

## **CERTIFIED STAFF**

Barton, Ellen	Teacher - Read 180
Cavinder, Malisa	Teacher – 1 <sup>st</sup> Grade
Chandler, Emily	Teacher – 3 <sup>rd</sup> Grade
Core, Brooke	Teacher – Preschool
Croft, Kim	Teacher - Kindergarten
DeCoursey, Nancy	Teacher - Reading Recovery
Dietzel, Maria	Teacher – 3 <sup>rd</sup> Grade
Fear, Kandy	Teacher - 6th Grade
Forchione, Renea	Teacher - 4th Grade
Gagnon, Jami	Teacher - 3rd Grade
Garr, Tammy	Teacher - Kindergarten
Gary, Dana	Principal
Gilkey, Jennifer	Teacher – Art
Griffith, Kimberly	Teacher - 1st Grade
Harbold, Natalie	Teacher - 3rd Grade
Harrell, Marsha	Teacher - 6th Grade
Hinkle, Vicki	Teacher - 1 <sup>st</sup> Grade
Holder, Kelsey	Teacher- 5 <sup>th</sup> Grade
Hudson, Melanie	Teacher - 1 <sup>st</sup> Grade
Jatczak, Jennifer	Teacher - 5th Grade
Jones, Delana	Teacher - 4 <sup>th</sup> Grade
Lamb, Alice	Teacher - Kindergarten
Mabry, Deandra	Teacher - 2nd Grade
Marquess, Cory	Teacher - Library
Massie, Mike	Teacher – PE
McClendon, Lanika	Teacher - Sp. Ed
McGehee, Ben	Teacher - 2nd Grade
Meacham, Jennifer	Curriculum Specialist
Meriwether, Jessica	Teacher - 2nd Grade
Milauskas, Morgan	Teacher - 2nd Grade
Moss, Tracey	Teacher - Kindergarten
Nelson, Kristy	Teacher - 5th Grade
Pederson, Tiffany	Teacher – 5 <sup>th</sup> Grade
Powell, Martha	Teacher - 4 <sup>th</sup> Grade
Prowse, Debbie	Guidance
Reid, Taylor	Teacher - Sp. Ed
Riley, Alyssa	Teacher - Kindergarten
Roberts, Katy	Teacher – 4 <sup>th</sup> Grade
Rust, Ashley	Teacher – Speech
Russell, Jason	Assistant Principal
Sanders, Shannon	Teacher - Sp. Ed.

Sarbacker, Whitney  
Seeger, Teresa (Christy)  
Stevenson, Kara  
Sturdivant, Carol  
Sullivan, Kent  
Torsak, Jessica  
Walsh, John  
Weskamp, Leah  
White, Rachel  
Williams, Amy

Teacher - 6th Grade  
Teacher – Sp. Ed.  
Teacher - 1st Grade  
Guidance  
ESL  
Teacher – Sp. Ed.  
Assistant Principal  
Teacher - Speech  
Teacher - Music  
Teacher - 6th Grade

**CLASSIFIED STAFF**

Acree, Stephanie  
Adams, Jackie  
Arvin, Allison  
Bolinger, Susan  
Butler, Alisa  
Brumfield, Diane  
Chapman, Felecia  
Gold, Kathryn  
Green, Tammie  
Hibbs, Amy  
Kendrick, Lacagle  
Martin, Courtnee  
Mathis, Lisa  
McDonald, Beverly  
McGee, Eric  
Meriwether, Barbara  
Moss, Paula  
Perry, Casey  
Pulley, Norma  
Rule, Vanessa  
Scott, Donna  
Steeley, Joyce  
Stephens, Nancy  
Vanderkolk, Kerrie  
Wells, Jeff  
White, Angela  
Wright, Jennifer

Instructor II / Aftercare  
Cafeteria  
Nurse  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Secretary  
Instructional Assistant  
Custodian  
Instructional Assistant  
Cafeteria  
Instructional Assistant  
SAFE Room  
FRC Coordinator  
Instructional Assistant  
Attendance Clerk  
Cafeteria Manager  
Clerical Assistant  
Instructor II  
Instructional Assistant  
Cafeteria Manager  
Instructional Assistant  
Custodian  
Cafeteria  
Instructional Assistant

## **SCHOOL MISSION STATEMENT**

Pembroke Elementary- where we strive for class:

Children

Learning

All

Skills

Successfully

In order to achieve and display proficiency

## **SCHOOL VISION STATEMENT**

The vision of Pembroke Elementary is to educate the whole child for college and career readiness with a rigorous, child-centered education program that meets the needs of the 21<sup>st</sup> Century.

