

Contents

File EB: SAFETY PROGRAM	2
File: EBB - FIRST AID.....	3
File: EBB-E: EMERGENCY TREATMENT	4
File: EBB-E-1: ACCIDENT REPORT.....	5
File: EBC: EMERGENCY PLANS.....	6
File: EBCC: BOMB THREATS.....	7
File: EBCD: EMERGENCY CLOSINGS	8
File: EBCF: ELEMENTARY SCHOOL EMERGENCY PROCEDURES.....	9
IN THE ABSENCE OF A PRINCIPAL.....	9
File: EC: BUILDINGS AND GROUNDS MANAGEMENT	10
File: EC-R: BUILDINGS AND GROUNDS MANAGEMENT	11
File: ECA - BUILDINGS AND GROUNDS SECURITY	12
File: ECAC: VANDALISM.....	13
File: ECAF: SECURITY CAMERAS IN SCHOOLS	14
File: ECE: TRAFFIC AND PARKING CONTROLS.....	15
File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS	16
File: EEA - STUDENT TRANSPORTATION SERVICES	17
File: EEAA - WALKERS AND RIDERS	18
File: EEAE - SCHOOL BUS SAFETY PROGRAM	19
File: EEAEA-1 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND	20
COMMERCIAL VEHICLE DRIVERS	20
49 C.F.R. Part 391 Qualification of Drivers	20
File: EEAEA-R - RULES FOR SCHOOL BUS DRIVERS	21
File: EEAE (also JICC) - STUDENT CONDUCT ON SCHOOL BUSES	22
File: EEAE-E (also JICC-E) - TRANSPORTATION WARNING.....	23
File: EEAE-R (also JICC-R) - SCHOOL BUS DISCIPLINE	24
File: EEAE - SCHOOL BUS SAFETY INSPECTION	26
File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES	27
File: EEAH - STUDENT TRANSPORTATION INSURANCE.....	28
File: EEAJ - MOTOR VEHICLE IDLING ON SCHOOL GROUNDS.....	29
File: EEBE - INSTRUCTION TO BIDDERS.....	30
File: EF - FOOD SERVICES MANAGEMENT.....	31
File: EFC - FREE AND REDUCED PRICE FOOD SERVICES.....	32
File: EFE - VENDING MACHINES.....	33
File: EI - INSURANCE MANAGEMENT.....	34

File EB: SAFETY PROGRAM

Accidents are unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The 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 be provided in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent 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

File: EBB - FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child 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 each 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/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

File: EBB-E: EMERGENCY TREATMENT

Emergency procedure cards designed as follows are kept for all students:

Grade _____ Gateway Regional School District 20__20
EMERGENCY CARD

Pupil's Name _____ Birth Date: _____
Residential Address _____ School: _____
Mailing Address: _____

In case of emergency, illness, or accident to the child named above, the school is authorized
To proceed as indicated. State preference of action below: 1,2,3,4,5

- () Contact Father at _____
first name and address _____ phone _____
- () Contact Mother at _____
first name and address _____ phone _____
- () Other Responsible Adult: 1. _____
name and address _____ phone _____
- () At least two in town contact: 2. _____
name and address _____ phone _____
3. _____
name and address _____ phone _____
- () Take child to emergency hospital _____

It is agreed that your signature authorizes the school to take emergency medical action if the above
conditions are not available, at your own expense.

Father's Name Mother's Name Guardian's Name

Signature Signature Signature

Date _____
Please complete reverse side

File: EBB-E-1: ACCIDENT REPORT

Name of Student/Employee _____ Age _____ Grade _____ Home Room _____

Address _____
(Street) (Town)

Name of Parent/Guardian _____ Address _____
(Street) (Town)

Name of School _____ Address _____
(Street) (Town)

Date of injury _____, 2____ Hour _____ A.M. _____ P.M.

Date of accident reported to school officials: _____, 2____ Hour _____ A.M. _____ P.M.

Nature of injury _____

Student injured was at a school sponsored activity as a: Participant Spectator

If student was engaged in a sports event, was it: Intramural athletics Interscholastic athletics

Please furnish name of school authority supervising activity of injured student at time of accident:

Name _____ Title _____

What specific activity was involved? _____

Was the activity sponsored and supervised by the school? Yes No

DESCRIBE FULLY HOW AND WHERE THE ACCIDENT TOOK PLACE

Where did the accident happen? _____

How did the accident happen? _____

Is applicant covered by Workmen's Compensation, Employer's Liability, School Insurance? Yes No

COACH MUST COMPLETE FOR INTERSCHOLASTIC ATHLETIC INJURIES

Name of Sport _____ Senior High Team Junior High Team

Coach's Description of Accident: _____

Dated _____, 2____

Action taken by the school: _____

Parent Notified (Date) _____ Response _____

Date of this report _____

Signature of School Official (Principal)

- * One (1) copy to Central Office - One (1) maintained on file local level
- * Oral report due day of accident; form above within twenty-four (24) hours (or sooner)

Gateway Regional School District

File: EBC: 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 will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

CROSS REF.: EBCD, Emergency Closings
 EBCE, School Closings and Cancellations

File: EBCC: BOMB THREATS

*Shall be based upon "The Safe Schools Plan" adopted by the Gateway School Committee in 2000.

