

## **SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The District School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent-Director will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent-Director to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

LEGAL REF.: M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education  
JLI, Student Safety

## **BUILDING AND GROUNDS INSPECTIONS**

The School District requires that the School buildings and grounds be inspected for safety, sanitation and cleanliness by the Framingham Building Inspector and that all food service, sanitary and health conditions be inspected by the Framingham Board of Health, on an annual basis, on an as needed basis, or as required by local or state statute or regulation.

The Superintendent-Director may require additional inspections or assistance from these or other departments as he/she may deem appropriate. Copies of all inspection reports will be forwarded to the Superintendent-Director and any corrective action will be promptly undertaken.

## PEST MANAGEMENT POLICY

The South Middlesex Regional Vocational Technical School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its building and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

### I. OVERVIEW AND GOALS

- A. The District shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
  - 1. Reduce any potential human health hazard.
  - 2. Reduce loss or damage to school structures or property.
  - 3. Minimize the risk of pests from spreading in the community.
  - 4. Enhance the quality of facility use for school and community.
  - 5. Minimize health, environmental and economic risks.

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in the building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around the building during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

### IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

### V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REF.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

## **FIRST AID**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At the school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or Emergency Medical Services (911).
3. No student who is ill or injured will be sent home unless the parent/guardian has been notified.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent-Director and, if the Superintendent-Director deems appropriate, to the District School Committee.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

## **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent-Director will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent-Director shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that District School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent-Director shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

The Principal will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

LEGAL REF: M.G.L. 69:8A  
Section 363 of Chapter 159 of the Acts of 2000  
Section 7 of Chapter 284 of the Acts of 2014

CROSS REF.: EBCD, Emergency Closings  
JL, Student Welfare  
JLC, Student Health Services and Requirements

## **EMERGENCY CLOSINGS**

The Superintendent-Director may close the school or dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent-Director has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible.

In making the decision to close schools, the Superintendent-Director will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent-Director will weigh these factors and take action to close the school after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with District School Committee policy in reporting for work.

LEGAL REFS.: M.G.L. 71:4; 71:4A

## **BUILDINGS AND GROUNDS MANAGEMENT**

The Regional School District Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent-Director. He/she will work with member communities, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that the school is equally well maintained, equipped, and staffed.

The Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

LEGAL REF.:           M.G.L. 71:68

## **BUILDINGS AND GROUNDS SECURITY**

The Superintendent-Director, in coordination with the Vocational Programs Coordinator/Buildings and Grounds Supervisor and the Business Manager, shall establish a program to enhance the security and integrity of the School buildings and grounds.

Such program shall include rules relating to buildings and grounds lighting, surveillance, access, assignment of personnel, locks and key distribution, and other appropriate matters. Any breach of security shall be immediately brought to the attention of the Superintendent-Director who shall report on same to the District School Committee.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

## **VANDALISM**

The District School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen, staff members, students, and members of the police department are urged by the District School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent-Director is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

## SECURITY CAMERAS IN SCHOOLS

The District School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The District School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the District School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent-Director in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of District School Committee policies will be subject to disciplinary action.

The Superintendent-Director shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent-Director/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent-Director/designee.

The Superintendent-Director may, from time to time, issue further guidance that is consistent with current laws and this policy.

## **BUILDINGS AND GROUNDS MAINTENANCE**

The District School Committee has the authority to adopt an annual operating and maintenance budget. The maintenance and repair program constitutes a continuing commitment to maintain the appearance, usefulness and efficiency of the buildings and grounds, and all furnishings, fixtures and equipment therein.

The maintenance, repair and cleaning of School facilities is the direct responsibility of the Vocational Programs Coordinator/Buildings and Grounds Supervisor.

A comprehensive program of maintenance of facilities will provide the basis for the development of work schedules for projects which must be done two or three times a year, seasonally, once a year, and once every two or more years. Money will be allocated in the regular budget each year for the support of the long term program of repair and maintenance of School facilities. The long term maintenance and repair program will include but not be limited to the following:

1. Washing and repair of windows;
2. Major cleaning, stripping and waxing of floors;
3. Care, repair and replacement of locks, alarms and other protective devices;
4. Testing (and recharging) of fire extinguishers, hoses, and sprinkler systems;
5. Maintenance, repair and replacement of working components of heating, lighting, electrical and communications systems;
6. Maintenance, repair and replacement of hand and power tools and equipment used by custodial and maintenance workers;
7. Maintenance and improvement of the School grounds.

LEGAL REFS.: M.G.L. 71:16(m)

## **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The District School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent-Director upon request by responsible parties or organizations.

Staff members may use school equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent-Director to assure the user's responsibility for, and return of, all school equipment.

