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SECTION E
SUPPORT SERVICES

1. Support Services: (Voted 6/30/83, #83-325; 2/28/84, #84-69)

Definition:
Support Services are defined as: Student Services, Buildings and Grounds, Accident Prevention and Emergency Plans, Transportation Management, Food Services Management, Office Services and Data Management.

Goals:
Annually, the goals for support services should be presented to the School Committee as part of the Superintendent of Schools' administrative goals for the following academic year. The Assistant Superintendent for Administration and Finance shall assist the Superintendent of Schools in preparing these goals related to support services.

Evaluation:
Evaluation of support services shall be the responsibility of the Assistant Superintendent for Administration and Finance who annually shall evaluate both program and personnel in this area. As a result of the evaluation, annual goals may be established for the support services area.

2. Student Services:
***a. Student Safety and Well-Being*:** (Voted 6/30/83, #83-325):
In accordance with state statues, the School Committee prohibits any teacher, employee, or agent of the School Committee from inflicting corporal punishment on any pupil. This prohibition does not preclude any of the above personnel from using such reasonable force as is necessary to protect pupils, other persons and themselves from assault by a pupil.

In order to protect the safety and welfare of students, and in compliance with state statutes, the School Committee requests all teachers, administrators, or guidance counselors to report any instances of physical or sexual abuse to the Assistant Superintendent for Integrated Student Services.

In order to provide for the safety of students and school personnel, the School Committee directs staff to develop appropriate Accident, First Aid, and Emergency Regulations in conformance with current statutes covering accident prevention and liability. Additionally,

1. The Assistant Superintendent for Administration and Finance shall have general oversight of system-wide safety procedures and practices to include, but not be limited to, inservice training of building service personnel, student and staff insurance programs, plant inspection, fire prevention, and driver and vehicular safety programs.

2. The Assistant Superintendent for Instruction, working with the principals and head of school, shall be responsible for the supervision of a safety program in each school, to include programs for children by police and fire officials and general staff instruction in classroom safety procedures.

3. The Director of Child Health Services shall develop and supervise first aid and emergency procedures for each school.

E 2 a. 1. Student Safety Patrols: (Voted 1/19/70, #70-22)
In the interest of the safety of students, the Brookline School Committee disapproves of the concept of student safety patrols.

E 2 b. Time-Out, Seclusion, and Physical Restraint of Students:
(Voted 2/27/03, #03-12 and #03-13; 2/14/13, #13-12; 12/17/15, #15-84; 4/28/16, #16-24; 4/7/22, #22-23; 3/26/26, #26-38; 9/30/26, #26-88)
(previously known as the Physical Restraint Policy)

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. The use of time-out, seclusion, and physical restraint is strictly regulated in the state of Massachusetts. Such methods shall be used only in emergency situations of last resort as defined below and in compliance with the regulations put forth by the Department of Elementary and Secondary Education and only after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

TIME-OUT AND SECLUSION

Time-out is defined as a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member in an unlocked setting from which the student is permitted to leave. Staff shall be with the student or immediately available to the student at all times.

Any room or area that is used for time-out must be of appropriate size for the age and the needs of the student; appropriately lighted, ventilated, and heated or cooled, consistent with the remainder of the building; free of objects or fixtures that are inherently dangerous to the student; in compliance with any applicable local fire and building code requirements; and in compliance with any other standards listed by the Department in guidance.

A time-out shall cease as soon as the student has calmed. Staff supervising the student should support co-regulation and closely monitor the student's physical cues, tone of voice, and demeanor to determine whether the student has calmed. Students should not be required to complete a specific task to demonstrate that they have calmed if their physical body, tone, and demeanor demonstrate regulation.

Seclusion is defined as the involuntary confinement of a student alone in a room or area, with or without adult supervision, from which the student is not permitted to leave. The term does not include: a classroom or school environment where, as a general rule, all students need permission to leave the room or area, such as to use the restroom; a behavior support technique that is part of the district's, school's or program's designated procedures for behavior support which involves the monitored separation of a student in

an unlocked setting, from which the student is allowed to leave and it is implemented for the purpose of calming; or placing a student in a separate location within a classroom with others or with an instructor, so long as the student has the same opportunity to receive and engage in instruction.

Seclusion is prohibited in a public education program except in an emergency situation as a last resort on an individual basis when student behavior poses an imminent threat of assault, or imminent serious physical harm to self or others, but only if safeguards are accounted for. The following safeguards are required prior to the use of seclusion:

1) The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff.

2) The student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

3) Other forms of interventions have failed to ensure the safety of the student and/or the safety of others.

4) There are no medical contraindications as documented by a licensed physician.

5) There is a psychological or behavioral justification for the use, and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional.

6) The program has obtained consent to use seclusion from the student's parent or guardian and, if appropriate, the student, and such use has been approved in writing by the principal.

7) Any individual using it has received training about alternative behavior interventions and management techniques.

The program has documented compliance with 1-7 above in advance of its use and maintains the documentation.

Imminent Threat of Assault or Imminent Serious Physical Harm is an act placing another in reasonable apprehension of immediate bodily harm. Serious Physical Harm has the same meaning as serious bodily injury as used in the Individuals with Disabilities Education Act (IDEA). It means bodily injury which involves: A substantial risk of death; Extreme physical pain; Protracted and obvious disfigurement; or Protracted loss or

impairment of the function of a bodily member, organ, or mental faculty. See 34 C.F.R § 300.530(h)(i)(3); 18 U.S.C. § 1365(h)(3).

The threat of harm must be a reasonable apprehension of immediate harm, not a generalized apprehension, and should be based on observable actions and any statements made, not assumptions about students' diagnoses, histories, or emotional states alone.

To promote student safety and uphold regulatory compliance, public education programs must follow strict safeguards when using seclusion as an emergency intervention. Seclusion may only be used in situations where a student poses an imminent threat of assault or serious physical harm, and only when all other less intrusive interventions have been deemed ineffective or inappropriate. The emergency use of seclusion must cease as soon as the student's behavior no longer poses an imminent threat of assault or imminent threat of serious physical harm. The following list outlines the required safeguards before, during, and after the use of emergency seclusion, as well as the administrative responsibilities for monitoring its use. These safeguards include documented student history, active monitoring, timely parent and principal notification, and ongoing data review at the school level to reduce and ultimately eliminate the use of seclusion in alignment with 603 CMR 46.00.

Preconditions for Use of Emergency Seclusion

- The student's behavior presents an imminent threat of assault or serious physical harm to self or others.
- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff
- The student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances
- Less intrusive interventions have failed or have failed to ensure the safety of the student and/or the safety of others.
- There are no medical contraindications, as documented by a licensed physician.
- There is psychological or behavioral justification and there are no psychological or behavioral contraindications, documented by a licensed mental health provider.
- The parent or guardian (and student, if appropriate) has provided consent for emergency use of seclusion.

- The principal has approved the use in writing.

- Staff implementing seclusion have documented participation in training in behavioral alternatives.

- Documentation demonstrating compliance with 603 CMR 46.07 (2)(a) and (d)–(g) is maintained on file.

During Emergency Seclusion

- A staff member continuously observes and remains immediately available to the student.

- The student is observable in all areas of the room.

- Staff actively use calming and de-escalation strategies, unless unsafe or counterproductive to do so.

- Seclusion is not used for punishment or routine behavior management.

- Seclusion ends immediately once the imminent threat has subsided.

- If used for a period of longer than 30 minutes, obtain approval from the principal.

- The room or space meets all physical safety standards under 603 CMR 46.07 (1).

Post-Intervention Procedures

- Parents are notified verbally and in writing in accordance with 603 CMR 46.06 (3)–(4).

- The principal is notified as soon as possible and provided a written report by the next school day.

Administrative Oversight Responsibilities

- Weekly review of students with multiple uses of emergency seclusion.

- A review team is convened for repeated use, when applicable.
- Monthly review of school-wide seclusion data is conducted.
- Use of seclusion is reported to DESE in the required format and frequency.

No Medical Contraindications

Before an emergency intervention of seclusion is used, a licensed physician must confirm that no medical conditions make its use unsafe. This includes considering respiratory, seizure, cardiac, or other physical health conditions. The physician must document that no medical contraindications exist.

Behavioral or Psychological Justification

Before an emergency intervention of seclusion is used, a licensed mental health professional must confirm that seclusion is psychologically appropriate for this student. The licensed mental health professional should review the student's trauma history, behavior patterns, and mental health needs to determine whether seclusion would be harmful. The clinician must provide written documentation affirming the justification and lack of psychological contraindications.

