



Pembroke Public Schools
School Committee Policy Manual

SECTION I

Instruction

IA: INSTRUCTIONAL REQUIREMENTS 2

IE: ORGANIZATION OF INSTRUCTION 3

IHAI: VOCATIONAL-TECHNICAL EDUCATION 4

IHAMA: TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO 5

IHBEA: ENGLISH LANGUAGE LEARNER PROGRAMS 6

IHBF: HOMEBOUND INSTRUCTION 7

IHBG: HOME SCHOOLING 8

IHBG-R: Home Schooling10

IHBJ: OBSERVATION POLICY FOR PLACEMENT OF STUDENTS WITHIN SPECIAL EDUCATION PROGRAMS12

IHCA: SUMMER SCHOOL ELIGIBILITY AND ENROLLMENT14

IJ: INSTRUCTIONAL MATERIALS15

IJNDB: ACCEPTABLE USE AND INTERNET SAFETY POLICY16

IJNDB-R: ACCEPTABLE USE AND INTERNET SAFETY REGULATIONS18

IKA: GRADING AND PROGRESS REPORTS22

IKAC: CONFERENCES23

IKB: HOMEWORK24

IKD: HONOR ROLL25

IKF: CREDIT STATUS AND GRADUATION REQUIREMENTS26

IMB: CONTROVERSIAL ISSUES AND SPEAKERS28

IMG: ANIMALS IN SCHOOLS30



Pembroke Public Schools
School Committee Policy Manual

IA: INSTRUCTIONAL REQUIREMENTS

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services which are provided by special personnel in each school will be brought into the educational program in a manner determined by the classroom teachers and the principal of each school in consultation with special education personnel in accordance with any applicable IEP's or 504 accommodation plans.

All classroom teachers, all special instructional personnel and all special non-instructional personnel in each school will be primarily responsible to the principal of the school. Special personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time. Appropriate central office personnel will be available to discuss any problems which may arise with persons who work in more than one school.

Principals will be primarily responsible to the Superintendent in the overall administration of the schools. Principals will also work directly with the Superintendent or his/her designee in selecting and evaluating professional personnel and in administering personnel policies.

Each employee in the District shall be responsible to the School Committee through the superintendent.

Matters requiring administrative action are to be referred as a matter of course to the person immediately in charge of that area of function in which a problem arises.

Replaces Policy 5.55

Recoded: April 25, 2017

Adopted: June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IE: ORGANIZATION OF INSTRUCTION

Pembroke Public Schools offers a diversified educational program compatible with the needs of the community and state standards.

The Pembroke School Committee is responsible for education pre-school through Grade 12. Courses in Pembroke Public Schools are offered at various levels of challenge to present a program appropriate for students at all levels of ability. The students' selection of courses is exceptionally important in providing all youngsters with the most appropriate level of challenge for each youngster to achieve at their highest level.

The currently approved organization of instruction provides for the schools to be organized into elementary, middle and senior high levels. Exceptions to this general rule may only be made with the approval of the School committee.

M.G.L. Chapter 71, Section 16A and Section 37

REPLACES POLICY 5.30

Revised and Adopted: March 28, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IHAI: VOCATIONAL-TECHNICAL EDUCATION

The Pembroke Public Schools recognizes that there are students who prefer a technical/vocation high school program. In accordance with M.G.L. Chapter 74, Section 7, the Pembroke Public Schools designates the Silver Lake Regional School District as its preferred Chapter 74 technical/vocational school. Accordingly, the district may direct students to apply to the technical/vocational program at Silver Lake Regional High School before applying to any other technical/vocational school. All accepted 9th grade students must attend Silver Lake Regional High School for their 9th grade exploratory year. If a student does not apply to Silver Lake Regional High School the superintendent may disapprove the application for nonresident tuition.

This policy is not applicable to students enrolled in a vocational program as of 10/1/2017.