## **TRANSPORTATION SERVICES MANAGEMENT**

The School District shall be subject to all laws pertaining to school transportation. When the Regional Agreement provides for the furnishing of transportation by the School District, the School District shall provide transportation for such School children as it deems appropriate as set forth in this policy manual, and the Commonwealth shall reimburse the District to the full extent of the amounts expended for such transportation, except that no such reimbursement shall be made for transportation of any pupil who resides less than one and one-half miles, measured by a commonly traveled route, from the District School. The State Treasurer shall annually pay to the School District, subject to appropriation, the sums required for such reimbursement and approved by the Commissioner of Education.

The procedures for the solicitation of bids and the awarding of contracts for transportation services included in the laws relating to towns apply to the School District.

LEGAL REFS. :       M.G.L. 4:4; 30B; 71:7A-7C; 71:16C; 71:37D; 71:47; 71:48A; 71:68; 71:71 A;  
                          71B:5; 74:8A; 76:1,  
                          Student Handbook  
                          Regional Agreement

## **STUDENT TRANSPORTATION SERVICES**

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system will contract for transportation services. The District School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent-Director, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, Walkers and Riders

## **WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF.: EEA, Student Transportation Services

## **SCHOOL BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986  
M.G.L. 90:1 et seq.; 713:2; 713:7L  
Highway Safety Program Standard No. 17

## **SCHOOL BUS MAINTENANCE**

The School bus contractor shall comply with all provisions of law relating to the equipping, operating, inspecting and maintenance of school buses and all rules and regulations promulgated by the registrar of motor vehicles relating to the same.

Adopted: December 3, 2001

LEGAL REFS.: M.G.L. 90:1, 90:7A, 90:7B, 90:7C, 90:7D, 90:7D<sup>J</sup>A, 90:7L

SOURCE: So. Middlesex

## **STUDENT CONDUCT ON SCHOOL BUSES**

The District School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing District School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the District School Committee.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

No student shall be transported in a private motor vehicle without the prior authorization of the Superintendent-Director or the Assistant Superintendent/Principal. Prior to granting such authorization the Superintendent-Director or Principal as the case may be must be assured that the operator of the motor vehicle is a responsible individual of good moral character and that the motor vehicle is insured to the extent required by these policies or by the District School Committee.

## **MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

### **NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

## **SCHOOL OWNED VEHICLES**

All School owned vehicles shall be the responsibility of and under the control of the Business Manager. All such vehicles shall be housed at the District School and shall be used only by authorized staff of the School and only for School purposes. The Business Manager shall obtain and maintain a policy of fleet insurance covering all of the vehicles which shall provide such insurance as is deemed appropriate by the Business Manager, Superintendent-Director and the District's insurance consultant.

## **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The use of private vehicles on School business shall be discouraged and kept at a minimum. In the event a private vehicle must be used on School business the prior authorization of the Superintendent-Director or the Principal must be obtained.

The Business Manager must receive assurance in form satisfactory to it that the vehicle is in safe and roadworthy condition, has insurance in such amounts and providing coverages acceptable to the Business Manager, and will be operated by an individual who possesses the training and experience to operate the vehicle in a safe manner.

## FOOD SERVICES MANAGEMENT

The School District will establish and operate a School lunch and other food service programs for the students of the School under the supervision of the Business Manager and the cafeteria director.

State established minimum nutritional standards and regulations for all School food services will be followed.

As required by the National School Lunch Program, the District School Committee also agrees to the following regulations:

- Children unable to pay the full price due to hardship should be referred to the Principal.
- Lunches served shall meet the standards established by the U.S. Department of Agricultural in the pattern known as "Type A" lunch.

Pursuant to any power granted to it by law, the District School Committee may establish, maintain, operate and expand a School food service program for the pupils in the School under the jurisdiction of the Committee, may make all contracts necessary to provide material, personnel and equipment needed to carry out the program and may expend funds to meet the matching requirements and any other provisions of the National School Lunch Act (the "Act") and such other laws and regulations relating thereto.

The District School Committee may use therefor funds disbursed to the District under the Act, gifts and other funds received from the sale of School lunches and other meals under such programs.

Such contributions received in the form of money, together with fees from sales of lunches, other meals and any allotments received from the state under the provisions of the Act for said purposes, shall be deposited with the treasurer of the District and held as a separate account and expended by the District School Committee without appropriation, notwithstanding other provisions of the general laws.

Nothing in the Act shall prevent the District from appropriating funds in addition to those received from other sources.

Provisions for training of personnel, research and development, consultant assistance, and the acceptance and distribution of surplus foods are set forth in the Act.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966, PI 89-642, 80 Stat. 885, as amended  
M.G.L.C 15:1G, 15:1L; 71:72

Chapter 548 of the acts of 1958, as amended  
Board of Education Regulations Governing the Operation of National School  
Lunch Programs, Special Milk Program, Commodity Distribution Program,  
School Breakfast and Nonfood Assistance Program, Food Service Programs for  
Children, Effective 8/1/69, as amended  
Student Handbook

## **FREE AND REDUCED PRICE FOOD SERVICES**

Free lunches for needy students will be made available according to procedures established by the bureau of nutrition education and School food services.

