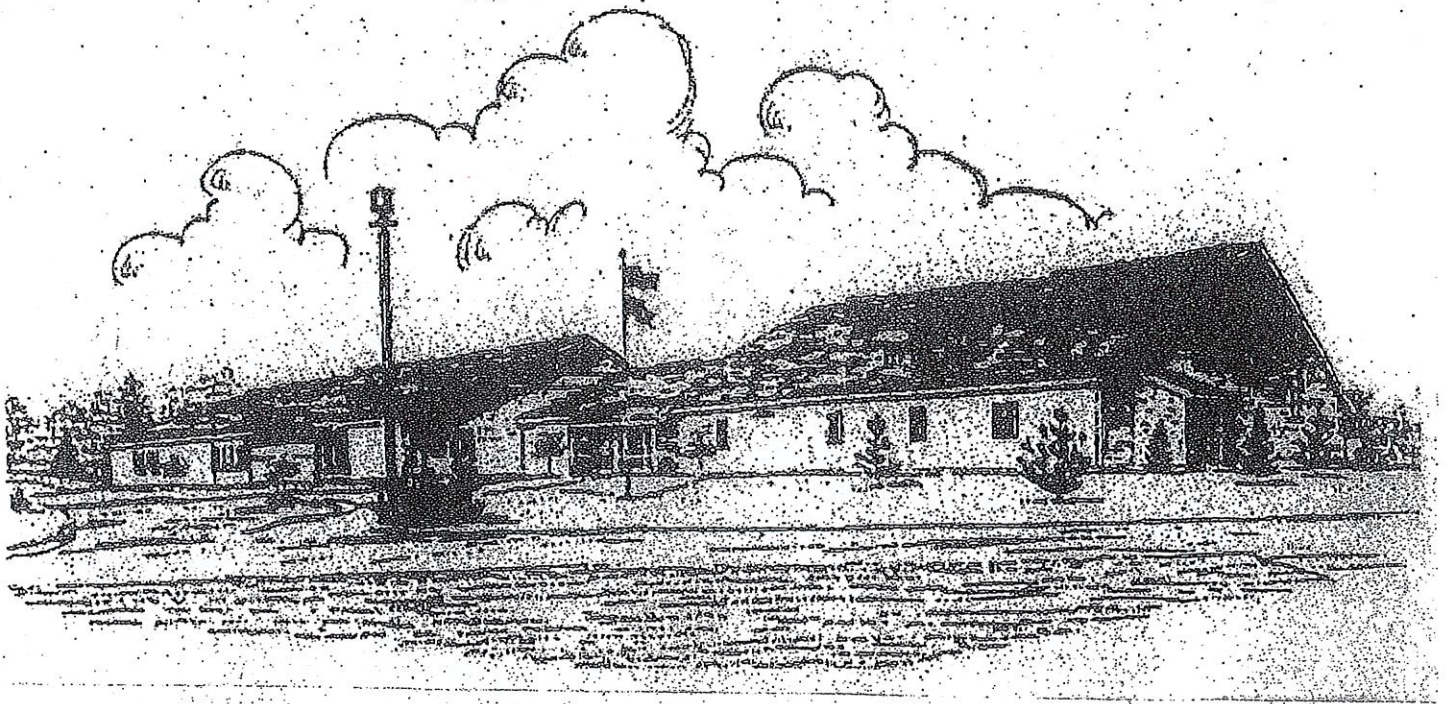


**PEMBROKE  
ELEMENTARY SCHOOL**  
Parent-Student Handbook



**2020-2021**

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## A Note from the Principal

September 8 th, 2020

Dear Parent and Guardians,

As you know, this is not a typical year. This handbook has been updated to reflect the needs and concerns due to Covid 19. Your child's safety continues to be our top priority. This handbook is still the place for school policies, rules, and expectations for our students. Once you have reviewed the handbook, please sign and return the form on the last page of this guide.

This handbook will still house the typical rules for classroom expectations, bus safety, playground expectations, and sports policies. However, at this time, much of the handbook will have Covid 19 updates in front of the traditional information. Additionally, as regulations are continuously changing, some of the information may quickly become outdated. As this happens, I will be sending you new and updated guidelines.

School policies will be placed at the end of this document. More policies may be added throughout the year. Should you have any questions about these policies, please feel free to contact the school with your concerns. Our updated calendar is also part of this handbook.

Please join us in welcoming new staff. Karin Lingley is our new PreK and Kindergarten teacher, Bobbi Tardif is our new grades 7 & 8 teacher, and Liz Monk is our new special education ed tech. The ESSA Act requires that all parents be informed about teacher certification ([www.ed.gov/essa](http://www.ed.gov/essa)). I am pleased to say that all of our teachers hold valid teaching certificates from the State of Maine.

It is unclear at this time if we will be able to hold any in house events. We are learning about new digital resources and will share email information through Google Suites for Education along with a program called Seesaw (used for grades Prek-2). We know that communication between school and home is more important than ever and wanted to have a place where every family could find all the resources in one place. Google Classroom seems to be the place where we will start with parent communication. Our school Facebook page and website, [www.pembrokeeagles.com](http://www.pembrokeeagles.com) will also house our announcements. School messenger will continue to be our way to deliver emergency information.

Whether students attend school face to face or access distance learning options, grades count and students will be assessed to determine growth at grade level expectations. These assessments are extremely important in determining student placement and advancement to the next grade. As we begin the school year safely with a reduced day, please expect your child to have work to complete at home. We will continue to emphasize reading, math, writing, and STEM activities through a core teaching model. Classwork content will be integrated when possible to share rich learning opportunities across the curriculum.

When attending school, please remember that we are a **NUT -FREE School**. Please avoid sending food that contains nuts or is processed in a nut factory. Pembroke Elementary School will provide a healthy snack so there will be no need to send snacks from home.