This policy will be published in the Pembroke Public Schools Student Middle and High School Handbooks and will be published on the Pembroke Public Schools website.

Ref: M.G.L. c. 74, § 7
603 CMR 4.00

1st Reading: 11/21/17
2nd Reading & Approval: 12/5/17
Updated: 1/15/19



Pembroke Public Schools School Committee Policy Manual

IHAMA: TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

In accordance with state and federal law, the Pembroke Public Schools shall provide age appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the School Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

Objectives of instruction about drugs, alcohol and tobacco shall be as follow:

- To create an awareness of the total drug problem-prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.
- To relate the use of drugs and alcohol to physical, mental, social and emotional practices.
- To develop the student's ability to make intelligent choices based on acts and to develop the ability to stand by one's own convictions.
- To understand the personal, social and economic problems causing the misuse of drugs and alcohol.
- To develop an interest in preventing illegal use of drugs in the community.

We may conduct a verbal screening of students for substance use and abuse. The selected screening tool could be a survey, questionnaire or something similar. The selected screening tool will be conducted at two different grade levels at the middle/secondary levels on an annual basis. The screening tool shall be approved by the Department of Elementary and Secondary Education. Information regarding this tool will be made available to parents, and an opt out option will be permitted.

The curriculum, instructional materials and outcomes for this program shall be recommended by the Superintendent and approved by the School Committee.



Pembroke Public Schools
School Committee Policy Manual

LEGAL REF.: M.G.L. 71:1 & 71:96

Revised & Adopted: November 15, 2016

Adopted: May 11, 2004

IHBEA: ENGLISH LANGUAGE LEARNER PROGRAMS

The Pembroke Public Schools (PPS) shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance.

The Pembroke Public Schools (PPS) shall identify students whose dominant language may not be English through

- Home language surveys that identify a primary home language is other than English
- Observations
- Intake assessments
- Recommendations of parents/guardians, teachers and other persons.

Identified students shall be assessed annually to determine their level of proficiency in the English language.

The Pembroke Public Schools shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The Pembroke Public Schools (PPS) shall provide additional information as required by DESE to comply with federal law.

SOURCE: MASC April 2019

Legal References:

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964) 603 CMR 14.00

Revised 1st Reading: November 5, 2019

Revised 2nd Reading and Adopted: December 17, 2019

1st Reading: March 2, 2010

2nd Reading: March 16, 2010



Pembroke Public Schools
School Committee Policy Manual

ADOPTED: March 16, 2010

IHBF: HOMEBOUND INSTRUCTION

The Pembroke Public Schools may furnish homebound instruction to those students who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or hospitalization.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instructions, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Student Services. Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers.

CROSS REF: School Handbooks

REPLACES POLICY 5.53

Revised and Adopted: April 11, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IHBG: HOME SCHOOLING

The Massachusetts General Law requires the Pembroke School Committee (PSC) to determine that a Home Schooling Program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student between ages 6-16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

- A. The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis *as long as the child or children are being educated in a home-based environment.*

- B. The parent/guardian must certify in writing, on a form provided by the Pembroke Public Schools (PPS), the name, age, place of residence, and number of hours of attendance of each child in the program.

- C. The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or his/her designee deciding whether or not to approve a home education proposal may be:
 1. The number of hours of instruction of the proposed curriculum;
 2. The competency of the parents to teach the children;
 3. The textbooks, workbooks and other instructional aids to be used by the children and teaching manuals to be used by the parents;
 4. Periodic assessment of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the PPSD may have access to public school activities of either a curricular or extracurricular nature upon availability and approval of the Superintendent.