## **CONNECT ED PHONE CALLS**

A CONNECT ED phone call will be sent to all households to notify parents / guardians of school closures, early release times or school events.

## **SCHOOL CLOSING HOTLINE: 270-707-1900**

Should it become necessary to close school because of the weather, the Superintendent of Schools will notify local radio and television stations before 6:00 a.m., if at all possible. If there is a threat of bad weather, it is advisable to listen to the radio or watch the television for school closing information.

Should early dismissal from school become necessary due to severe weather or other emergency, announcements will be made via local radio and television stations, with every possible effort made to ensure that parents are notified.

**REMEMBER, parents should not** call the school, school officials, or radio and television stations during these times. It is essential that the telephone lines be kept open.

# ATTENDANCE

## CHANGE OF STUDENT ADDRESS AND TELEPHONE NUMBER

Students and parents should ALWAYS report any change of address or telephone number to the teacher and to the school office. It is necessary to have a current and accurate telephone number on file in case of any emergency.

## STUDENT ATTENDANCE

An essential ingredient in the academic success of every student in Pembroke Elementary School is regular and punctual attendance. The Christian County Schools Code of Acceptable Behavior Handbook contains specific standards of attendance expected and required of all students in the system Grades K-12. Please refer to this document for all attendance policies and regulations.

Parents should be especially aware of the state COMPULSORY ATTENDANCE LAW KRS 159.010 and KRS 159.180, which states that the parent / guardian is responsible for keeping his / her child in regular school attendance. Valid reasons for student absence, required explanations for student absence and other regulations are outlined in the code.

When a student has been absent from school for any reason, **he / she shall bring a note to the teacher on the day they return to school.** The note must be dated and signed and should state the reason for the absence. In case of a medical appointment, the parent should request a written excuse from the medical professional and send that statement to the school with the student. If a written note is not received from the student **within five (5) days of the absence**, the absence will be **unexcused**.

**Please make sure you put your child's first and last name on the excuse.**

Perfect attendance shall mean that a student has **NO ABSENCES AND 2 OR FEWER TARDIES.**

If your child has not missed a day, but has more than 2 tardies, he/she will not have perfect attendance. Perfect attendance for the year will be determined this way.

## CHECK-IN / CHECK-OUT PROCEDURES

In order to maintain the highest possible safety standards for our school and your child, we have several procedures that we require when you check-in / check-out your child.

1. If your child arrives at school after 7:20 a.m. **YOU MUST COME TO THE OFFICE** with your child.

You must sign your child in on the Student Check-In/Check-Out form. **YOUR CHILD MUST OBTAIN A TARDY SLIP IN ORDER TO BE ADMITTED TO CLASS.**

2. PLEASE, DO NOT call the school and ask us to let someone who is not on your child's **student release form (see below)** to come and get your child. If a person comes in with a note giving them permission to pick up your student, his or her name **MUST** be on the student's release form before your child will be released to them. **THEY MUST PROVIDE A PICTURE ID.**

The **STUDENT RELEASE FORM** is used for emergency and non-emergency purposes. If a child is sick and we cannot reach the parent or legal guardian, we will contact one of the emergency contacts listed on the release form. Please inform those people that they will be required to show a **PICTURE ID** when picking up your child.

If you need someone to come to the school to pick up your child in a non-emergency situation, please remember that you must send a note to the school with your child. That person must also be on the Student Release Form and must also show a picture ID.

Anytime you need to make a change on your child's student release form you may do so by coming to the school office. **A picture ID is required.**

**EVERYONE** must show a picture ID when checking out a student. There will be no exceptions.

## **EXCUSED ABSENCES**

Notes from the parent / guardian shall be accepted and absences excused for up to six (6) days only for the seven valid reasons. A note from a medical professional will not be counted as one of the six (6) days. Once those 6 days are used, any other absence, without an excuse from a medical professional, will be recorded as unexcused. Three (3) unexcused absences designates a student as truant.

Valid reasons are:

- Illness of the student
- Death in family
- Appointment with medical professional (child only)
- Court Order (a statement from the court system must be presented for the student to be excused for a reasonable amount of time)
- Drivers Test
- One day for attendance to the Kentucky State Fair
- Other valid reasons as determined by the Principal

## **TARDINESS / TRUANCY DEFINED**

Three (3) unexcused tardies shall be equivalent to one (1) unexcused absence.

