



Pembroke Public Schools
School Committee Policy Manual

SECTION E

Support Services

POLICY EBAB: PEST MANAGEMENT POLICY2
POLICY EBC: EMERGENCY PLANS.....4
POLICY EBCE: EMERGENCY CLOSINGS5
POLICY EBCFA: FACE COVERINGS6
POLICY ECA: BUILDINGS AND GROUNDS SECURITY8
POLICY ECAF: SECURITY CAMERAS IN SCHOOLS.....9
POLICY EEAG: STUDENT TRANSPORTATION IN PRIVATE VEHICLES 10
POLICY EEAJ: MOTOR VEHICLE IDLING ON SCHOOL GROUNDS 11
POLICY EFC: FREE AND REDUCED PRICE FOOD SERVICES.....12
POLICY EFD: MEAL CHARGE POLICY 13



Pembroke Public Schools
School Committee Policy Manual

POLICY EBAB: PEST MANAGEMENT POLICY

The Pembroke Public Schools (PPS) is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the PPS will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. Overview and Goals

- a) The Superintendent or designee shall develop, implement and continuously improve and communicate both indoor and outdoor integrated pest management programs.
- b) An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- c) Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- d) The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard;
 2. Reduce loss or damage to school structures or property;
 3. Minimize the risk of pests from spreading in the community;
 4. Enhance the quality of facility use for school and community;
 5. Minimize health, environmental and economic risks.

II. Restrictions on use of Pesticides and Herbicides

- a) When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- b) Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. Notification of Pesticide and Herbicide Use

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area per applicable regulations.



Pembroke Public Schools
School Committee Policy Manual

b) When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.

c) In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. Record Keeping

a) The PPS will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.

b) All records of pesticides and herbicides used and correspondence will be kept on file at the PPS administration offices and available for public review upon notice and during normal business hours.

V. Staff Responsibilities and Education

a) Designated staff will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.

b) Ongoing education of all appropriate PPS staff will be a priority to ensure a safe and clean environment.

LEGAL REFERENCE: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

M.G.L. 71:68; 132B

First Reading: October 7, 2008

ADOPTED: October 21, 2008

Revised 1st Read: October 17, 2023

Revised 2nd Read and Adoption: November 7, 2023



Pembroke Public Schools
School Committee Policy Manual

POLICY EBC: EMERGENCY PLANS

Advance planning for emergencies and disasters is essential for the safety of students and staff. It also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans. The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters. The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, and Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for high school students; provided that School Committee may opt out of instruction of CPR pursuant to Section 1 Chapter 71.
7. In the event the school possess Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building principals will meet all requirements for conducting fire drills, and Emergency Response drills (at least once per year), consistent with procedures outlined in attachment EBC-A1, to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Cross Ref.: EBCE Emergency Closings

LEGAL REF: M.G.L. 69:8A
Section 363of Chapter 159 of the Acts of 2000
Section 7 of Chapter 284 of the Acts of 2014

Adopted: January 18, 2011

Revised and Adopted: February 23, 2016



Pembroke Public Schools
School Committee Policy Manual

POLICY EBCE: EMERGENCY CLOSINGS

The superintendent or his/her designee may order the closing, a delay in the opening, or the early dismissal of any or all school facilities in order to protect the safety and welfare of the students and staff. For the purpose of this policy, “school facilities” includes all buildings, grounds, playing fields and school owned property. Under certain circumstances it may be prudent to excuse all students from attending school, to delay the opening hour or to dismiss students early. The superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The superintendent will weigh these factors and may consult public works and public safety authorities, transportation providers, and school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contracts.

Legal Ref.: M.G.L. 71:4; 71:4-K

Cross Ref.: EBC Emergency Plans

1ST Reading: December 7, 2010

2nd Reading: January 18, 2011

ADOPTED: January 18, 2011



Pembroke Public Schools
School Committee Policy Manual

POLICY EBCFA: FACE COVERINGS

The Pembroke Public Schools is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family and must be in accordance with our appropriate dress code as outlined in our Student handbooks. Pembroke Public Schools will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one. Pembroke Public Schools will provide personnel with an appropriate facial covering upon request as needed. Neck gaiters and bandanas are not approved facial coverings for students or staff.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.



Pembroke Public Schools
School Committee Policy Manual

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA! –
<https://www.mass.gov/news/mask-up-ma>
[Pembroke Public Schools Student Handbooks](#)

SOURCE: MASC – August 2020

1ST Reading: August 25, 2020

2nd Reading & Adoption: September 1, 2020



Pembroke Public Schools
School Committee Policy Manual

POLICY ECA: BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

1ST Reading: November 30, 2010

2nd Reading: December 7, 2010

ADOPTED: December 7, 2010



Pembroke Public Schools
School Committee Policy Manual

POLICY ECAF: SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

1st Read: October 17, 2023

2nd Read and Adoption: November 7, 2023



Pembroke Public Schools
School Committee Policy Manual

POLICY EEAG: STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles of parents may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
3. The driver and any non-student adult passenger will be subject to a satisfactory CORI and/or background check in accordance with Massachusetts General Laws and School Committee Policy.

1st Read: October 17, 2023

2nd Read and Adoption: November 7, 2023



**Pembroke Public Schools
School Committee Policy Manual**

POLICY EEAJ: MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Pembroke Public School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Pembroke Public School District shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO IDLING

PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES

M.G.L. C. 90, § 16B AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Pembroke Public School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Legal References: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

1st Reading: March 2, 2010

2nd Reading and Adopted: March 16, 2010

Revised 1st Read: October 17, 2023

Revised 2nd Read and Adoption: November 7, 2023



Pembroke Public Schools
School Committee Policy Manual

POLICY EFC: FREE AND REDUCED PRICE FOOD SERVICES

The Pembroke Public Schools (PPS) will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Pembroke School Committee (PSC), no child will be denied a free lunch or other food simply because proper application has not been received from the parents or caregivers.

As required by state and federal regulations, the Pembroke School Committee (PSC) approves the policy statement pertaining to eligibility for free milk, free meals and reduced priced meals.

SOURCE: MASC

LEGAL REFS: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642 Stat. 885, as amended

M.G>L 15:1G; 15:1L, 69:1C, 71:72

1st Reading: November 5, 2019

2nd Reading: December 17, 2019

Adopted: December 17, 2019



Pembroke Public Schools
School Committee Policy Manual

POLICY EFD: MEAL CHARGE POLICY

The Pembroke School Committee (PSC) is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the Pembroke School Committee (PSC) and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/caregivers of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The provisions of this policy pertain to regular priced school meals only. The Pembroke School Committee (PSC) will provide a regular meal to students who forget or lose their lunch money.

The parent/caregiver is responsible for any meal charges incurred. If there is a financial hardship, a parent/caregiver should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Caregivers are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/caregivers via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/caregivers have issues with student purchases, they should contact Food Services for assistance.

Parents/Caregivers may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/caregivers by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's



Pembroke Public Schools
School Committee Policy Manual

meal status. Parents/caregivers will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/caregivers will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or caregiver to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/caregivers and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

SOURCE: MASC July 2018

1st Reading: November 5, 2019

2nd Reading: January 8, 2020

Adopted: January 8, 2020