File: EBCD: EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them 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 has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

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

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

The Superintendent will weigh these factors and take action to close the schools and may consult with public works and public safety authorities, school administrators, 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 School Committee policy in reporting for work.

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

CROSS REF.: EBC, Emergency Plans

**File: EBCF: ELEMENTARY SCHOOL EMERGENCY PROCEDURES
IN THE ABSENCE OF A PRINCIPAL**

When an elementary Principal is out of the district for the day, he/she will appoint a teacher, on a rotating basis, to make decisions for any emergency that arises in the Principal's absence. If the Principal is not available to make this appointment, the Superintendent will appoint a teacher. Should the individual need assistance, they should contact another elementary Principal or the Superintendent.

If an issue arises which involves the safety or health of the students, the teacher, after consulting with the other Principal and/or Superintendent of Schools, should contact the appropriate town/state agencies for assistance. A list of the appropriate fire safety and health agencies with the appropriate contact people and telephone numbers will be located in the Principals' office. This list shall be updated annually and shall include the following:

- State police
- Local police
- Fire Department
- Water Department
- Health Department
- Environmental Police

If a school must be closed due to an emergency, a note will go home with the children explaining why the school was closed. A contingency plan will be made for the note to go home with the children even if the Principal is not in the building at the time of the emergency closing.

In the event of an emergency and the school is not closed, a note will also be sent home with the children which describes the emergency.

File: EC: BUILDINGS AND GROUNDS MANAGEMENT

The Gateway Regional School 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. He will work with other town departments, 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 each school is equally well maintained, equipped, and staffed.

The Superintendent 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 safe-keeping of school property.

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

LEGAL REF.: M.G.L. 71:68

File: EC-R: BUILDINGS AND GROUNDS MANAGEMENT

The Principal, teachers, and other school employees shall be responsible for protecting the school plant from undue damage during the school day and during school-sponsored activities.

Specific Responsibilities

1. The Facilities Director shall be generally responsible for all maintenance of all school buildings and grounds, assuming over-all supervision of school custodians.
2. The Principal shall be immediately responsible for the condition of the school plant and shall provide direct supervision to the custodial/maintenance personnel assigned to his/her building. The Principal will:
 - a. Give some time daily to personal supervision of the school plant and grounds.
 - b. Inspect the school plant periodically for conditions that might endanger the health and safety of students and/or employees. Fire, accident, and health hazards should be remedied and/or reported immediately.
 - c. Instruct custodians in their duties, providing them with a checklist of activities that require daily attention.
 - d. Provide for the removal of unsightly defacements on walls, fences, etc., immediately.
3. Teachers shall be expected to maintain their classrooms in an orderly fashion.

Requests for Staff Services

All teacher requests for services of the maintenance staff will be channeled through the principal, who will submit a request in writing to the Facilities Director. Requests may be telephoned, with a written confirmation sent later, in event of emergencies. The Principal will make teachers aware of the extent to which they may request the services of custodians.

File: ECA - BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

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

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

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

SOURCE: MASC August 2016

File: ECAC: VANDALISM

The Gateway Regional 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 of the regional towns, staff members, students, and members of the police departments are urged by the 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 of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent 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.

File: ECAF: SECURITY CAMERAS IN SCHOOLS

The 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 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 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 of Schools 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 School Committee policies will be subject to disciplinary action.

The Superintendent 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/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/designee.

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

SOURCE: MASC

Adopted:

File: ECE: TRAFFIC AND PARKING CONTROLS

Driving and parking on school property are privileges granted by the school administration to persons who have reasons to be in the schools or on school property.

The school administration shall develop with local traffic authorities a plan for accommodating the flow of traffic on school roadways, and traffic regulations. The assignment of parking areas to staff, students, and visitors to the school shall also be the responsibility of the school administration.

CROSS REF.: JHFD, Student Automobile Use

File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The 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 upon request by responsible parties or organizations.

School equipment may be utilized by staff 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 to assure the user's responsibility for, and return of, all school equipment.