Thank you for choosing Pembroke Elementary School!

Dr. Debbie Jamieson



<b>Pembroke Calendar 2020-2021</b>		<b>Information &gt;&gt;&gt;</b>	-Teacher Workshop Days - 08/26, 27 -Labor Day Holiday - 09/07 -First Day of School - 09/08 -Early Release - 09/16 -Indigenous Peoples Holiday -10/12 -Teacher Workshop Day - 10/13 -Parent Conferences - 11/05 -Early Release - 11/06 -Veterans' Day Holiday- 11/11 -Early Release - 11/25 -Thanksgiving Break - 11/26, 27 -Early Release - 12/02 -Early Release - 12/23 -Christmas Break - 12/24 - 01/03 -Christmas Day - 12/25 -New Year's Day - 01/01 -Early Release - 01/15 -Martin Luther King, Jr. Day - 01/18 -Presidents' Day Holiday - 02/15 -February Break - 02/15 - 19 -Early Release - 03/03 -Teacher Workshop Day - 03/19 -Parent Conferences - 04/15 -Early Release - 04/16 -Patriots' Day - 04/19 -April Break - 04/19 - 23 -Early Release - 05/05 -Memorial Day- 05/31 -Early Release - 06/14 -Teacher Workshop Day - 06/15 -Storm Days -5 Days 06/16, 17, 18, 21, 22	<b>Adopted 04/06/20 Revised 08/17/20</b>
<b>AUGUST</b> S M T W T F S 23 24 25 T T 28 29 30 31				
<b>2 Teacher</b>				
<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 H 8 9 10 11 12 13 14 15 ER 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 H T 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
<b>17 Student</b>		<b>20 Student/1 Teacher</b>		
<b>NOVEMBER</b> S M T W T F S 1 2 3 4 PC ER 7 8 9 10 H 12 13 14 15 16 17 18 19 20 21 22 23 24 ER H V 28 29 30		<b>DECEMBER</b> S M T W T F S 1 ER 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 ER V H 26 27 V V V V		
<b>18 Student</b>		<b>17 Student</b>		
<b>JANUARY</b> S M T W T F S H 2 3 4 5 6 7 8 9 10 11 12 13 14 ER 16 17 H 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 H V V V V 20 21 22 23 24 25 26 27 28	<b>MARCH</b> S M T W T F S 1 2 ER 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 T 20 21 22 23 24 25 26 27 28 29 30 31	
<b>19 Student</b>		<b>15 Student</b>	<b>22 Student/1 Teacher</b>	
<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 PC ER 17 18 H V V V V 24 25 26 27 28 29 30		<b>MAY</b> S M T W T F S 1 2 3 4 ER 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 H	<b>JUNE</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 ER T S S S 19 20 S S 23 24 25 26 27 28 29 30	
<b>17 Student</b>		<b>20 Student</b>	<b>10 Student/1 Teacher</b>	

**CODING**  
H - Holiday  
ER - Early Release  
V - Vacation  
PC - Parent Conferences  
T - Teacher Workshop  
S - Storm Day



## **Pembroke Elementary School Staff**

Deborah Jamieson	Principal/Grade 8
Dana Riquier	Secretary
Karin Lingley	K4/Kindergarten
Becky Ramsdell	Grade 1
Avery Preston	Grade 2
Carolyn Tinker	Grades 3/4
Beckery Renaud	Grades 5/6
Bobbi Tardif	Grades 7/8
Rebecca Roy	Title 1
Beth Mills	Title 1- Ed Tech
Rhonnie Gardner	Special Education
Marie Mills, Torie Brown, Elizabeth Monk, Erica Crews	SPED- Ed Techs
Monica Jamieson	PreK- Ed Tech
Sara Moore	Gym/Health
Kris Paprocki	Music
Connie Harter- Bagley	Art
Anson Armstrong	Custodian
Joe Storey, Roy Storey, Missy Neptune	Bus Drivers
Susan Ward	Cook
Judy Cantwell	Assistant Cook
Elizabeth Cushing	Sped Director
Kenneth Johnson	Superintendent

### **School Committee Members**

Jeff Robinson, Trevor Hold, Shane Curtis, Kelly Wentworth, Tabitha Bennett

### **Important Phone Numbers**

Pembroke Elementary School	726-5564	Fax 726-5139
Superintendent's Office	853-2567	
School Hours:	Breakfast 8:15 a.m.- 8:30 a.m.	
Four Year Olds	8:30 a.m.- 11:30 a.m.	
Kindergarten - Grade 8	8:30 a.m.- 1:30 p.m.	
Please do not drop students off before 8:00 a.m.		

## EDUCATIONAL PHILOSOPHY / MISSION

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career. All schools will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for a satisfying, worthwhile life.

We believe that all children must be provided equal but not identical opportunities to allow them to achieve at levels that commensurate with their abilities. We believe that all students must learn in an environment that allows them to develop positive attitudes toward themselves and genuine respect for others.

We believe in order to achieve our goals and to implement this a core curriculum will be provided that is designed to develop mastering of the basic skills of education, as well as to give students a broad educational foundation compatible with their interests, aptitudes, and aims.

We believe in order to implement this philosophy that all schools must secure the involvement of the community, students, staff, parents and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school unit's success depends on good rapport and cooperation with our communities and its institutions.

The board recognizes the professional staff as the body that is legally charged with the responsibility for education of all children. In fulfilling this responsibility, the staff will ensure the following:

All Children will master basic skills in the areas of language arts, mathematics, science and history.

Instruction will be provided which is appropriate to each individual with respect to goals, methodology and evaluation.

