

# **Pelham Memorial School**

## **2022-2023**

# **Student Handbook**



**Grades 6-8**

*"Inspiring Success One Mind at a Time"*

## Principals' Message

Dear Middle School Students and Parents,

We hope that you had a great summer, and that you are recharged and ready to start the 2022-2023 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.

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

Yours in education,

Stacy Maghakian & Zack Medlock

# Pelham Memorial School

59 Marsh Rd.  
Pelham, New Hampshire 03076

Telephone (603) 635-2321

Fax (603) 635-2369

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

2022-2023

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. Joan Cote	635-1145
Director of Special Services	Mr. Brendan Hoffman	635-1145
<b>Principal</b>	<b>Mrs. Stacy Maghakian</b>	<b>635-2321</b>
<b>Assistant Principal</b>	<b>Mr. Zachary Medlock</b>	<b>635-2321</b>
<b>Special Education Coordinator</b>	<b>Mrs. Cheryl Northrup</b>	<b>635-2321</b>
<hr/>		
Guidance Counselor	Mr. H. Bob Hatzimanolis	635-2321
Guidance Counselor	Mrs. Kathleen Cartier	635-2321
School Nurse/Care Line	Mrs. Joanne Morrison	635-2748
Administrative Assistant	Mrs. Michelle Seccareccio	635-2321
Secretary	Mrs. Jean Kivikoski	635-2321

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## Pelham Memorial Staff 2022-2023

### **Grade 6:**

Ms. Amy Branco	Social Studies
Ms. Bryanna Favor	Language Art
Ms. Katie Davis	Language Arts
Ms. Judy Shanteler	Science
Dr. Taryn Lee	Science
Ms. Ashley Smith	Math
Ms. Kelly Tessier	Math

### **Grade 7:**

Ms. Molly Igo	Language Arts/Social Studies
Ms. Katie Davis	Language Arts
Ms. Kelly Tessier	Math
Mr. Joseph Zannoni	Math/Social Studies
Ms. Leslie Orozco Umana	Science/Social Studies
Dr. Taryn Lee	Science
Ms. Allison Miller	Social Studies

### **Grade 8:**

Ms. Heidi Beineke	Science
Mr. Keith Lewis	Science
Ms. Crystal Hatzimanolis	Language Arts
Ms. Megan DeLucia	Language Arts
Ms. Samantha Wallack	Math
Ms. Eileen Kelly	Math
Ms. Rebecca Patterson	Social Studies
Ms. Jamie Bryant	Social Studies
Mr. Andres Perez	Spanish

### **Unified Arts:**

Ms. Katie Boswell	Health
Mr. Keeghan Fountain	Music
Mrs. Elisa Saunders	Band
Mr. James Kavarnos	Physical Education
Ms. Katie Ralls	FACS
Ms. Emily Renaud	STEAM
Mr. Randy Coutu	Art
Mrs. Ann-Marie Nelson	Library

### **School Psychologist:**

TBD

### **Instructional Assistants:**

Ms. Katie Boswell  
Ms. Diane Cassavant  
Ms. Cathy Ernst  
Ms. Angela Griffin  
Ms. Kelly Jean  
Ms. Melissa Marvin  
Mr. Ron Murphy  
Ms. Kelly Raymond  
Ms. Linda Vanti  
Ms. Lindsey Young

### **Reading Specialist:**

Ms. Sandra Moore

### **Math Tutor:**

TBD

### **ELA Tutor:**

Mr. Charles Curfman

### **ESOL:**

Mrs. Sarah Goldsack

### **Occupational Therapist:**

Mrs. Eileen Beliveau

### **Speech Therapist:**

Mrs. Barbara Lovett

### **Technology Instructional Coach:**

Mrs. Patricia Lamontagne

**Special Educators:**

Mrs. Jennifer Grover & Lisa Stevens    Grade 6  
Ms. Lisa Stevens & Erin McCune        Grade 6/7  
Ms. Erin McCune & Jennifer Grover    Grade 7  
Ms. Sarah Barrios                         Grade 8  
Mr. Raymond Kong                         Grade 8  
Mrs. Kelly Lemerise                        SEL  
Mrs. Dot Madden                            MACS

**Math Instructional Coach:**

Mrs. Karena Carten

**Custodial Staff:**

Mr. Daniel Praetz  
Mr. Christopher Lorentzen  
Ms. Bev Perry



## General Information

### District Vision Statement

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

### Purpose

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

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

Drug Free Workplace ([ADB - Drug Free Workplace](#))

Non-Discrimination ([AC - Non-Discrimination](#))

