



Pembroke Public Schools
School Committee Policy Manual

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Section A

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

Introduction:

The Chain of Survival is the best way to increase the chance of saving a victim of sudden cardiac arrest. Each link in the chain is important and includes: Early Access, Early CPR, Early Defibrillation and Early Advanced care.

Purpose:

To define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health, M.G.L. c.112 s.12V & 12V1/2 in order for the Pembroke Public Schools Health Care Services to acquire, maintain and utilize Automated External Defibrillators (AED'S) to increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor create any expectation that either an AED or trained employee will be present at every event.

Individuals responsible for the AED program:

The superintendent will annually appoint a medical director, a program coordinator, an EMS coordinator, and a site coordinator at each school building.

Responsibilities:

Medical Director will:

- Oversee all medical aspects of the program.
- Ensure compliance with appropriate regulatory requirements.
- Ensure proper skills training and maintenance of skills for targeted AED faculty and staff responders.
- Establish and review procedures for AED use.
- Establish a quality review and improvement program that includes event information downloaded from the AED to obtain event information, post-drill and post-event debriefing.
- Establish and maintain a relationship with the local EMS.

Program Coordinator will:

- Assist with the development and implementation of the AED program.
- Act as a liaison among the AED program.
- Coordinate and oversee non-medical aspects of the program.
- Coordinate documentation relating to training, maintenance, use and post-event data collection including downloading and transmission of event information from the AED by Pembroke Fire Department to the Medical Director.
- Coordinate training of AED certified Pembroke Public Schools staff.
- Maintain a master list of all AED certified staff and training records.

Site Coordinator (Building School Nurse) will:

- Be responsible for the AED program at his/her site during the contracted school year.



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- Check AED equipment and accessories (School Nurse and/or designees) and document, in accordance with maintenance procedures.
- Maintain training documentation of all targeted AED responders at the site.

- Coordinate and document site-specific drills and refresher training.
- Maintain documentation regarding use of AED.
- Notify Program Coordinator if the AED is out of service.

EMS Coordinator will:

- Act as a resource to the Medical Director and Program Coordinator.
- Facilitate immediate post-incident debriefing.
- Retain copy of usage report for documentation.

Training:

- All School Nurses are required per contract to maintain annual certification by the American Heart Association: Basic Life Support (BLS) for Healthcare Providers or American Red Cross.
- All Physical Educators and coaches are required to maintain certification by the American Heart Association: BLS and/or Heartsaver AED or the American Red Cross.
- All Building Crisis and Medical Response Team Members are encouraged to have current documentation of successful completion of a course of Basic Life Support (BLS) that includes CPR and the use of AED's according to the AHA guidelines, preferably the Heartsaver AED Program.
- All employees of the Pembroke Public Schools will be offered the opportunity to receive CPR/AED training.
- On site drills will be conducted at least once during the school calendar year by the School Nurse and/or EMS Liaison. Documentation of the drills will be done by the School Nurse. Drills will include but not limited to:
 1. Review of site-specific emergency communication and response plans.
 2. Use of specific AED device.

Location of AED's:

- High School: hall beyond auditorium, Athletic Director/Trainer
- Middle School: outside the gym
- Bryantville: outside the gym
- Hobomock: outside the gym
- North Pembroke: outside the gym – across from the LGI (large group instruction room)

And such additional and/or alternate sites as may be directed by the superintendent of schools.

Procedures/Maintenance:

Procedures for each site will be developed by the Program and Site Coordinators with the approval of the Medical Director. Maintenance will follow the company guidelines. Copies of the procedures/maintenance will be kept at each AED site. An updated copy will be provided annually to the Superintendent of Schools.



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Post AED Event:

- Responder notifies Site Coordinator. Site Coordinator notifies the Principal and the Program Coordinator.
- Program Coordinator notifies the Superintendent, Medical Director and the EMS Liaison.
- Responder must complete the event summary form and return to Site Coordinator. Site Coordinator documents additional information relating to the incident as appropriate. Site Coordinator sends a copy to the Program Coordinator, who retains a copy. The Program Coordinator provides documentation to the Medical Director, Principal and Superintendent.
- Site Coordinator takes AED out of service. AED data will be downloaded or printed from AED by or under the direction of the Program Coordinator. The Program Coordinator will retain a copy and forward a copy to the Medical Director.
- Before AED is entered back into service, Site coordinator will inspect AED according to “Maintenance”.
- The Medical Director, Program Coordinator and EMS Liaison will conduct a post-incident review and debrief the program staff and those involved in the incident. As appropriate the Medical Director and the Program Coordinator will monitor patient outcome and ensure rescuer emotional support.

Policy Review and Revision:

Review and revision of these policies and procedures will be done by the Program Coordinator and the Medical Director as needed, but at least every two years.