Physical Space Inspection

To provide for the safety and well-being of students, any room or space used for the purposes of emergency seclusion must meet the physical space requirements outlined in 603 CMR 46.07 (1). In accordance with 603 CMR 46.07 (2)(n), these spaces must be inspected by the public education program at least once per week during any period of use to verify ongoing compliance. The inspection must confirm that the environment is clean, safe, and sanitary; appropriately designed for student age and needs; properly lit and ventilated; free of dangerous objects; and compliant with all applicable fire and building codes. The checklist below supports programs in conducting and documenting these weekly inspections.

Inspection Checklist Definitions

- Clean, Safe, Sanitary: Free of spills, clutter, sharp objects, or contaminants.
- Age-Appropriate Design: Size, materials, and aesthetics suitable for students using the room.

- Lighting/Ventilation: Functional lights, windows or vents for airflow, appropriate heating or cooling.

- No Dangerous Objects: No furniture or equipment that poses a risk of harm (e.g., loose wires, electrical outlets, broken ceiling tiles, hard corners).

- Fire & Building Code Compliant: Exits, alarms, and structural components meet local laws, which may be demonstrated through up-to-date certificates from proper local authorities.

Physical Restraint of Students

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

As a means of discipline or punishment;

- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or

- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of

physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs. Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;

- All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;

- There are no medical contraindications as documented by a licensed physician;

- There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;

- The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03 (1)(b), and such use has been approved in writing by the principal; and,

- The program has documented 603 CMR 46.03 (1)(b) 1 through 5 in advance of the use of prone restraint and maintains the documentation.

Nothing in 603 CMR 46.00 prohibits:

- The right of any individual to report to appropriate authorities a crime committed by a student or other individual;

- Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or

- The exercise of an individual's responsibilities as a mandated reporter pursuant to M.G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

Restraint Procedures and Training

The Superintendent shall develop and implement written restraint prevention and behavior support procedures consistent with 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention.

Each principal or director shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment.

Only public education program personnel who have received training pursuant to 603 CMR 46.04 (2) or 603 CMR 46.04 (3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements, use of force, and duration requirements set forth in 603 CMR 46.05. Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.04(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.

Reporting of Physical Restraint:

Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2).

The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review. The principal shall maintain an on-going record of all

reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

The principal shall make reasonable efforts to inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

The written report required by 603 CMR 46.06(2) and (3) shall include:

- The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).

- A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.

- A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.

- Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.

- Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

Administrative Oversight Responsibilities

- The Principal shall conduct weekly review of students with multiple uses of restraint.

- A review team is convened for repeated use, when applicable.

- The Principal shall conduct a monthly review of school-wide restraint data.

- Use of restraint is reported to DESE in the required format and frequency.

- In the event of restraint related injury, the program must report to DESE in writing within three days, according to the department's requirements.

- If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

All additional safeguards as determined by DESE in 46.07 must be adhered to and this policy and any associated procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Time Out, Seclusion, and Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

Time-Out Practices: Guidance on the Implementation of Regulatory Amendments to 603 CMR 46.00 and 603 CMR 18.00 – DESE February 2026

Prevention of Physical Restraint and Requirements If Used – DESE, amended June 24, 2025

SOURCE: MASC – Rewritten 2

E 2 c. Immunization of Students
(Voted 6/30/83, #83-325; 2/27/90, #90-62; 11/19/91, #91-419; 1/7/21, #21-4)

All students, whether at preschool, kindergarten, or through transfer from another school system, or foreign exchange students, will be required, prior to the student's first day of attendance and at least annually thereafter, to present a physician's certificate attesting to immunization against communicable diseases in accordance with the requirements of the Massachusetts Department of Public Health. Until these requirements are fulfilled, students will be excluded from school. The only exception to these requirements will be made on receipt of a written statement from a physician that immunization would not be medically indicated for the child, or by the child's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.
A homeless child without immunization records will be enrolled and permitted to attend school while the school assists in obtaining immunization records or the necessary vaccinations in accordance with the McKinney-Vento Act of 2001. Certificates and written exemptions must be received by a PSB school health administrator prior to any in person attendance by the student in school activities. Letters of exemption must be renewed annually.

E 2 d. Administration of Medications in Schools and Delegation of Administration of Prescription Medications: (11/10/11, #11-72; 3/26/26, #26-39)

The purpose of this policy is to provide minimum standards for the safe and proper administration of medications to students in the Public Schools of Brookline ("PSB"), consistent with G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, *et seq.*

I. MANAGEMENT AND APPLICATION OF THE MEDICATION ADMINISTRATION PROGRAM

This policy applies to the administration of all prescription medications, "over the counter" medications, investigational new drugs, and herbal, vitamin or holistic supplements or remedies (herein, collectively referred to as, "medications") by PSB personnel to students during school or during school sponsored day or overnight field trips, and to the self-administration of such medications, drugs and supplements or remedies by PSB students during school or at such school sponsored events.

The PSB Coordinator of School Health Services shall serve as the Medication Program Manager, managing and supervising the medication administration program in the PSB. The school nurse shall manage and supervise the medication administration program in each school [210 CMR 210.003(A)(1)].

II. POLICY FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

Medications will be administered to students at school only when such administration is determined by the Coordinator of School Health Services, after consultation with the school physician, to be medically necessary to permit a student to access his or her educational program.

A. Responsibility for Policy and Procedure Development and Approval

The Coordinator of School Health Services, in consultation with the school physician, shall develop and propose, for approval by the School Committee, policies and procedures for the administration of medication and self-administration of medication within the PSB. These policies and procedures shall be consistent with the provisions of G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, and shall be reviewed and revised as needed, but at least every two years [105 CMR 210.003(A)].

B. Documentation of the Administration of Prescription Medication

Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours. The medication administration record shall be maintained by the school nurse and shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization. [105 CMR 210.009]

C. Response to Medication Emergencies

Consistent with 105 CMR 210.005(F)(4), the school nurse shall develop procedures for responding to medication emergencies, including any reaction or condition related to medication administration, which poses an immediate threat to the health or well-being of the student. Such procedures shall include maintaining a list of persons, with their telephone numbers, to be contacted as appropriate, including, but not limited to, the student's parent/guardian, school nurse, licensed prescriber and other persons designated in the student's medication administration plan. Such persons may include other school personnel, the school physician, clinic or emergency room staff, ambulance services and the local poison control center.

D. Storage of Prescription Medications

Consistent with 105 CMR 210.003(A)(4), the coordinator of School Health Services shall develop procedures for the proper storage of medications at school.

E. Reporting and Documentation of Medication Errors

Consistent with 105 CMR 210.005(F)(5), the school nurse shall develop procedures and forms for documenting and reporting medication errors.

F. Self-Administration of Medication

Consistent with 105 CMR 210.006, students may self-administer medications at school, provided the requirements of 105 CMR 210.006 are met. The Coordinator of School Health Services shall develop procedures for the self-administration of medications at school.

G. Dissemination of Information to Parents/Guardians

An outline of the school's medication policies shall be made available to parents/guardians upon request. [105 CMR 210.003(A)(6)] Such outline shall be posted on the PSB website and shall be available in accessible format in each school clinic.

H. Dispute Resolution

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

In the event of a dispute concerning the administration of a medication, the disputing party shall make a written request for review of the dispute to the Coordinator of School Health Services, who will investigate the matter and, following consultation with the school nurse and the school physician (as defined in 105 CMR 210.002), issue a decision. The decision of the Coordinator of School Health Services shall be final.

III. POLICY REGARDING THE DELEGATION OF PRESCRIPTION MEDICATION ADMINISTRATION

A. Delegation and Supervision

During such time as the PSB continues to be registered with the Department of Public Health pursuant to the applicable provisions of 105 CMR 700.000 and is otherwise in compliance with the requirements of 105 CMR 210.000, the school nurse may delegate the administration of non-parenteral medications to students during regular school activities, including but not limited to school sponsored day or overnight field trips. The administration of parenteral medications may not be delegated or administered by training with the exception of epinephrine or injectable glucagon in an FDA pre-approved, pre-dosed autoinjector administered in accordance with 105CMR210.100.

These unlicensed school personnel must meet the requirements of 105 CMR 210.004, be trained and tested for competency in accordance with 105 CMR 210.100 and 210.007, be supervised by the school nurse and be listed on the student's medication administration plan developed in accordance with 105 CMR 210.005 and 210.007.