Students will be seen in their totality as physical, mental, social, and aesthetic beings, which requires knowledge of child growth and development.

Professional staff members, in order to effectively execute their responsibilities, will establish goals for themselves consistent with the philosophy of the board and individual schools. Staff members will engage in self-evaluation for the purpose of self-improvement, the ultimate objective being an improved instructional program for all students.

The board recognizes that this technological society demands that the students learn how to cope with change and learn to accept that "learning" is a continued process.

The board fully accepts the responsibility of formulating policies and acquiring adequate funding to support the education process. The board will always consider the welfare of students as the single most important factor in making decisions relative to educational policy. It will be the responsibility of the board and administrators to promote sound educational practices and professional development.

Legal Reference: Title 20-A MRSA, Sec. 4511.A

Adopted: 2-9-1994

First Reading: 1-12-1994



## SCHOOL DISTRICT GOALS AND OBJECTIVES

The board recognizes its responsibility to set goals for the efficient operation of the school unit. In discharging this responsibility, the board will strive to ensure that the resources of the unit are directed toward meeting the educational needs of each eligible student.

The board will develop annual goals based on input solicited from a variety of sources. These goals will be shared with the community, the staff, and the students. The administration shall develop appropriate objectives designed to achieve the stated priorities.

The board will regularly evaluate progress toward meeting the goals and will adopt appropriate policies designed to facilitate their accomplishment.

Legal Reference: Title 20-A MRSA, Sec. 4511.3, A  
Adopted: 2-9-1994  
First Reading: 1-12-1994

# General Information



## **Covid 19 Adjustments to Pembroke School Activities**

Our school day is currently condensed from 8:15 - 1:30 for students grades K-8. Four year old program runs from 8:15-11:30

Recess has been placed on hold at this time. Students do have multiple mask breaks throughout the day.

Field trips have been placed on hold at this time.

Lockers will not be in use at this time. Students will not share materials with each other. Any required shared materials will be sanitized between students.

Students will eat breakfast and lunch in their classrooms. Students will move together in pods (their classrooms) for mask breaks and other activities. This is meant to reduce exposure to each other throughout the school day.

Bus rules have changed to support Covid 19 restrictions-One student per seat unless in the same family. All students will wear masks while on the bus. All students will sanitize their hands before or upon entering the bus.

Parent - Teachers Conferences may occur via zoom as we continue to keep only essential personnel onsite.

Please remember whether students are working at school or at home, they will receive grades and report cards as usual. Teachers will assess academic work as needed to promote from grade to grade.

At this time, gym will be held outside under MDOE and CDC guidelines. On times when gym is inside, it will be a mixture of gym and health activities that can be completed in the classroom.

Art and Music are also being offered in the classroom setting under MDOE and CDC guidelines.

Should we need to have full remote learning, additional information will be provided at that time about the at home expectations and responsibilities concerning zoom, google meets, etc.

As for athletics, there have been no decisions made on how or when sports will resume. Should sports start, additional guidance will be sent home.

As always, please contact the school if you have any questions.

### Attendance

A student is expected to be in school every day school is in session. There are legal excuses for missing school. The Maine State Department of Education and Cultural Services considers the following as acceptable excuses:

Personal illness

Appointments with health professionals, which cannot be made outside of the regular school day.

Family emergencies

Observance of recognized religious holidays

Planned absences

Upon returning to school, pupils are required to bring a note from the parents or guardian indicating the reason for absence or tardiness.

### Awards

Students will receive special recognition through a variety of awards programs. The awards are meant to promote academic skills, athletic achievement, and good citizenship.

### Clothing

Students are expected to be neat and clean in their appearance. Hats/caps are not to be worn while in the school building. Shirts with offensive sayings or illustrations are not allowed. If a shirt is considered offensive, the student will be asked to cover the shirt and will not wear it again to school. Halter-tops, spaghetti straps, belly shirts or low rise pants that leave the mid section exposed are not acceptable school wear. All students should dress appropriately for the various weather conditions. It would be good if clothing such as coats, boots, caps, mittens, etc. were labeled with student's name (especially in grades pK-3).

### Change of Address or Phone Number

It is imperative that the school has your correct mailing address, street address, and phone number. If you move in town or change your phone number, please inform the school. Phone numbers are not given out from the school office and, if notified, special care will be taken with unlisted numbers. If you use a cell phone please provide that number as well.

### Dances

Several times during the year the school will sponsor dances for students in grades 5-8. Dances will be held from 7 p.m. – 9 p.m. Parents are asked to have transportation available promptly at 9 p.m. All school rules are in effect the same as they are during the regular school day.

### Drug/Alcohol Policy

No student will be in possession of, in use of, sale of, or under the influence of drugs (alcohol, marijuana, hard drugs, tobacco) on school property or at school sponsored activities.

### Early Dismissal

Early dismissal arrangements must be made through the office. Please send a note in advance if possible and stop at the office when you come for your child. Children will only be released to their parents unless the parent has authorized the school to release the child to another responsible person.



### Field Trips

Occasionally field trips are planned. Parents will be notified of any field trip(s). If a parent does not want their child(ren) to go on a field trip, they must notify the school. In the event that an entire grade or room is going on a field trip, and the parent does not want their child(ren) to participate the student(s) should stay home that day and work will be provided. Field trips are planned as educational experiences and are important to a complete educational program.

### Fire Drills

State Law mandates fire drills. Directions for leaving the building are posted in each room. At the sound of the fire alarm, ALL students are to evacuate the building in an orderly manner via the designated exit and remain in the designated area until permission is given to return to the building.