SOURCE: MASC

LEGAL REFS: M.G.L. 69:JD; 76:1, Care and Protection of Charles

Care and Protections of Charles — MASS. Supreme Judicial Court 399 Mass. 324 (1987)



Pembroke Public Schools
School Committee Policy Manual

Replaces and Recodes Policies 4.20 and 5.58

Revised: 1st Reading: November 5, 2019

2nd Reading: December 17, 2019

Adopted: December 17, 2019

1st Reading: March 2, 2010

2nd Reading: March 16, 2010

ADOPTED: March 16, 2010



Pembroke Public Schools
School Committee Policy Manual

IHBG-R: Home Schooling

1. Requirements to for approval of home school instruction will include:
 - a. The parent or legal guardian must request permission to hold home instruction on an annual basis.
 - b. A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent before approval may be granted.
 - c. The Pembroke School Committee (PSC) delegates the approval of home instruction to the Superintendent. Any approval or rejection by the Superintendent is subject to review by the Pembroke School Committee (PSC).
 - d. Annual performance/assessment data must be provided to the Superintendent's Office before request for subsequent years of home instruction will be approved.

2. A student being educated in a home-based program within Pembroke Public Schools (PPS) may have access to public school activities of either a curricular or extracurricular nature upon availability and approval of the Superintendent.

3. Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. Home school families may access school administered annual achievement tests (example MCAS) by requesting access through our Department of Student Services.

4. Auditing functions of the Pembroke School Committee (PSC) for home instruction may include:
 - a. The PSC at any time may request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
 - b. The PSC may request at any time that the Superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.
 - c. The Superintendent will prepare for the PSC and annual summary of the children included in home instruction.



Pembroke Public Schools
School Committee Policy Manual

5. Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the Pembroke Public Schools (PPS) will mail the parents or legal guardian a home instruction summary form. The completed form should be returned to the Superintendent's Office within 30 days. The summary form must be returned before annual approval of home instruction may be made in succeeding years.

6. If the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.

SOURCE: MASC

LEGAL REFS: M.G.L. 69:JD; 76:1, Care and Protection of Charles

Care and Protections of Charles — MASS. Supreme Judicial Court 399 Mass. 324 (1987)

1st Reading: November 5, 2019

2nd Reading and Adopted: December 17, 2019



Pembroke Public Schools
School Committee Policy Manual

**IHBJ: OBSERVATION POLICY FOR PLACEMENT OF STUDENTS WITHIN
SPECIAL EDUCATION PROGRAMS**

I. Introduction

The Pembroke Public Schools is committed to providing a positive learning environment for all students. It is important the learning environment is free from disruptions to the learning process and that the confidentiality of individual learners is maintained. To ensure that parents can participate fully and effectively with school personnel in the consideration and development of appropriate special education programming for their child, parents and parent-designated independent evaluators and educational consultants will be permitted to conduct observations of a child's current program and of any program proposed for the child. Such observations will be of sufficient duration to enable the observer to evaluate a child's performance in a current program and or the ability of a proposed program to enable such child to make effective progress.

II. Procedure

- A. All requests to observe must be presented to the building principal or an administrative designee.
- B. Requests for observation will only be considered for students registered in the Pembroke Public Schools.
- C. The request will be responded to within 3 days of receipt and a mutually agreed to date and time will be set.
- D. All observers must be accompanied by a building administrator or designee for the duration of the observation.
- E. If the observation request is for an individual other than the parent to observe the student and or program, the educational basis for the observation must be stated, a release must be on file and written parent permission must be provided.
- F. On the day of the observation the observer will be met by the accompanying administrator in the main office.
- G. The administrator will review the guidelines for the observation and the observer will be required to sign the Confidentiality Statement. A copy of this Confidentiality Statement will be kept in the student's file.
- H. The administrator will accompany the observer to the classroom for the length of time agreed to in advance. The timing and scheduling of the observation cannot be changed without advanced notice due to the requirement an administrator is present for the duration of the observation.
- I. No conversations will be permitted to take place during the observation with the administrator, teacher or students to prevent disruption to the learning environment.
- J. The observer will be provided seating with the accompanying administrator in a location that offers sufficient viewing of the educational setting without distracting from the educational environment.



