

Pembroke Elementary School



Family Handbook



Pembroke Pledge

**I promise to have Pembroke Pride,
at home and school each day.**

**I'll keep a Positive attitude,
and show Respect in every way.**

**I'll be a person of Integrity,
and always do what's right,
I'll strive to be Dependable,
each day and every night.**

**I'll show Empathy and kindness,
and ask the same of you.
I promise to have Pembroke Pride
in everything I do.**

Bus Transportation

All elementary students enrolled in the Birmingham Schools who are eligible for transportation will be transported to school from designated bus stops. Bus route and available stop information is available in the school office. Families need to decide on the safest and most convenient bus stop nearest to their home to get on and off the bus for the school year.

Open Enrollment students are eligible to ride a bus within walking distance from their home if space is available. Regular bus routes will not be altered to accommodate them.

Parents are requested to discuss proper bus behavior with their children before the first day of school. The following rules are posted on Birmingham School buses:

- Observe the same conduct as in the classroom.
- Be kind – no use of profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not be destructive.
- Stay in your seat.
- Keep hands, head and feet inside bus.
- Driver has the authority to assign seats.

Bus tickets will be issued to those students who do not follow the bus behavior rules posted in the front of each bus. The Transportation Department, bus drivers or principal may withdraw the privilege of riding the bus on any route if the behavior of the pupil interferes with the safety of the other students on the bus, at the stop, or is distracting the bus driver thus causing a safety problem.

Any further questions regarding bus transportation should be forwarded to the Transportation Department.

Permission to Ride the Bus

Individual students are able to ride a bus home with another student if prior arrangements have been made and students bring a note from their parents. Please note that due to limited seating, this option is not available to groups of students to attend birthday parties etc.

Important Drop-Off Procedures

Arrival between 8:35-8:40 am

Our Drop-Off and Pick-Up procedures will remain the same for the 2018-2019 school year; which include our gradual transition for the Drop-Off process at the beginning of the school year.

Being a parent myself, I understand the excitement the beginning of a new year brings, as well as the parental desire to be a part of the experience with your child(ren). That being said, as both a parent and a principal, I also understand the importance of procedures that promote safety. Therefore, I ask that you read the information below and respect the process and procedures that have been created with all of these goals in mind.

Sept. 4th – Sept. 5th: Drop-Off:

- You may use the crosswalk/drop-off sites to drop your child(ren) off in the morning. These sites are moving lanes intended for cars to pull up, children exit the car on the passenger-side and the car pulls ahead to exit the parking lot.
 - **K-1 students** should use the stop sign/cross walk, in the main parking lot, just past the entrance to the Staff Parking Lot, along the North side of the building.
 - **2-5 students** can use either the curbside drop-off line outside of the Main Entrance or the curbside drop off line outside of the Witherbee Entrance.
- All **K-1 students** will walk along the sidewalk along the North side of the building, toward the basketball court, and then use the sidewalk that enters the back door of the Gymnasium.
- **If you want to walk your K-1 child into the building at the beginning of the year,** you may park your car in the Community Parking Lot and walk with your child using the stop sign/cross walk, in the main parking lot, just past the entrance to the Staff Parking Lot, along the North side of the building.
- **K-1 parents choosing to walk children into the building for the first two days of the new school year** will walk along the sidewalk, located along the North side of the building, toward the basketball court, and then use the sidewalk that enters the back door of the Gymnasium. If you are interested in walking your child(ren) to class the first few days of the year, **you may enter the back gymnasium door with your child, stand in the teacher's line beside your student, and escort the line to the classroom on Sept. 4th and Sept. 5th.** (This is by no means a requirement, but rather an option for those interested.)
- **K-1 children & parents should not enter the building using the front door, nor should they be walking directly to the classrooms.** K-2 teachers will meet their children in the gymnasium and lead all children and parents/guardians to the classroom as a group.