### "Going Home Notes" (Bus Notes)

The school has an obligation to be reasonably sure that every child is going where the parent wants him/her to go. Because of this obligation, we must ask that you send a note telling us where you want your child to go, if other than his/her regular place (i.e. home, sitter, grandparents, etc.). We also insist that plans to stay over at a friend's home be made in advance; school phones will not be available to students for this purpose. Of course, if emergencies arise, parents can call the school to make special arrangements. The note must include the date, the child's full name, a clear destination, and the parent's signature. If the child is riding a bus, the bus number or driver's name is also helpful.

### Homework

Aside from the subject matter we teach each student, the study skills children learn are basic to a good educational program. Homework is an important study skill. But like other skills we teach, it must be learned in an appropriate developmental sequence and have purpose. All homework assignments shall be for sound educational purposes. Homework properly designed, carefully planned, and geared to the development of the individual students, meets a real need and has a definite place in the educational program.

Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational program. Parents are encouraged to contact their child's teacher with any questions or concerns over homework assignments.

### **HOMEWORK HINTS FOR PARENTS**

**Establish a time and place for nightly study time.**

**Ask to see the child's assignments. Initial the assignment when you are assured that it is complete and the quality is acceptable.**

**Insist that your child be organized.**

**When you hear your child say, "I don't know how to do this..." insist that he/she find the exact word which gives the direction: draw, circle, and add...**

**Don't do homework for your child, but help when needed.**

**Help family members adjust schedules so as not to interfere with schoolwork.**

**When reading a child's written work, such as stories and poems, try to be supportive. Comments like these work well:**

**"I follow your story on your first page but I'm confused with this section."**

**"Can you write more description here?"**

**"Your ending is all right but it's too easy a solution."**



### Illness & Injuries

In the event of illness, students will be handled according to the information supplied on the child's emergency form. Because of insurance coverage, staff vehicles will not transport students.

Students with communicable diseases will be excluded from school as prescribed by law. The principal may require a physician's certificate before an excluded student is readmitted to school.

All students must by law provide proof of immunization against polio, mumps, diphtheria, whooping cough, tetanus, measles, and rubella. Exemption forms are available upon request from the principal's office.

### Leaving Building or Grounds

Students are not to leave the building or grounds unless properly dismissed through the principal's office. Please come into the main building and sign out your student if they are being dismissed early.

### Library

It is our goal to have the library opened on a regularly scheduled basis. Students are allowed to use the library to read, check out books, use computers, do reference work, or work on special projects. If a student misbehaves he/she may lose the privilege of using the library for a period of time. We hope to continue to offer weekly library activities with our library volunteers.

### Lockers

Lockers are school property. Students are advised that lockers may not be used to store drugs, alcohol, or other items which are not approved by the school. Lockers will be inspected and searched by school officials. If a search of lockers results in the discovery of such items, all material will be turned over to the proper law enforcement agencies for use in prosecution.

### Lost & Found

All articles found in school are to be turned in to the office where the owners may identify them and pick them up. These will be kept for a reasonable time.

### Lunches/Cafeteria/Breakfast

The hot lunch and breakfast programs are available to all students. Salad bar is available daily to all students. In addition to the lunch program, there will also be a healthy fruit and vegetable snack program for all students at no cost. The lunch cost is determined by the guidelines of the State and Federal Governments with the local school committee setting the price for each meal. Free and reduced applications are sent out at the beginning of each school year and are available any time during the school year upon request.

**The prices this year are as follows:**

**(Current Prices for students are all free through 12/31/20)**

#### **Breakfast Program**

Full Price \$1.05

Reduced No charge

Adult \$1.60

#### **Lunch Program**

Full Price \$ 1.90

Reduced- No charge

Adult \$5.85



To aid in the bookkeeping process, please send lunch money on Monday. Advance payments are encouraged whenever possible. Payment envelopes are available for all students.

### **Medications at School**

The Pembroke School Committee has adopted a policy concerning the administration of medication to students:

*"In the event that no alternative exists, the parent/legal guardian may request in writing that medication be administered to the student during the school day. Such written request shall provide for an acknowledgement and agreement that unlicensed personnel may administer the medication as per physician's instructions.."*

This policy is available in its complete form at the end of the handbook.

A note will accompany all medications from the parent/legal guardian. All prescription medicines will be accompanied by the form provided. Additional forms are available in the office. Forms can also be found at the end of this handbook.

Students shall not be permitted to carry and self administer prescription medicine in school, except under very special circumstances as requested and described by the student's physician or dentist and approved by the school principal and medication administrator.

### **Money**

There are many times during the year that you need to send money to school (i.e. lunch money, book orders, school pictures). It is recommended that money be put in an envelope with the child's name and the intended use of the money written on the outside.

### **Parent Teacher Conferences**

Each year, usually in November, the school holds formal parent-teacher conferences to discuss the student's first progress report. You will be notified of the appointment process.

From time to time, other than the annual conference day, there is a need to discuss a student's progress. If you desire to have a conference at a time other than during the scheduled conference time, simply contact the teacher directly or call the school. These conferences are held before or after school and appointments should be made in advance.

### **P.E.T. Process**

Some students require a special academic program because of certain handicapping conditions. The determination of such a need and the development of a special program is the role of the Pupil Evaluation Team (P.E.T.). The P.E.T. is comprised of parents, teachers, and school administrators, the student, and others who are involved with the student. Any person feeling that a need exists may initiate the P.E.T. process by contacting your child's teacher or the principal.

### Playground

The front of the building is not to be used as a play area. The playground area is located behind the school. Skateboards, scooters, and bicycles, are prohibited on school property.

### Professional Release Days

On selected days, see calendar, the Pembroke School will close at 12:10 p.m. in order to provide time for teachers to investigate ways to improve instruction, create common goals, and develop a community of learners. K4 students will be dismissed at 12:10 p.m. on those days.