Pembroke Public Schools
School Committee Policy Manual

K. Upon request by a parent clarifying questions may be asked to the accompanying administrator. This conversation will take place outside of the classroom and after the observation has concluded. Clarifying questions must be specific to the program and or student observed, not other students in the classroom or staff.

III. Restrictions

- A. Observations may only be requested in a special education program the child is currently attending or has been proposed to participate in.
- B. The building principal may impose restrictions or conditions on observations that are necessary to ensure the safety of children in the program, to protect the integrity of the program while under observation or to protect children in the program from disclosure by an observer of confidential and personally identifiable information.
- C. The principal or administrative designee may exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or program being observed.

Legal Reference: Chapter 363 of the Acts of 2008

Cross Reference: Policy 4.17

1ST Reading: December 5, 2011

2nd Reading: February 13, 2012

ADOPTED: February 13, 2012



Pembroke Public Schools
School Committee Policy Manual

IHCA: SUMMER SCHOOL ELIGIBILITY AND ENROLLMENT

The Pembroke Public Schools may make available summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial.

To attend summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted to high school students in line with regulations spelled out in student handbooks.

Summer school is one of the options for credit recovery.

For additional information, refer to the respective Student Handbooks.

LEGAL REF: M.G.L. 71:28

Replaces Policy 5.57

Revised and Adopted: April 25, 2017

Adopted: June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IJ: INSTRUCTIONAL MATERIALS

The Pembroke School Committee believes that instructional materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the school committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those which meet the following criteria will be approved by the committee:

1. All materials must present balanced views of international, national and local issues and problems of the past, present and future.
2. All materials provided must stimulate growth in factual knowledge, literary appreciation aesthetic and ethical values.
3. Instructional material will help students develop their abilities in critical reading and thinking.
4. Instructional materials will help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Instructional materials must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity physical disabilities or sexual orientation.
6. Instructional materials must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REF: M.G.L. 30B:7; 71:48; 71:49; 71:50.
BESE regulations 603 CMR 26.00

Replaces Policy 5.59

Revised and Adopted: April 25, 2017

Adopted: June 13, 2006



Pembroke Public Schools School Committee Policy Manual

IJNDB: ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Pembroke Public Schools (PPS) shall provide access for “users” to the system/network including access to external networks (Internet and web sites) for “educational purposes” and/or for the sole purpose to complete assigned tasks. “Users” shall be defined as Pembroke Public school employees, students, and/or other users authorized by the Superintendent or his/her designee. “Educational purposes” shall be defined as classroom activities, career and professional development and appropriate activities of an educational nature for students. The system/network will be used to increase communication, enhance productivity, and assist users to improve existing skills and acquire new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, government agencies, and other partners necessary in the execution of PPS district business.

The Pembroke Public Schools (PPS) is equipped with wireless Internet access in various locations. Students and staff may bring their own personal wireless technology devices for use consistent with this Acceptable Use Policy. **The PPS is not responsible for any loss, theft or damage to personal technology devices.** Students must comply with any staff request to shut down their device at any time;

AVAILABILITY

The Superintendent or his/her designee shall implement, monitor, and evaluate the PPS district’s system/network for instructional and administrative purposes and implement changes as necessary.

Access to the system / network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and guidelines governing the use of the system and shall agree in writing on an annual basis to comply with such regulations and guidelines. Noncompliance with applicable regulations and guidelines may result in suspension or termination of user privileges and/or other disciplinary actions consistent with the policies of the Pembroke Public Schools. Violations of law may result in criminal prosecution and disciplinary action by the Pembroke Public Schools.

ACCEPTABLE USE

The Superintendent or his/her designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purpose and mission of the Pembroke Public Schools and policy governing copyright.