Sept. 4th – Sept. 5th: Drop-Off: (continued)

- **All 2-5 students** will enter the building through the front doors, or the doors at along the Witherbee entrance, and walk directly up the stairs in the lobby and sit along the hallway wall directly outside of their classroom door.
- **If you want to walk your 2-5 child into the building at the beginning of the year,** you must park your car in the Community Parking Lot and walk with your child using one of the stop sign/cross walks in the main parking lot. Please use the sidewalk along the front of the building to the main entrance.
- **2-5 parents/guardians choosing to walk children to class the first two days of the year, from Sept. 4th and Sept. 5th,** you may enter the main entrance door with your child, walk directly up the stairs in the lobby & stand in the teacher's line beside your student until the teacher leads them into the classroom. (This is by no means a requirement, but rather an option for those interested.)
- **THE WITHERBEE CURB AND MAIN ENTRANCE CURB ARE MOVING DROP-OFF LINES ONLY. PLEASE DON'T PARK OR EXIT YOUR CAR WHILE USING CURBSIDE DROP-OFF. IF YOU WANT TO PARK, PLEASE FIND A PARKING SPACE IN THE MAIN PARKING LOT.**

**** If you have child(ren) in K-1 and 2-5, your older child(ren) can follow the K-1 procedure with you and then you can walk them to class. ****

Sept 6th – Sept. 7th Drop-off:

- **K-1 Parents** follow same instruction as above, **only goodbyes will be said in the gymnasium and parents will exit the back gym door** as the teachers lead their classes to their classrooms.
- **2-5 Parents should begin dropping off** along the "curbside drop-off lanes", either along Witherbee or along the Main Entrance. **If you choose to park in the main lot and walk up to the building with our child, Goodbyes will be said just outside the Main Entrance doors.**

**** If you have child(ren) in K-1 and 2-5, your older child(ren) can follow the K-1 procedure with you, enter through back gym door & then walk to their class line upstairs. ****

Sept. 10th – End-of-Year Drop-off:

- **K-1 Parents** follow same instruction as above, **only goodbyes will be said just outside the back gym door**. Children will enter the back gym door, stand in their teacher's line and wait for the teachers to meet them & lead the lines to the classrooms.
- **Same as Sept. 6th – 7th instructions.**
- **WE STRONGLY ENCOURAGE THE USE OF MOVING CURBSIDE DROP-OFF LANES AT THE LOCATIONS DESIGNATED FOR EACH GRADE LEVEL.**

****Older siblings can be let out with younger children and escort them to their lines through the back gym door. They will then proceed to their class line upstairs. ****

Important Pick-Up Procedures Dismissal 3:50 PM

Parents of K-2nd grade students will continue to enter the gym through the back gym door and pick up your child(ren) from his/her teacher(s).

Older siblings are to report to the Gym with their younger sibling(s) enabling you to pick-up your entire family from the gym at the end of the day.

Parents of 3rd - 5th grade students should use the curbside pick-up lines outside of the Main Entrance or the Witherbee Entrance. Simply make sure your child knows which curbside you will consistently be using so that he/she can exit the building through the appropriate doors to meet you.

Non-staff adults will not be allowed to wait in the lobby/hallways during this time. However, if you have a reason to be in the building, you are welcome to use the front entrance and report to the main office.

YOU ARE AN EXTREMELY IMPORTANT PART OF OUR SCHOOL COMMUNITY, AND WE WELCOME YOU TO BE A PART OF YOUR CHILD'S SCHOOL. When volunteering or visiting your child's classroom, it is important to go into the main office and follow the sign-in/visitor tag procedures before entering the building. It is important that all who visit the building between 8:30 – 4:00, check into the main office.

Attendance Information

Absences

If your child will be absent for any reason, please call the school before 9:00 a.m. at **248 203-3888**, then press #2 for absence reporting and leave the following information:

child's name

grade & teacher's name

brief reason for absence

The office records absences from the call-in messages and checks them against the teacher attendance lists. If a child is not in school and the parent has not called, the school will need to call your home or place of work. **THIS IS IMPORTANT!** Please be sure to call - - otherwise, the school office must follow-up on absences not reported.

Tardiness

All students arriving at school after 8:49 a.m. are to report to the school office before going to their classroom. They must take a green tardy pass to their class. It is very important that students maintain good attendance and arrive at school on time. Excessive absenteeism and tardiness are detrimental to a student's ability to achieve his/her very best.

**HELP YOUR CHILD TO BE ON TIME IN ORDER
TO HAVE A GREAT START EACH AND EVERY DAY.**

Doctor and Dental Appointments

Whenever possible, children's doctor or dentist appointments should be made after school or when school is not in session. If it is necessary for a child to miss school for an appointment, please provide a doctor's note so the absence will be excused.