Any student who has been absent from school, without a valid excuse, for three (3) or more days or has been tardy, without a valid excuse, on three (3) or more days is considered truant. A student who has been reported as truant two (2) or more times is considered a habitual truant.

Tardies can be as serious as absences. Checking in late (after 7:20 a.m.) without a valid excuse is an **UNEXCUSED TARDY**. Checking out of school before dismissal time without a valid excuse is also an **UNEXCUSED TARDY**. A written note **MUST BE** presented to the school explaining the reason for the check-in or check-out.

Additional information concerning truancy guidelines and regulations may be found in the Christian County Code of Acceptable Behavior Handbook.

## **PROCEDURE FOR WITHDRAWING YOUR CHILD FROM SCHOOL**

In order to ensure proper handling of school records and to facilitate proper entrance into another school, a student withdrawing to another school should:

1. Inform the school office as soon as you know that your child is leaving.
2. Turn in all textbooks to the teacher.
3. Turn in all library books.
4. Make sure you take all personal items with you as you leave.
5. Records will not be released to a parent. We must receive a records request from the new school before records can be released. The new school will need to email [casey.perry@christian.kyschools.us](mailto:casey.perry@christian.kyschools.us) and we will send the records to the new school.

## **PARENT INVOLVEMENT**

### **PARENT/ TEACHER ORGANIZATION (PTO)**

Rhoda Knight- President

Jennifer Wright- Vice President

Melissa Drexel- Secretary

Michelle Fisher- Treasurer

Allison Arvin & Lorrie Glass- Hospitality

## SCHOOL COUNCIL (SBDM)

The council consists of the principal, three teachers and two parents. The parent representatives are elected to the council by parents.

The Pembroke School Site-Based Council members for 2017-2018 are:

Dana Gary	-	Principal
Jennifer Jatczak	-	Teacher
Lanika McClendon	-	Teacher
Rachel White	-	Teacher
Michelle Fisher	-	Parent
Jennifer Maddux	-	Parent

## SCHOOL VOLUNTEERS

Legislation has been passed by the General Assembly requiring a criminal background search on school volunteers. Even if you have volunteered in the school before, you still must complete an application to volunteer.

Serving as a parent volunteer is a very rewarding experience and you are always welcome at Pembroke Elementary School. If you are interested in serving as a parent volunteer, you may contact: **Mrs. Barbara Meriwether, FRC Director, at 270-887-7292.**

## SCHOOL INFORMATION

### EVACUATION PLAN

In the event it becomes necessary to evacuate the building, the alternate school location for Pembroke Elementary School is:

1. The parking lot area
2. The old Pembroke School gym

## RESPECT FOR SCHOOL PROPERTY

As good citizens, students at Pembroke Elementary School should take great pride in the care of their school building, equipment and school property. Students should never write on the walls, desks or anywhere on the building. They should cooperate with the school custodians to help keep the restrooms clean and sanitary.

## SCHOOL HOURS

School starts at 7:20 a.m. with buses unloading from 6:50–7:20 a.m. School dismisses at 2:20 p.m.

**NOTE FOR PARENTS BRINGING THEIR CHILDREN TO SCHOOL IN THE MORNING:** Your child will enter the school through the front door of the building. **STUDENTS MAY BE DROPPED OFF BETWEEN 6:50-7:15 A.M.** In order for your child to eat breakfast they must arrive by 7:10 A.M.

A staff member will be at the door to welcome and supervise these students. Adults who are bringing students to school or picking up students from school will follow the traffic pattern leading to the front of the school. We ask that adults do not park and ask students to cross lanes of traffic to get to the car. Doing so presents a hazardous and unnecessary situation for students.

## SCHOOL SAFETY PROCEDURES

**Our first priority is the safety of your child.** As a safety precaution, all doors to the school will remain locked during the day. If you need to bring your child and walk them to the building, you must park in the front parking lot and come to the front entrance of the building. If visiting during the day, you must park in the front parking lot and come to the office and sign in. If you are in the building without a **VISITOR'S PASS**, you will be asked by a school employee to return to the office and obtain one.