Adopted November 13, 2007



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POLICY ADF: HEALTH AND WELLNESS POLICY

The Pembroke School District will:

A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The school environment, not just the classroom, shall be aligned with healthy lifestyle goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

B. Support and promote proper dietary habits contributing to students' health status and academic performance.

All foods available to students on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging. No soda or candy is to be sold on school grounds to students during the instructional day.

C. Provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The primary goal of physical education is for all students to develop the skills and knowledge necessary to not only participate in specific physical activities, but to understand the short and long-term benefits of a physically active and healthy lifestyle. Physical activity should be included in a school's education program. Physical activity should include regular instructional physical education, in accordance with the Massachusetts Health Curriculum Framework and the National Standards for Physical Education (NASPE), and district requirements as well as co-curricular activities, and recess. All physical education classes will be taught by certified Physical Education Teachers.

D. Maintain a district-wide Wellness Advisory Council to:

- develop guidance to explicate this policy
- evaluate policy progress
- serve as a resource to school sites, and
- revise policy as necessary

Student Nutrition

The School Breakfast/Lunch Programs:

- The full meal school lunch program will continue to follow the USDA Requirements for Federal School Meals Programs.
- Plans for a school breakfast program, which will follow the USDA Requirements for Federal School Meals Programs, will be explored for feasibility.
- The School Food Service Program provider will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales.
- The Food Service Director will work closely with the Nutrition & Wellness Advisory Council.

Fundraising:



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- All fundraisers involving food will be limited to before and after the instructional day. Fundraisers with more than 10 items for sale are encouraged to include at least *one* item that meets the District's Nutrition Standards.
- The Federal Food Code prohibits the sale of foods which are not prepared under the supervision of a trained food preparation specialist. Therefore, for health and safety reasons, homemade foods are prohibited for sale in fundraisers by school sponsored groups.

Teacher-to-Student Incentive:

- Employees will not use foods or beverages as direct rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment;
- Employees are encouraged to use physical activities (e.g., extra recess, physical education time, etc...) as direct rewards for academic performance or good behavior.

Sharing of Food and Beverages

Pembroke Public Schools will discourage the sharing or trading of foods or beverages between students.

Foods will not be used to celebrate birthdays and/or holidays in any school. This policy does not affect (personal) snacks brought in from home by Pre-K-12 students.

Student Nutrition Education:

The Pembroke School District has an integrated curriculum approach to nutrition in Kindergarten through 12th grade. Instructional staff will be encouraged to integrate nutritional themes into lessons when appropriate. The health benefits of good nutrition should be emphasized.

Parent Nutrition Education:

- Nutrition education will be made available to parents beginning at the elementary level. The goal will be to continue to educate parents throughout middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles.

Staff Nutrition & Physical Activity Education:

Healthy lifestyle opportunities may be made available to all school staff at the elementary, middle and high school levels. These opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional value and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

DISTRICT NUTRITION STANDARDS

Nutrition Standards Intent/Rationale:

The Pembroke School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food and beverages to students on school grounds during the instructional day. The policy will be implemented in consistency with the Federal National Guidelines. http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm

Food:



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Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.

Beverages:

ONLY Milk, Water, 100% fruit juices, and sports drinks may be sold to students on school grounds throughout the instructional day.

Candy:

Vending and non-vending sales of candy to students will not be permitted on school grounds during the instructional day.

Recoded: 4.36 Policy

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POLICY ADDA: ADDA Criminal Record Offender Information (CORI)

Pembroke Public Schools shall obtain all available Criminal Offender Record Information (CORI) from the Massachusetts Criminal History Systems Board (CHSB) on:

- (1) prospective employee(s) or volunteer(s) of PPS, who may have direct and unmonitored contact with children, including any individuals who regularly provide school related transportation to children ;
- (2) taxicab company's employees, who may have direct and unmonitored contact with students, and who work for a taxicab company that has contracted with PPS to provide transportation of its students;
- (3) subcontractors or laborers who have been commissioned to perform work on PPS school grounds and who may have direct and unmonitored contact with children;
- (4) employees or volunteers of educational or internship programs who may have direct and unmonitored contact with PPS students participating in such programs.

The superintendent, principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the CHSB on all:

- (1) employees or volunteers of PPS who may have direct and unmonitored contact with children, including any individuals who regularly provide school related transportation to children;
- (2) taxicab company's employees, who may have direct and unmonitored contact with students, and who work for a taxicab company that has contracted with PPS to provide transportation of its students; and
- (3) employees or volunteers of educational or internship programs who may have direct and unmonitored contact with PPS students during their term of employment, volunteer or other service.

The superintendent, principal or their certified designees shall notify any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, of the requirement to obtain a C.O.R.I.

