of trying to protect students from antisocial behavior on the part of irresponsible classmates. Furthermore, the school administrators must take preventative and disciplinary actions that are both swift and informal in order to be effective.

The school district retains ownership and possessory control over student lockers and desks, and therefore, always reserves the right to inspect lockers and desks.

School administrators have the authority to immediately, upon reasonable suspicion, search students, including handbags, backpacks, automobiles, and electronics. Students are expected to cooperate in investigations. Students not willing to comply with administration will be subject to consequences.

The administration of Pelham High School, in cooperation with the Chief of Police of Pelham or other authorized law enforcement officials may individually, or acting in cooperation, employ any technical means, including the use of drug sniffing dogs in announced and unannounced searches.

Procedure for Handling Incidents

For any student involved in taking, dispersing, or possessing alcohol, drugs or tobacco products on or off school property, eligibility to participate in athletics or extra-curricular will be withdrawn for 90 school days from the date of the incident(s). However, a student may apply for reinstatement of eligibility after 30 school days if they have successfully completed their Action Plan developed by their school counselor in conjunction with administration. .

Any athlete or extra-curricular participant found to be in the presence of alcohol or drugs on or off school property will not be allowed to play/participate for one week. ***Please refer to the PHS Athletic Code for additional student athlete rules and information.***

Self-Referral

When a student recognizes that they have a problem with alcohol and/or with drugs and reaches out for help and support, the school will cooperate as fully as possible with the student. No disciplinary sanctions will be imposed provided the following conditions are met:

- There is no immediate or apparent threat of harm to self or to others.
- The student is self-referred and not “caught” in violation of school or legal policies.
- Parent/guardian notification if appropriate.

A student under the influence of alcohol and/or drugs will be allowed one opportunity during their high school career to self-refer to a school counselor, nurse, or administrator prior to the discovery of being under the influence.

Student Restriction Policy

If a student has been suspended, the administration reserves the right to restrict the student from various events. The student and parent will be notified in writing that the student will not be allowed to attend those events that are either after school and are not related to a student's educational program.

Suspected Use

Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs may make a referral to the school counselor, nurse, or administrator. All referrals are confidential.

No Slur School

At Pelham High 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 High 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.

Pupil Safety and Violence Prevention (commonly known as the anti-bullying policy) [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.

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.

Weapons in School [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.

Dress Code Policy JICA

The general administrative policy is that extremes in dress should be avoided. All students are encouraged to appear in clothing appropriate for school use. Personal cleanliness must be exercised by all students. Please do not use strong smelling scents or sprays in school as there are staff members and students with allergies and asthma who may have severe reactions.

The 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.

The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint according to the guidelines provided in Pelham School Board Policy JICE or results in a disproportionate application of the dress code in a manner that is discriminatory according to Pelham School Board Policy AC. Enforcement must accommodate clothing worn by students as an expression of religious beliefs and worn by students with disabilities.

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. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

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

- No hoods, or head coverings/bandanas are to be worn in the building.
- Ripped clothing of any kind must be in compliance with the shorts/pants/dresses/skirts rule mentioned above

Hats may be allowed in classrooms at the discretion of the teacher. Hats are allowed in non-academic settings such as the cafeteria and hallways. However, hats are not allowed in the auditorium out of respect for our speakers. Please take them off as you enter.

Students arriving at school will be observed by their block 1 teacher, and those not in compliance will be sent to the office and required to comply with the dress code as stated above or placed in school detention until the student is in compliance.

Extracurricular

Athletics

Pelham High School is a proud member of the NHIAA, the governing organization of NH High School Athletics. If you have any questions or concerns, please contact the Athletic Director. For additional information please refer to www.pelhamathletics.com.

Clubs and Activities

The administration encourages the formation of various clubs and requires a staff member to serve as a club advisor and receive approval from the principal. Please be aware that all clubs, teams and organizations must obtain school board approval for fundraising activities. If a group would like to hold a fundraiser during the school day, permission must be obtained from the principal.

