

Pelham Memorial School 2024-2025 Student/Parent Handbook



Grades 6-8

59 Marsh Road
Pelham, NH 03076
(603)635-2321

Visit us: www.pelhamsd.org

"Inspiring Success One Mind at a Time"

Principals' Message

Dear Middle School Students and Parents,

We hope that you had a great summer, and that you are recharged and ready to start the 2024-2025 school year! We are happy to welcome you all to Pelham Memorial School. Our staff is committed to making your school year innovative, fun, and exciting! We continue our efforts in assisting our students' academic, social and emotional growth, and progress. During each of the three middle school years, we work hard to help students with the transition from elementary to middle, and then on to high school.

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

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

We are happy that you are part of the Memorial School community. We are committed to working hard on your behalf every day. We are looking forward to a wonderful year together!

Yours in education,
Zack Medlock, Principal
Todd Kress, Assistant Principal
Cheryl Northrup, Special Education Coordinator

**Pelham Memorial School
59 Marsh Rd.
Pelham, New Hampshire 03076**

Telephone (603) 635-2321

Fax (603) 635-2369

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

2024-2025

| | | |
|--|-----------------------------|-----------------|
| Superintendent | Dr. Chip McGee | 635-1145 |
| Business Administrator | Mrs. Deborah Mahoney | 635-1145 |
| Assistant Superintendent | Dr. Sarah Marandos | 635-1145 |
| Director of Human Resources - Title IX Coordinator | Mrs. Toni Barkdoll | 635-1145 |
| Director of Special Services | Mrs. Kim Noyes | 635-1145 |
| Principal | Mr. Zachary Medlock | 635-2321 |
| Assistant Principal | Mr. Todd Kress | 635-2321 |
| Special Education Coordinator | Mrs. Cheryl Northrup | 635-2321 |

| | | |
|--------------------------|---------------------------|----------|
| Guidance Counselor | Mr. Brian Driscoll | 635-2321 |
| Guidance Counselor | Mrs. Kathleen Cartier | 635-2321 |
| School Nurse/Care Line | Mrs. Joanne Morrison | 635-2748 |
| Administrative Assistant | Mrs. Michelle Seccareccio | 635-2321 |
| Secretary | Mrs. Jean Kivikoski | 635-232 |

Pelham Memorial Staff 2024-2025

Grade 6:

Ms. Amy Branco
Ms. Kristin Descheneaux
Ms. Cheyenne Rancourt
Mrs. Allison Miller
TBD
Ms. Ashley Smith
Ms. Kelly Tessier

Language Arts
Language Arts/Social Studies
Science
Social Studies
Science/Social Studies
Math
Math/Social Studies

School Psychologist:

Ms. Kristina Sychtysz

Instructional Assistants:

Ms. Diane Cassavant
Ms. Cathy Ernst
Ms. Angela Griffin
Ms. Kelly Jean
Ms. Melissa Marvin
Ms. Hannah Montminy
Mr. Ron Murphy

Grade 7:

Mrs. Megan DeLucia
Ms. Jennifer Steck
Ms. Elicia Zecchini
Ms. Janelle James

Language Arts/Social Studies
Language Arts
Math
Math/Social Studies

Ms. Kelly Raymond
Ms. Linda Vanti

Reading Specialist:

Ms. Leslie Orozco Umana
Ms. Heidi Beineke
Ms. Jamie Bryant

Science/Social Studies
Science
Social Studies

Mrs. Karen Emery

Math Tutor:
TBD

Grade 8:

Dr. Taryn Lee
Ms. Jenna MacKinnon
Ms. Eileen Kelly
Ms. Rebecca Patterson
Mr. Andres Perez

Science
Language Arts
Math
Social Studies
Spanish

ELA Tutor:
Mr. Charles Curfman

ESOL:
Mrs. Sarah Goldsack

Unified Arts:

Ms. Katie Boswell
Mr. Noah Huizenga
Mrs. Elisa Saunders
Mr. James Kavarnos
Ms. Katie Ralls
Mrs. Judy Shanteler
Mr. Randy Coutu
Mrs. Ann-Marie Sanders
Ms. Catherine Kondi

Health
Music
Band
Physical Education
FACS
STEAM
Art
Library
Chorus

Occupational Therapist:
Mrs. Eileen Beliveau

Speech Therapist:
Mrs. Barbara Lovett

Technology Instructional Coach:
Mrs. Patricia Lamontagne

Math Instructional Coach:
Mrs. Karena Carten

Special Educators:

Mrs. Lisa Stevens & TBD
Mrs. Sarah Eno & Ms. Erin McCune
Ms. Sarah Barrios
TBD
Mrs. Dot Madden

Grade 6
Grade 7
Grade 8
SEL
MACS

Custodial Staff:

Mr. Daniel Praetz
Mr. Christopher Lorentzen
Ms. Bev Perry
Mr. Derrek Hall
Mr. Kevin Hall

District Vision Statement

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

Purpose

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

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



PELHAM MEMORIAL TIGER EXPECTATIONS

- T**ogether we learn from others
- I** am responsible for my words and actions
- G**enerate positive attitude
- E**ngage and inspire
- R**espect yourself and others