### Promotions/Retentions

When a teacher thinks a student is not academically or socially ready for the next grade, the teacher, the parents and the principal will confer. Before a student is retained, all parties must have an opportunity to state opinions. The school will make the final determination. The teacher should make the principal and parents aware of any retention considerations by the middle of the third trimester.

If a student meets all the required academic goals of that grade he/she will be promoted to the next grade. Promotion will be considered on an individual basis.

### Radios/Tape/CD/ Players/Gameboys/Cell phones/i pods

Students are not allowed to use radios and/or other electronic devices in school unless requested to do so by the classroom teacher. They must be left in backpacks.

### Report Cards & Warning Notices

Progress reports will be sent to parents/guardians at the end of the sixth week of each trimester. Report cards will be issued at the end of each trimester. There is a Kindergarten report card, 1-3 card, and a 4-8 card.

### Requests to Stay Indoors at Recess Time

All students are expected to go out for recess if in attendance. Occasionally, after a long illness or an injury, special arrangements can be made for a child to stay inside at recess time. Generally, however, if a child is not feeling well, he/she will not be able to concentrate on his/her schoolwork and would be much more comfortable at home.

### School Colors and Mascot

The Pembroke Elementary School mascot is the Eagle and the school colors are blue and white. We encourage students to identify with these symbols as a representative of our school pride and spirit.

### School Day

The official academic school day begins at 8:35 a.m. and ends at 2:50 p.m. However, breakfast begins at 8:15. Please do not drop students off before 8:00 a. m. Teacher supervision is not provided before that time. If other arrangements need to be made please contact the office.

Physical Education is part of the school day on Tuesdays and Fridays. Students have two Physical



Education classes and one Health class each week. Remember that students need a pair of sneakers other than their outdoor sneakers for use in the gym.

Art classes will be on Thursday. Music classes will be on Monday and Wednesday.

### **Daily schedule**

Each teacher has a classroom schedule that students follow. The common times in the school day are as follows:

8:15- 8:35 breakfast  
8:35-10:00 class time  
10:00-10:15 morning recess  
10:15 – classes resume  
11:30- 12:10 lunch /recess k -gr 4  
11:50-12:10 lunch/ recess gr. 5-8  
12:10- classes resume k-4  
12:30 – classes resume gr. 5-8  
k4 dismissal 11:50  
k-8 dismissal 2:50

### **Sneaker Policy for Gym Floor**

Only sneakers that have not been worn outside can be worn in the gym. It is very expensive to have the gym floor refinished.

### **Solicitation**

Students are not to be soliciting for money unless the principal has approved a project. No sales of items are to be conducted by individuals on school property including busses unless permission has been obtained from the principal.

### **Student Records**

Parents/guardians of students currently attending school, and students attending school who have attained eighteen years of age or are attending an institution of post-secondary education, have a right to:

Inspect and review the student's educational record.

Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or their rights.

Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law authorizes disclosure without consent.

File with the U.S. Department of Education a complaint under the Family Educational Rights & Privacy Act 20 U.S.C.A. 1232(g), concerning alleged failures by the school to comply with the requirements of this law.

Obtain a copy of the institution's educational record policy located at the school.

### **Student Pictures**

From time to time photographs are taken as part of a school or classroom activity. These photographs can be of groups of children and/or individuals and may be published in the newspapers or the school newsletter. If a parent objects to having their child's picture taken, it is the parent's responsibility to notify the school. The principal will work with the parents and teachers to make accommodations, if necessary.

### **Stuffed Animals, Dolls, and Toys**

Students are not allowed to bring to school stuffed animals, dolls, or other toys without the permission of the individual homeroom teacher. Most teachers provide special times for students to share these things with their class.

### **Student Transfer**

Is your family leaving our town? Moving to another school? We hope not, but if you are, please notify the principal's office at least one week in advance. This notification will give us time to prepare the necessary records for the transfer. The records will be mailed to the school of your choice at the request of the new school.

### **Telephone**

The school telephone is for school business only. All necessary calls will be made by a member of the staff or under their direction.

### **Textbooks & Library Books**

Students are responsible for keeping books in good condition. Any lost or mutilated books will be paid for according to the age and condition of the book.

### **Title 1A, I.A.S.A.**

The Title 1A, I.A.S.A. Program is a federally funded program of remedial education. The program offers academic assistance in reading and mathematics. Title I teachers, working closely with the classroom teacher, will develop an individual plan of remediation based on student needs.

### **Valuables**

Students are advised not to bring large amounts of money or other valuables to school. If a student wears glasses, watches, or other jewelry they are advised to keep track of them at all times. The school will not be responsible for money or valuables lost or stolen. When it is necessary to bring money to school (pictures, book orders, etc.) please leave it with the classroom teacher.

### **Visitors**

For the safety of all staff and students we ask that parents/visitors remain in the school lobby when dropping off a child in the morning or picking up a child in the afternoon. Should you need to schedule a meeting with a teacher during the school day, there will be a sign in sheet and ID badge issued through the main office. Arrangements should be made through the office prior to the visit. For the safety of all of our students, all visitors must report to the office and sign in upon entering the building.



as well as sign out when leaving the building. Visitors are urged not to block the drive in front of the building because this makes it difficult for busses to get through. There is ample parking in the parking lot. Please do not send visitors for the day, without first obtaining permission from the classroom teacher.

### Volunteer Program

Our children are our most important resource. All of us share a common purpose, educating and preparing them to become the citizens of tomorrow. Volunteers are playing increasingly vital roles as members of the educational team. Volunteers, under the direction of a teacher, can help many of our children. Volunteers are needed each year in our library.

