Pembroke Elementary School

Parent/Student Handbook



2026-2027

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2026-2027 School Calendar

AOS 77

Sunrise County School System

Pembroke Elementary School

"Home of the Eagles"

AUGUST

S	M	T	W	T	F	S
16	17	18	19	20	21	22
23	24	T	T	27	28	29
30	31					

1 Student/2 Teacher

SEPTEMBER

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

21 Student

OCTOBER

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	ER	22	23	24
25	26	27	28	29	30	31

20 Student/1 Teacher

NOVEMBER

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					

18 Student

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	V	V	V	V	H	V
27	V	V	V	V		

14 Student

JANUARY

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

19 Student

FEBRUARY

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						

15 Student

MARCH

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

22 Student/1 Teacher

APRIL

S	M	T	W	T	F	S
				PC	ER	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

17 Student

MAY

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					

20 Student

JUNE

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

8 Student/1 Teacher

- -Teacher Workshop Day - 08/25
- -Teacher Workshop Day - 08/26
- -First Day of School - 08/31
- -Labor Day - 09/07
- -Early Release - 09/23
- -Indigenous Peoples Day - 10/12
- -Teacher Workshop Day - 10/13
- -Early Release - 10/21
- -Parent Conferences - 11/05
- -Early Release - 11/06
- -Veterans' Day - 11/11
- -Early Release - 11/25
- -Thanksgiving Day - 11/26
- -Thanksgiving Break - 11/26-27
- -Christmas Break - 12/21 - 01/01
- -Christmas Day - 12/25
- -New Year's Day - 01/01
- -MLK, Jr. Day - 01/18
- -Early Release - 01/20
- -Presidents' Day - 02/15
- -February Break - 02/15 - 19
- -Early Release - 03/11
- -Teacher Workshop Day - 03/12
- -Parent Conferences - 04/01
- -Early Release - 04/02
- -Patriots' Day - 04/19
- -April Break - 04/19 - 23
- -Early Release - 05/05
- -Memorial Day- 05/31
- -Early Release - 06/10
- -Teacher Workshop Day - 06/11
- -Juneteenth - 06/18

Start/Dismissal Times:

Start Time: 8:35 A.M.
1 Hour Delay: 9:35 A.M.
2 Hour Delay: 10:35 A.M.
Early Release: 12:10 P.M.
Shortened Day: 12:45 P.M.
Dismissal Time: 2:50 P.M.

Snow Day Make Up:

1 Hour Extended Days
5 Extended Days = 1 Make Up Day

Shortened Days

09/16, 10/28, 11/05, 11/18, 12/09, 01/13, 02/24, 03/24, 04/01, 04/28, 05/19, 06/02

KEY

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

Adopted: 05/05/26

Educational Philosophy/Mission

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed to 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 all 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 that 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 developments.
- 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 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, 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 effective 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

Pembroke Elementary School Staff

Kati Grass - Principal
Dana Riquier - Secretary
Karin Lingley - PreK/Kindergarten
Alicia Greenlaw - PreK Ed. Tech.
Becky Ramsdell - 1st Grade
Hailley Dean - 2nd Grade
Katie Leighton - 3rd & 4th Grade
Daniel Benner - 5th & 6th Grade
Paige Morrison - 7th & 8th Grade
Becky Roy - Title 1 Teacher
Susan Cox - Special Education Teacher
Beth Mills - Ed. Tech.
Marie Mills - Ed. Tech.
Jim Prenier - Ed. Tech.
Torie Brown - Ed. Tech.
Jenette Dymond - Ed. Tech.
Heather Townsend - Ed. Tech.
Abigail Grannis - Ed. Tech.
Sara Moore - Gym & Health
Kris Paprocki - Music
Alayna Brown - Art
Ashley Seeley-Williams - SEL Counselor
Josh McArthur - Custodian
Dave Hanby - Bus Driver
Ann Brown - Bus Driver
Susan Ward - Cook
Judy Cantwell - Assistant Cook
Dawn Annis - Nurse
Elizabeth Cushing - Special Education Director
MaryEllen Day - Superintendent

School Committee Members

Tabitha Bennet, Laura Brown, Chris Goodwin, Morgan Verge, Paul Simpson

Important Numbers

Pembroke Elementary School	Fax	Superintendent's Office
726-5564	726-5139	853-2567

School Hours: Breakfast - 8:15 am to 8:35 am
Four Year Olds (PreK) - 8:35 am to 11:50 am
Kindergarten through Grade 8 - 8:35 am to 2:50 pm
Please do not drop students off before 8:00 am.