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GENERAL SCHOOL INFORMATION

2024-2025 REGULAR DAILY SCHEDULE

| Grade 6 Times | 6th Class | Grade 7 Times | 7th Class | Grade 8 Times | 8th Class* |
|---------------|--------------|---------------|--------------|---------------|--------------|
| 7:25-7:35 | Soft Start | 7:25 - 7:35 | Soft Start | 7:25 - 7:35 | Soft Start |
| 7:36-8:30 | A Block | 7:36 - 8:30 | A Block | 7:36 - 8:30 | Unified Arts |
| 8:31-9:25 | B Block | 8:31 - 9:25 | B Block | 8:31 - 9:25 | Unified Arts |
| 9:26-10:20 | C Block | 9:26 - 10:20 | Unified Arts | 9:26 - 10:20 | A Block |
| 10:21-11:15 | D Block | 10:21 - 11:15 | Unified Arts | 10:21 - 10:44 | B Block |
| 11:16-12:10 | UA | 11:16 - 11:46 | Lunch/Recess | 10:45 - 11:15 | Lunch/Recess |
| 12:11-12:41 | Lunch/Recess | 11:47 - 12:41 | Block 3 | 11:16 - 11:46 | B Block |
| 12:42-1:1:36 | UA | 12:42 - 1:36 | Block 4 | 11:47 - 12:41 | C Block |
| 1:37-2:15 | FLEX | 1:37 - 2:15 | FLEX | 12:42 - 1:36 | D Block |
| | | | | 1:37 - 2:15 | Flex |

2024-2025 **EARLY RELEASE SCHEDULE**

| Grade 6 Times | 6th Class | Grade 7 Times | 7th Class | Grade 8 Times | 8th Class |
|---------------|--------------|---------------|--------------|--------------------|---------------|
| 7:25 - 7:50 | Soft Start | 7:25-7:50 | Soft Start | 7:25 - 7:50 | Soft Start |
| 7:50 - 8:20 | A Block | 7:50 - 8:20 | A Block | 7:50 - 8:15 | Unified Arts |
| 8:20 - 8:50 | B Block | 8:20 - 9:00 | B Block | 8:17 - 8:42 | Unified Arts |
| 8:50 - 9:25 | C Block | 9:00 - 9:25 | Unified Arts | 8:44 - 9:09 | Brunch |
| 9:25 - 9:50 | Brunch | 9:25 - 9:50 | Unified Arts | 9:11 - 9:35 | A Block |
| 9:50 - 10:15 | Unified Arts | 9:50 - 10:15 | Brunch | 9:36 - 10:00 | B Block |
| 10:15 - 10:40 | Unified Arts | 10:15 - 10:45 | C Block | 10:01 - 10:25 | C Block |
| 10:40 - 11:15 | D Block | 10:45 - 11:15 | D Block | 10:26 - 10:50 | D Block |
| | | | | 10:51 - 11:15 | E Block |

2024-2025 **2 HOUR DELAY SCHEDULE**

| Grade 6 Times | 6th Class | Grade 7 Times | 7th Class | Grade 8 Times | 8th Class |
|----------------------|--------------|----------------------|--------------|----------------------|--------------|
| 9:25 - 9:45 | Soft Start | 9:25 - 9:45 | Soft Start | 9:25-9:50 | Soft Start |
| 9:45 - 10:30 | A Block | 9:45 - 10:30 | A Block | 9:50 - 10:25 | Unified Arts |
| 10:30 - 11:15 | B Block | 10:30 - 11:15 | B Block | 10:25 - 10:50 | Lunch |
| 11:15 - 12:00 | C Block | 11:15 - 11:45 | Lunch | 10:50 - 11:25 | Unified Arts |
| 12:00 - 12:30 | Lunch | 11:45 - 12:15 | Unified Arts | 11:25 - 11:59 | A Block |
| 12:30 - 1:15 | D Block | 12:15 - 12:45 | Unified Arts | 11:59 - 12:33 | B Block |
| 1:15 - 1:45 | Unified Arts | 12:45 - 1:30 | C Block | 12:33-1:07 | C Block |
| 1:45 - 2:15 | Unified Arts | 1:30 - 2:15 | D Block | 1:07-1:41 | D Block |
| | | | | 1:41-2:15 | E Block |

2024-2025 School District Calendar

PELHAM SCHOOL DISTRICT
2024-25 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 H | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 ER | 26 | 27 | 28 |
| 29 | 30 | | | | | |

School Days: 20

October

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

School Days: 22

November

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

School Days: 16

December

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

School Days: 15

January

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

School Days: 15

March

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

School Days: 20

April

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

School Days: 19

May

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

School Days: 19

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 | Independence Day (Offices Closed) |
| Aug 14-15 W | Workshop - New Teachers Only |
| Aug 21, 22, 26 W | Workshop (3 of 6) includes all IAs |
| Aug 27 | First Day of School for Students |
| Aug 30 & Sept 2 | Labor Day Weekend (No School) |
| Sept 10 | State Primary |
| Sept 25 ER* | Early Release - PD District (1 of 6) |
| Oct 14 | Columbus Day (No School) |
| Oct 23 ER* | Early Release - PD District (2 of 6) |
| Nov 1 | First Day of Second Quarter (PHS) |
| Nov 5 W* | General Election Voting / Workshop (4 of 6) |
| Nov 11 | Veterans Day (No School) |
| Nov 27 W | Workshop - for Parent Conferences (5 of 6) |
| Nov 28-29 | Thanksgiving Holiday (No School) |
| Dec 2 | First Day of Second Trimester (PES and PMS) |
| Dec 11 ER* | Early Release - PD Collaborative (3 of 6) |