The school nurse may rescind the delegation of specific personnel at any time [210.005(G)(1)].

Neither prescription medication nor over-the-counter medications can be administered by delegation by unlicensed school personnel without student-specific medications from a licensed prescriber.

A school nurse shall be on duty while medications are being administered by designated unlicensed school personnel, and available telephonic or virtually should consultation be required.

B. Training of School Personnel

School personnel who are responsible for administering medications at school shall be trained in accordance with 105 CMR 210.007. At a minimum, the training shall include content standards and a test of competency developed and approved by the Department of Public Health in consultation with the Board of Registration in Nursing and practicing school nurses.

An updated list of school personnel who have been trained in the administration of medications shall be maintained by each school nurse and shall be made available to parents/caregivers upon request.

The school nurse shall document training and evidence of competency of unlicensed personnel designated to assume responsibility for medication administration.

C. Decision-Making Authority

The school nurse, in consultation with the Coordinator of School Health Services and the school physician, shall have final decision-making authority with respect to delegating the administration of medications to PSB personnel in each school.

D. Responsibility and Compliance

All PSB health personnel are responsible for understanding their responsibility and obligations under this policy.

Refs: G.L. c. 94C, s. 7(g); 71, s. 54B; 105 CMR 210.000

DPH Registration Date:

Reviewed by School Physician:

Approved by Coordinator of School Health Services:

Approved by School Committee: 3/26/26

PROCEDURES FOR THE ADMINISTRATION AND SELF-ADMINISTRATION OF MEDICATIONS AT SCHOOL

The Coordinator of School Health Services, in consultation with the school physician, has developed and proposed, for approval by the School Committee, the following procedures for the administration of medications in the Public Schools of Brookline ("PSB"). These procedures are intended to be and shall be construed as consistent with the provisions of G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, and shall be reviewed and revised as needed but at least every two years [105 CMR 210.003(A)].

A. Introduction

Medications will be administered to students only when such administration is determined to be medically necessary to permit a student to access his/her educational program. Daily medications shall be given at home whenever possible. In extenuating circumstances only, and with approval by the school nurse, a daily medication may be given at school.

B. Medication Orders

1. Prior to administering medication to a student, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse from the licensed prescriber. A verbal order must be followed up with a written order within three (3) school days. A faxed order must be sent directly from the licensed prescriber's office to the nurse. When possible, the medication order shall be obtained, and the medication administration plan shall be developed, before the student enters or re-enters school.

2. Medication orders from a licensed prescriber shall contain (a) the student's name; (b) the name and signature of the licensed prescriber and his/her business and emergency phone numbers; (c) the name, route and dosage of medication; (d) the frequency and time of medication administration; (e) the date of the order and discontinuation date; (f) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential; and (g) specific directions for administration and (h) potential side effects.

3. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate: (a) any other medications being taken by the student; (b) the date of the next scheduled visit, if applicable.

C. Special Medication Situations

1. For short-term medications, i.e., those requiring administration for ten school days or fewer, a pharmacy-labeled container may be used in lieu of a licensed

prescriber's order; however, if the school nurse has a question, they may request a licensed prescriber's order.

2. For over-the-counter medications, i.e., nonprescription medications, the school nurse shall follow the Board of Registration in Nursing's Advisory Ruling 92-05: Medication Administration of Over-the-Counter Drugs, which shall include, at a minimum, (a) a written order by a licensed prescriber; (b) written consent of the parent or caregiver and (c) a pharmacy-labeled container for dispensing.

3. For medications administered under a standing order, the school nurse shall follow the Board of Registration in Nursing's Advisory Ruling 9324: Verifying, Transcribing and Implementing Medication Orders.

4. Investigational New Drugs may be administered at school with (a) a written order by a licensed prescriber; (b) written consent of the parent or caregiver; and (c) a pharmacy-labeled container for dispensing. If the school nurse has a question, they may seek consultation and/or approval from the school physician to administer the drug in the school setting.

5. Herbal, vitamin, or holistic supplements and remedies will not be administered at school unless they are listed in the Physician's Desk Reference for Nutritional Supplements and the school nurse has received (a) a written order by a licensed prescriber stating that the administration at school of such supplement/remedy is medically necessary to permit the student to attend school or to access the curriculum; (b) written consent of the parent or guardian; and (c) a pharmacy-labeled or sealed manufacturer's labeled container for dispensing.

D. Parent/Caregiver Consent

Prior to administering medication to a student, the school nurse shall ensure that written authorization has been received from the parent/caregiver, which contains: (a) the parent or caregiver's printed name, signature and a home and emergency phone number; (b) a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, caregiver or student that such medication not be documented; (c) approval to have the school nurse or school personnel designated by the school nurse administer the medication; (d) persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

E. Medication Administration Plan

1. The school nurse, in collaboration with the parent/caregiver whenever possible, shall establish a medication administration plan for each student receiving medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and their preferences respected to the maximum extent possible.

2. Prior to initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan, which shall include: (a) the name of the student; (b) a medication order from a licensed prescriber

that meets the requirements of Section C (1)(a); (c) signed authorization of the parent or caregiver that meets the requirements of Section C(2), including telephone number and emergency telephone numbers; (d) any known allergies to food or medications; (e) the diagnosis, unless a violation of confidentiality or the parent, caregiver or student requests that it not be documented; (f) any possible side effects, adverse reactions or contraindications; (g) the quantity of medication to be received by the school from the parent or guardian; (h) the required storage conditions; (i) the duration of the prescription; (j) the designation of unlicensed school personnel, if any, who will administer medication to a student in the absence of the nurse, and plans for back up if the designated personnel are unavailable; (k) plans, if any, for teaching self-administration of the medication; (l) with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication; (m) when appropriate, the location where the administration of the medication will take place; (n) a plan for monitoring the effects of the medication; and (o) the school nurse has final decision-making authority for the provision of medication administration in the case of field trips and other short-term special school events, which may include nursing staffing, delegation of medication administration or a combination of nursing staffing and delegation of medication administration.

The school nurse may delegate medication administration to other PSB personnel in accordance with PSB policy and 105 CMR 210. Written consent from the parent or guardian for the individual who will administer the medication shall be obtained.

F. Procedures for Administration of Medications at Schools

The Coordinator of School Health Services and each school nurse shall ensure that each school has the following procedures and systems in place that comply with the PSB Policy for the Administration of Medications at School and 105 CMR 210.000, et seq.:

1. Procedures to ensure the positive identification of students receiving medications at school;
2. A system for appropriate documentation and record keeping;
3. A system for documenting observations by the nurse or school personnel and communicating significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent/guardian and/or licensed prescriber;
4. Procedures for the receipt and safe storage of prescription medications;
5. Access to a current pharmaceutical reference by the school nurse, such as the Physician's Desk Reference (PDR);
6. Procedures for responding to medication emergencies in compliance with 105 CMR 210.005(F)(4); and
7. Procedures for documenting and reporting medication errors in compliance with 105 CMR 210.005(F)(5). The procedures shall specify persons to be notified in addition to the parent/guardian and nurse, including the licensed prescriber or school physician if there is a question

of potential harm to the student. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication (a) within appropriate time frames; (b) in the correct dosage; (c) in accordance with accepted practice; or (d) to the correct student. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

8. Responsibilities and Procedures for supervision of unlicensed school personnel:

Any unlicensed school personnel administering medication must be properly trained and supervised by a school nurse. Training shall be provided under the direction of the school nurse and the Coordinator of School Health Services.