General Information

Annual Notice of Building Occupants

In compliance with federal law, Pembroke Elementary School maintains an Asbestos Management Plan that is available for review in the school office. Parents and staff will be notified of any planned asbestos inspections or response actions.

Attendance

A student is expected to be in school every day that 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, students are required to bring a note from the parents or guardian indicating the reason for absence or tardiness.

For field trips being held on a weekend, students must be present the Friday before to attend the trip.

Academic Recognition: Honors and High Honors (Grades 3–8)

Students in grades 3 through 8 are eligible for academic recognition each trimester under the following criteria:

- Honors: To qualify for Honors, a student must earn grades of A and B in all subjects, with the allowance of no more than one (1) grade of C.

- High Honors: To qualify for High Honors, a student must earn grades of A in all subjects, with the allowance of no more than one (1) grade of B.

Academic recognition is determined at the conclusion of each trimester based on the official report card. Students meeting the above criteria will be designated as Honors or High Honors recipients and recognized accordingly.

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.

Bullying

Bullying is not acceptable conduct at Pembroke Elementary School. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion.

Examples of conduct that may constitute bullying include, but are not limited to:

- Physical contact or injury to another person or his/her property
- Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace (Facebook, e-mail, texting etc.)
- Blackmail, extortion, demands for protection money, or involuntary loans or donations
- Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures
- Stalking
- Blocking access to school property or facilities
- Stealing or hiding books, backpacks, or other possessions
- Repeated or otherwise pervasive taunting, name calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operation of the school or results in a hostile educational environment for the student.

Students who have been bullied, or who observe incidents of bullying, are encouraged to report this behavior to a staff member or school administrator. Acts of reprisal or retaliation against any person who reports an incident of bullying a student should also be reported. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences as well. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

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 the student's name (especially PreK-3). Shorts are acceptable, weather permitting, but must be at or below fingertip length.

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 7pm-9pm. Parents are asked to have transportation available promptly at 9pm. All school rules are in effect the same as they are during the regular school day.

Drug/Alcohol Policy

No student will be in the 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). Field trip forms will not be accepted the day of a field trip nor will the school be able to accept verbal permission for any field trips. If a parent does not want their child(ren) to go on a field trip, they must notify the school. 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. Due to this obligation, we must ask that you send a note telling us where you want your child(ren) 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.

Grading System

Grades 3–8

Students in grades 3 through 8 will be assessed using both letter grades and percentages. The grading scale is as follows:

- A+: 100–99
- A: 98–95
- A-: 94–93
- B+: 92–90
- B: 89–87
- B-: 86–85
- C+: 84–83
- C: 82–78
- C-: 77–75
- D+: 74–73
- D: 72
- D-: 71–70
- F: Below 70
- I: Incomplete
- S: Satisfactory
- U: Unsatisfactory

Grades PreK–2

Students in PreK through grade 2 will be assessed using a developmental scale that reflects progress toward grade-level expectations:

- 3 = Meets Expectations
- 2 = Partially Meets Expectations
- 1 = Not Yet Meeting Expectations

This system is designed to provide clear, consistent, and developmentally appropriate feedback on student learning and progress at each grade level.

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 descriptive 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 immunizations against polio, mumps, diphtheria, whooping cough, tetanus, measles, and rubella.

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 students if they are being dismissed early.

Library

It is our goal to have the library opened on a regular 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 materials 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 into 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. The salad bar is available daily to students in grades 3-8. In addition to the lunch program, there will also be a healthy fruit and vegetable snack program for all students at not 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: all school breakfasts and lunches for students are free.

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 reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions…"

This policy is available in its complete form upon request.

All prescription medication must be accompanied by a note from the physician. If a parent/guardian would like the school to administer any over-the-counter medications they must complete the appropriate form which can be found in the office.

Students shall not be permitted to carry and self administer any medication 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 intended use of the money written on the outside.