Total School Days 180

| | |
|----------------|--|
| Dec 23-Jan 1 | Holiday Vacation (No School) |
| Jan 20 | Martin Luther King Jr. Day (No School) |
| Jan 23 | First Day of Second Semester (PHS) |
| Feb 12 ER* | Early Release - PD District (4 of 6) |
| Feb 17 | Presidents Day |
| Feb 24-28 | Winter Vacation (No School) |
| March 11 W | Workshop - Town Election (6 of 6) |
| March 17 | First Day of Third Trimester (PES and PMS) |
| April 2 ER* | Early Release - PD Collaborative (5 of 6) |
| Apr 4 | First Day of Fourth Quarter (PHS) |
| Apr 28 - May 2 | Spring Vacation (No School) |
| May 14 ER* | Early Release - PD Collaborative (6 of 6) |
| May 26 | Memorial Day (No School) |
| June 13 | 180th Day of School for Students |
| June 16 - 20 | Additional Days of School (if needed) |
| June 19 | Juneteenth National Independence Day |

* Dates selected to align with Area Career Technical Education Programs. Approved by Pelham School Board 01/17/2024

School Property

All computers, books, lockers, and other materials or equipment issued to students are the property of Pelham School District. The student or parent/guardian must pay for any lost or damaged school property.

Students Rights and Responsibilities

Student rights and responsibilities shall be published annually in the applicable student handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to Board policies JIC and JICD.

Student Rights

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the school board.
3. All students have the right to expect that school will be a safe and healthful place to gain an education.
4. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action of the offense.
6. All students have the right of due process in disciplinary matters resulting in suspension from school.
7. All students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation.

Student Responsibilities

1. All students have the responsibility to attend school daily and be punctual in reporting to class.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to be aware of all the rules and regulations for student behavior and to conduct themselves in accordance with them.
4. All students have the responsibility to dress in accordance with the dress code in a manner that is both neat and clean, and which does not create a distracting hazard to himself/herself or others.
5. All students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
6. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state and local laws or official school policies, rules and regulations.

School Hours

| Student Drop Off | First Bell | Tardy Bell | Bus Dismissal | Car Pick Up, Walkers, Sports |
|-------------------------|-------------------|-------------------|----------------------|-------------------------------------|
| 7:10 am-7:30 am | 7:25 am | 7:35 am | 2:15 pm | 2:20 pm |

Students may arrive anytime between **7:10 AM and 7:35 AM, and may not be dropped off before this time.** Traffic does increase as 7:35 AM approaches. Please understand that students not in their assigned advisory at 7:35 AM will be marked as tardy. Dismissal is at 2:15 PM each day with the exception of early release days when dismissal is at 11:15 AM.

Attendance ([JH - Student Attendance, Absences and Truancy](#))

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

Excessive Absences and Tardies

- Over ten half days of verified absences (excused or unexcused) or tardies is excessive.
- All additional absences will be considered unexcused unless parents provide additional documentation.
- Documentation may include, but is not limited to, doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non- attendance.
- The Principal or designee determines whether documentation is sufficient.

Absence

If your student will be absent for the day, please call the school CARE LINE before 7:30 AM at 603-635-2748. Follow the automated voice instructions, leaving the student's name and reason for absence. Parents need to contact the school nurse to report any lengthy absences related to injury or illness.

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

Truancy

The Board recognizes that absences from school may be necessary at times. For that reason, the Board recognizes two types of absences from school: excused authorized and unexcused unauthorized absence. Ten half days of unexcused absence during a school year shall constitute habitual truancy. For example, five full days is equal to 10 half days. All cases will be dealt with individually and at the discretion of the administration.

Tardy

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

School Entry Procedures

Pelham Memorial School has installed a secure entry system that will help ensure the safety of our students, faculty and staff during school hours. All doors will be locked during the school day. Students are not allowed to be dropped off at any other entrance of the school except the main entrance. This will guarantee all students are accounted for. Any students arriving after 7:35 AM must use the buzzer system to enter through the main doorway.

Dismissal ([JHC - Student Early Release Precautions](#))

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

1. There are two afternoon dismissal bells. The first, at 2:15 PM, is for those students riding the bus only. The second bell is sounded manually once all buses are loaded (approximately 2:20 PM). At this time, all other students are dismissed (such as those walking or being picked up, athletes, etc.)
2. If a child is to be dismissed from school prior to 2:15 PM, you must send a written note including the date of dismissal, your child's full name, full name of the adult who will be dismissing your child, and the time of dismissal.

- Please be prepared to present a picture ID when you arrive to dismiss any child. The staff member dismissing your child may not know you. If you are intending to pick up a child other than your own, the Main Office must have a note from the parent/guardian of the child that includes the child's full name, date of dismissal, and the full name of the adult who will be dismissing the child. Without a note, the child will not be allowed to go with you. Students must be signed out to the custody of an adult. Students are not to leave the school building unless accompanied by a parent or guardian, or properly authorized adult.