At a minimum the training program shall include content standards and a test of competency developed and approved by the Department of Public Health in consultation with the Board of Registration in Nursing and practicing school nurses

The school nurse shall document the training and evidence of competency of unlicensed personnel designated for medication administration

The first time that an unlicensed school personnel administers medication, the delegating school nurse shall provide supervision at the work site. In extenuating circumstances, as determined by the school nurse, the skills competency for p.r.n. emergency rescue medications administered through inhalation or through the mucous membranes of the nose, digestive tract, or lungs (such as inhalers and nasal preparations of glucagon and diazepam) or, in the case of injectable glucagon, an FDA-approved, pre-dosed autoinjector, may be demonstrated without administration of the medication to the student. When a p.r.n. emergency rescue medication is administered, the medication plan shall address notification of the local emergency medical services system, followed by notification of the student's caregiver. (5) The degree of supervision required for each student shall be determined by the school nurse

The school nurse shall provide a training review and informational update at least annually for those unlicensed school personnel authorized to administer medication

G. Procedures for Self-Administration of Medications at Schools

Self-administration of a medication means that a student is able to consume or apply a medication in the manner directed by the licensed prescriber, without additional assistance or direction. A school nurse may permit self-administration of a medication by a student provided the following requirements are met:

(1) the student, school nurse, and parent/caregiver, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered, which may include the conditions under which a student may self-carry

medication or whether the medication being self-administered is being taken or applied by the student themselves or with an FDA approved medical device; and the school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication;

(2) the student's health status and abilities have been evaluated by the school nurse, the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, as necessary, the school nurse observes initial self-administration of the medication, and the nurse deems self-administration safe and appropriate

(3) there is written authorization from the student's parent/caregiver that the student may self-medicate, unless the student has consented to treatment under M.G.L. c. 1l2, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;

(4) if requested by the school nurse, the licensed prescriber provides a written order for self-administration;

(5) the student follows a procedure for documentation of self-administration of medication;

(6) the school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/caregiver, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, such policy shall include, whenever possible, provision of a backup supply of the medication which shall be kept in the school clinic or other, readily available location;

(7) consistent with 105 CMR 210.006(B)(9), the school nurse develops and implements a plan to monitor the student's self-administration, based on the student's abilities and health status; and

(8) with parent/caregiver and student permission, as appropriate, the school nurse informs appropriate teachers and administrators that the student is self-administering a medication.

H. Documentation and Record-Keeping

Each school shall maintain a medication administration record for each student who receives medication at school. Such records shall include a daily log and a medication administration plan, including the medication order and parent/caregiver authorization. The medication administration plan shall include the information as described in 105 CMR 210.005(E).

The daily log shall contain: (a) the dose or amount of medication administered; (b) the date and time of administration or omission or administration, including the reason for omission; and (c) a mechanism for identifying the person administering each dose.

The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

All documentation shall be recorded in a manner that prevents alteration or destruction of the record.

With the consent of the parent, caregiver, or student where appropriate, the completed medication administration record and records related to self-administration of medication shall be filed in the student's cumulative health record. When the parent/caregiver or student, where appropriate, objects, these records shall be regarded as confidential medical information and shall be kept confidential to the extent permitted by law, except as provided in 105 CMR 210.000

Medication Errors, as defined in 105 CMR 210.005 shall be documented by the school nurse using the PSB accident report form and noted in the student's health record. The school nurse will comply with the Department of Public Health's reporting requirements for medication administration in the schools.

I. Response to Medication Emergencies

The response to medication emergencies shall be consistent with the PSB's policy for handling all health emergencies and shall include, at a minimum, maintaining a list of persons, in addition to the parent/guardian, school nurse, licensed prescriber and other persons designated in the medication administration plan, to be contacted as appropriate, with their telephone numbers. Such persons may include other school personnel, the school physician, clinic or emergency room staff, ambulance staff and the local poison control center.

J. Administration of Epinephrine to Individuals Experiencing Life-Threatening Allergic Reactions

During such time as the PSB is registered with the Department of Public Health for such purpose and appropriate approval of the School Committee has been provided pursuant to 105 CMR 210.100, the school nurse may train unlicensed PSB personnel to administer any available, FDA-approved pre-dosed form of epinephrine to students in life threatening situations during regular school activities when a nurse is not immediately available, including during field trips. In consultation with the school physician, the medication program manager oversees and has final decision-making authority about the epinephrine program, in accordance with 105 CMR 210.100.

The school nurse shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of 105 CMR 210.004(B)(2).

The school personnel authorized to administer epinephrine by any available, FDA-approved pre-dosed form of epinephrine shall be trained and tested for competency by the Coordinator of School Health Services or the school nurse in accordance with standards and curriculum established by the Department of Public Health. The Coordinator of School Health Services or school nurse shall document the training and

testing of competency of school personnel authorized to administer epinephrine. A training review and informational update shall be provided twice a year by the school nurse or the Coordinator of School Health Services, school nurse, or a designee.

The training shall include, at a minimum: (a) procedures for risk reduction; (b) recognition of the symptoms of a severe allergic reaction; (c) the importance of following the medication administration plan; (d) proper use of the administration device auto-injector; (e) requirements for proper storage and security; (f) notification of appropriate persons following administration; and (g) record keeping.

The school shall maintain and make available, upon request by parents or staff, a list of those unlicensed school personnel authorized and trained to administer epinephrine by auto injector in an emergency when the school nurse is not immediately available.

Epinephrine shall be administered only in accordance with an individualized medication administration plan satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009(A)(6), which shall be updated annually, and which shall include: (a) diagnosis by a licensed prescriber that the child is at risk of a life threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine; (b) written authorization by a parent or caregiver; © phone number for the parent(s) or caregivers(s), as well as the names(s) and phone number(s) of any other person(s) to be notified if the parent(s) or guardian(s) are unavailable; (d) identification of places where the epinephrine is to be stored, following consideration of (i) the need for storage at one or more places where the student may be most at risk and in such a manner as to allow rapid access by authorized persons including possession by the student when appropriate; and (ii) in a place accessible only to authorized persons that is secure but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse; (e) a plan for comprehensive risk reduction for the student, including preventing exposure to specific allergens; and (f) an assessment of the student's readiness for self-administration and training, as appropriate.

When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (E-911), followed by notification of the student's parent(s)/caregiver/guardian(s) or, if the parent(s)/caregiver/guardian(s) are not available, another designated person(s). If the epinephrine is administered by unlicensed school personnel, the school nurse, and other individuals as warranted and deemed appropriate by the school nurse must also be notified, the school nurse, the student's physician, and the school physician, to the extent possible. Because of the danger of biphasic reactions, the student should be transported by trained emergency medical personnel to the nearest emergency medical facility.

Following the administration of epinephrine to a student, the school nurse shall review the incident with the Coordinator of School Health services and the school physician, if appropriate, to determine the adequacy of the response and to consider ways of reducing future risks for the particular student and the student body in general;

The school nurse shall also develop procedures for (a) the proper disposal of used epinephrine injectors; (b) submitting a written report to the Department of Public Health each time epinephrine is administered on a form obtained from the Department; and (c) permitting access to the Department of Public Health to records related to the administration of epinephrine in compliance with 105 CMR 210.100.

K. Proper Storage of Medications

(1) A parent/caregiver/guardian or parent/caregiver/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students (if required by the self-administration agreement) to the school nurse or other responsible person designated by the school nurse.

(2) The medication must be delivered and stored in their original pharmacy or manufacturer labeled container specific to that medication in such a manner as to render them safe and effective.

(3) The school nurse or other responsible person receiving the medication shall document the quantity of the medication that is delivered. No more than a 30-day supply of medication for a student shall be stored at school, with the exception of multidose devices, which may contain more than a 30-day supply.

(4) In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons, provided that the nurse is notified in advance by the parent or caregiver of the arrangement and of the quantity of medication being delivered to the school.

(5) With the exception of emergency medications, which shall be kept in a secure but unlocked cabinet during the school day, all prescription medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

(6) Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.

(7) Parents or guardians may retrieve medications from the school at any time by making arrangements to do so with the school nurse.

(8) Where possible, all unused, discontinued or outdated medications shall be returned to the parent/guardian and the return shall be appropriately documented. Medications may be destroyed in accordance with any applicable policies of the DPH by the school nurse if they are not picked up by the parent/guardian within ten school days of the termination of the medication order, the medication's expiration date, or transfer of the child to another district.

Refs: G.L. c. 94C, s. 7(g); 71, s. 54B; 105 CMR 210.000

Reviewed by School Physician:

Approved by Coordinator of School Health Services:

Approved by School Committee: 3/26/26

E 2 d.1 Naloxone (also known as Narcan) Use in the Public Schools of Brookline
Purpose
(New Policy Voted 12/1/16, #16-17)

To recognize and respond to a potential life-threatening opioid overdose, the Public Schools of Brookline shall maintain a system-wide plan for addressing potential life-threatening opioid overdose reactions. The Coordinator of School Health Services shall be responsible for the development and implementation of the Naloxone administration program in the school setting in accordance with Massachusetts Department of Public Health (MDPH) regulations and published directives. The school physician shall provide oversight to monitor the program and ensure quality improvement and quality control. The system-wide plan shall include, at a minimum, consistent with the law, the following:

1. Stocking of Naloxone. The Public Schools of Brookline is authorized to stock Nasal Naloxone for purposes consistent with this policy.