Pembroke Public Schools
School Committee Policy Manual

MONITORED USE

Electronic mail transmissions and other use of electronic resources by users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

FILTERED ACCESS

The Pembroke Public Schools will use available technology to protect users from inappropriate materials. Although this filtering technology is useful and, in most cases effective, staff will need to provide on-site supervision of students using the Internet. The technology is not a substitute for on-site supervision.

LIABILITY

The Pembroke Public Schools shall not be liable for user's inappropriate use of electronic resources, violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The Pembroke Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on networks external to the Pembroke Public Schools.

Recoded policy 3.15

Policy Cross References: IJNDB-R Acceptable Use and Internet Safety Regulations

ADOPTED: March 26, 2013

REVISION 1ST READING: March 12, 2013

REVISION 2ND READING: March 26, 2013

ADOPTED: December 17, 2008

First Reading: November 18, 2008



Pembroke Public Schools
School Committee Policy Manual

IJNDB-R: ACCEPTABLE USE AND INTERNET SAFETY REGULATIONS

The Pembroke Public Schools (PPS) shall provide access for “users” to the system/network including access to external networks (Internet and web sites) for “educational purposes” and/or for the sole purpose to complete assigned tasks. “Users” shall be defined as Pembroke Public school employees, students, and/or other users authorized by the Superintendent or his/her designee. “Educational purposes” shall be defined as classroom activities, career and professional development and appropriate activities of an educational nature for students. The system/network will be used to increase communication, enhance productivity, and assist users to improve existing skills and acquire new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, government agencies, and other partners necessary in the execution of PPS district business.

The Pembroke Public Schools (PPS) is equipped with wireless Internet access in various locations. Students and staff may bring their own personal wireless technology devices for use consistent with this Acceptable Use Policy. **The PPS is not responsible for any loss, theft or damage to personal technology devices.** Students must comply with any staff request to shut down their device at any time;

A user who violates PPS policy or administrative guidelines will be subject to suspension of and/or termination of the system network privileges and will be subject to disciplinary action and/or prosecution. The PPS will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the PPS’s system/network.

The following are PROHIBITED:

1. Commercial use of the system/network.
2. Use of the system/network for illegal purposes, in support of illegal activities or any activity prohibited by PPS policy.
3. Downloading and/or streaming for non-educational or non-work related purposes.
4. Use of inappropriate language, swearing, vulgarity; ethnic or racial slurs, and other inflammatory language.
5. Non-authorized attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send /receive electronic mail.
6. Pretending to be someone else when sending / receiving messages.
7. Harassment of others.
8. Transmitting or viewing obscene material.
9. Any malicious attempt to harm or destroy equipment, materials, data, or programs.
10. Forgery or attempted forgery.
11. Attempting to bypass the PPS network filters that are applied to all Internet connections.



Pembroke Public Schools
School Committee Policy Manual

12. Knowingly infecting the PPS network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data. This is a violation of the AUP policy and will result in disciplinary action, up to and including legal prosecution.
13. Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies. This is a violation of the AUP policy and will result in disciplinary action, up to and including legal prosecution.

For all Users:

Users are NOT permitted to configure their own computing devices (iPhone, iPad, Droids, etc.) as a networked access point for other users to access the Internet. Users should only connect to the Internet through the access points provided by the PPS or through their personal mobile service provider