ACADEMICS

Content Areas

All students must take Language Arts, Math, Science, and Social Studies. Spanish is required in 8th grade.

Unified Arts

Unified Arts consists of Physical Education, Music, Band, Art, Health, Steam, Library, and Family and Consumer Sciences (FACS).

Grading ([Policy IKA - Grading](#))

The school year is divided into three trimesters of approximately 60 school days. Core classes and Unified Arts operate on a-trimester basis. At the end of each trimester, a digital report card will be available on PowerSchool. Hard copies are available upon written request. The grade scale is as follows:

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

Honor Roll Requirements:

Trimester "High Honors" consists of those students receiving all A's (90's or above) in all Core and Unified Arts subjects.

Trimester "Honors," will consist of those students receiving all A's and B's (80's or above) in all Core and Unified Arts subjects.

Reporting System

We use a variety of reporting methods in an effort to keep parents informed of their child's progress, including PowerSchool (Parent Portal), report cards and parent/teacher conferences.

Parent Portal ([Policy JRA - Student Records and Access](#))

Parents and students have ongoing access to current and historical grades and attendance while at Memorial. This web-based access is provided through PowerSchool; our student information system. Parents can continue to use existing single sign-on login information to access your account at

<http://pelhamsd.powerschool.com>. It is imperative that you keep this information secure and do not share it with anyone.

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

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

Grading Protocols

1. **Teacher/Grading Concerns** should be addressed in this order: Classroom teacher ⇨ Department Head ⇨ Assistant Principal ⇨ Principal decision is final
2. Summative assessments turned in after the due date will result in a grade reduction of 10 percentage points per day. Assignments turned in after five days late will receive no credit for grading purposes.
3. Missed Homework/class work due to illness or excused absences must be made up on a per day basis, i.e., one day absent = one day to make up missed work
4. Summative and formative assessment make-ups must be arranged with the subject teacher.

Grades 6 & 7

Summative Assessment-65%

Formative Assessment-35%

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

Grade 8

Summative Assessment-75%

Formative Assessment-25%

Competencies (8th grade)

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

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

Each core subject will include three (3) competencies:

Competency #1 (C1) – Skills and Content Knowledge

Competency #2 (C2) – Application and Analysis

Competency #3 (C3) – Communication

Retake Protocols

Grades 6 & 7

PMS students are able to retake summative assessments as determined by the teacher in order to increase student knowledge and skills if the grade is below an 80%. The petition for a reassessment must be initiated within two school days after notification of grades and remediation must be completed before the end of the tenth school day. Students, parents or teachers can initiate the request for a retake. Prior to the retake, the student must complete required remediation steps as established by the teacher to demonstrate formative assessment of new learning and remediation of weaknesses. The retake need only reassess the knowledge and skills that the student has not yet

mastered. The student will receive the higher of the two grades for grading purposes but not to exceed 80%. Please be aware that in certain cases a re-assessment may not be feasible (group presentations, band concerts, final exams, etc.).

Grade 8

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

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

Guidelines for successful completion of retake opportunity:

- Summative retakes will address the competency area(s) in need of improvement.
- Retake has been initiated by the student, the parent, or the teacher no more than two days after the summative score has been published through PowerSchool.
- Formative assignments relative to the summative have been successfully completed - if they have not, they may be part of the retake plan.
- The competency retake score will replace the competency score on the original test (the overall grade will not exceed 80%).
- The retake protocol will be completed no more than **ten calendar days** after the signature of the student, parent, and teacher. Extensions may be granted on a case by case basis as communicated amongst teacher, student, and parent.
- The retake protocol plan shall be determined by the teacher and student, including the content of the plan and the timeline for completing individual assignments.
- Summative retakes will be administered one time per student, per assessment with teacher discretion.

Academic Integrity

The Pelham School District is committed to providing a high quality contemporary education to all students. As such we believe that students should complete all work while maintaining academic integrity in all assignments. Academic integrity is the value of being honest, ethical, and thorough in your academic work.

To uphold this level of academic integrity, we believe that students will:

- Take responsibility for the creation and integrity of all their academic work.
- Use honest means, processes, and procedures to demonstrate learning and achieve academic success.
 - This includes, but is not limited to, refraining from giving or receiving aid on academic tasks unless specifically allowed by the teacher
- Only submit work that they know to be their own, unless collaboration is explicitly permitted by the teacher in each instance.
- Ensure that their digital work, unless otherwise specified by the teacher, is created and completed in their school Google account.

- Only use generative artificial intelligence (AI) with the consent of the teacher or overseeing adults.
- Properly credit all sources used, whether quoted, paraphrased, or summarized.
 - This includes, but is not limited to, content created by AI and content generated by others, such as words, ideas, language, opinions, works, images, assignments, and projects.

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.