Illnesses

Illnesses resulting in absence from school should be reported to the school. Communicable diseases such as measles, mumps, chicken pox, strep, scarlet fever, whooping cough, typhoid, smallpox, diphtheria, etc. should be reported by a phone call to the school office in order to notify parents of the potential that other students may have been exposed. The school district will provide communicable disease information as directed by the Oakland County Health Division. The most important thing is prevention. Keep in mind that the greatest deterrent to any communicable illness is proper hygiene. Frequent hand washing with soap and water, covering nose and mouth with tissue when coughing or sneezing, properly disposing of used tissues, and remaining at home when sick, are all critical steps in the prevention of such illnesses. Stay informed, be proactive about prevention and consult with your physician if you have specific health questions. Additional health information is available at <http://www.oakgov.com/health/>

It is also very important that parents/guardians call in their child's absences and include the reason for their illness. This is valuable information that will assist us in being proactive in identifying and properly reporting any patterns in absences.

Please keep your children home if you have any doubt about their health. Illnesses have a way of spreading. Also, children must be fever and vomit free for 24 hours without the aid of medication, before returning to school.

The general policy must prevail . . .

If children are well enough to attend school, they should be well enough to go outdoors at lunch. If, however, special arrangements need to be made for a child who is unable to participate in physical education or recess, a doctor's note must accompany such a request and be on file in the office.

Pembroke will continue, however, to make special arrangements for those few children who cannot go outdoors or participate in Physical Education for a medical reason. A doctor's note must accompany such a request and be on file in the office.

Attendance Policy: District Policy 5200

The purpose of the Attendance Policy of the District is to encourage regular and consistent attendance which helps to develop responsibility and self-discipline for all students.

Students are expected to be in school and in class every day. Activities that occur in the classroom (daily teaching, interactions of students with teacher and with other students, discussions, lectures, audio-visuals, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily activities of his/her class. When a student is absent, the educational experience of all students in the class may be diminished.

The Board of Education as an agency of the State is required to enforce the consistent attendance of all students. Attendance shall be required of all District students, except those exempted by provisions of State law or District policy and guideline, during the days and hours that the school is in session.

The Superintendent or designee may require, from the parent/guardian of each student or from an adult student who has been absent, the reason for the absence. The District reserves the right to verify such statements and to investigate the cause of each absence.

The District shall report to Oakland Schools infractions of the law regarding the attendance of students below the age of eighteen (18).

The Board considers the following factors to be excused – exempt reasons for time missed at school:

- A. illness with medical documentation
- B. recovery from accident with medical documentation
- C. required court attendance with court notice
- D. death in the family
- E. observation or celebration of a religious holiday
- F. other absences that may be deemed acceptable by the Superintendent or designee
- G. religious instruction according to M.C.L. 380.1561 (3d)(3e) (See Policy [5223](#))

Family trips that cause extended absences are discouraged.

The Board shall consider each student assigned to a program or activity authorized by the Superintendent or designee, to be in regular attendance. The student must report daily to the assigned staff member at the place of study, and regularly demonstrate progress toward the objectives of the course of study or activity.

The Superintendent or designee shall develop operational procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the law;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and work in partnership with students and families to ensure attendance. Modification of the student's educational program to meet particular needs and interests must be within the context of the District's instructional standards;
- E. ensure that any student who, due to a medically documented physical or mental impairment, exceeds or may exceed the District's limit on absences is referred for an eligibility evaluation either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- F. ensure that staff recognize students' observance/celebration of religious holidays, including the guidelines for excusing and/or exempting students from, or extending timelines for, academic work, and not scheduling events/activities, that conflict with such times.

Absences for Religious instruction: District Policy 5223

The Board of Education desires to cooperate with those parents/guardians who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent/guardian, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building. Such requests shall be in compliance with the Revised School Code. The building principal or designee shall review all such requests.

A student must be properly registered for religious instruction and a copy of such registration must be filed with the principal or designee.

The time for release for religious instruction or education shall be approved by the Superintendent or designee in keeping with the regulations of the State Board of Education. S/He will also assure the appropriate continuance of the instructional program in the District during such release times.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Administering Medication to Students: District Policy 5330

No prescription medication is to be given to any student at school except under the following conditions:

When medication must be taken by pupils during the school day, written directions must be received from the parent or guardian along with the doctor's signature on the required district form, PERMISSION TO ADMINISTER MEDICATION. The child's name, the doctor's name, the name of the medicine, the dosage, the specific time of administration, the expected duration of the treatment, possible side effects, and special instructions shall be listed clearly by the doctor on this form.

All medication is to be delivered to the school office by an adult when the child first arrives at school. The container must be labeled with the child's name, the doctor's name, the type of medication, appropriate dosage and the specific times for administering the medication.

All nonprescription, over the counter medications must be kept in the school office and administered by designated school personnel. The office will follow the same record keeping procedure used for administering prescription medications.