MTSS 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 Multi-Tiered System of Support (MTSS) team. The MTSS team can be composed of the student's 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 MTSS process by contacting your child's teacher or the principal.

Parent Teacher Conferences

Each year, usually in November and April, 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.

Pest Control

Because pesticides pose certain risks, the school uses an alternative approach when 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, 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 and – as a last resort – pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide use is necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk if exposed to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticide used. You may review these records, a copy of the school's Pest Management policy (ECB) and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) at the school. 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 website at www.thinkfirstspraylast.org/schoolimp.

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 12:10pm in order to provide time for teachers to investigate ways to improve instruction, create common goals, and develop a community of learners. PreK will be dismissed at 12:10pm 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 the 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/Cellphones/iPods

Students are not allowed to use radio and/or other electronic devices in school. They must be placed in the area designated by the classroom teacher.

Report Cards & Progress Reports

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 pre-k report card, kindergarten report card, 1st grade card, 2nd grade card, and a 3rd-8th grade 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 school work 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 8:35am and ends at 2:50pm. However, breakfast begins at 8:15am. Please do not drop students off before 8:00am. 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 Monday. 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 to 8:35 - Breakfast
8:35 to 10:00 - Class Time
10:00 to 10:15 - Morning Recess
10:15 - Classes Resume
11:20 to 12:00 - Lunch/Recess for PreK-4
11:50 to 12:30 - Lunch/Recess for 5-8
12:00 - Classes Resume K-4
12:30 - Classes Resume 5-8
PreK Dismissal at 11:50
K-8 Dismissal at 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 buses, unless permission has been obtained from the principal.

Students Records

Under FERPA, parents/guardian of students currently attending school, and student 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 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 US 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 toys without the permission of the individual homeroom teacher. Most teachers provide special times for students to share these things with their class.

Telephones

The school telephones are for school business only. In cases of emergency, calls will be made by a staff member or under their supervision.

Textbooks & Library Books

Students are responsible for keeping books in good condition. Any lost or damaged 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 1 teachers, working closely with the classroom teacher, will develop an individual plan of remediation based on student needs.

As a Title 1 school, we are required to notify parents of all students that they may request information regarding the professional qualifications of their children's classroom teachers. This information shall be provided in a timely manner. School reports on student performance on state-wide assessments will be available for public review at the school in the office.

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, 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 the buses 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 and building principal.

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 discretion of a teacher, can help many of our children. Volunteers are needed each year in our library.

Athletic Policy

General Requirements for Participation

- Students must have written permission to participate.
- Students must have a current medical examination (good for two years).
- Students must have proof of insurance.
- New students entering school must practice with the team for one week/three practices to be eligible to participate in an event.
- Students in grades 6-8 will be eligible to participate in soccer, basketball, cheering, and softball.
    - Grade 5 will be eligible for the above sports if numbers are too low for a team.
- Students in grades 3-8 will be eligible to participate in cross country.

Academic Requirements for Participation

- Students must be passing all subjects.
- Any student who fails a subject will be put on academic probation for a period of 3 weeks.
    - Students will not participate in practice or games during this probation.
    - Reinstatement can be made at the completion of the three weeks if their grades so warrant.

- If after 3 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.

- 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:

- Willful destruction of school property, either at home games or while visiting other schools.
- Offensive language to coaches, teammates, spectators, or chaperones, etc.
- Possession of tobacco, alcohol, or illegal drugs.
- 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 and 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 year 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 a game, unless they were excused for a doctor's appointment or family emergency. School starts at 8:35am and attendance at school is vital. Students arriving after 9:00 am and/or leaving before 2:30 pm for an unexcused reason are not permitted to practice or play unless allowed by the principal.

Rules for Regular Season Games

For Basketball:

- 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.

For All Sports:

- 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 rules that students are to follow. Although it appears to be a lengthy list of "do nots" that are common sense for most students, it has been written to ensure consistency and safety for 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 slides.
Only people on the equipment, no toys or other objects.
No cutting in line.
Balls must be used behind the swing area, except basketballs.
No throwing sand, rocks, woodchips, snow, snowballs etc.
Use the paved areas (not the grass) to walk to the buses.
No rude or disrespectful language.
No teasing.
No balls outside on damp days (except basketballs for shooting).
No aggressive or inappropriate physical contact.
Jump ropes are for jumping only.
One student on the tire swing at a time.