SOURCE: MASC August 2016

File: EEA - STUDENT TRANSPORTATION SERVICES

Under the terms of the regional agreement, transportation services for students are provided by the school district.

Transportation costs are apportioned to the member towns in the annual assessment.

It is the policy of the school committee to contract with transportation companies in order to provide student transportation services. The district may also opt to provide their own transportation to their students. Specific policies and procedures pertaining to student transportation apply to these contractors and the drivers they employ and shall be enforced by the school district.

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 may contract for transportation services. Contracts will be awarded on a competitive bid basis by the school committee. 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 and business and finance officer, 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.

SOURCE: MASC

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](#); [76:12B](#)i; [76:14](#)

CROSS REF.: [EEAA](#), Walkers and Riders

File: EEAA - 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, subject to appropriation, 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.

Additionally, the Committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 12: Students living more than two miles from school. Students may be required to walk one mile to their bus stop, as allowed by law. Exceptions to this will be determined by the superintendent or his/her designee.

Daycare transportation may be provided if there is sufficient room on the bus, if it does not deviate from the current route, and the daycare is consistent for the entire week. (i.e. daycare transportation will not be provided if it is less than five (5) days per week.)

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.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

CROSS REF.: [EEA](#), Student Transportation Services

File: EEAE - 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 must be conducted at least twice a year, to acquaint student riders with procedures in emergency situations. The schedule and details will be reviewed by the superintendent of schools, or his/her designee.
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 three times a year.

SOURCE: MASC

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

CROSS REF.: [EB](#), Safety Program

**File: EEAEA-1 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND
COMMERCIAL VEHICLE DRIVERS**

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 82 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing
Programs
49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 Qualification of Drivers

File: EEAEA-R - RULES FOR SCHOOL BUS DRIVERS

1. Pupils should be waiting at the designated bus stop in an orderly fashion receptive to the flow of traffic and aware of the approaching bus.
2. The driver is to activate his/her flashing light procedure at least 300 feet prior to the designated bus stop.
3. A driver, having activated his/her flashing lights, is **NOT** to motion traffic in either direction to proceed at any time.
4. The driver is not to depart the bus stop until all pupils have safely boarded the bus and is to supervise, in his/her rear view mirror, the seating procedure of his/her pupils while in low gear. Shifting into an advanced forward gear is prohibited until such time as all pupils are safely seated.
5. School buses are directed to stop prior to R.R. crossings, excessively difficult corners and/or other unusual conditions and are encouraged to open the bus door to ensure clear viewing prior to proceeding.
6. Pupil discharge should be made at designated stops (areas) providing maximum safety.
7. All (bus) doors shall be kept closed while the bus is in motion.
8. Buses are not to be fueled with pupils on board.
9. Visual diversions will not be allowed in the vicinity of the driver.
10. A driver is not to leave a loaded school bus or a bus in process of being loaded, except in emergency, and at such time is to place safety chock blocks around the rear wheels in an effective manner. When an emergency exists requiring the driver to leave a bus with any students on board, he/she must turn off the engine, set the emergency brake and take the ignition keys with him/her.
11. Drivers, having discharged a pupil(s), are to direct those pupils to cross **in front** of the buss in full view and is not to proceed or to motion any vehicle on during the time necessary for his/her charges to reach the safety of the other side. At this point, and this point only, is he/she to proceed.
12. The procedure of stopping the bus at loading points near the center line provides effective blocking coverage for children crossing the street.
13. Loading stops necessitating street crossing should be avoided; where necessary the protection of (your) flashing lights affords pupil protection while they cross to the loading area.
14. Observe all possible safety precautions including signaling procedures.
15. Constantly evaluate your route and operations in terms of safety factors, alerting the contractor with pertinent suggestions.
16. No school bus shall operate in excess of 40 m.p.h. while actually engaged in carrying children, or 20 m.p.h. in a school zone.
17. The driver's use of good judgement will govern the accessibility of his/her assigned route under adverse traveling conditions. He is not to attempt travel over any road or area that will jeopardize the safety of the children on his/her bus and when "on-the-spot" conditions so warrant (he/she) is to stop the bus and wait for route improvement by the local highway department. Drivers or contractors finding a route or area to be inaccessible must institute a chain of communication to affected parents at the earliest possible time and must additionally notify the central office as to details of such a decision and any subsequent action as soon thereafter as possible.
18. The driver is to maintain a consistent schedule and is to establish a pattern of pupil pickup that provides maximum safety and allows for a minimum number of children to cross a public highway.
19. The driver is not to leave the ignition keys accessible to pupils and is to have such keys in his/her possession and control at all times.
20. Insist on behavior listed on your copy of the "Bus Discipline and Procedure" list at all times.
21. Drivers of school buses in the Gateway Regional School District shall not carry non-school attending children while performing their responsibility as a school bus driver.

