

# PELHAM HIGH SCHOOL



**2019-2020**

## **STUDENT HANDBOOK**

Ms. Dawn Mead, Principal  
Mr. Adam Barriere, Assistant Principal  
Ms. Anne Fowler, Dean of Students  
Mr. Todd Kress, Athletic Director  
Ms. Lauren Hall, Special Education Coordinator

***District Mission Statement: Inspiring Success One Mind at a Time***

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

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

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@PHSCareerPlan  
@PHSPythons

## ***Principal's Message***

Dear Pelham High School Students,

I hope you enjoyed a restful summer vacation and are excited to tackle the new school year. Your academic progress and success are a priority. The faculty and staff are committed to supporting and guiding you along the way.

This school year, you will have opportunities to discover and challenge yourself both in and out of the classroom. Pelham High School has a faculty and staff that are knowledgeable in their content area and are committed to your academic and socio-emotional success and well-being. I encourage you to take risks, be willing to fail, ask questions, seek out support when needed, set high expectations and goals, and commit to your own success.

I encourage you to be involved. Take advantage of opportunities to join clubs, participate in band, drama club, student government, participate on one of our many athletic teams, or try a new activity. Make the effort to attend school events. We are truly #PelhamProud. I promise that you will not regret participating. You will make connections and friendships that will last a lifetime.

Each year, I recommit to be the best leader and have the best school year. This year, I am excited and proud to be your Principal. I am looking forward to getting to know you, to moving our school in a positive direction based on a foundation of mutual respect and honest and trusting relationships. Our theme this year is '#Everyday'. Every day, I promise to commit to be the best Principal. I want you to commit to be the best you that you can be.

Sincerely,

Ms. Mead  
Principal

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## General Information

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### **Purpose**

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

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

### **Mission Statement**

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

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

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

### **Learning Expectations**

Academic Competencies:

- Skills and Knowledge
- Application of Problem Solving
- Communication

Social Competencies:

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

Civic Competencies:

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

## **Accreditation Statement**

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

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

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

## **Non-Discrimination Statement**

The Pelham School District does not discriminate on the basis of handicap, sex, race, religion, color, national origin, or age in its educational activities and practices. No student shall, on these bases, be denied equal opportunities to participate in said education activities.

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

## **Communication Protocol**

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

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

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

## **Electronic Communications**

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

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

## **School Cancellations/Delayed Opening**

In the event of severe weather conditions, the Superintendent may find it necessary to cancel school for that day. Under normal circumstances, a decision will be made by 6 a.m. School delays/cancellations are made on WMUR (Ch. 9). Parents will also receive a “School Messenger” telephone message if they have signed up to receive these messages. Pelham School District follows a Two-Hour Delay Schedule when needed.

## 2019-2020 BELL SCHEDULE

Block	Regular	2 Hour Delay
<b>1</b>	7:35 – 8:55	9:35 – 10:35
<b>Advisory</b>	9:00 – 9:45	10:40 – 10:45
<b>2</b>	9:50 – 11:10	10:50 – 11:50
<b>3</b>	11:15 – 1:01	11:55 – 1:21
<b>1<sup>st</sup> Lunch</b>	11:15 – 11:38	11:55 – 12:18
<b>2<sup>nd</sup> Lunch</b>	11:55 – 12:18	12:23 – 12:46
<b>3<sup>rd</sup> Lunch</b>	12:38 – 1:01	12:58 – 1:21
<b>4</b>	1:06 – 2:26	1:26 – 2:26

Block	Early Release
<b>1</b>	7:35 – 8:25
<b>Advisory</b>	8:30 – 8:45
<b>2</b>	8:50 – 9:40
<b>3</b>	9:45 – 10:35
<b>4</b>	10:40 – 11:30
<b>Lunch</b>	Grab & Go

Block	Activity Day
<b>1</b>	7:35 – 8:40
<b>2</b>	8:45 – 9:50
<b>4</b>	9:55 – 11:00
<b>3</b>	11:05 – 12:40
<b>1<sup>st</sup> Lunch</b>	11:05 – 11:28
<b>2<sup>nd</sup> Lunch</b>	11:40 – 12:03
<b>3<sup>rd</sup> Lunch</b>	12:22 – 12:45
<b>Advisory</b>	12:50 – 12:55
<b>Activity</b>	1:00 – 2:26