Dances

Dances are for Pelham High School students and their high school age guests. All school rules and policies will be in effect. One guest is allowed per student. Students inviting a guest that does not attend Pelham High School must complete a Guest Form for administrative approval. Guests must be cleared by Administration no later than 1 week prior to the day of the dance and are subject to all school rules and policies.

Students who have not attended school on the day of the dance, or who have been suspended from school will be denied admission. Students who are absent on the Friday before a weekend event will not be allowed to attend.

Students who leave the building during the dance without permission will not be readmitted.

Honor Societies

Pelham High School's eligibility and selection process for honor societies are determined by the appropriate honor society advisor.

Student Government

Student government charter information is available through the Student Government Advisors.

Overnight and Day Trips

Overnight and day trips have been arranged for students who are in “good standing” demonstrated by positive effort in classes, school attendance, and good citizenship in the school and community. Students who fail to meet these requirements will not be allowed to participate in such trips. Students are considered ineligible for overnight trips if they have been involved in any major or repeated violations including but not limited to drug and alcohol violations, weapons violations, or misbehaviors during the previous years. All bags are subject to a search by administration before the trip.

Health, Safety & Security

Accidents

Any injury, regardless of how small or how extensive, shall be reported to the school nurse.

Cameras/Video Surveillance [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.

College and Career Counseling

The College and Career Counseling Department serves all students in a variety of ways and is designed to meet the academic, career, and personal counseling needs of students at each grade level. Our goal is to assist students to achieve their maximum academic potential and encourage social and extracurricular experiences that promote personal growth. Services are delivered through individual counseling, group counseling, and classroom presentations. When necessary, referral to outside therapeutic personal and/or mental health counseling resources will be made. The school counseling program is available to assist students in making appropriate academic choices while helping students to cope with and manage challenging emotional and social situations. Counselors have an ethical responsibility and a professional duty not to reveal information to others learned in a private interaction with a student except when there are special and compelling circumstances or a legal mandate. Such exceptions include: the student is a danger to self or others; suspicion of child abuse and/or neglect; and/or other behaviors of significant concern to the best interest of the student as outlined by the ethical standards of the American School Counselor Association

Insurance

Students must have accident insurance to participate in intramural or extra-curricular athletics. School insurance is one form that covers this. Proof of insurance is required to participate. A school form for this purpose is available in the main office. Each student must return the envelope with a signature showing the parents'/guardians' wishes in this matter.

Medicine

While in school, students are not allowed to take any kind of medicine unless under direct supervision of the school nurse and with the appropriate notes from both the home and doctor. Students are required to give ALL medications to the school nurse, including over the counter medication.

Money and Valuables

Students are urged not to bring large sums of money to school with them. Pocketbooks, purses, wallets, etc., should not be kept in lockers.

Posting/Distributing of Materials on School Grounds

School related advertisements, announcements, posters, and other materials shall only be posted or distributed on school property with prior approval of the administration. Students are responsible for

removing their materials immediately after their event takes place. Outside organizations are allowed to post materials on the bulletin board near the counseling office.

Release of Information

Sec. 9528 of the Armed Forces Recruiter Access to Students and Student Recruiting Information Act states that the school is required upon request to provide names, addresses, and telephone listings to military recruiters or institutions of higher education. A high school student or his/her parent or guardian may request in writing that the information not be released.

Suicide Prevention and Response [Policy JLDBB](#)

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: Kim Noyes, Director of Student Services

603-635-1145 ext. 5003 knoyes@pelhamsd.org

Pelham High School Liaison: Adam Barriere, Assistant Principal

603-635-2115 ext. 3002 abarriere@pelhamsd.org

Additional Designated Points of Contact: Shannon Hebert, Mental Health Clinician

603-635-2115 ext. 3054 shebert@pelhamsd.org

Visitors

In order to ensure the safety of students and staff, all visitors must report to the main office to receive their visitor's badge. Our staff has been instructed to question any non-employee seen in the building not wearing a badge.

Technology

Responsible Use of Technology [Policy JICL](#)

The Pelham School District has a right to protect its network and technical resources. Therefore, any student who uses the school district's network while bringing their own personal device into the school building is required to adhere to the Responsible Use of Technology Agreement [JICL-R](#).