School Rules

The following expectations apply to all students, school areas, and activities:

- The student will be polite and respect people, property, and privacy.
- The student will be quiet while working and when requested to do so by any staff member.
- The student will use all work time responsibly.
- The student will be well prepared and attentive during all instructional time.
- The student's behavior will in no way jeopardize his/her or anyone else's safety or right to an education.

It is each teacher's responsibility to explain, monitor, and enforce the school rules and expectations in their classroom. Each classroom teacher will follow the following procedure to maintain a safe learning environment:

- Each time a student violates an expectation/rule or fails to complete an assignment, his/her name will be recorded with a 15-minute check as a warning.
    - Each violation after will result in an additional check.
- If a student accumulates 4 checks, he/she will receive a 1 hour after school detention and a detention slip will be sent home to be signed by the parent/guardian. This is to make parents aware and provide them with 24 hours notice of the detention.
    - Parents will need to pick up their child after detention.
    - If absent, the student will serve detention on the first day after returning.
    - If a student fails to take his/her detention slip home, having it signed, and bring it back, he/she will receive an additional one hour of detention.
- Students in grades 6-8 must serve their detention on the assigned day or receive a one day suspension for that day.
- If the student receives 4 after school detentions in one marking period, each additional 4 checks will result in a one day suspension from school.
    - After the first suspension in any one trimester, the student and his/her parent(s)/guardian(s) must meet with the building principal before being readmitted to school.
    - After the second suspension in any one trimester, the student and his/her parent(s)/guardian(s) must meet with the Superintendent before being readmitted to school.
    - After the third suspension in any one trimester, the student and his/her parent(s)/guardian(s) must meet with the Pembroke School Committee before being readmitted to school.
- If a storm day occurs during a suspension, it does not count as a day of the suspension period.
- Each student receives a clean slate at the beginning of each marking period.
- If work is passed in late, or redone later that day, the paper will be graded, and the student will receive no more than a 70 on that assignment.

- Students will receive a zero and checkmark for work not done.
- If a student is absent, they will receive 1 week (7 days) from the date of their return to make up for their missed work. If the student has not completed and turned in their work, a zero is recorded in the record box.

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, in-school suspension, and/or expulsion.

- Fighting, disruption, or interference with curricular or extracurricular 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 of 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 gesture means.
- Leaving school grounds during school hours without permission.
- Possession and/or use of any type of weapon.

Bus Conduct

The right of students 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 students will be on time.
- Students walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.
- When crossing the road, students should walk, not run.
- Students shall not run alongside the bus when it is moving.

On the Bus

- Students shall obey the driver who has full charge of the bus.
- Students shall not extend arms, legs, or head out of the bus.
- Students shall go to assigned seats, without crowding or pushing, and remain seated while the bus is moving.

- Students shall not tamper with the emergency door or any other part of the bus equipment.
- Students shall refrain from talking with the driver, except in an emergency.
- Students shall not open windows. Only the driver should do this (when necessary).
- Students must not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
- Students shall remain seated until the bus stops.
- Students shall not eat on the bus.
- Students shall not place lunch boxes or other objects in the aisle of the bus.
- Students shall not place objects of any kind in seats without the driver's permission.
- After getting off the bus, if a student must cross the road they must go around to the front of the bus and wait until the bus driver directs them to cross.
- Students will be picked up and unloaded only at designated bus stops and at the school, unless school officials otherwise instruct the bus driver.
- Students, 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 students who misbehave. A sample of this notice is enclosed.
- Students shall not spit on the bus.
- Students shall not mar or deface the bus. Any students who do will be required to pay for damages done to seats or other equipment.***
- Students shall not fight or scuffle in the bus or create disturbances.***
- Students shall not use profane language.***
- Students shall not light matches, use lighters, or smoke on the bus.***

***Punishable by immediate suspension.

SCHOOL BUS INCIDENT REPORT TO PARENTS OF AOS# 77
Phone 207-853-2567

DEAR PARENTS: Date_____

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:

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

SPECIFIC 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 and from:	Student's Name	Class-Grade	Date of Incident
	Student's Address	Bus No.	Trip
_____ School	Phone Number	Driver	A.M. P.M.