# PELHAM SCHOOL DISTRICT



## 2019-20 School Calendar

JULY 2019						
Su	M	Tu	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			

AUGUST 2019						
Su	M	Tu	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	TW	TW	24
25	TW	27	28	29	30	31
						3

SEPTEMBER 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER	21
22	23	24	25	26	27	28
29	30					
						20

OCTOBER 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	TW	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

NOVEMBER 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	ER	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	TW	28	29	30
						17

DECEMBER 2019						
Su	M	Tu	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				
						15

JANUARY 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	ER	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21

FEBRUARY 2020						
Su	M	Tu	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
						15

MARCH 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	TW	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

APRIL 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	ER	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18

MAY 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	ER	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

JUNE 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	ER	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						10

-  School Closed
- ER** Early Release Day
- TW** Teacher Workshop

-  End of Quarter
-  First & Last Day of School
-  End of Trimester

September 2 - Labor Day  
 October 14 - Columbus Day  
 November 11 - Veterans Day  
 November 27 - 29 - Thanksgiving Recess  
 December 23 - January 1 - Winter Vacation

January 20 - Martin Luther King Jr. Day  
 February 24 - February 28 - February Vacation  
 April 27 - May 1 - April Vacation  
 May 25 - Memorial Day

## ACADEMICS

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### **Academic Protocols and Grading Philosophy**

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

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

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

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

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

### **Add/Drop Procedures**

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

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

### **Advisory**

All students will be assigned to a 45-minute advisory and all have an advisor who will meet with students on a regular basis serving as the student's mentor regarding academic and personal issues. Advisory provides students with the opportunity to meet with their teachers, complete assignments and/or assessments, develop their social/emotional learning skills or participate in enrichment activities.

With the exception of Mondays and Tuesdays, students will be provided the opportunity to choose how to use this time to meet their needs. However, if a student is experiencing academic difficulty, the student may be assigned to meet with a teacher or a staff member. If a student has been assigned a mandatory intervention and does not attend, there may be consequences assigned. Advisory is mandatory for all students including students who were granted permission for late arrival.

### **Alternative Credit Options and Extended Learning Opportunities**

Students who are interested in seeking high school credit outside of Pelham High School with the intent to transfer the credits toward high school graduation requirements must obtain administrative approval beforehand. Please speak with your school counselor whenever considering alternative credit options. Alternative credit options must be earned through a state certified educational institution or college/university. In order to transfer credit, the student must provide a transcript from the certified institution. Under no circumstances will the grade be transferred. If the course is a prerequisite to another course offered at Pelham High School, the student will be required to pass Pelham High School's final exam prior to enrolling in the secondary course.

### **Auditing a Class**

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

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

### **Competencies**

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

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

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

- Competency #1 (C1) – Skills and Content Knowledge
- Competency #2 (C2) – Application and Analysis
- Competency #3 (C3) – Communication

## **Competency Recovery**

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

## **Course Withdrawal**

As an accredited institution, we are committed to accurately communicating a student's academic history for all high school courses attempted. Therefore, after the 5 day add/drop period has expired the student will receive the appropriate designation of "WP" (withdraw pass) or "WF" (withdraw fail) on their permanent transcript. Withdrawals are permitted up until 50% of the course has met. For example, for a full year course, students can withdraw from the course during semester 1. Once semester 2 has started, students will not be permitted to drop a course. For a semester 1 course, students can withdraw from a course during the first quarter; however, once the 2nd quarter has started the student will not be permitted to drop the course. For semester 2 course, students may withdraw from a course during the 3<sup>rd</sup> quarter, however once the 4<sup>th</sup> quarter has started the student will not be permitted to drop the course. All withdrawals will require parent/guardian signature and approval of the administration.

## **Grading of Medically Involved Students**

In order to provide an accurate reflection of a student's current grade, if a student is medically involved zeroes will be recorded for all assignments that are due and are missing. Classroom teachers will work with the student's school counselor to determine a reasonable plan to make-up missed work. This plan will be communicated in writing with the student's teachers and parent/guardian. A student can request a medical withdrawal at any time.