Homework (Policy IKB Homework)

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

Teacher Responsibility

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

Parent and Guardian Responsibility

- Provide consistent time and place
- Check over the work your child is doing
- Remove distractions (television, cell phone, etc.)
- Support your child in planning for long term assignments
- Check teachers’ websites and student agenda for assignments
- Check PowerSchool regularly

Student Responsibility

- Check Google Classroom and school email at least once per day for assignments and emails.
- Ask teacher during class for clarification on anything that you do not understand or are not clear about regarding assignments
- Complete homework carefully, place in designated spot for easy retrieval, bring to class and pass in on time
- Study for formative and summative assessments using study materials provided
- Determine a plan for completion of long-term assignments and work to complete them throughout the designated time frame
- Use rubrics provided by teachers to make sure that you have successfully completed all of the components of the assignment
- Check your Google Classrooms for homework when absent and/or see teachers about what you missed when absent
- Check PowerSchool regularly

Request for Assignments

Students who are absent should check Google Classroom for work missed and should check in with all their teachers upon their return. **We do not provide work in advance of anticipated absences such as family vacations.** Students are responsible for making up any work that has been missed. Students are allowed the same amount of days out to make up any absent work (i.e., 2 days absent =

2 days to make up work upon return). Make-ups for assessments need to be arranged with the student's respective teachers upon return.

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

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

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

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

Communication/Technology

School Messenger

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. If information changes, please contact the Pelham Memorial Main Office at 603-635-2321.

School Closings ([Policy EBCD - Emergency Closings](#))

No School –Delayed opening

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

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.

INFOSNAP- Student Information System

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

adult able to respond immediately to any student-related illness or emergency; therefore, this person should be in close proximity to the school.

Chromebooks

Using Your Chromebook at School:

You are expected to come to school with your Chromebook fully charged every day in the case and you will be expected to bring your Chromebook to all classes in the case. 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 PM
- 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/parent will be responsible for any repair or replacement costs incurred. Additionally, a student/parent 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
- 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.

Email Address

Students are assigned a pelhamsd.org email account. These accounts will be considered the student's official Pelham School District email until the student is no longer enrolled in the Pelham School District. Students are only allowed to send and receive email from the pelhamsd.org domain.

Internet Access [JICL-R Technology Responsible Use Agreement Students](#)

Pelham Memorial 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.

Student Conduct [\(Policy JIC - Student Conduct\)](#)

Students are expected to conduct themselves in a way that contributes to a productive learning environment. Students' main goal in school is education. Education is valuable intrinsically and for the future it helps to secure. Therefore, we will not permit anyone to prevent any student (including him/herself) from reaching that goal. The best learning occurs when students can listen, recite, share, and concentrate without interference. This school will protect each student's right to an education without interference.

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

school, there will be adults and students who will be caring, sympathetic listeners, but the standards of behavior are not waived. All rules apply to all students.

Dress Code(Policy JICA -Student Dress Code)

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

The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. 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.

A student must wear:

- A shirt,dress,pants, skirt, leggings or shorts in which the area from armpit down to mid-thigh must be covered front to back.
 - Shorts must have at least a 5" inseam. Skirts and dresses must be 6" from the knee cap while standing straight. Bike or tumble shorts are highly recommended under skirts/dresses.
 - Shirts must have 2 straps and be 1" in width.
- Shoes or other appropriate footwear are required at all times. No slippers.

Students must not wear:

- Clothing with words or artwork related to: alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- Undergarments that are visible at any time (bras including straps, sports bras, bralettes, underwear, or boxers).
- Pajamas.
- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Hoods or hats are not to be worn in the building.

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

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by administration so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

Food in the Classroom

1. Snacks are a privilege permitted in the classroom when they are appropriate and should not disrupt the education of the student. Students may only consume one snack and any wrappers, bags or crumbs should be disposed of immediately after consumption. Candy is NOT a snack and will not be permitted. Snacks are not allowed in the following areas: Tech Hub, Library, FACS lab, Gym, Cafeteria, or Science Labs. As this is a privilege, teachers may use their discretion when privilege is being abused.

2. Gum is a privilege permitted in the classroom when appropriate and should not disrupt the education of the student. Students may only chew one piece of gum at a time and bubble gum is NOT allowed. Gum must be disposed of in the trash in the classroom. Gum is not allowed in the following areas: Tech Hub, Library, FACS lab, Gym, Cafeteria, or Science Labs. As this is a privilege, teachers may use their discretion in the classroom when the privilege is being abused. Students who are spoken to for disobeying the rule will receive an office referral.

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

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

Breakfast/Before School Dining

1. All food must be consumed in the cafeteria
2. Breakfast ends at 7:25 AM daily

If the fire alarm rings during lunch time, exit the cafeteria through the doors and out the front doors. Walk across the parking lot to the assigned meeting area line up in order of WIN Block.

Recess Rules

Equipment is available for use. Please be responsible with these items for the benefit of all.

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

Lunch/Recess Discipline

Violation of the above stated expectations during lunch or recess will result in disciplinary action.

Student Behavior on Buses ([Policy JICC-R - Student Rules and Conduct on the Bus](#))

Students must have regard for the safety and comfort of a large number of students on the bus, and respect and consideration for the bus driver in exercising his/her job. The following 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 your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.

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.

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.

No Slur School

At Pelham Memorial 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 Middle 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.

Out-of-School Actions ([Policy JICDD](#))

The School Board recognizes that out-of-school conduct of students attending school within this District is not normally a concern of the Board. However, the School Board believes that disciplinary action for conduct occurring during non-school hours off or on school property and not involving a school activity is proper if the conduct causes or is reasonably likely to cause a substantial disruption to the school.