1. Incidental and personal use of the Internet is allowed as long as it does not interfere with job responsibilities.
2. The PPS will provide each user with copies of the Acceptable Use Policy (AUP) and guidelines on an annual basis.
3. Access will be granted only with a current dated and signed access agreement.
4. Where applicable, the PPS will provide training to users in the proper use of the system/network.
5. Account names will be recorded and kept on file.
6. Passwords are confidential and shall be protected by the user. User identifications and passwords should not be shared or displayed.
7. Individual users shall at all times, be responsible for the proper use of accounts issued in their name.
8. Electronic mail use will be confined to services provided and/or approved by the PPS.
9. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
10. Revealing personal information (addresses, phone numbers, etc.) by users on others is prohibited except with express their written consent.
11. System users should purge electronic information according to legal or regulatory requirements where applicable. When there is no presiding law or regulation, the PPS guidelines should be followed.
12. Personal technology equipment (equipment not owned and issued by the PPS, to include but not be limited to personal computers, laptops, switches, wireless devices and portable storage devices) shall not be placed on the PPS Wired network without permission from the system administrator.
13. Copyrighted software or data shall not be placed on the PPS network systems or individual computers without permission from the holder of the copyright and the system administrator.
14. System users may redistribute copyrighted materials only with the permission of the copyrighted holder or designee. Such permission must be specified in the document or in accordance with applicable copyrighted laws, PPS policy and administrative guidelines.
15. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of PPS district policy and /or criminal activity under applicable state and federal law.



Pembroke Public Schools
School Committee Policy Manual

16. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
17. The PPS has the right to collect and examine any student device that is suspected of causing network problems, or was the source of an attack or virus infection.
18. Technology devices must be muted when appropriate to the school environment.

For Students:

Students' use of the Internet will be supervised by teachers and designated staff in a manner that is appropriate for students.

Cyber bullying is repeated, electronic based bullying via computers or personal devices such as iPad, iPhone, Droids, among students. Cyber bullying usually involves abusive or cruel message or comments posted on social network sites, in chat rooms or on websites.

Students found to be cyber bullying will face consequences consistent with the anti-bullying plan of the PSD, and all applicable sections of the respective school student handbooks.

Oversight:

1. Principals or their designee will be responsible for the following:
 - a. Disseminating and enforcing policies and guidelines in the building(s) under their control.
 - b. Ensuring that all users complete and sign an agreement to abide by policies and guidelines regarding use of the system/network.
 - c. Ensuring that training is provided to users on appropriate use of electronic resources.
2. Principals or their designee are authorized to monitor or examine all system activities related to the building under their control, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
3. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.

This guideline is representative of the permitted Internet uses in the PPS and provides a description of prohibitive practices which is as complete as possible as of the date of adoption. The PPS reserves the right to modify supervision, permitted uses and prohibited conduct in the event that circumstances arise which warrant modification and may not be included in the policy.

The principles set forth in the opening two paragraphs govern the usage of our Internet resources, and any such modifications will be designed to further the principles set forth in said paragraphs.



Pembroke Public Schools
School Committee Policy Manual

Recoded policy 3.15

CROSS REFERENCE: IJNDB

CROSS REFERENCE: Elementary Handbooks, PCMS Handbook and PHS Handbook

ADOPTED: March 26, 2013

REVISION 1ST READING: March 12, 2013

REVISION 2ND READING: March 26, 2013

ADOPTED: September 4, 2012

REVISION 1ST READING: August 21, 2012

REVISION 2ND READING: September 4, 2012

ADOPTED: December 17, 2008

1ST READING: November 18, 2008



Pembroke Public Schools
School Committee Policy Manual

IKA: GRADING AND PROGRESS REPORTS

The Pembroke School Committee affirms that report cards and progress reports are an important and valuable vehicle for communication of student progress to parents and caregivers.

All secondary students will receive a progress report on a quarterly basis throughout the school year. This report will contain information on the student's behavior, grades, and progress. Parents and Caregivers who have not received a copy from their son/daughter school contact the school Guidance Office.

Report cards are issued four times during the school year at the secondary level and students are graded in each subject. Students who fail courses during the school year may be permitted to attend an approved Summer School Program for make-up in accordance with guidelines established in the respective student handbooks, and programs of study.

At the elementary level, report cards will be issued three times during school year and are followed by scheduled parent conferences to discuss individual student progress. Progress reports are issued, as well, mid-term through each report card period at the elementary level.

REPLACES POLICY 5.31

Revised and Adopted: March 28, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IKAC: CONFERENCES

The Pembroke School Committee endorses the importance of good communications between the school and the home and believes that parent - teacher conferences are an important connection between the school and a student's parents/caregivers. Toward that end, a series of dates will be established each year to further develop communication between parents and the school.