## ATHLETIC POLICY

### General Requirements for Participation

1. Students must have written permission to participate.
2. Students must have had a medical examination for the year.
3. Students must have proof of insurance.
4. New students entering school must practice with the team for one week/three practices to be eligible to participate in an event.
5. Students in grades 6 -8 will be eligible to participate in the following sports: Soccer, basketball, cheering, and softball.  
Grade 5 will be eligible for the above sports if numbers are too low for a team.  
Grades 3-8 will be eligible to participate in cross country.

### Academic Requirements for Participation

1. Students must be passing all subjects. Any student who fails a subject will be put on academic probation for a period of three weeks. Students will not participate in practice or games during this probation. Reinstatement can be made at that time if grades so warrant. If after three weeks he/she is still failing he/she will be prohibited from participation until the next grading period. If he/she is passing at that time, he/she will be eligible to participate.
2. Each student will be handled on an individual basis, with the final decision resting with the principal.

### Discipline

The following may result in temporary or permanent suspension from participation:

1. Willful destruction of school property, either at home games or while visiting other schools.
2. Offensive language to coaches, teammates, spectators, or chaperones, etc.
3. Possession of tobacco, alcohol, or illegal drugs.
4. Fighting.

The length of the suspension will be dealt with on an individual basis, with the final decision resting with the principal.

### **Visiting Other Schools**

All athletes are reminded that when visiting other schools to compete, we are the guests at that school and expect that our student athletes will act in a responsible and courteous manner. You are always to be on your best behavior. Pembroke Elementary School rules apply while visiting other schools.

Coaches, advisors, and chaperones are expected to supervise their groups at all times either at home or at visiting schools.

At all games, players, coaches, cheerleaders, etc.; will sit together in an area designated by the coach.

### **Uniforms & Equipment**

Uniforms and equipment are loaned to players for their use. Students are expected to return them in good condition at the end of the season. Uniforms should be clean and neat at all times.

### **Transportation**

You must provide your own transportation for practices. Bus transportation is provided to and from away games. The same bus conduct rules apply as when riding to and from school each day.

### **Attendance**

Team members must attend all practices and games unless they have an acceptable excuse. Three unexcused absences will result in a one game suspension. Each unexcused absence, after three, will result in a one game suspension.

Players will be excused from practices for academic reasons, personal sickness, unexpected emergencies, or other excuses approved by the coach or principal.

Students must be in school the day of a practice or game, unless they were excused for a doctor's appointment or family emergency.

### **Rules For Regular Season Games**

#### **For Basketball**

1. There will be a 15 point rule in effect during the regular season, requiring each coach to substitute their less experienced players until the lead drops to a 10 point lead or less, providing substitutes are available. Coaches will discontinue full court press defenses until the score drops.

All sports: 1. All team members will play in each event.



# Discipline

In order for the playground to be a safe and enjoyable place for all children, we have developed a list of rule that students are to follow. Although it appears to be a lengthy list of "do not's" that are common sense for most students, it has been written to ensure the safety of all students. Teachers will go over rules with students and post a list in the classroom.

## Playground Rules

Use playground equipment properly.

Do not play between teeters or under slide.

Only people on equipment, no toys or other objects.

No cutting in line.

Balls must be used behind the swing area, except basketballs.

No throwing sand.

No jumping off logs.

Use the paved areas, not the grass, to walk to busses.

No rude or disrespectful language.

No teasing.

No balls outside on damp days except basketballs for shooting.

No snowballs or throwing snow.

No aggressive or inappropriate physical contact.

Jump ropes are for jumping only.

## Disciplinary Action

- **First Warning:** Student's name is recorded.
- **Second Offense:** Student loses remainder of recess.
- **Third Offense:** Student spends remainder of recess inside and an additional 15 minutes the next recess.
- **Fourth Offense:** Visit to the Principal (grades K-2)  
Detentions (grades 3-8) All detentions are served during the school day.  
Parents will be notified of all detentions.

## Rewards

At the end of each month, those without offenses are rewarded with an extra recess or other special activity.

## Immediate Disciplinary Action

We believe that student behavior should in no way jeopardize his/her or anyone else's safety or right to an education. Therefore the behaviors listed below will result in disciplinary action that may include

after school detention, out-of school suspension, or in-school suspension, and/or expulsion.

Fighting, disruption or interference with curricular or extra curricular activities.

Damage or destruction of school property.

Possession or use of narcotics, alcoholic beverages and/or tobacco.

Stealing of school or private property while on school premises or in the course of school related activities.

Being insubordinate or disrespectful to a school employee.

Use on any form or profanity, written or verbal. This includes use of obscene gestures, signs, and pictures or publications.

Engagement in any act, which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by written, verbal, or gestured means.

Leaving school grounds during school hours without permission.

Possession and/or use of any type of weapon.

### Classroom Discipline

Each classroom teacher will have his/her own set of rules, consequences, and rewards. These will be discussed with students and shared with parents.



## Bus Conduct:

The right of the pupils to ride the school bus is conditioned on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship.

### Meeting the Bus

All pupils will be on time.

Pupils walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.

Pupils when crossing the highway should walk not run.

Pupils shall not run alongside the bus when it is moving.

### On the Bus

Pupils shall obey the driver who has full charge of the bus.

Pupils shall not extend arms, legs, or head out of the bus.

Pupils shall go to assigned seats, without crowding or pushing and remain seated while the bus is moving.

Pupils shall not tamper with the emergency door or any other part of the bus equipment.

Pupils shall refrain from talking with the driver, except in an emergency.

Pupils shall not open windows. Only the driver when necessary should do this.

Pupils must not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.

Pupils shall remain seated until the bus stops previous to alighting from the bus.

Pupils shall not eat on the bus.

Pupils shall not place lunch boxes or other objects in the aisle of the bus.

Pupils shall not place objects of any kind in seats without the driver's permission.