Pursuant to a Massachusetts Department of Elementary and Secondary Education CORI Law Advisory dated May, 7, 2007

"Direct and unmonitored contact with children" means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available CORI data from the Massachusetts Criminal History Systems Board. In the event that a current employee has questions concern the signing of the request form, s/he may meet with the principal or superintendent; however, failure



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to sign the CORI request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The school committee, superintendent, principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI information is not subject to the public records laws and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the MA Criminal History Systems Board.

Access to CORI material is restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material will be obtained only where the district has determined that the applicant is qualified and may be recommended for employment or volunteer duties.

The Pembroke Public Schools, subject to applicable law, reserves the exclusive right concerning any employment decision. The district may consider the following factors when reviewing CORI: the type and nature of the offense; whether the charge resulted in a conviction; the type of sentence; whether the individual successfully completed probation; the date of the offense and whether the individual has been subsequently arrested as well as any other factors the employer deems relevant. The Pembroke Public Schools will notify an applicant or employee of any potential adverse decision based on the subject's criminal record; provide a copy of the criminal offender record information and the policy to the subject; and provide information concerning the process for correcting a criminal record.

Application for employment and/or volunteer form and/or cooperative education agreement shall include a statement that as a condition of employment, volunteer, or other service PPS is required by law to obtain a criminal offender record information for any employee, including any individual who regularly provides school related transportation, or volunteer, who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed, in writing, by the superintendent prior to the periodic obtaining of their criminal offender record information. Pursuant to G.L.C. 151B, §9Yz, employment applications exclude questions regarding criminal offender record information.

Contracts with special education schools and other providers require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REF: M.G.L. c. 6, §§ 172 and 172I, c. 71, §38R, c. 151B,
D.O.E. Advisory on CORI Law (May 7, 2007)

Updating and Recoding of Policy 3.20

1ST Reading: December 7, 2010
2nd Reading: January 18, 2011



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ADOPTED: September 4, 2012



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POLICY AFA: APPROVAL OF A PRIVATE SCHOOL

Massachusetts General Laws, Chapter 76: Section 1 states that:

“The School Committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching, and, in order to protect children from the hazards of traffic and promote their safety, cities and towns may appropriate money for conveying pupils to and from any schools approved under this section.”

When a private school that is proposed to open within the borders of the Town of Pembroke, the School Committee will approve or not approve the private school based on documentation provided by the applicant, including but not limited to categories listed below. School Committee approval solely indicated that it is satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in progress made therein, that of the public schools in the Town of Pembroke. Upon approval, the proposed school will need to comply with all other requirements of statute and regulations prior to opening. The Committee will consider the review of the documentation and recommendations by at least two (2) personnel designated by the Superintendent, whom may include, but not limited to, the School Business Manager, Director of Student Services, and Assistant Superintendent of Curriculum & Instruction prior to voting on the approval request.

1. Population to be served

- Admissions criteria; documentation of school’s enrollment

2. Physical Plant/Safety

- A. The school shows evidence of current
 - Elevator Inspection
 - Fire Inspection
 - Certificate of Occupancy
 - Compliance with lead paint poisoning (for children under 6 years old)
 - Compliance with other applicable federal and state health and safety standards (e.g. PCB, asbestos inspections, handicap accessibility)
- B. The site, plant and equipment adequately support the program and are operated to ensure safety and health of the students.

3. Curriculum

- A. The curriculum offered is “equivalent” to that offered in the local school system generally and, specifically the Massachusetts Curriculum Frameworks and Common Core State Standards, in terms of the following instructional areas.
 - Mathematics
 - Science and Technology
 - History and Social Studies
 - English/Language Arts
 - Foreign Language



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- The Arts
- Physical Education & Health

4. Educational Materials

Textbooks and/or individual instructional materials (including computer and other technology) are adequate.

5. School Staff

Assessment of “thoroughness and efficiency” of instruction based on:

- Teacher qualifications
- Adequate student/teacher ratio
- Regular evaluation of staff
- CORI background checks

6. Administration

School possesses clearly defined table of organization that facilitates its objectives.

7. Records

- A. An adequate system of student records (e.g., attendance, health, discipline, progress reports) is fairly maintained
- B. The student records are kept in compliance with state statutes and regulations as applicable.

8. Student Services

The Special Education services provided for all students are balanced and comprehensive (e.g., recreation programs, health care procedures, guidance and counseling programs, discipline policy).

9. Financial Support

- A. Evidence of financial solvency is provided and indicates that the school can adequately sustain the educational program.
- B. Documentation of the school’s legal status; if the school is incorporated, copies of the articles of incorporation and certification of tax exempt status, if any.

10. Student Learning Time

Length of school year and hours of instruction in each subject equal that of the public school.

11. Student Performance Assessment

Methods for periodic evaluation of students’ skills, competencies and knowledge are clearly defined.

1ST Reading: June 7, 2016



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2nd Reading: July 12, 2016
ADOPTED: July 12, 2016