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

## **Grading System**

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

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

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

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

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

**F – Fail:** Student has failed the class.

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

**P – Pass:** Student has passed the class.

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

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

Seniors failing a course may lose their privilege of late arrival/early dismissal. At the discretion of an administrator, students may regain this privilege if their grades are passing.

## Graduation

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

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

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

## **Homework Protocols**

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

## **Honor Roll**

Each semester, a student Honor Roll is published on the school's website. All students must carry a minimum of six (6) graded courses to be eligible for the Honor or High Honor Roll:

High Honors: Students with grades no less than A- (90+).

Honors: Students with grades of no less than B- (80+).

## **Level Changes**

If a student is inappropriately placed in a core course, a request may be considered to change the level of the course. Level changes, when necessary, are considered at the 1<sup>st</sup> quarter and 1<sup>st</sup> semester reporting. The quarter or semester report will be entered for the course the student is withdrawing from and will result in a WP or WF on the transcript. The teacher of the new course will record grades for the remainder of the semester/year and a student's GPA will be calculated based on the weight of the course when credit is awarded.

## **Parent Conferences**

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

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

## **Report Cards**

PowerSchool reports a student's academic progress on a rolling basis. For reporting purposes quarter and semester grades are recorded in PowerSchool; however, report cards are not issued. If you need a paper copy mailed, please call the Registrar at 635-2115. The most important information on the report card is the final grade. Quarter grades may have an impact on athletic eligibility.

## **Schedule Change Procedures**

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

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

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

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

## **Textbooks**

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

## **Turnitin**

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

## ATTENDANCE & ACCOUNTABILITY

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

### Philosophy

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

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

### Absences

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

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

The board considers the following to be excused absences:

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

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

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

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

***Parents must call the PHS Main Office 635-2115 and send a signed note to the main office immediately upon a student's return. Parent emails are not accepted.***

### **Areas off Limit**

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

### **Arrival to School**

All doors will be locked at 7:35 a.m. Students arriving after the doors have been locked are required to stop in the main office for a pass to class. There will be a warning bell at 7:30 a.m. and at 7:34 a.m. Students arriving after the start of 3rd Block will be unable to participate in after school activities that day. Students with early release/late arrival must sign in and out of the main office. ***Students may not leave school grounds after arrival, including going back to your vehicle.***

### **Bathroom Privileges**

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

### **Departure**

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

### **Dismissal from School**

All requests for dismissal from school must be communicated to the main office first thing in the morning and students must sign out at the time of departure. Dismissals for medical appointments or emergencies that cannot be scheduled outside of the school day will be excused. The request for dismissal must include student's name, date, time, reason and parent contact information.

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

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

### **Early Release/Late Arrival Expectations**

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

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

If a student is interested in early release/late arrival, an application must be completed with parent authorization. Please note, to earn an Honors with Distinction Diploma or Merit Diploma students will need to earn 32 credits.

### **Evacuation Procedures**

Please be aware of the instructions posted in each classroom. Students are to exit the building in a quick and orderly fashion. Fire lanes are designated at all exits and in the rear of the building between the fields and the garage. Please be reminded that illegal parking on campus could result in towing and/or prosecution.

### **Leaving Class**

Students must obtain permission to leave a classroom during class time. They must carry the appropriate pass with them in the hallways.

### **Library**

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

### **Lunch**

Food or drink is not allowed to be taken outside the cafeteria without permission. Students are expected to pick up their trash. No deliveries of food or beverages are permitted.

### **Missing Class**

Missing a class or classes to finish a school assignment, study for a test, or similar activity is considered an unexcused absence. As such, staff are not required to provide make-up work for the class that was skipped. Students who become ill and cannot attend class must immediately report to the nurse or main

office and remain there until dismissed with a pass. Missing a class by spending the period in the lavatory or locker room, etc. due to illness is considered an unexcused absence.