File: EEAEC (also JICC) - STUDENT CONDUCT ON SCHOOL BUSES

The 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 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 School Committee.

File: EEAEC-E (also JICC-E) - TRANSPORTATION WARNING

This is to notify you that _____ has misbehaved on the school bus in the following manner:

_____ Destruction of Bus Property

_____ Use of Improper Language

_____ Insubordination

_____ Roughhousing

_____ Distracting Bus Driver

_____ Smoking or Playing with Fire

_____ Disorderly Conduct

_____ Consistent Misbehavior over a number of days

THIS WARNING IS TO BE RETURNED TO THE DRIVER WITH PARENT'S SIGNATURE BEFORE CHILD MAY RIDE ON SCHOOL BUS.

_____ A.M. _____ P.M. _____ DATE
SIGNATURE – BUS DRIVER

SIGNATURE – PRINCIPAL

SIGNATURE – PARENT

Warning #1 _____ #2 _____ #3 _____

File: EEAEC-R (also JICC-R) - SCHOOL BUS DISCIPLINE

The School Committee has responsibility for students while being transported on school buses and as such the principals have the same duties and responsibilities toward the students on the buses they have toward these same children in a classroom situation. Principals also have the responsibility of advising and assisting bus drivers in the maintenance of proper student behavior.

Transportation by school bus to and from school is a privilege for all students who qualify according to the Rules and Regulations of the School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the classroom and it should be understood that the right of the pupil for transportation to and from school is a qualified right dependent on good behavior.

General Rules and Regulations

When misconduct on a school bus becomes serious enough to warrant loss of bus privileges as listed below, the school administration shall be notified by the bus driver.

The administration shall notify the parent by phone to be followed by a letter of the suspension of his privileges, the number of days, the time the suspension is to start and the reason(s) for the action.

Suspension shall go into effect at the beginning of the next school day.

Permanent or long term suspension of bus privileges exceeding forty (40) days may only be made by the Property Subcommittee after the parent and student have had an opportunity for a hearing with the Assistant Superintendent and a recommendation is made by the Assistant Superintendent to said Committee.

Notices regulating student conduct will be posted in each classroom, printed in all student handbooks and be available in each transportation vehicle.

Specific Rules Governing Student Bus Conduct

Students who display any of the following types of behavioral patterns may, at the discretion of the administration, have their bus riding privileges suspended and/or be suspended from school.

1. Fighting or roughhousing
2. Smoking or playing with fire
3. Insubordination, swearing, obscene gestures
4. Damage to other students' property
5. Throwing any objects in or out of the bus
6. Damage to the bus
7. Eating or drinking beverages while on the bus
8. Violation of safety procedures
 - Not staying in seat while bus is in motion
 - Not sitting with feet on floor
 - Not crossing in front of the bus
 - Misbehavior at the bus stop
 - Unnecessary noise, shouting, playing radios and recording devices at an exceptionally high level
9. Such other school disciplinary conduct rules and regulations as may apply.

Warning Cards/Bus Cards

Depending on the seriousness of the situation the following actions will be appropriate:

Level: Kindergarten - 5th

1. First Offense: A written warning to parents -Kindergarten to Gr. 5
2. Second Offense: Up to a two (2) week suspension of transportation privileges
3. Third Offense: Up to an eight (8) week suspension of transportation privileges
4. Fourth Offense: Denial of further transportation privileges until a hearing is held with the parent, student and Assistant Superintendent

Level: 6th -12th

1. First Offense: Up to a two (2) week suspension of transportation privileges
2. Second Offense: Up to an eight (8) week suspension of transportation privileges
3. Third Offense: Denial of further transportation privilege until a hearing is held with the parent, student and Assistant Superintendent

Possession, consumption or sale of drugs or alcohol and/or possession of or use of any explosive devices on a school bus shall be subject to an immediate eight (8) week suspension of riding privileges.

The future privilege of the student to remain on the bus will be determined by the proper Subcommittee upon recommendation of the Assistant Superintendent of Schools.

Drivers may issue up to three (3) written warnings under number 8 (see above) without requesting the school administration to issue a formal bus card. The same form will be used for driver warning and bus cards. Drivers will be required to keep appropriate records and forward same to the administration for their use should a formal card be issued relative to these violations. However, offenses 1- 7 will result in suspension of bus riding privileges similar to the standards applied in suspending students for these offenses within the school.