Pupils, after alighting from the bus, if they must cross the highway shall go around to the front of the bus and wait until the bus driver directs them to cross the highway.

Pupils will be picked up and unloaded only at designated bus stops and at the school, unless school officials otherwise instruct the bus driver.

Pupils or passengers must not stand while the bus is in motion.

Warnings and/or suspensions will be sent or delivered to the parents of those pupils who misbehave. A sample of this notice is enclosed.

Pupils shall not spit on the bus.

\*Pupils shall not mar or deface the bus. The pupil must pay for damage done to seats or other equipment.

\*Pupils shall not fight or scuffle in the bus or create disturbances.

\*Pupils shall not use profane language.

\*Pupils shall not light matches, use lighters, or smoke on the bus.

\*Punishable by immediate suspension.

# SAMPLE BUS INCIDENT REPORT

## SCHOOL BUS INCIDENT REPORT TO PARENTS

MAINE SCHOOL UNION 104

Phone 207-853-2567

Date \_\_\_\_\_ 19 \_\_\_\_

DEAR PARENTS:

The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students.

You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District. \_\_\_\_\_ has been cited for an infraction of the rules listed below:

### INFRACTION:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Improper Boarding/Departing Procedures                            | <input type="checkbox"/> Hanging Out of Window             | <input type="checkbox"/> Tampering With Bus Equipment   |
| <input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature | <input type="checkbox"/> Throwing Objects In or Out of Bus | <input type="checkbox"/> Rude, Discourteous and Annoying Conduct                              |
| <input type="checkbox"/> Failure to Remain Seated  | <input type="checkbox"/> Lighting Matches/Smoking on Bus   | <input type="checkbox"/> Destruction of Property  |
| <input type="checkbox"/> Refusing to Obey Driver   | <input type="checkbox"/> Spitting/Littering                | <input type="checkbox"/> Other Behavior Relating to Safety, Well-being and Respect for Others |
| <input type="checkbox"/> Fighting/Pushing/Tripping   | <input type="checkbox"/> Unnecessary Noise                 |   |

### PECIFIC DETAILS:

PREVIOUS WARNINGS ☐ REPORTED 1ST OFFENSE ☐ REPORTED 2ND OFFENSE ☐ REPORTED 3RD OFFENSE ☐  
DISCIPLINARY ACTION TO BE TAKEN: \_\_\_\_\_

Bus riding is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

School student is transported to or from:	Student's Name	Class-Grade	Date of Incident
	Student's Address	Bus No.	Trip
	Phone No.	Driver	A.M. P.M.

Blue Copy - Parent  
Yellow Copy - School

Pink Copy - Transportation Supervisor  
Goldenrod - Driver

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_



# Public Notices & Policies

Pembroke Elementary School  
36 US Route 1  
Pembroke, ME. 04666  
207-726-5564

2020-21

Deborah M. Jamieson  
Principal

School Year

Dear Parents and Guardians,

This letter is to provide you with information about our school requirements under the Schoolwide Title 1 umbrella. As part of our Title 1 requirements, parents need to be given the following information about our school's state test scores. No Child Left Behind (NCLB) Report Card for Pembroke Elementary School can be located at

[http://dw.education.maine.gov/DirectoryManager/Web/Maine\\_report/SnapshotGeneral.aspx](http://dw.education.maine.gov/DirectoryManager/Web/Maine_report/SnapshotGeneral.aspx).

NCLB legislation requires that all teachers in a Schoolwide Title 1 school be highly qualified. Pembroke Elementary School does receive funds from the Title I program. Title I is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as a parent of a child attending a Schoolwide Title I school, of information regarding the professional qualifications of your child's classroom teacher. A highly qualified teacher is defined as a teacher that meets Maine qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. At this time all of the teachers and paraprofessionals responsible for instructing your child maintain a highly qualified status.

Each year, teacher certification is addressed in the *Note from the Principal* at the beginning of the student handbook. Any teacher who is seeking additional endorsements in their current teaching field is identified.

As a parent or guardian of a student at Pembroke Elementary, you have the right to request the professional qualifications of your child's teacher or paraprofessional. All requests for this information should be put in writing and submitted to the school Principal. You will receive a written response within ten school days of your request.

If you should have further questions, please contact me at the school number, 207-726-5564.

Sincerely,

Deborah M. Jamieson, Ed.D.

Principal



Pembroke Elementary School  
36 US Route 1  
Pembroke, ME 04666  
207-726-5564

Deborah M. Jamieson, Ed.D.  
Principal

Dear Parent(s) or Guardian(s):

As a parent/guardian of a student at Pembroke Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child.

Federal law through the No Child Left Behind legislation allows you to ask for certain information about your child's classroom teachers and requires the school district to provide this information in a timely manner if you ask for it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the State of Maine Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- 
- Whether the State of Maine Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- 
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- 

All requests for this information should be put in writing and submitted to the school principal.

Sincerely,

Deborah M. Jamieson, Ed.D.  
Principal

## Public Notice

### Proposed Student/Parent Handbook Additions 07/24/01

#### Section 504 of the Rehabilitation Act of 1973

##### Information and Annual Notice:

Section 504 is a Federal Act that prohibits discrimination against person with a handicap in any program receiving Federal Financial Assistance. The Act defines a person with a handicap as anyone whom:

has a mental or physical impairment which substantially limits one or more life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)  
has a record of such an impairment; or  
is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Maine School Union 104 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs or practices in the school system.

The school union has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school union, he/she has the right to file a grievance, without fear of reprisal, with the Section 504 Coordinator (Elizabeth Cushing, Administrator of Special Services, 102 High Street, Eastport, ME. 04631) When the complaint relates to the identification, evaluation or placement of a student with a disability, the parent or guardian may request a due process hearing with an impartial hearing officer, if the Section 504 coordinator cannot resolve the difficulty.