2. Standing orders for Naloxone. The standing order for Nasal Naloxone issued by the school physician authorizes the school nurse to administer nasal Naloxone in the setting of a suspected opioid overdose.

3. Training of nursing staff. All nursing staff and other staff as determined by the Superintendent, shall be trained and authorized as required by MDPH regulations and directives.

4. Integration of opioid overdose-related emergencies into Building based general Medical Emergency Response Plans.

5. Coordination of emergency-related opioid overdose with local emergency response services.

6. On an annual basis, the Coordinator of Student Health Services shall provide a report on the usage of Naloxone to the Superintendent.

Refs: MA General Laws, Chapter 71, Section 96

E 2 e. Communicable Diseases: (Revised Policy)
MGL Ch. 71, S.55 provides in relevant part that any child who might expose others to a disease dangerous to the public health shall not attend any public school. The Public Schools of Brookline (PSB) may require physician certification relating to this. A physician's note may be required. If there is disagreement, the School Physician's consultation will be sought.

Subject to E2c.1, paragraph 1 below, all cases of established or suspected communicable diseases, with the exception of HIV/AIDS, must be reported immediately to the principal and nurse in order that preventive measures may be taken as necessary. Parents of other children will be notified if indicated.

PSB's Administration, in collaboration with the Brookline Health Department, will create detailed procedures regarding the handling of all communicable disease issues.

E 2 e. 1. School Attendance Policy for Students with HIV/AIDS:
Consistent with the policy and Mass Department of Public Health guidelines (originally promulgated in 1985, revised in 1991 and 1993), the PSB adopts the following policy on School Attendance by children diagnosed with HIV/AIDS:

School Attendance
Students with AIDS or HIV infection (from here on, called HIV/AIDS) pose no known risk of transmission of HIV infection through the kind of casual contact that typically occurs in a school setting. Updated policies (1991, 1993; MDPH, CDC) state that students with HIV/AIDS have the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV/AIDS infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity, except on rare occasions as specified in the procedures related to this policy.

Alternate Education Plan
Children diagnosed with HIV/AIDS who are unable to attend school, in the same manner as other students with severe medical problems, shall have an appropriate alternative education plan.

Attendance by Siblings
Siblings of children diagnosed as having HIV/AIDS shall attend school without any restrictions.

Staff Training
School nurses, or other appropriate staff, will, at the beginning of each academic year, provide training about Standard Precautions to all staff with student contact. The details of this training will be included in the Administrative Procedures.

Disclosure and Confidentiality

No one, except the student and/or the student's parent(s) or guardian(s), necessarily need to know of a student's AIDS diagnosis or HIV infection. Families are not obligated to disclose this information. As with any medical information, the diagnosis of AIDS is confidential. Since individuals with AIDS or HIV infection typically pose no public health threat to others by their presence in the school, their medical information must be treated confidentially.

The privacy of students with HIV or AIDS is protected under the general state privacy law (M.G.L. c. 214, s. 1B), which protects against unwarranted invasion of privacy. In addition (M.G.L. c. 111, s. 70F) prohibits health care providers and facilities, including school-based clinics, from disclosing HIV test results, or the fact that a test has been performed, without a specific, informed, written consent of that person or the responsible parent or guardian. If a health care provider or facility discloses a student's HIV anti-body test result without specific, informed, written consent, that provider or facility violates state law (M.G.L. c. 111, s. 70F).

Reasons to Disclose

There are several medical reasons that a student and/or his or her parent/guardian may wish to disclose the diagnosis to the school nurse or school physician, even though they are not obligated to do so. These reasons, along with recommended disclosure protocols, shall be included in the procedures related to this policy.

Privacy of Records

Licensed physicians, nurses, social workers, and psychologists (according to FERPA, M.G.L. c. 111, s. 70F as well as c.112, s.135A and c.112, s.129A) have a duty to protect HIV/AIDS -related and other private information. Therefore, patient health-care records maintained by schools are considered education records and are thus subject to the Family Education Rights and Privacy Act (FERPA) rules, and not the privacy portions of Health Information Portability and Accountability Act of 1996 (HIPAA). Confidential HIV/AIDS information will be kept in a separate locked file. When a school wants or needs health information from outside health-care providers, schools will need to adhere to the disclosure requirements of the outside health-care providers, which are HIPAA-governed, to gain access to the information.

Schools and HIV/AIDS Prevention Education

Education about HIV/AIDS may be most appropriate when carried out within a more comprehensive school health education program and should be developmentally appropriate. The School Administration will include such information as part of its health education curriculum.

Originally approved: 11/21/85, #85-481; 2/26/91, # 91-54
Accepted under 1st Reading 6/22/06, #06-75
Revision approved by the Brookline School Committee: 9/14/06, #06-83

E 2 f. Reporting Suspected Child Abuse or Neglect: *(*Voted 1980; 1987; 10/27/92, #92-441; 2/14/13, #13-11)

Pursuant to M.G.L. c. 119, s. 51A, any Public Schools of Brookline employee ("Mandated Reporter") who, in his or her professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from (1) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (2) neglect, including malnutrition; (3) physical dependence upon an addictive drug at birth, shall immediately report such suspected abuse or neglect to the Department of Children and Families ("DCF") orally and, within 48 hours, file a written report with the DCF detailing the suspected abuse or neglect; or (4) being a sexually exploited child; or being a human trafficking victim as defined by G.L. c. 233, s. 20M.

Such Mandated Reporters may instead notify the Principal or Head of school or his/her designee, who shall become responsible for notifying the DCF in this manner.

The Superintendent or his/her designee shall develop procedures for reporting suspected child abuse and neglect that are consistent with G.L. c. 119, s. 51A, for informing teachers, administrators and other professional staff of the mandated reporting requirements, and for providing appropriate staff with training in recognizing and reporting suspected child abuse or neglect.

Refs: G.L. c. 119, s. 51A
G.L. c. 71, s. 37L

E 2 g. Service Animals in Schools (Voted June 16, 2011, #11-49)

The School Committee recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school related activities.

I. Definition

Service animal: For the purpose of this policy, "service animal" shall mean any dog that is individually trained to do disability related work or tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal may also include a miniature horse, if the horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute disability related work or tasks under this Policy. (Section 35.104)

II. Permitted Access

Use of a service animal by a qualified student or employee with a disability will be allowed in school and at school related activities when it is determined that such use is required because of the student or employee's disability; and when it is readily apparent that the animal is trained to do work or perform tasks for such student or employee. (Section 35.136(f)) Use of service animals in schools and at school related activities by other individuals, such as parents/guardians, visitors, and independent contractors, shall be consistent with the provisions of the Americans with Disabilities Act ("ADA").

III. Procedures

The parent/guardian of a student who seeks to bring a service animal to school, or an employee who seeks to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 Building Coordinator and the Assistant Superintendent for Student Services, will determine whether or not to permit the service animal in school. In the case of a student or employee who attends or works at more than one school, the written request shall be made to the building principal of one school, and the building principal's determination shall apply to all such schools. Other building principals will be so notified by the Superintendent or his/her designee.

Before a service animal shall be permitted in school or on school property, the student's parent/guardian or the employee seeking such permission must provide the building principal with:

A. A description of the work or tasks the service animal is expected to perform in assisting the person with a disability; and

B. Current certification from a veterinarian that the service animal is in good health and has received appropriate vaccination against rabies.

IV. Exclusion

The building principal may remove or exclude a service animal from the school or school property if:

A. The presence of the service animal poses a direct and immediate threat to the health and safety of others;

B. The service animal is out of control and the student, employee or handler does not take effective action to control the animal;

C. The service animal is not housebroken.

If a service animal is properly excluded under this section, qualified students and employees with disabilities shall be given the opportunity to participate in the services, programs, or activities of the PSB without having the service animal on the premises. (Section 35.136(c))

V. Appeals

If a decision is made to remove or exclude a service animal, that decision may be appealed to the Superintendent.

Legal References:

42 U.S.C. § 12101 et seq.
28 C.F.R. Part 35

3. Buildings and Grounds

a. School Safety and Security: (Voted 6/30/83, #83-325; 9/10/98, #98-81)

The Brookline School Committee recognizes that safety is everyone's proper concern, and when home, school, and community cooperate by instruction and example, accidents are reduced. It shall be the policy of the Brookline School Committee to guard against accidents 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.