### **Tardies**

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

- 1<sup>st</sup> – 3<sup>rd</sup> Tardy – Warning
- 4<sup>th</sup> – 6<sup>th</sup> Tardy – 1 Detention per occurrence
- 7<sup>th</sup> or More Tardies – In School Suspension; Administration will contact parents

Tardy notes need to be presented immediately upon entering Pelham High School. Unexcused school tardies will accumulate on a semester basis. Any single unexcused tardy of 20 minutes or more will be considered a class cut.

### **Truancies**

The administration will address school truancy and contact the parent/guardian of the student, as well as, the Pelham Police Department. An unauthorized absence from school is considered truancy and will be treated as such. See RSA 193:1, 2, 7.

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## **DISCIPLINARY GUIDELINES**

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The Pelham High School Code of Discipline is founded on the belief that all members of the school community are expected to foster a culture of learning and respect.

### **Alcohol and Drugs**

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. School Board policy JICH is as follows:

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

The Pelham School Board recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, the Board recognizes that the schools, families and the community at large have a responsibility to this important matter. Accordingly, the Pelham School Board makes a commitment to the health and well-being of its students through age appropriate programs and procedures and to an environment free from alcohol and other drugs.

The Board acknowledges the following school roles:

1. Educate students about alcohol and other drugs;
2. Respond supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promote a climate in which students can seek help if they are in distress from their own or others' use of alcohol and other drugs;
4. Help students recovering from dependency on alcohol and/or other drugs;
5. Develop and implement guidelines and sanctions in each school which
  - a. Define violations and their consequences,
  - b. Define immediate procedures for handling incidents;
  - c. Describe a support and referral system, which includes response to self-referrals and suspected users; and
  - d. Are clear and articulated to staff, parents and students.
6. Train all personnel in school guidelines related to alcohol and other drugs;
7. Ensure no less than a biannual evaluation by representative group of stakeholders of the above efforts.

Consequences for Violations: please refer to the discipline chart provided on the following pages.

### **Eating and Drinking**

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

**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 includes 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 includes 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/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	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.***

## **Personal Searches**

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

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

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

The administration of Pelham High School, in cooperation with the Chief of Police of Pelham or other authorized law enforcement officials may individually, or acting in cooperation, employ any technical means, including the use of drug sniffing dogs in announced and unannounced searches. ***Please refer to School Board Policy JIH for additional information.***

## **Procedure for Handling Incidents**

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

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

## **Self-Referral**

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

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

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

## Student Restriction Policy

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

## Suspected Use

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

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## DRESS CODE

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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. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or dress that is unsafe and unsanitary will not be tolerated. Violators will be sent to the administration and asked to make appropriate adjustments to comply with the dress code, and/or may be asked to call home to acquire appropriate clothing. Repeat offenders will be issued in-school suspensions.

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

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

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

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## EXTRACURRICULAR

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### **Athletics**

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

### **Clubs and Activities**

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

### **Dances**

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

Students who have not attended school on the day of the dance, or who have been suspended from school will be denied admission.

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

### **Honor Societies**

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

## Student Government

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

## Overnight and Day Trips

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

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## HEALTH, SAFETY & SECURITY

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### Accidents

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

### Cameras/Video Surveillance

The Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all students, staff and visitors. ***For more information, please refer to School Board Policy EEAA.***

### College and Career Guidance

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

### Insurance

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

## **Medicine**

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

## **Money and Valuables**

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

## **Posting/Distributing of Materials on School Grounds**

School related advertisements, announcements, posters, and other materials shall only be posted or distributed on school property with prior approval of the administration. Students are responsible for removing their materials immediately after their event takes place. Outside organizations are allowed to post materials on the bulletin board near the guidance office.

## **Release of Information**

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

## **Visitors**

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

# **TECHNOLOGY**

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## **Cell Phones/Electronics**

The Pelham School District has a right to protect its network and technical resources. Therefore, any student who uses the school district's network while bringing their own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP); please refer to School Board Policy EGA for more information.

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

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

The student may not use any device to record, transmit, or post photos/video of other individual(s) without express permission of a staff member. Violation may result in school consequences as well as police involvement.

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

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

## **Chromebooks**

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 Technology Center/Library before 2:00 p.m.
- If the loaner is not turned in by the end of the school day, administration will be notified.