Give Copy To: Parent, School, Transportation Supervisor, and Driver

_____

AUTHORIZED SIGNATURE & TITLE

BULLYING

The Pembroke 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 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.

Under Maine law:

"Sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

"Gender identity" means gender-related identity, appearance, mannerisms, or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth.

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.

The Maine Department of Education has posted on its website a variety of resources to create bullying prevention education programing and for professional development and staff training around the best approaches to implementing the bullying law. These resources can be accessed at http://www.maine.gov/doe/bullying/resources/index.html].

PEMBROKE ELEMENTARY SCHOOL BULLYING REPORT FORM

Date the alleged bullying incident(s) is reported: _____

Name of complainant/reporter (by law, reports may be anonymous): _____

Status of reporter: Student Parent School employee/coach/advisor Other _____

Contact information for reporter (if reporter is student, contact information for parent/guardian): Phone: _____ Cell phone: _____ Email: _____
Address: _____

Name of alleged target(s): _____

Name of alleged bully(ies): _____

Relationship between alleged target/bully(ies): _____

Date(s), time(s) and location(s) of alleged incident(s): _____

Names of witnesses: _____

Description of incident(s), including any supporting documentation (use additional pages if more space is needed):

_____

_____

_____

_____

_____

_____

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

_____ Date: _____
Signature of complainant/reporter

Received by: _____ Date: _____
Position/title: _____

Copy to building principal: Date: _____

Copy to Superintendent: Date: _____

Pembroke Elementary School

36 US Route 1, Pembroke, Maine 04666 | Office: 207-726-5564 | Fax: 207-726-5139

Dear Parents and Guardians,

We are excited to inform you that Pembroke Elementary School participates in the Title I, Part A program, which is part of the federal Elementary and Secondary Education Act (ESEA). This program is designed to help ensure that all students have the opportunity to meet challenging state academic standards by providing additional academic support and resources to students who need it the most.

As a schoolwide Title I program, we are able to use federal funds to provide a variety of services and support aimed at enhancing the educational experience of all students, not just those who are struggling academically. These services include:

- **Supplemental academic instruction** in reading, math, and other core subjects.
- **Professional development** for teachers and staff to ensure effective instruction.
- **Engagement programs** for families to support student learning at home and in the community.

We believe that family involvement is critical to the success of this program. As a Title I school, we are committed to fostering a partnership between the school and families to help all students succeed. To support this partnership, we will be holding various parent meetings and workshops throughout the year. We encourage you to participate in these events and provide feedback on how we can improve the program.

In addition, the Title I program requires us to provide you with the following information:

1. **Teacher Qualifications:** You have the right to request information regarding the qualifications of your child's teacher(s). This includes their certification status, degrees, and any special qualifications they may have.
2. **Student Assessment:** We will regularly assess your child's progress to ensure that the support provided through Title I is effective. You will be notified of your child's academic progress throughout the year.

If you have any questions or would like more information about the Title I program or how you can get involved, please feel free to contact us at (207) 726-5564.

Thank you for your continued support and partnership. Together, we can help all of our students succeed!

Sincerely,

Kati Grass

Kati Grass
Principal

The mission of Pembroke Elementary is to provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career.

Home of the Pembroke Eagles!

Policies Not Included in the Handbook

Pembroke School Committee has adopted a number of policies for governing school operation and student behavior. These policies are too numerous and lengthy to include in the Parent-Student Handbook. A copy of all policies is kept in the office at Pembroke Elementary School. If you would like a copy of any or all of the listed policies, they will be made available to you by simply calling the school any day between 8:00 am. and 3:00 pm. The list of policies that follow may not be all inclusive. If you have a question regarding a particular policy, please feel free to contact the school at any time.

- Weapons in the Schools: Administrative Procedure
- Tuitioning of Grades 9-12 Students
- Administering Medication to Students
- Internet and Appropriate Use
- Drug and Alcohol Use By Students
- Section 504 of Rehabilitation Act of 1973
- Individuals With Disabilities Act
- Student Harassment
- Community Use of School Facilities
- Student Wellness