To carry out this policy, the principal or head of school shall develop the appropriate rules and regulations in accordance with State and local ordinances. With regard to community and/or after school hours use of buildings, users will comply with this policy.

E 3 a. 1. Exterior Surveillance Cameras: (Voted 6/12/25, #25-101)

The Public Schools of Brookline seeks to promote school safety and a secure educational environment. Balancing individuals' privacy rights with the district's duty to ensure safety, the district reserves the right to use surveillance cameras, when necessary, in outdoor areas of school grounds and facilities.

Purpose of Surveillance Cameras

Surveillance cameras will be used to assist in:

- Ensuring the safety of students and staff.
- Locating missing students.
- Deterring illegal activity and incidents that threaten the health, safety, or welfare of members of the school community.
- Preventing vandalism and property damage.
- Monitoring suspicious activity.
- Coordinating emergency responses.

Implementation

- Cameras will only be placed in outdoor areas of school property where there is no reasonable expectation of privacy. This also can include areas adjacent to the schools that are on a public way that are regularly traversed in the course of a school day by students and staff.
- Cameras will not be monitored continuously but footage will be reviewed as needed. Normally, recordings should be reviewed only in response to specific incidents involving suspected violations of law, or incidents that threatened the health, safety, or welfare of members of the school community. However, in an active situation presenting a clear and present danger to the campus, the system could be used to monitor events in real time.
- Cameras will not record audio.
- Facial recognition, automatic tracking, and other surveillance technologies will not be used without the express consent of the Brookline School Committee.
- 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, including those related to privacy.

E 3 b. Buildings and Grounds Management: (Voted 2/28/84, #84-69)
In order to protect, operate, and improve the buildings under their control, the Brookline School Committee directs staff to develop and implement regulations for managing the use of buildings, and to coordinate grounds care with the Park Department. This shall include Building and Grounds Security, Maintenance, Custodial Services, Traffic and Parking Controls, Records and Reports.

E 3 c. Pesticide Policy (Voted 2/17/22, #22-9; 4/7/22, #22-24)
It is the policy of the Brookline School Committee to promote the health and safety of our school communities by minimizing the use of toxic pesticides to the greatest extent practicable and to manage pests in and around schools in a manner that protects human health, maintains the integrity of school buildings and grounds, and preserves the environment. The Public Schools of Brookline (PSB) are committed to the sustainable management of pests through the use of sound Integrated Pest Management (IPM), or its equivalent, that focuses on eliminating pest access to food, water and shelter in and around our schools. In addition, PSB is committed to complying with the Massachusetts Children's and Families Protection Act as a minimum standard that this policy exceeds.

Integrated pest management is a comprehensive process that utilizes information about plants, pests and the environment to plan and implement management tactics in overall strategies to keep pests below levels that cause damage. For the PSB, integrated pest management specifically involves cooperative regular monitoring of plant material and pest levels, and prohibiting toxic pesticides, including glyphosate and 2,4-D, unless as a last resort in emergency situations only when other means of control are ineffective, or economically unfeasible.

Proper grounds management techniques reduce stress and encourage good health in plants. These include proper planning and cultural practices, such as watering, fertilizing, mowing, core aeration, pruning and mulching. It is important that these practices be done at proper times and intervals.

A pesticide is a substance or mixture of substances intended to prevent, destroy, repel, or mitigate pests or used as a plant growth regulator. This includes insecticides used against insects, herbicides used against weedy or other plants, fungicides used against fungi, and antibiotics or bactericides used against bacteria.

Pesticides may be used when:

1. Students or employees are experiencing significant discomfort or unsafe conditions; and the use of toxic pesticides is essential to mitigation.

2. Damage is occurring to a tree, shrub, plant, grounds or facilities; and cultural and biological methods have been used unsuccessfully, or to a great degree of certainty would likely be unsuccessful if deployed.

3. Population dynamics of pests indicate that significant increases in pest problems are inevitable and only toxic pesticide use presents as a viable option to decrease the pest population.

The district's grounds maintenance contractor/staff/partner(s) must:

1. Institute or maintain a grounds management program which encourages healthy plants. This will include proper timing and scheduling of watering, fertilizing, mowing, core aeration, pruning, and mulching (to minimize stress of plants thus reducing susceptibility to insects, disease and weeds).

2. Evaluate grounds management practices and pest control procedures on an ongoing basis. Revise practices as needed to gain from past experiences and new techniques.

When it is necessary that pesticides be applied, the contractor/staff/partner(s) must:

1. Keep records regarding the application, as required by Massachusetts law.

2. Use the least toxic "minimum risk" and effective pest control measures when economically feasible. The U.S. Environmental Protection Agency maintains a list of pesticide ingredients considered "minimum risk."

3. Apply pesticides when the impacted wing of a school is not in session.

4. Post notification signs in accordance with Massachusetts law.

5. Notify building administrators at least 48 hours in advance, unless the situation necessitates immediate application, in which case the Superintendent or designee must provide prior authorization.

6. Receive emergency waiver approval from the Brookline Director of Public Health when applicable.

For pesticide restrictions related to food consumption, please refer to the Wellness Policy on A18.

E 3 d. Buildings and Grounds Security: (Voted 1/17/77, #77-25; 2/28/84, #84-69)
In order to ensure the protection of school buildings and grounds, the School Committee authorizes the Superintendent of Schools or his/her designee (the Assistant Superintendent for Administration and Finance, the Head of School, Principals of the elementary schools, Director of School Plant) to act under the following rules and regulations for use of areas under the jurisdiction of the Brookline School Committee.

Section 1
No person shall injure, mutilate, or destroy any property or equipment, real or personal, belonging to the Town of Brookline under the jurisdiction of the School Committee.

Section 2
No person shall park or operate a motor vehicle on property under the jurisdiction of the School Committee, except while attending functions at, or doing business in, the adjoining school building; such parking shall be only at designated locations and not

in conflict with faculty or school personnel parking and not in violation of Article 18 Sec. 26 of the Town By-Laws. There shall be no overnight parking of vehicles on any School Committee property, except for vehicles under the direct control of the School Committee, or by special permit issued by the Superintendent of Schools or his designee. Violation of any of the aforesaid rules and regulations is punishable under the provisions of the General Laws, Ch. 45, Sec. 24; Ch. 90 Sec. 20C; and Article 18, Sec. 26 of the Town By-laws. In addition, any vehicle found in violation of this section or Section 3 may be towed, in accordance with the town regulations of the Brookline Traffic Rules and Regulations, Article 5A.

Section 3
No person shall refuse or neglect to obey any rule, posted by sign, concerning the use of any area under the jurisdiction of the School Committee, nor shall they refuse or neglect to obey any reasonable direction of a police officer or School Committee employee during the time they are on School Committee property.

Section 4
No person shall remain upon school property during the periods when school is not in session, except for periods approved by the School Committee or its designee.

Section 5
No person or persons shall congregate in doorways or recess areas of school buildings for purposes of loitering or any other activity not specifically authorized by the School Committee or its designee.

Section 6
No person shall, on property under the jurisdiction of the School Committee, canvass donations without written permission from the School Committee or its designee, utter any profane or abusive or indecent language, act in an obscene or indecent manner, or in any other manner disturb the peace, drink or be under the influence of or have possession of any intoxicating beverage or illegal drugs. No person shall have any instrument of gambling or play any game of chance on school property.

Section 7
No personal shall sell or offer for sale any merchandise of any description and without limiting the generality of the foregoing, any food or soft drinks on property under the jurisdiction of the School Committee, without a written permit from the School Committee or its designee.

Section 8
The Brookline Police Department is hereby authorized to enforce all the above rules and regulations.

E 3 e. Insurance Management: (Voted 2/28/84, #84-69)
The School Committee assigns responsibility for insurance management to the Assistant Superintendent for Administration and Finance, who shall have full authority for administering all insurance plans, except property insurance, for the Brookline Public Schools.

The property of the Brookline Public Schools is insured under policies budgeted for and held by the Town. Although final approval in insurance decisions rests with the Board of Selectmen, the Assistant Superintendent for Administration and Finance shall monitor and provide advice with regard to these town held policies.

Other insurance matters under the jurisdiction of the School Committee are dealt with under appropriate headings elsewhere in this manual, for example, employee insurance plans and student insurance plans.

E 3 f. Buildings and Grounds Maintenance: (Voted 2/28/94, #84-69)
The School Committee will comply with appropriate state, federal, and local fire and health codes. The Assistant Superintendent for Administration and Finance, assisted by the Director of Public Buildings, and in cooperation with the school building principals, shall annually prepare a list of repair and modernization items for approval by the School Committee in its budget.