## SCHOOL VISITS / PHONE CALLS

Parents and visitors are always welcome at Pembroke Elementary School. However, as a safety precaution, we ask that all parents and visitors report to the office and obtain a visitor's pass. **ALL DOORS TO THE BUILDING WILL REMAIN LOCKED DURING THE DAY.** You will need to enter the building through the front entrance. All parents and visitors must sign in and obtain a VISITOR'S PASS before going anywhere in the building. Possible dangers to our school children, resulting from unauthorized or unknown persons in the building, make this policy necessary.

To avoid unnecessary interruption of classroom instruction, phone calls will be put through to the



teachers during their planning period only, or once students have been dismissed for the day.

Parents and visitors wanting to do a classroom observation must schedule the visit ahead of time with the principal or classroom teacher. No drop in observations will be allowed.

Parent / Teacher conferences may not be held during classroom instruction time. Conferences may be scheduled during the teacher's planning period or after 2:30 p.m.

## **TEXTBOOKS/LIBRARY BOOKS**

With the current access to on-line resources, traditional textbooks are not always used at Pembroke Elementary School. However, there will be times when students will be assigned a resource, such as a reading book, from a class set that the students will use at home for a brief period of time. These resources are provided to the students at no charge. Students are responsible for returning these resources/books in good condition at the end of the assignment time. In addition, students will be able to check out books from the library each week. Students and parents are responsible for the cost of resources and library books that are lost or damaged beyond normal wear.

## **TITLE I SCHOOL-WIDE PROGRAM**

Title I- Parent Involvement is an important part of the education process. Our School-wide program gives us the opportunity to provide the best for all of our students. When parents are meaningfully involved with their children's education, children achieve at a higher level and have more positive attitudes toward school.

## **USE OF SCHOOL TELEPHONES**

School telephones are business telephones and must be reserved for that purpose. If it becomes necessary for a student to make a call, the student should first obtain permission from his / her teacher and then come to the school office.

However, every effort will be made to facilitate parent / student communication, which may become necessary during school hours. In an emergency situation, an administrator will speak to the student directly, or escort the student to office so that he or she may speak on the telephone.

## **STUDENT SERVICES**

### **CHILDCARE (AFTER SCHOOL)**

After school care is provided Monday-Friday from 2:25-6:00 PM with a cost of \$45/week. Services provided include: homework assistance, nutritious snacks, recreational time, arts and crafts, and wellness programs. Contact Mrs. Stephanie Acree at (270)887-7290 for more information.

### **GUIDANCE COUNSELORS**

The counseling program at Pembroke Elementary is designed to assist your child in making the most of his or her educational experience. As school counselors, Mrs. Prowse and Mrs. Sturdivant are concerned about your child's emotional well-being, academic progress and personal and social development.

They meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by teachers, students or parents. In addition, they schedule and facilitate Admissions and Release Committee meetings, Gifted Program, Preschool Program, and 504 Plan meetings.

### **FAMILY RESOURCE CENTER**

The goal of the Family Resource Center is to enhance the abilities of our students to succeed in school by assisting children, youth and families in meeting some of their basic needs. This is accomplished by providing services at the center or by linking families to agencies in the community. Our FRC director is Mrs. Barbara Meriwether and she may be contacted at (270)887-7292 or [Barbara.meriwether@christian.kyschools.us](mailto:Barbara.meriwether@christian.kyschools.us)

### **FIELD TRIPS**

Students may take a field trip during the school year. If there is a charge for the field trip activity, you will be notified by the teacher. An additional fee may be charged for the trip to help pay for the transportation costs. Permission forms were completed during the registration process at the beginning of the school year.

Any parent who wishes to chaperone a field trip **MUST BE FINGERPRINTED** at least two (2) weeks before the scheduled field trip. You may contact the **F.R.C. AT 270-887-7292** for information regarding this policy. Once you have been fingerprinted and cleared you may go on any field trip from that point on.

## **HONOR ROLL**

Honor Roll recognition is for students in Grade 3 through Grade 6 who have maintained A's and B's for a nine-week grading period. Special recognition is given to the students who make all A's for a nine-week grading period. They are named to the PRINCIPAL'S LIST. Names of the students are submitted to the Kentucky New Era for recognition.

## **LOST AND FOUND ITEMS**

Great care and responsibility must be exercised with respect to personal student property when either lost or found. Students are asked to observe the following general rules:

- Leave valuables at home
- DO NOT leave money or other personal property in your desk
- Toys should be left at home
- Found articles should be turned in promptly

## **NURSE**

If a child gets hurt or gets sick at school, the teacher will bring or send (with another staff member) the child to the NURSE'S OFFICE. First aid will be administered for minor injuries only. Parents will be contacted if any injury is such that further medical attention is necessary.

