



**Pembroke Public Schools**  
**School Committee Policy Manual**

**SECTION 2**

**SCHOOL ADMINISTRATION**

POLICY 2.1: GRADE ORGANIZATION..... 2  
POLICY 2.2: SCHOOL CALENDAR ..... 3  
POLICY 2.3: KINDERGARTEN AND GRADE ONE ADMISSIONS POLICY ..... 4  
POLICY 2.4 : ADMINISTRATIVE RECORDS AND REPORTS ..... 7  
POLICY 2.5: ADMINISTRATIVE RESIGNATIONS..... 8  
POLICY 2.6: EVALUATION OF THE SUPERINTENDENT ..... 9  
POLICY 2.7: POLICY IMPLEMENTATION.....10  
POLICY 2.8: PUBLICATION OF SCHOOL COMMITTEE RULES AND REGULATIONS RELATIVE  
TO THE CONDUCT OF TEACHERS AND STUDENTS (NEW/REQUIRED) .....11  
POLICY 2.9: ADDITIONAL ADMINISTRATIVE POLICIES AND POSITIONS.....12



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.1: GRADE ORGANIZATION**

It is the policy of the School Committee that the grade organization of the public schools shall be Pre-K - 12.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.2: SCHOOL CALENDAR**

The Pembroke School Committee shall annually approve the calendar for the school year and the dates when school is to be dismissed early for in-service training and staff development.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.3: KINDERGARTEN AND GRADE ONE ADMISSIONS POLICY**

The School Committee recognizes that its first obligation is to those who have met the entrance criteria set forth in this policy. However, the School Committee recognizes that it is not professionally qualified to make educational decisions for individual students, and therefore will limit its review of any questions raised under this policy exclusively to the issue of whether or not this policy has been followed.

I. Kindergarten

Any child who attains the age of five (5) years on or before September 1<sup>st</sup> of the school year shall be admitted to kindergarten provided that each such child has been all required immunizations specified from time to time by the Department of Public Health, including but not limited to diphtheria, whooping cough, tetanus, measles, and poliomyelitis.

A. Procedures Related To Kindergarten Admissions.

1. The School Department shall adhere to the policy as stated, and shall require all necessary birth and immunization documents.

2. Parents of a child whose date of birth is after September 1<sup>st</sup>, but before October 1<sup>st</sup> may apply for early admission. Children whose date of birth is after October 1<sup>st</sup> must wait until the next school year to place their child in kindergarten. When the parents of a child whose date of birth is after September 1<sup>st</sup>, but before October 1<sup>st</sup>, in the school year in which early admission is sought, the School Department shall encourage the parents to enter their child in the following school year.

3. If such parents continue to seek early admission by filing a written request with the Building Principal with a copy to the Superintendent, the following standards and procedures shall apply to the appeal:

a. The child must attain the age of five (5) years before October 1<sup>st</sup>, in the school year in which early admission is sought. (There shall be no exceptions to this criterion.)

b. The parents shall provide both records and a recommendation for early admission from any formal preschool program that the child has attended.

c. The parents shall provide a letter of recommendation from the child's pediatrician.



**Pembroke Public Schools**  
**School Committee Policy Manual**

- d. After receipt of items a, b, and c above, a School Psychologist shall conduct both an intelligence evaluation and a social maturity evaluation (involving a parental interview).
- e. No child shall be admitted under this policy whom the School Psychologist has not found to have attained a developmental level of at least six (6) months over chronological age.
- f. In the event that the School Psychologist fails to find that the child has attained a developmental level of at least six (6) months over chronological age, the parents may obtain an independent evaluation at their own expense from a psychologist on a list provided by the Superintendent of Schools. In order to be considered, said independent evaluation must be completed and submitted to the Superintendent of Schools on or before June 1st prior to the school year in which early admission is sought.
- g. The Superintendent of Schools and the Principal will review all information and documents related to the appeal, and shall advise the parents of the decision not later than August 1st prior to the school year in which early admission is sought.