The parent/guardian must complete an authorization form with the name of the medication and dosage clearly stated. A physician's signature is not required for OTC medications used for less than 15 days. If a student must take the OTC medication on a regular, ongoing basis for more than 15 days, the physician's signature must be on the form with notation that the

use of the medication is to be ongoing. This does not apply to medications that are being kept for use on an “as needed” basis. For these medications it is the responsibility of the parent/guardian to check the school to make sure the medication does not become outdated during the course of the school year. It is also the parent/s/guardian's responsibility to work with the office to monitor frequency of administration of the “as needed” medication. The school retains the right to require a physician's signature on the medication form if the student's use of the “as needed” medication becomes too frequent.

The OTC medication must be presented to the office in the original container/package. OTC medication sent in other containers will not be accepted.

For reasons of liability for all students' safety, parents shall not send medication in pockets or lunch boxes expecting that the child can be responsible for taking the medication on their own. All medication must be administered in the presence of adult employees.

If children are **allergic** to foods, plants or bee stings - Parents must make this information known to the principal, classroom teacher and school office.

Emergency Information

Parents are asked to complete both sides of an Emergency Information Form. Throughout the school year, any changes in address, telephone number or employment must be updated by calling the school or requesting new forms. Forms can also be obtained on our school website or in the office. THANK YOU for providing the school with current information.

Emergency Calls/Messages

Parents are reminded not to leave change-of-plans messages for their children on the office or teacher's voice mail or e-mail. Teachers and the office may not have time to access the message before students leave and then your message will not be delivered. If you have a change in your child's end of day plans, or another important message, please call the office before 3:15 pm, in order to guarantee delivery before our 3:50 pm dismissal.

Recorded Message News Line

Information bulletins regarding the **BIRMINGHAM DISTRICT** are only a phone call away. This service is available 24 hours each day. Citizens dialing 248 203-3000 can access a recorded report concerning current school issues. You may also use the district website: www.birmingham.k12.mi.us.

Pembroke School/Home/Community Communications

Pembroke School Staff, the P.T.A. and Community Education each provide a variety of communication links to parents and the school community throughout each school year. Look forward to the following newsletters to keep you informed and updated on school and community news:

Pembroke Website ...The Pembroke Website has a lot of current information regarding school activities and events. Please access our year long calendar, weekly eNews publications and much more.

e-news...sign up for Pembroke's news and announcements through the Birmingham website. (www.birmingham.k12.mi.us)

Remind 101-text messages

To receive messages via text from our principal, text @pembr to 917 746-8573. You can opt out of messages at anytime by replying, 'unsubscribe @pembr'.

Classroom Communication . . . issued weekly, bi-weekly or monthly by grade level teachers to share/review curriculum activities, projects, special assignments, due dates and upcoming events for parents.

School Clothing

- We ask parents to take note and approve what their child is wearing to school.
- Please be certain that pictures and words on shirts are appropriate and not distracting to others.
- Review the safety condition of clothing worn by your students. Jackets, sweatshirts and pants that have toggle drawstrings and are too large or ripped can catch on playground equipment.
- Please make sure that student clothing is appropriate for the weather and consider the fact that the children will be outside for 20 minutes at lunchtime and classroom recesses. Snow boots must be worn in the winter and early Spring when the playground is muddy and/or wet.
- During warm weather, students should not wear tops with spaghetti straps (two finger rule) or that show the midriff.
- Hats and hoods should not be worn in school

Physical Education: We are looking forward to an enjoyable and successful year in Physical Education. For safety reasons, children will not be allowed to participate without safe gym shoes. It would be helpful for students to have an extra pair of gym shoes that can be tied or velcro fastened during their weekly physical education classes. "Slip-on" shoes are not safe. The shoes for physical education can be left at school for the entire year to be used exclusively for physical education activities. It is also important that your child wear clothing that is appropriate for a variety of activities. With our schedule, your child's P.E. class will be on an A, B, C or D day. Please be aware of what day your child will have P.E. so you can help them dress for participation.

Lost and Found

Lost clothing, forgotten lunch boxes, and other found items will be placed in a designated Lost and Found. Children and parents are advised to examine these lost articles periodically and claim identified items. Smaller articles such as keys, jewelry, eye glasses, money and other valuables will be kept in the office.

To lessen the number of items that end up in the LOST and FOUND throughout the school year, parents are urged to put their child's name on all clothing, school supplies, coin purses and personal items brought to school. Items with names on them can be returned to the owner.