Therefore, any student attending school within the District may be subject to disciplinary action including, but not limited to, suspension or expulsion from school, for any conduct that, in the opinion of the school administrators, causes or is reasonably likely to cause a substantial disruption to the school. In addition, students who engage in off-campus conduct that constitutes bullying or cyberbullying may be subject to discipline in accord with this policy and Policy JICK

Bullying ([Policy JICK - Pupil Safety and Violence Prevention](#))

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 [JICFA - Hazing](#)

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.

Student Discipline

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

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

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

Level II - Offenses 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.

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

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

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

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

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

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

| Examples (not exclusive) | Staff Action | Disciplinary Options* |
|---|---|--|
| Arson Assault: Verbal or Physical Possession/Use of Drugs or Controlled Substance or Look-alike; Vapes; or Alcohol/Being Under Influence Possession 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.

Description of Consequences

- Office Referral: Referral to the office to meet with an Administrator to discuss actions.
- Lunch Detention: Either served in the classroom with the teacher who assigned the consequence or in the office.
- After School Detention: Served with the teacher who assigned the consequence until 3:00 PM
 - If a teacher detention is skipped by the student, the teacher detention will be served the following day as well as an additional detention to be served with administration the day after.

- Administrative Detention: Served with an Administrator in the office until 3:00.
 - If an administrative detention is skipped by the student, the student will serve a one day in school suspension once the parents have been given notification of such suspension.
- In School Suspension (ISS): served in the office with an administrator
- 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 OSS is final.

Drug and Alcohol Use ([Policy JICH - Drug and Alcohol Use by Students](#))

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.

[ADC - Tobacco Products Ban](#)

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

[JICI - Weapons on School Property](#)

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.

[Personal Electronic Devices](#)

Students must turn off or silence personal electronic devices before entering school grounds and the building and put them into a locked pouch during the school day. Personal electronic devices include all devices that are notification-enabled including cell phones, smartwatches, earbuds/pods or other devices that cause distractions during the day. As a school community we ask students to put away these devices because research is showing that it improves student mental health, reduces bullying, and improves academic performance.

Students can ask to go to the main office if they need to call home.

Students found with a personal electronic device not in their pouch during the day will face the following disciplinary actions:

1st offense:

1. Student will be sent to the administration and given a verbal warning.
2. Student will give their device to the main office. It will be returned at dismissal.

2nd offense:

1. Parents will be contacted and 1 hour detention will be issued.
2. Student will give their device to the main office. It will be returned at dismissal.

3rd offense:

1. Parents will be contacted an in-school suspension
2. Student will give their device to the main office. It will be returned at dismissal.

Pouch Damaged::

1st offense:

1. The device will be confiscated, held by an administrator, and returned only to students after parent, guardian, or designated emergency contact.
2. 1 hr detention will be issued
3. Replacement Fee of \$40 Due

2nd offense:

1. The device will be confiscated, held by an administrator, and returned only to a parent, guardian, or designated emergency contact at time of parent meeting
2. 1 hr detention
3. Replacement Fee of \$40 Due in order to return to school with phone

Q: How can my child get a hold of me? How can I reach them?

A: If a student needs to contact home, they can ask their teacher to go to the main office. There the student can use a school phone or to unlock their pouch. As always, parents can call the main office at NUMBER and we will get your child. Our expectation remains the same as in past years - students are not allowed to call or text on their personal device during the school day.

Q: Can students opt- out of using the pouches?

A: Generally, no. Exceptions can be made for accommodations for a medical need. This will be addressed through our school nurse. Additionally, for students who do not have a cell phone (or other notification device), the school will ask those parents to provide a written confirmation of that to the school.

Q: What if there is an emergency situation at school?

A: As has always been the case, in an emergency such as a power outage, a fire, or an accident, students need to follow the instructions of their teacher and not be on their phone. Student messages in an emergency can cause unnecessary panic, spread rumors, overwhelm emergency dispatch calls, and create unsafe situations.

Q: Will I be able to coordinate with my child at the end of the day?

A: Yes. At the end of the day, students will be able to unlock their phone prior to dismissal from their homeroom. This will allow a few minutes for parents to coordinate schedules with their child.

Water Bottles

Students at Pelham Memorial are allowed to use sealed water bottles during the school day. At a minimum, they must have a clear cover. -Pelham Memorial encourages students to use reusable, environmentally friendly water containers that students can fill at school. The use of water bottles is a privilege provided for students. If a student(s) fails to appropriately handle the related responsibilities and expectations that go along with this privilege (i.e. disrupting the learning environment, using the bottle in an inappropriate manner, drinking other (non-water) substances in the water bottles, etc.), the student(s) will lose that privilege.

Safety/Emergency

Emergency Response Preparedness

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

Child Abuse/Neglect ([Policy JLF - Reporting Child Abuse or Neglect](#))

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.

Crisis Team

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

Plan:

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

School Guidance Program

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

and referral. Guidance services are as much a part of the instructional program of the school as are the other school curricula in contributing significantly to the overall educational mission.

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

Transportation ([Policy JICC - Student Conduct on School Buses](#))

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

Bus Notes

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

Policy EEAA - Video and Audio Recording Devices on School Buses

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

Student Health Services ([Policy JLC - Student Health Services](#))

Medication

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

Immunizations

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

Student Health

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

Students must remain out of school with:

1. Chickenpox – until all "pox" are dried and scabbed over.

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

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

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.