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

**Together we learn from others**

**I am responsible for my words and actions**

**Generate positive attitude**

**Engage and inspire**

**Respect yourself and others**

### 2022-2023 Schedule

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

## 2022-2023 **REGULAR DAILY SCHEDULE**

Grade 6 Times	6th Class	Grade 6/7 & 7 Times	6th/7th Class	Grade 8 Times	8th Class
7:35-7:50	Advisory	7:35-7:50	Advisory	7:35 - 7:50	Advisory
7:50-8:20	WIN/LIT/BAND	7:50-8:20	WIN/LIT/BAND	7:50-8:20	WIN/LIT/BAND
8:22-9:17	A Block	8:22-9:17	A Block	8:22 - 9:07	Unified Arts
9:19-10:14	B Block	9:19-10:14	B Block	9:09 - 9:54	Unified Arts
10:15-10:20	Break	10:16-11:01	Unified Arts	9:56 - 10:41	A Block
10:21-11:16	C Block	11:03-11:28	Lunch	10:43 - 11:28	B Block
11:18-12:13	D Block	11:30-12:15	Unified Arts	11:30 - 11:55	Lunch
12:15 - 12:40	Lunch	12:17-1:12	C Block	11:56 - 12:41	C Block
12:43-1:28	Unified Arts	1:14 - 2:15	D Block	12:43 - 1:28	D Block
1:30-2:15	Unified Arts			1:30 - 2:15	E Block

## 2022-2023 **EARLY RELEASE SCHEDULE**

Grade 6 Times	6th Class	Grade 6/7 & 7 Times	6th/7th Class	Grade 8 Times	8th Class
7:35-7:50	Advisory	7:35-7:50	Advisory	7:35-7:50	Advisory
7:50-8:20	A Block	7:50-8:20	A Block	7:50-8:15	Unified Arts
8:20-8:50	B Block	8:20-8:50	B Block	8:15-8:40	Unified Arts
8:50-9:25	C Block	8:50-9:20	Unified Arts	<b>8:40-9:05</b>	<b>Brunch</b>
9:30-10:00	D Block	<b>9:20-9:45</b>	<b>Brunch</b>	9:05-9:29	A Block
<b>10:00-10:25</b>	<b>Brunch</b>	9:45-10:15	Unified Arts	9:30-9:54	B Block
10:25-10:47	Unified Arts	10:15-10:42	C Block	9:55-10:19	C Block
10:48-11:15	Unified Arts	10:43-11:15	D Block	10:20-10:52	D Block
				10:53-11:15	E Block

## 2022-2023 2 HOUR DELAY SCHEDULE

Grade 6 Times	6th Class	Grade 6/7 & 7 Times	6th/7th Class	Grade 8 Times	8th Class
9:35-9:45	Advisory	9:35-9:45	Advisory	9:35-9:45	Advisory
9:45-10:25	A Block	9:45-10:20	A Block	9:45-10:10	Unified Arts
10:25-11:10	B Block	10:20-11:10	B Block	10:10-10:40	Unified Arts
<b>11:10-11:40</b>	<b>Lunch</b>	11:10-11:50	Unified Arts	<b>10:40-11:05</b>	<b>Lunch</b>
11:40-12:22	C Block	<b>11:50-12:20</b>	<b>Lunch</b>	11:05-11:45	A Block
12:23-1:15	D Block	12:20-1:00	Unified Arts	11:45-12:20	B Block
1:15-1:45	Unified Arts	1:00-1:42	C Block	12:20-1:00	C Block
1:45-2:15	Unified Arts	1:43-2:15	D Block	1:00-1:40	D Block
				1:40-2:15	E Block

2022-2023 School Calendar

**PELHAM SCHOOL DISTRICT**

**2022-23 School Calendar**

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

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

School Days: 3

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

School Days: 20

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

School Days: 20

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

School Days: 17

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

School Days: 16

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

School Days: 20

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

School Days: 18

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

School Days: 19

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

School Days: 15

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

School Days: 22

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

School Days: 10

**Special Days**

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

**Total School Days**

**180**

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

Approved by Pelham School Board March 03, 2022

## 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](http://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.

## **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.

### Absence

If your student will be absent for the day, 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 absence. Absences of five (5) or more consecutive days will require a doctor's note upon the student's return. Parents need to contact the school nurse to report any lengthy absences related to injury or illness.

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

### Tardy

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

### Request for Assignments

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

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

### Truancy

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

1. Students not in their classroom by 7:35 AM are tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The principal will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school district's attendance policy and to develop a plan to assist the student in attending school.
3. For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and look for ways to foster better family relationships and improve student attendance.