II. Grade 1

Any child who attains the age of six (6) years on or before September 1st of the school year or who has successfully completed one year of Kindergarten shall be admitted to Grade 1 provided that each such child has been all required immunizations specified from time to time by the Department of Public Health, including but not limited to diphtheria, whooping cough, tetanus, measles, and poliomyelitis.

A. Procedures Related To Grade 1 Admissions

1. The School Department shall adhere to the policy as stated, and shall require all necessary birth and immunization documents.
2. Parents of a child whose date of birth is after September 1st, but before October 1st may apply for early admission. Children whose date of birth is after October 1st must wait until the next school year to place their child in grade 1. When the parents of a child whose date of birth is after September 1st, but before October 1st, in the school year in which early admission is sought, the School Department shall encourage the parents to enter their child in the following school year.
3. If such parents continue to seek early admission by filing a written request with the Building Principal with a copy to the Superintendent, the following standards and procedures shall apply to the appeal:



**Pembroke Public Schools**  
**School Committee Policy Manual**

- a. The child must attain the age of six (6) years before October 1<sup>st</sup> in the school year in which early admission is sought. (There shall be no exceptions to this criterion.)
- b. The parents shall provide both records and a recommendation for early admission from any formal kindergarten program that the child has attended.
- c. The parents shall provide a letter of recommendation from the child's pediatrician.
- d. After receipt of items a, b, and c above, a School Psychologist shall conduct both an intelligence evaluation and a social maturity evaluation (involving a parental interview).
- e. No child shall be admitted under this policy whom the School Psychologist has not found to have attained a developmental level of at least six (6) months over chronological age.
- f. In the event that the School Psychologist fails to find that the child has attained a developmental level of at least six (6) months over chronological age, the parents may obtain an independent evaluation at their own expense from a psychologist on a list provided by the Superintendent of Schools. In order to be considered, said independent evaluation must be completed and submitted to the Superintendent of Schools on or before June 1<sup>st</sup> prior to the school year in which early admission is sought.
- g. The Superintendent of Schools and the Principal will review all information and documents related to the appeal, and shall advise the parents of the decision not later than August 1<sup>st</sup> prior to the school year in which early admission is sought.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.4 : ADMINISTRATIVE RECORDS AND REPORTS**

All administrative records of the school system shall be open for inspection by any person at reasonable times in compliance with Massachusetts Law governing public access to public records.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.5: ADMINISTRATIVE RESIGNATIONS**

When resignations of administrative staff occur, the Superintendent of Schools will advise all Committee members immediately. All resignations will be reported to the School Committee for acknowledgement at the next regularly scheduled School Committee meeting.





**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.6: EVALUATION OF THE SUPERINTENDENT**

**2104**

The District School Committee shall annually evaluate the Superintendent. The criteria for evaluation will be mutually agreed upon yearly by the Committee and the Superintendent no later than October 1st of each year.

The Superintendent will present to the School Committee, no later than June of each year, a final report on the said objectives. These objectives may carry over to the next school year by mutual agreement.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.7: POLICY IMPLEMENTATION**

**2105**

The Superintendent has responsibility for carrying out, through regulations, the policies established by the District School Committee.

The policies developed by the District Committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their various departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.8: PUBLICATION OF SCHOOL COMMITTEE RULES AND  
REGULATIONS RELATIVE TO THE CONDUCT OF TEACHERS AND  
STUDENTS (NEW/REQUIRED)**

**2106**

The Superintendent shall publish the School District's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Policies related to Teacher Conduct will be published in the Teachers Handbook and Policies related to Student conduct will be published in the Student Handbook. Copies of these policies shall be provided to any person upon request and without cost.

The policies pertaining to the conduct of students shall include the following: discipline proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.

In Pembroke High School, the Superintendent/Principal in consultation with the School Council shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at anytime: Both the Teacher and Student handbook will be submitted to the school committee each year, if no action is taken by the school committee within 40 calendar days Said changes will take effect.



**Pembroke Public Schools**  
**School Committee Policy Manual**

**POLICY 2.9: ADDITIONAL ADMINISTRATIVE POLICIES AND POSITIONS**

All administrative and supervisory positions in the school system shall be established initially by the School Committee.

In each case, the School Committee will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Committee wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.