If a Chromebook needs to be repaired:

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

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. If a site is blocked and a student feels it would benefit their learning, then students should contact [helpdesk@pelhamsd.org](mailto:helpdesk@pelhamsd.org) to request that the site be unblocked.

Students are responsible for the general care of the Chromebook. Students will have the same Chromebook for three years. If a student has a Chromebook that is broken or fails to work properly, they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered

against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. If a student intentionally damages their device, they will be responsible for the replacement costs.

There will be an optional device fee that will cover unlimited accidental damage for one school year. We highly encourage parents to purchase the insurance. If you do not choose to purchase, then parents/students will be responsible for the cost of any accidental damage to the device. Please report any lost or stolen devices to the building administration immediately. Lost or stolen devices will be subject to the Chromebook replacement fee.

Chromebook Replacement/Repair Fees: (estimated):

- Chromebook: \$250.00
- AC Charger: \$30.00
- Case: \$10.00
- Battery: \$50.00
- Display screen: \$50.00

Chromebook Facts:

- We utilize the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- Students may install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

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.

## TRANSPORTATION

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### **Bus Procedure**

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

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

### **Parking Information**

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

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

Parking Permit Criteria:

- A VALID driver's license.
- A current UP TO DATE registration.
- Proof of UP TO DATE insurance.
- SIGNED parking permit (will be attached to the e-mail you receive over the summer).
- \$20 cash or check (made payable to Pelham High School).

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

Seniors will be given first preference on parking. Juniors will be eligible for any remaining spots through a lottery system beginning October 1st. Juniors will receive an e-mail with instructions for the lottery in September. Only juniors who complete the criteria will be considered for the lottery.

Students who fail a class when credit is earned may lose their parking privileges until they return to good academic standing.

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

## NOTICES OF POLICIES

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### **Anti-Harassment**

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

### **Child Abuse/Neglect – Mandatory Reporting**

New Hampshire Law (RSA 169-C;29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case. Please refer to Pelham School District Policy [JLF](#).

### **Child Find Notice**

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

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

### **Non-Discrimination**

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

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

Any person having inquiries concerning the District’s compliance with this Policy and the applicable laws and regulations may contact the Superintendent of Schools. Please refer to Pelham School District Policy [AC - Non-Discrimination](#).

## **Student Privacy**

Pelham School District and Pelham High School comply with all federal and state regulations regarding Student Privacy. Please refer to U.S. Department of Education Family Policy Compliance Office: [FERPA](#)

## **ADDITIONAL POLICY LINKS**

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This section provides additional foundational policies, practices, and laws relating to the school and district. It is important to read and understand this information so that you have full knowledge of how our school and district operate. By completing the online registration process (Infosnap) you have acknowledged that you have received, read and understood this entire manual and you agree that you will abide by the policies, practices, and procedures of both the Pelham School District and Pelham High School. All current district policies are available online at [www.pelhamsd.org](http://www.pelhamsd.org). For your convenience we have provided links to pertinent school board policies below:

<a href="#">Bullying, Pupil Safety and Violence Prevention Policy</a>	JICBB
<a href="#">Drug and Alcohol Use</a>	JICH
<a href="#">Drug Free Schools</a>	ADB
<a href="#">Hazing</a>	JICFA
<a href="#">Intranet-Internet Acceptable Use Policy</a>	EGA
<a href="#">Pupil Safety and Violence Prevention</a>	JICK
<a href="#">Reporting Child Abuse</a>	JLF
<a href="#">Sexual Discrimination</a>	GBAA
<a href="#">Sexual Discrimination</a>	JBAA
<a href="#">Student Attendance, Absences and Truancy</a>	JH
<a href="#">Student Conduct and Discipline</a>	JICD
<a href="#">Student Conduct, Rights and Responsibilities</a>	JI-JIC

<u>Student Discipline Out-of-School Actions</u>	JICDD
<u>Student Interrogation, Searches and Arrests</u>	JIH
<u>Use of Child Restraint, Seclusion &amp; Physical Contact</u>	JKAA
<u>Use of Tobacco Products</u>	JICG
<u>Video and Audio Recording on School Buses</u>	EEAA
<u>Weapons on School Property</u>	JICI