4. For students with excessive unexcused absences, the Pelham Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

#### Dismissal ([Policy JHC - Release Time for Students](#))

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

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

#### 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. 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.

#### Volunteers ([Poicy 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.pelhamsd.org](http://www.pelhamsd.org)). Volunteers will be contacted once clearance has been approved. Volunteer's direct services with students will depend on their assurance form clearance. A school staff person must be present at all times. Student volunteers, unless in an approved high school internship, will not be allowed.

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

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

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

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

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

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

## Passes

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

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



## **Discipline** ([Policy JIC - Student Conduct](#))

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

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

### Possible Consequences:

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

### 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.

**Level I**

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

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

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

**Level II**

**Level II** - Offenses 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

**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.***

[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.

#### 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 Registration/Emergency Contacts**

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

### Transfer Students

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

### Parental Custody

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

## Security

### Emergency Response Preparedness

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

### [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.

### 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.

### 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

### Crisis Team

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

Plan:

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



## Materials

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

### Chromebook Care and Guidelines

#### Using Your Chromebook at School:

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

If a student does not bring their Chromebook to school:

- They may check out a loaner for the day, if one is available.
- If a student fails to bring their Chromebook to school frequently, then this may result in disciplinary action.
- If a student checks out a loaner, they will be responsible for returning the borrowed device to the office before 2:00 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 will be responsible for any repair or replacement costs incurred.

Additionally, a student will receive a bill for a replacement charger or case. These charges are not to exceed the replacement cost of the items themselves as listed below.

Chromebook Replacement/Repair Fees: (estimated)

Chromebook:\$250.00

AC Charger: \$30.00

Case: \$20.00

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

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

#### Chromebook Facts:

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

#### General Care and Precautions:

-No food or drink next to your Chromebook.

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

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

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

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

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

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

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

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

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

## Marking System [\(Policy IKA - Grading\)](#)

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

The grade scale is as follows:

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

### Honor Roll Requirements:

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

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

### PMS Grading Guidelines

#### **Grades 6 & 7**

Summative Assessment-65%

Formative Assessment-35%

#### **Grade 8**

Summative Assessment-75%

Formative Assessment-25%

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

#### **PMS Late Work: (Summative)**

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

#### **PMS Missed Work (due to illness or excused absences)**

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

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

#### **Competencies (8th grade)**

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

Pelham Memorial School has identified three school wide competencies (see below) that will be measured and assessed for progress and mastery across content 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 Protocol

#### **Grades 6 & 7**

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

#### **Grade 8**

The Retake Protocol process will not begin until all three parties have signed 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

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

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

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

- Record all homework in agenda clearly with specific details and due dates
- Ask teacher during class for clarification on anything that you do not understand or are not clear about regarding assignments
- Complete homework carefully, place in designated spot for easy retrieval, bring to class and pass in on time
- Study for formative and summative assessments using study materials provided
- Determine a plan for completion of long-term assignments and work to complete them throughout the designated time frame

- Use rubrics provided by teachers to make sure that you have successfully completed all of the components of the assignment
- Check your teachers' websites for homework when absent and/or see teachers about what you missed when absent
- Check PowerSchool regularly

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

### 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.

### 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. Teachers will make note of assignments requiring longer than two weeks to grade either on the portal or other form of communication. If a major assignment is not turned in on the day it is due, as soon as reasonably possible the teacher will make a notation of "missing."

## **Lunch Program** ([Policy EFAA - Food Service Account Procedure](#))

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

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

### [Pelham School District Wellness Policy \(Policy JLFC - Wellness\)](#)

The Pelham School District participates in the USDA (US Department of Agriculture) national school lunch program. Breakfast will be available for the 2022-2023 school year. The nutrition service department plans menus that meet the USDA nutrition and sanitation regulations. Menus can be viewed online at [pelhamsd.org](http://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](http://www.pelhamsd.org). You may also apply online at <https://www.lunchapplication.com/>. If your family received this benefit last year, you will need to reapply by October 1, 2022. All lunches will be free to students for the 2022-2023 school year.

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

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

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

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

### Lunch Rules

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

1. When a staff member raises their hand for quiet, please be quiet!
2. Students must go to lunch quietly. Enter the cafeteria in an orderly fashion. Do not run.
3. Enter the cafeteria through the door closest to the gym.

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

#### Breakfast/Before School Dining

1. All food must be consumed in the cafeteria
2. Breakfast ends at 7:27 AM daily

#### **If the fire alarm rings during lunch time:**

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

#### Recess Rules

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

#### Lunch/Recess Discipline

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



## **Academic Programs/Resources**

### School Guidance Program

Guidance and counseling programs are a vital, integral part of a student's education. A guidance curriculum is designed to meet the needs of all students by helping them acquire competencies to meet the expectations from all their life roles, whether educational, career, personal, or social. The primary focus is developmental, preventative, and 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.