Lunch Program (Policy EFA - Availability and Distribution of Healthy Foods)

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 Memorial 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, 2024.

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 telammallo@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.

Food Service Payment System Transition - "Linq Connect" (Policy EFAA - Food Service Account Procedure)

For the 2024-2025 school year, the Pelham School District will use the Linq Connect transaction system. Additional details are 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!

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

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity. This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. This policy applies to all students, staff and schools in the District.

Therapy Dogs [Policy IMGB](#)

The Board recognizes that specially trained therapy dogs can serve an important role in our schools, provided that the proper controls are in place. Therapy dogs work with their human handler (often the dog's owner) in clinical settings, including schools, where they provide comfort and affection in the course of their work. The School Board authorizes the Superintendent or the Superintendent's designee to allow appropriate staff to make a therapy dog available to students during the school day only as provided in this policy. This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support or comfort animals onto District property.

Athletics and Extracurricular Activities

It is our belief that student participation in competitive athletics and extracurricular activities are an important part of a child's overall school experience. Students have the opportunity to participate in the sports listed below. There is also a wide range of activities and clubs that meet before and after school.

Athletics

Pelham Memorial School is proud to offer the following interscholastic sports

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|---------------|-----------------------|---------------|
| Boys Soccer | Boys Basketball | Softball |
| Girls Soccer | Girls Basketball | Baseball |
| Field Hockey | Cheer | Golf |
| Cross Country | Wrestling | Track |
| | Volleyball (February) | |

For more information, please see [PMS Athletics](#) on our website.

Extracurricular

National Junior Honor Society

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

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

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

- **Scholarship:** must be a 3.5 average as of Quarter 3 – Grade 7.
- **Character:** students must be of good character. Someone of good character is courteous and respectful of others and well behaved, not just in one aspect of their lives, but in all aspects-school, home, teams, clubs, community, etc.
- **Citizenship & Service:** students must show evidence of good citizenship in their town and/or school through ongoing involvement in various organizations by volunteering their time and effort. Students must show evidence of service to others through at least three **different** activities. Those activities could include religious service organizations, scouts, local civic service organizations, extracurricular school activities, or sports. Candidates must be involved in varied organizations and activities.
- **Leadership:** students must show evidence of at least one leadership position. It may include, but not be limited to: class level leadership representative, sports team captain, club/other team captain, leader in a religious group, leader in a scout group, unit leader in a camp, extracurricular teacher assistant outside of school, and have demonstrated on a consistent basis this level of leadership at minimum of a four month period.

Students that are invited to apply should read the expectations and be willing to partake in all aspects of the position. [National Junior Honor Society Expectations](#)

Student Council

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

Clubs

Pelham Memorial School is pleased to offer these extracurricular clubs.

- Art Club
- Baking Club
- Chamber Ensemble
- Chess Club
- Coding Club
- Diversity Club
- Drama Club
- Film Club
- Homework Club
- Jazz Band
- Lego Club
- Literacy Club
- Math Club
- Morning Assistance
- Ping Pong Club
- Science Club
- Yearbook Club

Field Trips/Dances

Field Trips ([Policy IJOA - Field Trips](#))

Field trips are considered to be an integral part of the learning experience for students. Permission slips must be signed and returned to school for students to be permitted to participate. To review our School Board Policy on field trips, please see [Policy IJOA](#).

DC Trip (8th Grade)

The 8th grade Washington, DC trip is planned in conjunction with a tour company carefully selected by the DC Coordinator as well as Administration. The tour company selected will handle all aspects of this

8th grade overnight trip, including registration, deposits, payments, etc. The DC Coordinator for the 2025 trip is Katie Ralls (kralls@pelhamsd.org).

The 2025 DC Trip will take place from Tuesday, April 22, 2025 to Friday, April 25, 2025. Students will be transported to and from via airplane transportation.

Students will choose their roommates (quad occupancy) in February 2025. The DC coordinator will confirm with the students their selections. We encourage you to speak with your child regarding their selection as we are unable to share other student names via email. Any concerns can be directed to the DC Trip Coordinator.

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

- Students are expected to demonstrate they are mature enough for this trip. That means they are expected to behave appropriately at school and maintain their grades.
- Parents will be made aware of ongoing repeated behavioral infractions that will jeopardize the student's ability to attend the trip.
- Parents will be made aware if a student's academic standing may affect their ability to attend the Washington, DC trip.
- A student will not be allowed to go on the trip if:
 - They are out-of-school suspended at any time during the school year for drugs, alcohol, cigarettes, vaping, weapons, or aggressive behavior, including fighting.
 - They are in-school suspended for two or more infractions, for any reason.
 - If they are failing any of the following by the final day of Trimester 2:
 - Any core class (Y1 cumulative grade) and/or
 - T1 or T2 of any Unified Arts course
- Administration may remove the privilege of this field trip for any student due to ongoing behavioral concerns.
- Students must be currently enrolled in Pelham Memorial School.