#### Individuals with Disabilities Education Act - IDEA

On July 31, 2001, Maine School Union 104 submitted an application to the Maine Department of Education describing its plan for the expenditure of Public Law 105-17 (IDEA – Individuals with Disabilities Education Act) dollars for fiscal year 2001-2002. Federal funds received by the School Union must be expended on students with disabilities in keeping with specific Federal priorities. Please be informed that the content of this application for funds as well as any ensuing reports and evaluations are public information and available for your inspection. If any parent or member of the general public would like to review and/or comment on this application, please contact Administrator of Special Services, 853-6251, to make the necessary arrangements.



### Student Harassment

Maine School Union 104 recognizes the right of each student to perform in an atmosphere that is free of intimidation, ridicule, hostility, and offensiveness. In order to insure such an atmosphere, Maine School Union 104 employees should not engage in harassment of students and students should not harass other students. Harassment is abuse based upon race, color, sex, religion, age, national origin, or handicap. Acts of this nature are not only violations of school policy but also constitute illegal discrimination under State and Federal laws.

Examples of prohibited harassment:

Offensive jokes.

Threats that imply physical abuse or are inappropriate in an educational setting.

Unwelcome sexual advances, gestures, comments or contact.

Ridicule, slurs, derogatory action or remarks.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the school principal and/or the Affirmative Action Coordinator at the earliest opportunity.

Students who believe that they are victims of harassment should report such occurrences to the school principal and/or the Affirmative Action Coordinator. The Affirmative Action Coordinator in conjunction with the school principal shall investigate the incident as well as advise the person who has allegedly been harassed of the various options available to the person. These include utilizing the Union's complaint procedure, filing a complaint to the Federal Office of Civil Rights (Title VI of the Civil Rights Act of 1964), or taking civil action based on Title IX of the Education Amendments of 1972.

## Public Notice

### Americans with Disabilities Act

This School Union 104 complies with the Americans with Disabilities Act of 1990. Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school union services, programs, or activities.

Accordingly, this School Union will not refuse to allow a person with a disability to participate in a School Union service, program, or activity simply because the person has a disability.

This School Union will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

This School Union will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School Union.

This school Union will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communication with others.

This School Union will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School Union program would result.

This School Union will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. Individuals needing sign language, Braille, or other special accommodations should contact the school union central office at 853-2567 between the hours of 8 a.m. and 4 p.m. We ask that these requests are made seven working days in advance.

### For Further Information

In accordance with Section 35.106 of the ADA's Title Two Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the School Union and from:

Office of the Americans with Disabilities Act  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20035-6118  
(202) 514-0301 (voice)  
(202) 514-0381 (TDD)



## ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Pembroke School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Pembroke School Committee encourages collaboration between parents/guardians and the schools in these efforts.

The Pembroke School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

### DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

## BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

### **Bullying Prohibited**

Bullying, including "cyberbullying," harassment and sexual harassment are not acceptable conduct in the Pembroke Elementary School and are prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

### **Definitions**

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

#### **Bullying**

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
  - 1. Physically harming a student or damaging a student's property; or
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
  - 1. Creating an intimidating or hostile educational environment for the student; or
  - 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or



C. Is based on:

- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

and that has the effect described in subparagraph A. or B. above.

### **Cyberbullying**

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

### **Retaliation**

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

### **Application of Policy**

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of "bullying."

### **Consequences for Policy Violations**

#### **Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

### **School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### **Staff Training**

Pembroke Elementary School will provide professional development and staff training in bullying prevention and response.

### **Delegation of Responsibility**

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

A student or his/her parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 14 calendar days of notice of the decision.

The Superintendent's decision shall be final.

### **Dissemination of Policy**

The Superintendent will be responsible for providing this policy, any associated administrative procedures and the names of the person(s) responsible for implementing



the policy/procedure at the school level in writing to students, parents, school employees and volunteers in handbooks, on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity  
ACAA-R - Harassment and Sexual Harassment of Students  
ACAD – Hazing  
AD – Educational Philosophy/Mission  
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior  
ADF - School District Commitment to Learning Results  
CHCAA - Student Handbooks  
GCI – Professional Staff Development  
IJNDB-R - Student Computer and Internet Use and Internet Safety  
JI - Student Rights and Responsibilities  
JIC - Student Code of Conduct  
JICC - Student Conduct on Buses  
JICIA - Weapons, Violence and School Safety  
JK - Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
KLG - Relations with Law Enforcement Authorities

#### **Pembroke School Committee**

First Reading 01/03/17

Adopted 03/07/17





# Notice Regarding School Integrated Pest Management (IPM) Policies

## Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

## Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

## Your Right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Anson Armstrong, at 726-5564.

If you have any questions, please contact Debbie Jamieson. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm)

Sincerely,



Kenneth Johnson  
Superintendent of Schools

2019  
2020

**AOS 77  
Pembroke School Department  
36 U.S. Route 1  
Pembroke, ME 04666  
(207) 726-5564**

**Annual Notification**

**This memo is to provide annual notification and identification of the presence of asbestos in  
Pembroke Elementary School.**

**A copy of the asbestos management plan is available for your inspection at the AOS 77  
Superintendent Office during regular office hours.**

**AOS 77  
Superintendent's Office  
100 High St.  
Eastport, ME 04631  
(207) 853-2567**

**Copies are available on request at the cost of 50¢ per page.**

**It is the district's intent to comply with federal, state, and local regulations in this area.  
Whatever steps are necessary to ensure your children and our employees have a healthy  
and safe environment in which to learn and work will be taken.**



Please return this form to school.

I have read this handbook and reviewed the contents with my child.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date