If your child is sick and / or has a fever of 100 degrees or more, please do not send them to school. Remember, your child **MUST** be fever-free for 24 hours (without taking any fever-reducing medication) to return to school.

If you have any questions, you may call the NURSE at 270-887-7290.

## **MEDICATION**

Prescription medication can be administered **ONLY** when properly labeled and accompanied by both a note from the parent and a signed statement from the physician stating the dosage. The Nurse or a

trained staff member will dispense medication and a record will be kept on file.

**TYLENOL WILL NOT BE AVAILABLE FOR STUDENTS.**

## **STUDENT BREAKFAST AND LUNCH PROGRAM**

### **COMMUNITY ELIGIBILITY OPTION**

The Community Eligibility Option or CEO is a program which allows all students who attend a CEO school to eat breakfast and lunch for **FREE**. The program covers the cost of a regular meal. **It does not cover “a-la-carte” items.** Therefore, if a student wants extra items, the student will be charged for those items. If a student brings their lunch from home, but wants one item from the cafeteria, **the student will be charged for that item.** The program is based on the percentage of economically disadvantaged students in each school. Even though all students will eat free, information is still required from each family regarding your family size and income levels. This information will be used to determine eligibility for other programs within our District.

**IT IS IMPORTANT THAT EACH FAMILY COMPLETE THE HOUSEHOLD INCOME FORM.**

**STUDENTS ARE NOT ALLOWED TO CHARGE A-LA-CARTE ITEMS.**

**ADULTS ARE NOT ALLOWED TO CHARGE MEALS.**

**NO FOOD OF ANY KIND MAY BE GIVEN OR SOLD TO THE STUDENTS UNTIL THIRTY (30) MINUTES AFTER THE LAST LUNCH PERIOD CLOSES. THIS INCLUDES FOOD BROUGHT IN FROM OUTSIDE RESTAURANTS.**

Parents are always welcome and encouraged to eat lunch with their children. We request that you notify the school cafeteria in advance.

## **STUDENT CLUBS**

There are opportunities for our students to join different clubs during the school year. Most of our clubs will meet after school. Below is a list of possible clubs:

- Academic Team (Grades 4-6, try-outs)
- Archery (Grades 4-6)
- Chess
- Choir
- Student Technology Leadership Program (STLP)

## **STUDENT DISCIPLINE**

The Christian County Public Schools are dedicated to providing a positive educational environment in which our teachers and administrators can effectively help all students achieve their maximum learning potential. An equally important mission of the schools is the development of students' self-discipline and responsible behavior so that they may be prepared for their roles as adults in a democratic society.

The Christian County Public Schools Code of Acceptable Behavior contains specific standards of behavior expected and required of all students in the system, Grades K-12. Every student and parent is furnished a copy of this book at the beginning of the school year. It is also available online at [www.christian.kyschools.us](http://www.christian.kyschools.us) under the Parent tab. Additional individual school rules covering minor infractions are also necessary. Information about these will be provided.

Please become familiar with the Code of Acceptable Behavior Handbook and help us enforce these regulations in the best interest of your child.

Discipline shall be defined as a system for managing student behavior to promote an environment conducive to learning, free from fear and disorder and for instilling responsibility involving students, parents and school personnel.

## **STUDENT DRESS CODE**

Reasonable care in cleanliness and neatness in dress and appearance is expected of all elementary students. Students are expected to dress in a manner that neither distracts from the learning atmosphere nor interferes with the instructional process. Standards of simple decency and good taste should dictate the manner of student dress.

### **Listed below are items of clothing that WILL NOT be allowed:**

- Clothing with spaghetti straps – straps must be three fingers wide
- Midriff shirts or low cut blouse or shirt
- Low rider pants / jeans
- Sagging pants or loose fitting pants – a belt **MUST** be worn
- All dress and skirt length must be at the end of the student's middle finger
- Shirts / T-shirts with logos or advertisements that interfere with the instructional process
- Outfits with leggings – tops must be worn to completely cover bottom and hips

Shorts may be worn, but the length **MUST BE** at the end of the student's middle finger when their

arms are held straight down by their side.

Parents will be called to bring clothes to the school for their child if he or she does not meet the dress code. If a habitual problem exists, consequences will be assigned in accordance with the Code of Acceptable Behavior and Discipline.