Students unable to pay the full price for School lunch due to hardship should be referred to the Principal.

Free or reduced price lunches shall be made available for students whose families meet the requirements established by the National School Lunch Program.

Consistent with federal regulations and programs, it shall be the policy of the District School Committee that all children from needy families will be granted relief from payment of School breakfast and/or lunch fees either totally or in part. Eligibility for free or reduced price lunch will be dependent on the financial need of the student or family as determined by federal guidelines. Verification of financial need data shall be at the sole discretion of the District School Committee as required by the Bureau of Nutrition Regulations.

Applications for Free and Reduced Price lunches are distributed during the first week of school to each student and should be filled out by parents or guardians. The applications shall then be returned to and reviewed by the Business Manager or his/her designee for approval or rejection based on federal guidelines of financial need. If the financial situation of any student changes during the year, application for free or reduced lunches may be obtained in the School's main office.

LEGAL REFS.:           National School Lunch Act, as amended (42 USC1751-1760)  
                              Child Nutrition Act of 1966, PI 89-642, 80 Stat. 885, as amended  
                              M.G.L.C 15:1G, 15:1L; 71:72  
                              Chapter 548 of the acts of 1958, as amended  
                              Board of Education Regulations Governing the Operation of National School Lunch  
                                  Programs, Special Milk Program, Commodity Distribution Program, School Breakfast  
                                  and Nonfood Assistance Program, Food Service Programs for Children, Effective  
                                  8/1/69, as amended  
                              Student Handbook

## **FREE BREAKFAST PROGRAM**

All public schools which draw their attendance from areas with a high number of needy children, as defined by the Bureau of Nutrition Education and School Food Services of the Department of Education, shall make school breakfast programs available to students.

The School will participate in the National School Breakfast Program, unless the District School Committee votes otherwise, and shall ensure that all students in the School receive proper nourishment.

*Note: Legislation requires school system participation in the school breakfast program unless the District School Committee votes not to participate in this program.*

LEGAL REF.: M.G.L. 15.1G

## MEAL CHARGING POLICY

The District School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The District School Committee will provide a regular meal to students who forget or lose their lunch money.

### Meal Charges and Balances

Students will pay for meals at the regular rate approved by the District School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in the student handbook and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. ***The parent/guardian is responsible for any meal charges incurred.*** If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in graduation.

The Superintendent-Director shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. The school handbook shall contain detailed instructions for parental assistance.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

## **SCHOOL LUNCH PROGRAM**

The School Lunch Program shall be an integral part of the total educational program at the School. An attractive, wholesome, well balanced lunch is essential to obtain the best work from the students.

If the School lunch program is administered as an educational experience, students will develop better understandings about food and its uses.

To accomplish the above objectives with appropriate economy, all administration of the Food Services Program will be centralized in the administrative office of the Business Manager. Business functions to be centralized will include central purchasing of food and supplies, a District wide salary schedule for all food service employees, centrally planned menus, and regular audit of all accounts.

## **INSURANCE MANAGEMENT**

The District School Committee shall purchase from funds included in the District Budget each year appropriate and sufficient insurance to cover the following:

- Loss by District School Committee members in an amount not to exceed two million dollars, from any legal action which might be brought against them in their official capacity except for the intentional violation of the civil rights of any person.
- Loss by employees in an amount not to exceed one million dollars from any legal action which might be brought against them in their official capacity except for a violation of a persons' civil rights if the employee acted in a grossly negligent, willful or malicious manner.
- Reasonable hospital, medical and surgical expenses incurred by or on behalf of any student by reason of injuries sustained by him/her while participating in any game, meet or contest conducted or held as part of or in connection with the physical education or athletic program of the School.
- Loss from damage to any building, equipment, contents, or facilities caused by fire, water, wind, hail or any other natural occurrences.
- Loss which might occur through arson, vandalism, or theft.

All such insurance shall be obtained and maintained under the jurisdiction and control of the Business Manager.

LEGAL REFS.: M.G.L. 71:16, 7L16A, 180:173, 258:9, 258:13

## **PROPERTY INSURANCE**

The District School Committee shall purchase, through the budgetary process, appropriate and sufficient insurance to cover the following:

1. Loss from damage to any building, equipment, contents, or facilities caused by fire, water, wind, hail or any other natural occurrences.
2. Losses which might occur to any building, equipment, contents or facilities as a result of arson, vandalism, or theft.

LEGAL REFS.: M.G.L. 71:16, 71:16A, 180:17J, 258 et seq.

## **LIABILITY INSURANCE**

The District School Committee shall obtain such insurance as may be authorized by G.L.c. 258 for the indemnification of the officers and employees of the School District.

The District shall carry liability insurance to cover students, personnel, and visitors to the School grounds. This coverage shall include students and instructors working in the School shops and on School sponsored projects.

Established by Law

LEGAL REFS.:       Employee Collective Bargaining Agreements  
                          M.G.L. 258