School Committee approved projects, both budgeted annual repair and modernization items and emergency items, will be carried out by the Director of Public Buildings, under the supervision of the Building Commissioner. Every attempt will be made to complete repairs on a timely basis with the least possible interruption to students, instructional staff, and educational programs. Grounds maintenance is carried out by the Department of Public Works, after consultation with the Assistant Superintendent of Administration and Finance.

E 3 g. Buildings and Grounds Inspection: Fire Prevention: (Voted 6/30/83, 83-325)
The School Committee will comply with appropriate state, federal, and local fire and health codes. School buildings shall be in full compliance with current state codes. Annually, the Director of Public Buildings shall visit each school and, with the school principal, prepare a list of any safety hazards, needed repairs and improvements and a list of corrective recommendations for Buildings and Grounds which shall be presented to the School Committee prior to the preparation of the budget for the next fiscal year. The school principal/head of school shall conduct a monthly fire prevention inspection of the school building to ensure compliance with the regulations.

FIRE PREVENTION RULES AND REGULATIONS
(Voted 6/30/83, #83-325)

The Principals and Director of Public Buildings shall be responsible for the interpretation and enforcement of the following rules and regulations related to fire prevention. Teachers and custodians shall direct any questions relative to these rules to the building principals.

1. Paper of all types and other combustible materials to be removed from all walls and in all corridors and stairwells, except on bulletin boards in specified areas, to help prevent possible rapid spread of fire. Paper of all types and other combustible materials to be removed from all doors uses as egress from a room and doors connecting classrooms; this is to include an area of at least two feet around such door openings. Paper and other combustible material suspended from wires across rooms and from all light fixtures shall be prohibited. The minimum amount of papers on classrooms walls, as may be necessary to encourage students' progress, shall be allowed. This may be determined by teachers, keeping in mind the purpose of this regulation. Papers on display shall be secured on all four corners.

2. Cardboard known as "tri-wall" may be used in classrooms on a limited basis, provided it has been coated with a fire-retardant paint meeting Undewriters Laboratories Fire Tests and government pain specifications, or provided it has been purchased treated with fire-retardant material. Location and use of cardboard and like material should be so as to minimize obstructions and combustibility.

3. All overstuffed furniture and similar material such as cushions, pillows and mattresses shall be prohibited unless approved by the Fire Department and/or Director of Public Buildings. All new material of this type will comply with Fire Department regulations. Existing furnishings shall be treated with fire-retardant materials where Fire Department deems applicable.

4. Rugs may be used in classrooms provided a certificate has been presented to and approved by the Head of the Fire Department as to the flammability rating of same. Locations of rungs shall be such that they are out of the path of travel to all exit doors. They are to be bound at edges to prevent fraying and minimize the possibility of children tripping in the event of emergency evacuation.

5. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure in the event of a fire or other emergency. Therefore, all chairs, desks, and furniture shall be kept out of same to provide this continuous and unobstructed way of exit travel. All doors to adjoining classrooms are to be kept free of obstruction to travel. All furniture in classrooms is to be kept away from all exit doors. All smoke screen doors are to be kept closed and not wedged in an open position.

6. Aisles in auditoriums shall be kept clear at all times, and tables used for movies and lighting, etc. should never be placed in aisles, if possible. When curtains, drops, or scenery are used in auditoriums, they shall be flame-proofed and a certificate presented to the Brookline Fire Department for final approval. Particular attention should be given to outside groups bringing in equipment for use in our halls such as evergreens, cornstalks, straw, etc. which are strictly prohibited in public buildings.

7. Where extra lighting is to be used, such as spotlights, footlights, and floodlights, same must be approved by the Director of Public Buildings, prior to date of use. Extension cords when used shall be approved by Fire Department and/or Director of

Public Buildings. Extension cords used in conjunction with projectors or other appliances shall be removed immediately after use. No hot plates or other appliances used for cooking or heating shall be allowed except in such instances as approved by Fire Department and Director of Public Buildings in writing. Approved hot plates used for instructional purposes shall be procured from and returned to Principal or his/her designee on a daily basis. School owned equipment used in Unified Arts and Science Department areas which have been approved are not included in the above.

8. The storage of flammables should be in a locked metal cabinet suitably vented and, if the amount being stored warrants, a locked storage vault should be provided. The storage facility must be under the control of a competent school official, and only authorized personnel are to be allowed access. Faculty members should not allow students to fuel individual devices nor to transport any flammable materials from one location to another. All school personnel should be thoroughly instructed as to the hazard involved in a particular flammable liquid. No fuel container should be allowed to remain in any classroom, but must be returned immediately to the permanent storage facility. Duplicating machines shall not be kept, used, or stored in any stairwell, hall, or corridor of any school. They shall be kept locked in a ventilated room at the end of each day. Permits shall be obtained for use and storage of all flammable liquids from the Head of the Fire Department. Vent flues should never be obstructed or used as storage areas for any furniture or other materials. Containers shall be provided for the collection of rubbish in all schools. There shall be no barrels or rubbish containers or other combustible materials left or stored in any corridor or under any stairwell, or under any stairs of a school. Boiler room doors shall be closed at all times. Unnecessary materials, especially combustibles, shall be removed from all boiler rooms. Custodian rooms, storage areas, work closets shall be kept clear of all unnecessary combustibles. Work closets shall be kept locked at all times.

E 3 h. School Damage Reward: (Voted 5/19/69, #69-192; 2/28/84, #84-69)
As authorized by MGL Ch. 276, S. 10, the Brookline School Committee offers a reward of $250.00, payable from funds in the School Committee's budget, to any person who furnishes information leading the apprehension and conviction of anyone who makes a bomb threat to a school, sets fire to a school, breaks and enters a school.

E 3 i. Custodial Services: (Voted 2/28/84, #84-69)
The Assistant Superintendent for Administration and Finance is responsible for the management of custodial services. Regulations governing the hours, wages, and working conditions of building service employees are contained within the contract between the School Committee and the Building Service Employees (AFSCME Council 93, AFL-CIO).

E 3 j. Traffic and Parking Controls: (Voted 1/19/76, #76-5; 2/28/84, #84-69)
No person shall park or operate a motor vehicle on property under the jurisdiction of the School Committee, except while attending functions at, or doing business in, the adjoining school building. Such parking shall be only at designated locations and not in conflict with faculty or school personnel parking, and not in violation of Article 18, Section 26 of the Town By-Laws. There shall be no overnight parking of vehicles on any School Committee property, except for vehicles under the direct control of the School Committee, or by special permit issued by the Superintendent of Schools or his/her designee. Violation of any of the aforesaid rules and regulations is punishable under the provisions of the General Laws, Ch. 45, Sec. 24; Ch. 90, Sec. 20C, and Article 18, Sec. 26 of the Town By-Laws. In addition, any vehicle found in violation of this Section or Section 3 may be towed, in accordance with the town regulations of the Brookline Traffic Rules and Regulations, Article 5A. The School Committee authorizes the staff to post "NO PARKING" signs at appropriate school sites. Such signs shall read as follows:

NO PARKING
WITHOUT PERMISSION
OF
SCHOOL DEPARTMENT

Violators
Will Be Towed
At Owner's Expense.

E 3 k. Motor Vehicle Idling on School Grounds (Voted September 23, 2010, #10-64)
It is the policy of The Public Schools of Brookline that a No Idling Policy applies to all school buses operating in the school district and all vehicles operating in the school zone. The policy includes the following provisions:

- School bus drivers will shut off bus engines upon reaching destination, and buses will not idle for more than five minutes while waiting for passengers. This rule applies to all bus use including daily route travel, field trips, and transportation to and from athletic events. School buses should not be restarted until they are ready to depart and there is a clear path to exit the pick-up area.
- Post signage expressly prohibiting the idling of all vehicles for more than five minutes in the school zone.
- District's schools will provide an indoor waiting space for drivers who arrive early and need to keep warm.
- Transportation operations staff will evaluate and shorten bus routes whenever possible, particularly for older buses with the least effective emissions control.
- All school district bus drivers will complete a "no idling" training session at least once. All bus drivers will receive a copy of the school district's No Idling Policy at the beginning of every school year.

Exceptions to this policy are appropriate only when running an engine is necessary to operate required safety equipment such as flashing lights or perform other functions that require engine-assisted power (e.g., waste hauling vehicles, handicap accessible vehicles, etc.).