Student Personal Property

Every year, the Board of Education receives requests from students and parents to reimburse them for personal property that is lost, damaged, or stolen allegedly from school facilities. The Birmingham District does not provide insurance for property belonging to others. Not only is the cost of this type of insurance prohibitive, but the procedures to enforce a fair reimbursement program would be very difficult. The school district is not held responsible for any personal property belonging to others that happen to be in our facilities. If students and parents bring in clothing, bicycles, calculators, computers, musical instruments, etc. they should make sure that these items are covered under their own homeowner's insurance policy.

Bicycles

The decision to allow children to ride a bicycle or a non-motorized scooter to school is made by parents. However, once on school property children must WALK their bicycles/scooters to the racks provided near the north or south side of the building. Each child is advised to have a lock for his bicycle/scooter and is encouraged to wear a bicycle helmet when riding to and from school. The school does not assume responsibility for damaged or stolen bicycles/scooters.

Prohibited Items in School

Students shall not bring any of the following items to school:

Potentially dangerous objects or weapons (knives, guns, laser pointers, lighters, matches, firecrackers, smoke bombs, pogo sticks, skateboards, roller blades, glass containers, etc.)
NOTE: According to District policy, students will be expelled from school for possession of guns and knives.

Motorized Scooters, Skateboards

Valuable property (some examples include expensive jewelry, large amounts of money, sentimental items, iPods, iPads, hand-held computer games, walkie-talkies, etc.) If it takes batteries don't bring it to school. While not generally used by elementary students, cellular phones may be carried provided that the phone is switched off during school hours and remains in their back pack.

Toys that will interfere with the student's concentration during class time (some examples include stuffed animals, models, transformers, game cards, video games, etc.)

Toys that are not permitted to be used on the playground (some examples include skateboards, baseball bats, hard balls, roller blades, ice skates, and sleds)

Damaged or Lost Books

Children are encouraged and expected to take good care of their schoolbooks and supplies. If a textbook or library book is carelessly damaged or lost, the student will be expected to pay for the book.

Birthdays

The recognition of a child's birthday at school is an optional offering between the teacher, parent, and student. A brief observance of your child's special day may be held in the classroom at the request of the parent, but it must be arranged beforehand with the classroom teacher. It's possible that students may be allergic to specific foods, therefore the classroom teacher will advise parents regarding appropriate party treats.

Lunch Program

Students who buy lunch can bring cash or take part in a revolving account program. Parents submit a payment for future lunches and each lunch purchased is subsequently debited from the lunch account. A notice is sent home when the account balance is getting low. This eliminates the need for students to carry money each day.

Please discuss the following lunchroom rules:

- Use an indoor voice and listen for directions
- Use good manners
- Keep all food and beverages in the lunchroom
- Clean up and recycle when finished eating
- Let an adult know if you need to leave the lunchroom

Open Enrollment School Policy

The Birmingham Board of Education has an Open Enrollment Policy. The policy states that students may request a transfer from one attendance area to another in order to experience some freedom of choice in programs. Such transfers are based upon the following assumptions and conditions:

The student or parent has some knowledge of the program he/she is choosing. Approval for transfer is contingent upon staffing and building facility accommodations.

The sending and receiving principals and other appropriate administrative personnel approve the transfer.

Parent Input into Class Selection

Board of Education policy #5410-R establishes the principal as the person responsible for the assignment of students. In making these decisions, principals receive information from a variety of sources. Parents are welcome to provide information that would assist the principal in decision making, and principals will carefully consider this information as well as other factors in making the final decision. Questions or concerns regarding this district policy may be referred to the Deputy Superintendent's office.

Anti-Harassment: District Policy 5517

The Birmingham School District enforces an Anti-harassment Policy, which means that it is against district policy, as well as against the law, for students or employees to harass each other in any manner covered by civil rights legislation. This means that any discriminatory treatment directed at students or employees on the basis of religion, race, gender, age, national origin or disability is expressly prohibited. While the state and federal laws do not include the topic of sexual orientation, the Birmingham policy does include that as a protected right.

An environment of mutual respect for the rights of others must prevail if the Birmingham Schools are to fulfill their educational purposes. Students are encouraged to form, hold, and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights of others students, and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment for the purposes of this policy shall be defined as verbal, physical, or written behavior which:

intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual references, sexual orientation, national origin or disability.

involves an expressed or implied threat to personal safety or comfort level.

has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Personnel Relations, 550 W. Merrill, Birmingham, MI 48009 (248) 203-3028.