### Special Needs Referral

Outside or in-house referrals:

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

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

### National Junior Honor Society

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

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

The students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's citizenship, service, and leadership. This form is available on our website. A history of ongoing participation in school and/or community service and leadership experiences (4 months minimum for each) is necessary. Students may participate in clubs, organizations, and/or sports. To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are asked for input regarding their professional reflections on a candidate's character. These forms and the Student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority of the vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to the following 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 [IDress Code](#) leadership representative, sports team captain, club/other team captain, leader in a religious group, leader in a scout group, unit leader in a camp, extracurricular teacher assistant outside of school, and have demonstrated on a consistent basis this level of leadership at minimum of a four month period.

### Field Trips (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. Parents may be asked to volunteer as chaperones for these trips. Parents will need to fill out the Volunteer Application Form and submit it to the front office well before the field trip date in order to allow plenty of time for processing. To review our School Board Policy on field trips, please see [Policy IJOA](#).

### DC Trip

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

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

- Any student suspended at any time during the school year for drugs/alcohol/cigarettes/vaping/weapons/aggressive behavior will not be allowed to attend.
- Any student suspended in-school for two or more infractions, for any reason, will not be allowed to attend.

- Parents will be made aware of ongoing repeated behavioral infractions that will jeopardize the student's ability to attend the trip. Administration may remove the privilege of this field trip to any student due to ongoing behavioral concerns.
- 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 trip cost. Trip insurance is offered through the tour company and it is the parents' choice whether to purchase it or not. We strongly recommend that you do.

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

### Student Council

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

### Media Center

#### **Hours**

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

#### ***Circulation and Overdue books***

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

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

## Miscellaneous

### [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.

### [Internet Access \(Policy JICL -RESPONSIBLE USE OF TECHNOLOGY FOR STUDENTS\)](#)

#### [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.

### [\(Policy JICA -Student Dress Code\)](#)

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.

- Clothing shall have no words or artwork that glorifies alcohol, drugs, sex, tobacco, violence, vulgarity or death.
- No hats.
- Undergarments must be concealed. Lace or mesh clothing that exposes any undergarment is not appropriate.
- Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
- Armholes shall be closely fitting around the shoulder.
- No halter tops, tube tops, or bandeaus.
- Clothing shall be tastefully fitting (not tight); necklines shall be high enough so that the neckline will rest against the body.
- Shorts/pants/dresses/skirts must be no shorter than 6" from the center of the kneecap while standing straight up.
- Shirt straps must be 1" in width.
- No pajamas.
- No words or logos on the back of pants.
- No chain wallets/no heavy metal jewelry, necklaces, ornamental chains of any kind.

- Any outerwear (hats, jackets, vests, gloves, etc.) is to be stored in the locker.
- Shoes or other appropriate foot coverings must be worn at all times. Any footwear worn must leave the floors free of black marks.
- No hoods, or head coverings/bandanas are to be worn in the building.
- Ripped clothing of any kind must have a lining to cover any exposed skin due to the rip.

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

### Heavy Scents

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

### Water Bottles

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

### Electronic Devices ([Policy JICJ = Unauthorized Communication Devices](#))

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

#### **1<sup>st</sup> offense:**

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

#### **2<sup>nd</sup> offense:**

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

#### **3<sup>rd</sup> Offense:**

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

Students are not allowed to bring electronic devices into bathrooms or locker rooms. **Students will be required to drop devices in a cell phone pouch when entering each class. This includes smartwatches.**

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

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

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

### Lockers

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

### Lost & Found

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

### School Dances

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

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

### Working Papers

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

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

## **Pelham Memorial PTSA**

The Pelham Memorial School Parent Teacher Student Association is a vital component of our school. The PTSA promotes quality educational programs and helps to raise money for special activities, events and materials. Student members are important to our group and are free to join and 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](#).

### ***2022-2023 Pelham Memorial PTSA Officers:***

**President** – Tricia Woolard

**Vice President** – Nicole Silverwatch

**Treasurer** – Amanda Muldoon

**Secretary** – Felicity Shanahan

**Administrative Board Member** – Stacy Maghakian

## **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 pickup.\*\***

### 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, as per School Board [Policy EEA-R](#) adopted 6/7/06. Video and Audio on School Buses has been authorized per School Board [Policy EEAA](#). - Change to JICC-R

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.

Possible Consequences:

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

### 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.



## Health ([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 7<sup>th</sup> 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.

### [Policy JLDDB - Suicide Prevention and Response](#)

*District Coordinator and Building Liaisons 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.*

## Policies

**\*\*Note: All up-to-date district policies are available online at [www.pelhamsd.org](http://www.pelhamsd.org)\*\***