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

At Memorial School, we are serious about student safety, especially on the DC Trip. At the same time, we understand that our 8th graders are still maturing. Typically, a student who loses the privilege to participate in the trip will simply not go. On occasion, there are students who are ready to make amends for their errors and prove they are ready to participate. Therefore, a student who loses the privilege before February Break can choose to write a letter to the principal requesting to make amends for the disciplinary infractions. Students who lose the privilege after Winter Break will not have sufficient time to make amends.

Plan of Amends: The following steps will be initiated and completed by the student:

1. The student will write a letter to the principal asking to make amends.
2. The student will set up a meeting with the principal and their parents/guardians.
3. The student will develop a plan with the help of the principal, other staff as needed, and the parents. The plan will include a list of specific actions that the student will complete with a description of the evidence that was completed and dates of completion. It will also have a signature page for the student, parents, and principal to agree to before the plan is started; and a signature page for when the student completes it.

Example: A student who was found to be smoking at school could include these actions in their plan:

Action: I will complete an online course on the dangers of smoking.

Action: I will meet five times with the school mental health clinician about smoking.
Action: I will follow the behavior expectations and Code of Conduct for the remainder of the school year.

4. The plan must be completed prior to February vacation to be considered.
5. If and when the student completes the plan, the student will set up a meeting with the principal, parents, and student to determine if the Plan of Amends is complete.
6. If the Plan of Amends is completed the student will be allowed to go on the DC Trip.

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

School Dances

All school-sponsored dances are for 6th, 7th and 8th grade students only, unless otherwise communicated. These dances are open to any Pelham resident in grades 6, 7, or 8, even though they may be enrolled in a school other than Pelham Memorial School. They typically begin at 7:00 PM and end at 9:00 PM. We expect that transportation to and from will correspond with these times. Pick up will occur in the car drop-off/pick-up location unless otherwise noted. Students will not be allowed to exit out the front door or into the parking lot. Following this process allows us to dismiss in a quick and orderly fashion. Limousines are not permitted. No student will be admitted after 7:30 PM. without prior permission from the administration. Any student remaining after 9:15 PM. will not be permitted to attend the next dance. Any student remaining after 9:30 PM. will be escorted to the police station for parent pick-up and will not be permitted to attend the next dance. School dances are well chaperoned by administration and staff. At no time will students be allowed to leave unless there is an emergency or if parents need to be contacted. If your child needs to leave earlier, please send a note to administration for consideration of such. The 8th grade Promotion dance is reserved for only 8th grade Pelham Memorial students.

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

Dance Expectations

- Students are expected to follow the school dress code for dances. We understand that fashion changes quickly and that following the dress code may be difficult. For this reason, we will allow spaghetti straps for school dances.
- There is no running during dances.
- At dismissal, students are to collect their phone and walk to the car drop off/pick up location when their name is called.
- Parents must pick up in the car pick up line. Students will not be allowed to exit the main entrance and walk to the parking lot.
- All food and drinks are to be disposed of in the trash.
- Most importantly - HAVE FUN! These dances are for you to enjoy!

School Resources

Policy JLDDB - Suicide Prevention and Response

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 Service
(603) 635-1145 ext. 5003

Pelham Memorial School Liaison: knoyes@pelhamsd.org
Brian Driscoll, Mental Health Clinician
603-635-2321 x 2022
bdriscoll@pelhamsd.org
Additional Designated Point of Contact: Shannon Hebert, Mental Health Clinician
(603) 635-2115 ext. 3054
shebert@pelhamsd.org

Special Needs Referral

Outside or in-house referrals:

1. If the referral comes from a parent by letter, from a doctor, or a teacher from another school by letter or prescription, the letter will be given to the grade level case manager and she/he will schedule a meeting (referral) with the parent to be held within 15 days. During this 15-day period, the case manager will give the parent and classroom teacher a packet to be filled out as soon as possible. Completed packets should be turned in to the case manager to enable her/him to invite the correct people to the meeting. Completed packets will be given to the administration to review.
2. If the teacher is making the referral, the grade level case manager must be informed to ensure that the teacher receives a teacher and a parent packet. At this point, there should have been two or three conversations between the teacher and parent about her/his concerns.
3. When a parent, teacher, or other agency refers a student, the special education team decides whether testing should proceed. The decision to evaluate will be made as a team once the referral meeting has occurred.

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

Miscellaneous

Student Records (Policy JRA -Student Records and Access)

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

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 603-635-2321.

Transfer Students

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

Parental Custody

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

Media Center

Circulation and Overdue books

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

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

Lost & Found

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

Working Papers

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

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

Volunteers (Policy Volunteer Involvement - ABA)

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

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

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

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

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

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

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

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

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

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

Pelham Memorial PTSA

The Pelham Memorial School Parent Teacher Student Association is a vital component of our school. The PTSA promotes quality educational programs and helps to raise money for special activities, events and materials. Student members are important to our group and are free to join and always welcomed. Membership forms are available online through the PMS website. Meetings are held

monthly and can be found on the PMS calendar. We encourage you to become a member and appreciate your support. For the most up-to-date activities and events and membership forms, please visit the [PMS Facebook page](#).

2024-2025 Pelham Memorial PTSA Officers:

President –

Vice President –

Treasurer –

Secretary –

Administrative Board Member – Zachary Medlock

Additional Policies

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

- [Drug Free Workplace \(ADB - Drug Free Workplace\)](#)
- [Non-Discrimination \(AC - Non-Discrimination\)](#)