The Family Educational Rights and Privacy Act

According to law, a student's records are confidential. The contents of a student's file may not be released except to authorized school personnel without written consent of the parent or adult student.

A parent or student 18 years or older has a right to review the records. Requests should be made in writing to the building principal.

If it is believed that the information is inaccurate or misleading or violates the privacy or other rights of the student, a request may be made to school officials for amendment.

According to law, the school district may release "directory information" without parental consent. Directory information includes such items as the student's name, address, telephone number, age, field of study, participation in school activities and sports, weight and height of athletic team members, honors and awards received for publication in class lists, graduation lists, honors lists, yearbooks, team roster, programs, school newspaper, district news releases and publications, and PTSA community education rosters.

If a parent or eligible student does not wish release of directory information or a portion thereof or publication of a photograph of a student, written requests must be given to the principal by the first Friday after school starts.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education when a violation of the Family Educational Rights and Privacy Act of 1974 is suspected.

Copies of the Birmingham Board of Education policy #5125 concerning student records are available through the Department of Guidance and Pupil Personnel and the Information Services Department.

School Visitations

Parents are welcomed and encouraged to visit in the classrooms of their children. However, in order that the class routine and instructional time is not disturbed, please use the following guidelines for observations and visits:

Make arrangements for occasional visits with the teacher at least 24 hours in advance.
Limit your visit to no more than 1 hour in duration unless otherwise arranged by the teacher.

For the protection of the children, the school must identify all adults visiting the school. All visitors, volunteers, and parents are required to sign in at the school office and wear a visitor's badge before visiting our school. Please do not go directly to your child's classroom without an appointment or your assigned work area without checking in at the school office. Thank you!!!! Visitations by older or younger children as well as houseguests will not be honored. Such visitations interrupt the effectiveness of the school instructional program.

Policy 9250 – Parent/Guardian Involvement and Relations with Parents/Guardians

The Board requires, in compliance with State and Federal law, the Superintendent or designee to develop a parent/guardian involvement plan to encourage parent-school cooperation. Each school will also develop a parent/guardian involvement plan that encourages parent-school cooperation.

The parent/guardian involvement policy and plans will be shared with parents/guardians on the District web site, school web sites, and in parent/student handbooks.

Family Involvement

The education of a child is a joint responsibility shared between parents/guardians and their school community. Strong parent-school partnership and cooperation provides academic, social and emotional benefits to students. Pembroke Elementary Staff, the PTA and Community Education each provide partnership and communication opportunities to develop and strengthen parent-school cooperation and encourage involvement within our district/school.

Through a variety of communication platforms, we share news and events to further these connections and encourage parent involvement within our buildings and partner organizations. We design and foster events, programs and organizations focused on students and with our community partnerships in mind. We encourage families and the community to stay connected and learn about these involvement opportunities through:

- Pembroke Elementary eNews – If you have a student in the school, you're automatically subscribed to our eNews! The district system follows your child through their K-12 education and places them in the correct school email system using the email address you submit as your contact at registration. Check with our school office if you need to make a change.
- Our website – Our website offers you connections to staff, links and resources, as well as other important information for our families.
- Social media – follow us on social media!
 - Facebook – School Page: Pembroke Elementary – Birmingham Public Schools
PTA Page: Pembroke Elementary Families and Friends
 - Twitter - Pembroke Elementary
@PembrokeElemen1
- Remind – Our school utilizes Remind to provide quick updates and reminders. Sign up by texting @pembr to (917)746-8573 or you can sign up via email by sending an email to pembr@mail.mind101.com .
- Classroom communications – Look for classroom communications via email and SeeSaw. Reach out to your child's teacher to learn how best to connect.

In accordance with Policy 9250, parents can further contribute to their child's success by:

- A.** supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's in-school behavior;
- B.** sending children to school with proper attention to their health, personal cleanliness, and dress;
- C.** maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D.** reading all communications from the school, and District and signing and returning them promptly when requested;
- E.** cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Reviewing curriculum or observing class

Pembroke Elementary additionally supports parents and guardians by providing opportunities to review curriculum and instructional materials and to observe the instructional process. To have a classroom observation request considered, parents or guardians should provide at least 24 hours' notice to the Pembroke Elementary administration, so that the appropriate staff can be notified and so arrangements can be made for an administrator or staff member to observe the classroom with the visitor.

Prior to the visit, the observing parent or guardian must sign and return a FERPA agreement to ensure that the privacy rights of other students are protected. Please contact any member of the Pembroke team for more information.