Telephone Use

Our automated telephone system will allow you to leave a message directly with the staff person with whom you wish to speak or you may speak with one of the secretaries in the main office. The school telephones are business telephones and will be restricted in their use by students unless the cause for use is an emergency or unusual situation. Please do not telephone the school for unnecessary personal messages to your child.

A student may only use their cell phone or other personal electronic devices (including headphones) during class time with permission from the classroom teacher.

The student may not use any device to record, transmit, or post photos/video of other individual(s) without express permission of a staff member. Violation may result in school consequences as well as police involvement. Recording and/or posting and sharing videos or photos of others may constitute bullying or instigating violence and will be treated as such.

No images or video recorded on campus can be transmitted or posted at any time without the express permission of staff and/or participants. (An exception is made for public events such as sporting events, concerts, plays, etc.)

Administration reserves the right to confiscate a cell phone until the end of the school day.

Chromebook Care and Guidelines

Using Your Chromebook at School

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

If a student does not bring their Chromebook to school:

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

If a Chromebook needs to be repaired:

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

Using Your Chromebook Outside of School:

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while not connected to the Internet. The district utilizes an Internet content filter in order to maintain compliance with the Children’s Internet Protection Act (CIPA) and to protect students from obscene or harmful content. All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District.

Chromebook Care

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 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 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.

Transportation

Bus Procedure[EEAE](#) [JICC](#) [JICC-R](#)

Students must have regard for the safety and comfort of all students on the bus and have respect and consideration for the bus driver in exercising his/her job. The following guidelines suggest the role for students and parents as they relate to pupil transportation: Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of the student jeopardizes the safe operations of the school bus or the safety of the children riding this bus, per School Board Policy EEA-R. Video and Audio taping on school buses has been authorized per School Board Policy EEAA.

Pupils transported on a school bus shall be under the authority of the district and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with School Board Policy EEAE.

Bus Discipline

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

Possible Consequences:

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

Parking Information

Pelham High School agrees to provide the privilege of parking a vehicle to a registered student on its property for the following considerations which are always subject to the regulations indicated herein. Vehicles parked on school property are subject to search based on Pelham School District policy.

Parking at Pelham High School is by permission only. All vehicles not displaying the proper permit will be towed at the owner's expense. Students are granted the privilege to drive a motor vehicle to school provided they meet the criteria. Permission may be obtained from the Assistant Principal's office in accordance with announced dates, times, and requirements. Students must register any vehicle they drive to school and display the issued parking sticker on the inside lower left-hand corner of their windshield.

Parking Permit Criteria:

- A VALID driver's license.
- A current UP TO DATE registration.
- Proof of UP TO DATE insurance.
- SIGNED parking permit (will be attached to the email you receive over the summer).

- \$20 cash or check (made payable to Pelham High School).

Students attending block 1 CTE Programs will be eligible to apply for a parking permit.

Seniors will be given first preference on parking. Juniors will be eligible for any remaining spots through a lottery system beginning in September. Juniors will receive an email with instructions for the lottery in September. Only juniors who complete the criteria will be considered for the lottery.

Students who park on campus without a valid permit risk having their vehicle towed and will face consequences including detention and potential denial of future parking privileges.

The school is not responsible for the automobile or its contents and does not assume liability for damage or lost/stolen items. Vehicles should always be locked. Cars should not be driven in excess of 10 miles per hour on school grounds.

Notices of Policies

Anti-Harassment

The Pelham School Board expects all employees and members of the school community to conduct themselves in an appropriate and professional manner, with concern, dignity and respect for their fellow employees and the students. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990, and RSA 354-A.

Child Abuse/Neglect – Mandatory Reporting Policy [JLF](#)

Statutorily Mandated Reporting – All Persons. 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.

Child Find Notice

Under the Individuals with Disabilities Education Act, the Pelham School District is committed to providing all educationally disabled children between the ages of three (3) and twenty-one (21) years, who live within the District, with a free and appropriate education.