## Administration and Staff Directory

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### Administration

Principal .....	Dawn Mead
Assistant Principal .....	Adam Barriere
Dean of Students .....	Anne Fowler
Athletic Director .....	Todd Kress
Special Education Coordinator .....	Lauren Hall
Administrative Assistant .....	Shannon Krumlauf
Main Office Secretary .....	Arlanna Garcia
Main Office Secretary .....	Lisa Massahos

### Academic Departments

<b>Business .....</b>	<b>Wendy Dorval, Academic Dean</b> Kathy Byrne Nora Detellis Scott Gloor
<b>English.....</b>	<b>Linda Fox, Academic Dean</b> <b>Jen Nugent, Academic Dean</b> Amanda Davitt Krista Day Deb Jarvis Jessica Parent Regina Provencher Peter Waters
<b>Family and Consumer Studies.....</b>	<b>Wendy Dorval, Academic Dean</b> Monique Fournier

**Fine Arts and Music.....Ryan Shumway, Academic Dean**  
Daniel Buchner, Music  
Daniel Jones, Art  
Taylor Kudalis, Art  
Casey Locke, Art

**Health and Physical Education.....Wendy Dorval, Academic Dean**  
Tom Babaian  
Rickard Morgan  
Amber Murphy  
Matthew Regan

**Mathematics .....Kathy Caruso, Academic Dean**  
Kimberly Dexter  
David Gilcreast  
Scott Johnson  
Jessica Makara  
Elizabeth Preston  
Diane Tandy  
Ryan Wilson

**Science .....Renee Harmon, Academic Dean**  
**Janet Holden, Academic Dean**  
Thomas Limerick  
Kaliegh McIver  
Robert Moore  
Nisha Padhye  
Shawni Robinson

**Social Studies.....Ryan Clark, Academic Dean**  
Paula Bailly-Burton  
Julie Caturro  
Steve Charbonneau  
David Torrisi  
Elizabeth Zemetres

**Technology .....Allison Laliberte Academic Dean**  
Jeffrey Tobin, Technology  
Jenna Wagner, Integration Specialist

**World Language.....Allison Laliberte Academic Dean**  
Leigh Rosse

**School Services and Resources**

- Academic Center** .....Steve Lanthier  
Rick Morgan
  
- College and Career Guidance**.....**Anne Fowler, Dean of Students**  
Beth Koravos, Secretary  
Heather Lagasse-Kress, School Counselor (Gim-Mar)  
Suzanne Michaud, School-to-Career Coordinator  
Sara-Jean Phillips, School Counselor (Mas-Z)  
Laura Spaulding, School Counselor (A-Gil)  
Treacy Weiner, Registrar
  
- IT Department** .....**Brenda Colamatto, Director**  
Chis Curtin, Network/System Admin.  
Karen Churchill, Secretary  
Cindy Brunelle, Technician
  
- Math Tutor** .....TBD
  
- School Psychologist**.....Ashley Albert
  
- School Resource Officer** .....Brian Kelly
  
- Media Center** .....Erin Henderson
  
- Health Services** .....Angela Hildreth
  
- Reading Specialist** .....TBD
  
- Reading Tutor** .....TBD

**Special Education**

- Case Managers**.....**Lauren Hall, Special Education Coordinator**  
**Elaine French, Academic Dean**  
Kathleen Joseph  
Sandra Lyon  
Garrett Poltack  
Stephen Scaer  
TBD  
TBD

**Instructional Assistants .....Lauren Hall, Special Education Coordinator**

Cynthia Bray  
Amelia English  
Jennifer Fitzgerald  
Brandon Hannon  
Wilbur Horne  
Thomas Hurley  
Amy Ivas  
Deb Leondires  
Lorrie Martin  
Beth Partridge  
Laura Rogers  
Maryann Sawyer  
Susanne Zsofka

**Support Staff**

**Custodial Staff .....Paul Griffin**

Steve Neskey  
Joe Perigny  
Nancy Perigny  
Gregg Raimondo