



**Pembroke Public Schools
School Committee Policy Manual**

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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.



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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."

First Reading: October 7, 2008

ADOPTED: October 21, 2008



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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



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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



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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



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POLICY EEAG: 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: March 16, 2010

ADOPTED: March 16, 2010