Eligible students who have left school prior to graduation have a right to return to receive special education until graduation or until they reach the age of twenty one (21) years. A disabled student who does not qualify for services under the IDEA may qualify for accommodations under Section 504 of the Rehabilitation Act of 1973. To make a referral, or for further information, you may contact the building Principal or Director of Special Education.

Non-Discrimination Policy Policy [AC](#)

The District in accordance with the requirements of federal and state laws, and the regulations implementing those laws shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, gender transition, transgender status, gender nonconformity, marital or economic status, religion or disability. The District will not discriminate against any employee who is the victim of domestic violence, harassment, sexual assault or stalking. Name, office address, email address, and telephone number

This Policy implements Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, RSA 354-A, RSA 275:71, and RSA 186:11, XXXIII.

Any person having inquiries concerning the District's compliance with this Policy and the applicable laws and regulations may contact the Superintendent of Schools or the Title IX Director, Mrs Joan Cote.

Policies

All up to date district policies are available online at www.pelhamsd.org

Administration and Staff Directory

Administration

Principal	Dawn Mead
Assistant Principal	Adam Barriere
Assistant Principal	Tom Babaian
Athletic Director	Todd Kress
Special Education Coordinator	Kaitlin Carmody
Title IX Coordinator	Toni Barkdoll
Administrative Assistant	Shannon Krumlauf
Assistant Principal's Secretary	Megan Barr
Main Office Secretary	Jill Meuse

Academic Departments

Business

Wendy Dorval, Academic Dean

Kathy Byrne
Nora Detellis
Scott Gloor

English

Krista Day, Academic Dean

Alison Bowman
Amanda Davitt
Deb Jarvis
Jennifer Nugent
Jessica Parent
Peter Waters

Family and Consumer Science

Wendy Dorval, Academic Dean

Lindsey Young

Fine Arts and Music

Daniel Jones, Academic Dean

Catherine Kondi, Music
Taylor Kudalis, Art
Casey Locke, Art
Kristen Rooney, Art
Ryan Shumway, Music

Health and Physical Education

Wendy Dorval, Academic Dean

Rick Morgan
Mark Searles

Amy Simberg

Mathematics

Kimberly Dexter, Academic Dean

Phillip Fazioli
Deborah Leondires
Jessica Makara
Diane Tandy
TBD

Science

Michelle Fox, Academic Dean

Brandon Hannon
Janet Holden
Kaleigh Mclver
Shawni Robinson
TBD

Social Studies

Tristan Husby, Academic Dean

Ryan Clark
Steve Charbonneau
Darrin Coleman
Leo Fitzpatrick
David Torrisi

Technology

Wendy Dorval, Academic Dean

Jeffrey Tobin, Technology
Jeanna Wagner, Integration Specialist

World Language

Allison Laliberte Academic Dean

Audra Nolin
Leigh Ann Rosse

School Services and Resources

In-School Suspension

Laurie Quick

College and Career Counseling

Belinda Dowdle, Secretary
Holly Emmett, School Counselor
Erica Erelli, School Counselor
Erin Frechette, Secretary
Alexandria Gauthier, School Counselor
Heather Kress, School Counselor
Lisa Massahos, School to Career Admin. Assistant

IT Department

Keith Lord, Director

Chis Curtin, Network/System Administrator
Karen Churchill, Secretary
Cindy Brunelle, Technician

School Resource Officer

Brian Kelly

Media Center

Erin Henderson

Health Services

Lauren MacPherson

Special Education

Case Managers

Kaitlin Carmody, Special Education Coordinator

Darlene Jiang-Demetriou, Academic Dean

Lauren Boulter

Teghan Foskitt

Lara Hoge

Gary Therrien

TBD

Instructional Assistants

Kaitlin Carmody, Special Education Coordinator

Cynthia Bray

Brian Decinto

Amelia English

Thomas Hurley

Lorrie Martin

Laura Rogers

Bernard Sanchis

Louise Scanzani

Bill Scanzani

Support Staff

Custodial Staff

Joe Dailey, Head Custodian

Paul Griffin

Karen Neskey

Steve Neskey