On a pre-determined schedule, teachers will hold office hours after regular school hours. The first office hour will be “Open House” night where parents will follow their child's schedule and meet classroom teachers, learn about course requirements and curriculum, and hear an overview from the teacher about the program. The other office hour(s) will be specifically for discussing the individual student programs and will follow an appointment format.

Conferences may also be scheduled on a needs basis when there are concerns or questions expressed about a student's progress in learning by either the parent or the teacher.

REF: Teachers Collective Bargaining Agreement

REPLACES POLICY 5.48

Revised and Adopted: April 11, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IKB: HOMEWORK

The Pembroke School Committee (PSC) endorses the assignment of meaningful homework to students so as to reinforce skills, content or concepts taught in the classroom, or to expand knowledge, or preview new concepts. Homework is not to be used as a form of punishment under any circumstances. Homework assignments should take into consideration individual differences of students such as health, ability, and educational resources available to the student. Homework should not require the use of reference materials not readily available in most homes, school libraries, the public library, or via the internet, and the use of those materials should only be required if the student has access and had instruction in their use. Teachers are expected to review homework assignments for accuracy and to provide feedback to students in a timely manner.

Replaces and Recodes Policies 4.35 and 5.49

1ST Reading: March 2, 2010

2nd Reading: March 16, 2010

ADOPTED: March 16, 2010



Pembroke Public Schools
School Committee Policy Manual

IKD: HONOR ROLL

A scholastic honor roll will be prepared and published at the end of each marking period at the secondary level. The purpose of this honor roll is to recognize outstanding achievement. Criteria for placement on the Honor Roll are identified in the Student Handbooks for both the Middle and High Schools.

REPLACES POLICY 5.32

Recoded: March 28, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IKF: CREDIT STATUS AND GRADUATION REQUIREMENTS

Graduation Requirements

In order to receive a Pembroke High School diploma, students must meet all graduation requirements and successfully pass the MCAS exams.

All students must successfully complete 88 credits in order to become eligible to earn a diploma. For each year-long course passed, a student will earn 4 credits; for each semester course passed, a student will earn 2 credits, and for each quarter course, a student will earn 1 credit. Minimum required credits are as follows:

<u>Courses:</u>	<u>Credits:</u>
Four Years of English credits	16
Four Years of Mathematics	16
Three Years of Social Studies	12*
Three Years of Science	12**
Four Years of Wellness Education	3 credit minimum***

* Students must pass one year of World History and two years of U.S. History.

** Students must pass Biology and Chemistry.

*** Beginning with the class of 2013.

Service Learning: 40 hours over four years

Students who have fulfilled the academic requirement by the end of their senior year, may participate in the graduation ceremony. If a student does not fulfill the academic requirement by the end of the final examination period of their senior year, a plan to satisfy the requirements may be developed in consultation with the guidance counselor and principal or his/her designee. If a student does not earn a diploma by the end of the academic year, then all requirements need to be completed by December 31st of that calendar year in order to be considered a member of the graduating class of that previous academic year.

Replaces 5.45 and 5.46

1st Reading: March 24, 2009

2nd Reading: April 7, 2009

ADOPTED: April 7, 2009



Pembroke Public Schools
School Committee Policy Manual

Revision 1st Reading: June 6, 2011

Revision 2nd Reading and Adoption: June 27, 2011

Cross Reference: PHS Program of Studies

Revision 1st Reading: August 21, 2012

Revision 2nd Reading and Adoption: September 4, 2012



Pembroke Public Schools
School Committee Policy Manual

IMB: CONTROVERSIAL ISSUES AND SPEAKERS

The Pembroke Public Schools shall help to prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues which may be controversial. The School Committee further recognizes that visiting speakers, a valuable supplement to the regular instructional program, may be of a specific persuasion and that their presentation topics may be considered to be controversial. To ensure that these issues are examined in an atmosphere as free from emotion and prejudice as possible, the school department encourages the examination of controversial issues so as to permit students to engage in careful problem analysis, discriminate between fact and opinion, and to discuss different viewpoints on issues where there may be serious disagreement with adult guidance.