## **TRANSPORTATION**

### **BUS TRANSPORTATION - CONDUCT AND SAFETY**

Getting children to and from school safely each day is a very important responsibility. We need to maintain the highest possible safety precautions for your child.

The school district coordinates a fleet of more than 100 buses which provide daily transportation. Specially equipped buses are provided for students with disabilities who need special assistance.

A set of important regulations which are vital to the well-being and safety of all our school children govern conduct on district buses. These regulations are detailed in the Christian County Public Schools Code of Acceptable Behavior. A copy of this book is available in the school, the Board of Education and on the Christian County Public Schools website. We ask that parents become familiar with these regulations and help our school enforce them.

For additional information about our transportation system, you may contact your school principal or the Transportation Department at 270-887-7099 or 270-887-7109.

### **WAITING FOR THE BUS**

Bus schedules identify the approximate time each student is to be picked up. It is possible that those times could vary somewhat from day-to-day. It is best to have each student at the bus stop about ten minutes before the bus is scheduled to arrive, in case the bus is running a little earlier. On the other hand, delays may cause the bus to be a few minutes later than anticipated. We will try to be as consistent as possible. On days when the weather is bad (snow, ice, fog, flooding or extremely hard rain) it may cause us to run quite a bit later and / or modify our routes. We will get information to the media when we anticipate schedule changes, delay or closing of schools due to weather conditions. Please listen to the radio or television for information on school delays or closings. This will be your best source of information.

Good conduct is essential at the bus stop. Be careful approaching the bus as it arrives. Be certain the bus is completely stopped before you step out from the roadside to board the bus. Once on, move

quickly, but safely to your seat.

### **Changes in Bus Transportation:**

- 1) All changes to student transportation must be made in writing, either with a note from home signed by a parent or guardian or through a email sent from a verified email account. Once school personnel receive the note from a parent or guardian, a bus pass will be prepared and delivered to the student and to the bus driver (if necessary). For the purposes of safety and security, school personnel will not make transportation changes as the result of a telephone call.**
- 2) Students will not be allowed to ride a different bus or get off at a stop other than their own unless they have a written note from their parent / guardian. Please do not ask the bus driver to make a change in your child's transportation.**
- 3) If you move during the school year, please provide an updated address as soon as possible. Students are expected to enter a residence (house or apartment) when they exit the bus. It is unacceptable for a student to be picked up from or dropped off to an automobile (car, truck, van, etc.)**

### **VIDEO RECORDING**

Students' conduct and activity while riding the school bus is subject to video recording at any time. Students shall have no expectation to the right of privacy while on the bus. Video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding the bus. Covered boxes may be used in order to protect the video camera. In order to minimize the number of cameras which may be required, cameras may be varied from bus to bus and not in use at all times. However, students are on notice that they may be, at any time, subject to being recorded by video transcription while on the bus. School personnel may use video tapes as evidence in disciplinary cases.

### **SCHOOL ZONES**

Christian County is divided geographically and demographically into school attendance zones. Each is served by one of the eight elementary schools in the public school system. If you are unsure as to which elementary school your child is zoned, please contact the Director of Pupil Personnel at the Christian County Board of Education at 270-887-7000 or you can use the school locator tab listed on the Christian County Public Schools website at [www.christian.kyschools.us](http://www.christian.kyschools.us) .

## **STUDENTS WITH ALTERNATE FORMS OF TRANSPORTATION**

All children who are transported to school by the parent / guardian must be dropped off at the front of the building between **6:50 – 7:15 a.m.** Staff members will be on duty to assist with the arrival of the students.

### **CAR RIDER STUDENTS WILL BE DISMISSED IN THE AFTERNOON IN THE FRONT OF THE BUILDING.**

You must have a **car rider number** in order to pick up your child in the car rider line.

If your child normally rides a bus, but will need to be picked up for any reason in the afternoon, you **MUST SEND A NOTE TO YOUR CHILD'S TEACHER.** **Without a note,** your child will be put on the bus. You must have a **car rider number** if you wish to pick up your child in the car rider line. If you do not have one, you will need to come to the school office.



# Pembroke Elementary School 2017 – 2018

1600 Pembroke-Oak Grove Road

P.O. Box 100

Pembroke, KY 42266

Phone: (270) 887-7290

Family Resource Center: (270) 887-7299

Cafeteria: (270) 887-7299

Christian County Board of Education  
(270) 887-7000