File: EEAE - SCHOOL BUS SAFETY INSPECTION

School Bus Inspections

School buses shall be regularly inspected as provided and required by the Registry of Motor Vehicles. Contractors shall be responsible for filing Certificates of Inspection with the Superintendent's office.

In addition, the School Committee and school officials may plan and carry out periodic unannounced inspections by Committee members and administrators.

CROSS REF.: EEAC-E, School Bus Safety Program (exhibits)
 EEACA, Bus Driver Examination and Training
 EEACC, Student Conduct on School Buses

File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

File: EEAH - STUDENT TRANSPORTATION INSURANCE

The contractor shall provide liability insurance for bodily injuries and/or death in the amount of not less than \$500,000 for one person, not less than \$1,000,000 for each large bus; and property damage insurance in the amount of not less than \$50,000 for each large bus; and not less than \$200,000 liability insurance and \$25,000 property damage insurance for each station wagon or small vehicle, and any other insurance required by the Commonwealth of Massachusetts for each school bus. A certificate of the insurance carried shall be filed with the Superintendent immediately following contract award.

File: EEAJ - 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 Gateway Regional School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Gateway Regional 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 Gateway Regional 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 REF.: M.G.L. c. [71:37H](#), c. [90:16B](#) and 540 CMR [27.00](#)

File: EEBE - INSTRUCTION TO BIDDERS

Contractors should read all route descriptions as certain routes encompass more than one town or area.

All specific bus stops will be identified by August 20, 1985 and each August thereafter.

Neither contractor nor drivers shall alter any bus stop or change the direction of any route without prior approval of the District Administration.

Contractors should begin their routes empty at the farthest point from the respective school(s) and proceed toward the school(s) picking up children en route unless specified otherwise. During winter snow emergency months, students may be picked up in front of their homes and going away from school if there appears to be a clear and present safety factor involved. This decision will rest solely with the Administration of the District.

If new streets/roads are accepted by vote at a Town Meeting, and new residences are more than one (1) mile from an existing bus stop, appropriate changes may be made in route direction and/or bus stops.

If the seating capacity of any bus is exceeded, the contractor shall provide an additional vehicle on the respective route. The cost of the route for the second vehicle shall be negotiated with the Administration, but in no way shall it exceed the cost of any vehicle previously assigned to that route; i.e., eight (8) passenger through sixty-five (65) passenger vehicle.

When assessing a bid for a town; e.g., Montgomery, Worthington or a particular area of a town, the bidder shall include transportation on **all** roads which are currently in existence and for all grades (K-12) as they fall within the guidelines as stated by the Committee.

File: EF - FOOD SERVICES MANAGEMENT

The Regional School District shall operate a school lunch program in each school, which shall be under the supervision of the Director of Food Services.

In organizational relationship, the cafeteria employees in each school are directly responsible to the Director of Food Services, but shall cooperate with the Principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria shall rest with the building Principal.

Food services shall include hot lunches. The district shall participate in the national and state school lunch programs.

The Committee shall approve the prices set for school lunches and the price of milk.

As required for participation in the school lunch programs, the Committee agrees to the following regulations:

1. That a "Type A" lunch be made available for students.
2. That free and reduced-price lunches be provided students who cannot afford to pay the price of the "Type A" lunch.

Students shall also be permitted to bring their lunches from home and to purchase beverages and incidental items.

File: EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC August 2016

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended

M.G.L. [15:1G](#); [15:1L](#); [69:1C](#); [71:72](#)

File: EFE - VENDING MACHINES

Beverage vending machines for use after school hours, at athletic or special events, and in secondary schools are authorized at the discretion of the school Principal, provided the machines are not in competition with an established food service program and will not be used during school. Operation and financial management of these machines will be the responsibility of the Principal. Machine proceeds will accrue to the student-faculty governing board account.

Vending machines are authorized in teachers' lounges subject to the approval and management direction of the school Principal.

No food or beverage vending machines other than authorized above are permitted in school buildings.

File: EI - INSURANCE MANAGEMENT

The school district will make every effort to obtain insurance at the most economical cost by advertising for public bid, once every three years, the total district insurance package.

The insurance program shall be dealt with as a whole in order to eliminate policy noncurrency, inconsistency in rates, overlapping coverage, and gaps in the overall program.

No individual has an inherent right to school business. However, if there is no benefit to be gained in the form of lower premiums and/or increased services, preference will be shown to local agencies whose main business is insurance and whose offices are within the school district boundaries. Participation in writing school insurance carries with it an obligation on the part of the agent or broker to render competent service promptly.

Current practice codified 1976

Adopted: Date of manual adoption

SOURCE: Gateway