The discussion of a controversial issue should be preceded by parental notification as deemed necessary by the administration. Additionally, in the event that a topic arises unexpectedly in the course of instruction which would typically be viewed as controversial or causing concern to students in the class, the teacher is expected to notify the school administration in a timely manner.

Below are the guidelines to be followed:

Teacher Planned Classroom Discussions:

1. Controversial issues selected by teachers for classroom discussion must relate directly to the content and objectives of courses that have been approved by the School Committee.
2. The teacher's right to introduce controversial issues in the classroom does not include the right of advocacy. Teachers are to refrain from using their position to express partisan points of view.
3. The approach to discussions must be objective and scholarly and teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in the discussion. Students should be prepared and follow up activities which are appropriate to the presentation should be provided.
4. Teachers may invite visitors from outside the school to give presentations on controversial issues when the speaker offers qualifications and resources not Available in the school. All visitors will be guided by the rules standards of language, usage, dress and behavior that prevail in the school.
5. All materials and or literature to be distributed by an invited speaker shall be approved in advance by the administrator in charge.
6. In all cases, teachers must obtain permission from the principal or direct supervisor in-charge at least forty-eight hours before the scheduled presentation.



Pembroke Public Schools

School Committee Policy Manual

Student-Initiated Forums on Controversial Issues:

Student groups may request permission to conduct forums on controversial issues in the schools. The principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class or cause the cancellation of any class.
2. Adequate planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least two (2) weeks before the scheduled date of the presentation by the student group and the adult advisor of that group.
3. The guidelines established for teacher - planned discussions as described above shall be followed for student-initiated forums as well.

Schools Requests from Groups or Individuals outside the School:

No permission will be granted to non-school groups to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the school committee's policy on community use of school facilities.

No permission will be granted to outside groups for distribution of literature on controversial issues to students in general or to class groups. Permission to post one notice of a public meeting for discussion of controversial issues may be granted by the principal if the notice conforms to the standards of the community as identified above.

REPACES POLICY 5.37

Revised and Adopted: March 28, 2017

Adopted June 13, 2006



Pembroke Public Schools
School Committee Policy Manual

IMG: ANIMALS IN SCHOOLS

No animal shall be brought to school without prior permission of the building principal.

The Pembroke Public Schools (PPS) are committed to providing a high quality educational program to all students in a safe and healthy environment.

All building principals, in consultation with the health services providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the building principal shall be final.

I. Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building principal provided student health and safety is not jeopardized, and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the building principal to protect the health and well-being of students.

II. Student Health

The health and well-being of students is the PPS's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

III. Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Pembroke Public Schools.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs,* cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.



Pembroke Public Schools
School Committee Policy Manual

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

****Exception: Guide, Hearing and Other Service Dogs or Law Enforcement***

Dogs - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

IV. Service Animals (Guide or Assistance Dogs)

The Pembroke School Committee (PSC) does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The Pembroke Public Schools (PPS) will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability.” The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.”

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- ✓ assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”
- ✓ alert individuals with hearing impairments to sounds;
- ✓ pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and assist mobility-impaired individuals with balance.

The PPS shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the building principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of



Pembroke Public Schools School Committee Policy Manual

the student having custody and control of the animal will be required to remove the service animal from PPS premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the building principal or designee and an alternative plan will be developed with appropriate PPS staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, PPS, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other PPS facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in PPS facilities and on school transportation vehicles.

1ST Reading: November 1, 2011

2nd Reading: December 5, 2011

ADOPTED: December 5, 2011