E 3 l. Buildings and Grounds Records and Reports: (Voted 2/28/84, #84-69)
Buildings and Grounds records and reports shall be kept by the Director of Public Buildings, under the supervision of the Building Commissioner. These records shall include building plans, work in progress, energy consumption data, and general operating and maintenance procedures.

4. Accident Prevention and Emergency Plans:

a. Accident Prevention Guidelines: (Voted 9/24/79, #79-349; 6/30/83, #83-325)
Each elementary school principal and the head of school of the High School shall be responsible for the supervision of a safety program in his/her school to include but not be limited to:

a. encouraging the fire authorities to assist staff by presenting talks and demonstrations on fire prevention and safety during school hours,
b. encouraging staff to teach safety principles in classroom activities in the gym, on the playground, and in the industrial arts areas and in such other areas as are deemed appropriate.
c. encouraging the police authorities to teach students the principles of safety with respect to walking and bicycling in traffic and travel to and from school.

Staff shall cooperate fully with the Police Department to maintain and extend traffic control at difficult school crossings. In order that there is a contingency plan for enforcing the safety measures at school crossings, the principal of each school will designate staff members to check crossings related to his/her school to which crossing guards are assigned, and will instruct the designees to notify the police department, on his/her behalf, in the event a crossing is not covered.

No child shall be permitted to leave school other than at the regular time without a written note from his/her parent or guardian.

In order to prevent accidents and to avoid unnecessary liability, principals are asked to caution all members of the staff (teachers and civil service employees) to use "due care" in what they require or permit pupils to do either during or after school hours.

Firefighter assignment for events in the schools shall be required only in those situations where specific activity poses a clear and distinct fire hazard. Such situations would include use of flammable decorations or scenery, or use of open flame or high heat equipment.

Police detail for events held in the schools shall be kept to a minimum, consistent with adequate protection of the health, welfare, and safety of the people using the building and of the School Department's property. The following will be considered in making assignments:

a. Where special custodial personnel are assigned specifically to cover an event or function, such as to necessitate the collection of custodial service charges or rental fees, special duty police probably would not be assigned, except under unusual circumstances;

b. Where custodial personnel, although present in the building, are not specifically assigned to a function, a circumstance under which neither the rental fee nor the custodial service charge would be levied on the group sponsoring the function, and yet a large number of people are attending the function, a police detail probably would be assigned.

c. Where a large event, such as a rock concert or rally is held, attracting large numbers of people, and even though custodial personnel are specifically assigned to the function, police detail will be made; any Class II group sponsoring the function will be charged both the custodial service charge or rental and the cost of the police detail.

If any group specifically requests police detail, arrangements will be made by the office of the Director of School Plant to provide such detail, regardless of whether the School Department deems it necessary, and the user will pay such costs, as outlined in policy related to community use of school buildings.

Specific classroom safety procedures (science, industrial arts, for example) may be found with the curriculum coordinators of those areas.

General Accident Reports (Voted 2/28/84, #84-69; 3/27/84, #84-121)
The principal shall submit to the central office within 24 hours a report of the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions of the form.

a. In cases of assault by pupils, the principal shall file a detailed report of such incidents with the School Committee.

b. In cases of suspected child abuse or neglect, the teacher, guidance counselor, or administrator shall immediately inform the principal, who shall take appropriate action.

Accidents to Teachers
In the case of an accident to a teacher, the Director of Personnel will notify the Mass. Teachers' Retirement Board, as required by the MGL Ch. 32, Sec. 7. A copy of such notification will be sent to the teacher for his/her guidance in communication with the Retirement Board.

Civil Service Personnel
The supervisor shall submit to the school payroll office within 24 hours a report on the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions on the form. The payroll office will communicate all information to the Town Personnel office that may involve a worker's compensation claim against the town.

E 4 b. Emergency Plans: (Voted 2/28/84, 84-69)
In order to carry out the overall policy on safety programs, the School Committee directs staff to develop appropriate Emergency Plans in accordance with state and local ordinances to cover the following contingencies: Disaster Planning, Fire Drills, Bomb Threats, Emergency Closings.

1. Disaster Planning (New Policy)

Unfortunately, areas of this country have been faced with numerous catastrophic disasters, both natural and man-made. Such disasters may happen which affect Brookline while schools are in use. Therefore, it is essential that the Superintendent shall develop, distribute throughout the system to relevant stakeholders, and annually test disaster plans, for each of our school facilities, that cover a comprehensive array of potential situations.

The Superintendent will develop these plans in collaboration with all other relevant public and private agencies, including but not limited to the town administrators, local and state police and fire departments, and local and state health administrations and facilities.

Adopted by Brookline School Committee: 12/8/05, #05-129.

(Note: The Policy Review Subcommittee members (including the Superintendent) agree that the first set of comprehensive plans should be available for the School Committee's review no later than June 22, 2006.)

2. Fire Drills
It shall be the duty of the Superintendent of Schools to see that each principal gives such instruction to his/her assistants as will prepare them to act prudently and promptly in case of fire in the school building, and so train the pupils that at the given signal, they will leave the school in order and speedily. The fire alarm signal shall be given at least once each month during the school year.

a. There should be a definite plan for the complete, safe, quiet, and orderly vacating of the building to a reasonable distance when an emergency occurs.

b. The fire alarm system and fire extinguishing equipment should be checked daily by the senior building custodian (or under his/her direction) who should ascertain that they are properly maintained. All means of egress, including corridors and fire escapes should be kept free from obstruction at all times.

c. Fire drills should be held on different days and at different hours of the day.

d. Discretion should be used about holding fire drills when the weather is extremely cold or stormy.

e. An auditorium fire drill should be held as early as possible in the year and at intervals throughout the year.

f. Schools having two or more separate buildings should have separate fire drills.

g. Fire drills should be held without warning to teachers or students.

h. Specific provisions should be made to assist handicapped students.

i. Occasionally an obstruction fire drill should be held. (The obstruction should be a sign, not a physical barricade.)

j. Control rather than speed is important during fire drills.

k. Provision should be made to warn children in showers and in dressing rooms as to whether it is a fire or a fire drill, and if a fire, which exit to use.

l. A record of all fire drills should be kept by the principal stating date, time of day, elapsed time, type of drill, and quality of performance.

m. All personnel should leave during a fire drill.

n. Students should not wait to don outer clothing during a fire drill.

o. If possible, teachers should carry the register or class roster during a fire drill.

3. Bomb Threats

The Principal/Head of School is in charge of carrying out the following procedures in the event of a bomb threat in his/her building. If the call advising of a bomb threat is initially received in the central office, the Superintendent or the senior staff member in the office at that time shall immediately notify the principal of the building in question.

When a bomb threat is received, the following procedures, recommended by the State Department of education are in order:

a. Immediately evacuate the school.

b. Immediately notify the Fire and Police Departments.

c. Conduct search of building under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.

d. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

e. After a thorough search has been conducted and nothing found, the principal/head of school of the school should be notified by the senior member of the local protective department that re-entry will be permitted.

f. If the principal/head of school deems it advisable to dismiss the students for the remainder of the day, s/he shall contact the Superintendent to obtain such permission.

g. Investigation should be made by the local police department, assisted by the State Fire Marshal's office, if requested.

4. Emergency Closings

The decision to close school is based on the judgment of the Superintendent of Schools, or in his/her absence, the senior staff member in charge. If time permits, the Superintendent or his designee shall consult with the Head of School or Principal, Fire Chief, Police Chief, and the Director of School Plant.

E 4 c. Medical Emergencies, First Aid: (6/30/83, #83-325)

In case of an accident to or sudden illness of any student, employee, or visitor, whoever is on the scene should:

1. Provide appropriate assistance to the injured or ill person.
2. Notify medical personnel (school nurse, trained instructional aide, school physician, or emergency unit as appropriate).
3. Notify the school principal or head of school to ensure that the parent or person designated on the Student Emergency Contact Information Sheet is contacted. (Student Emergency Contact Information Sheets are available in the Principal's office or in the nurse's office in elementary schools, and in Deans offices at BHS.) The Athletics Director shall also be contacted and be responsible for carrying out procedures above, if this the emergency involves a High School Athletics event. Upon being notified of such accident, the Principal, Head of School or Athletic Director shall assume overall responsibility for the case until such time as no further care is deemed necessary or until responsibility has been assumed by the parent, an authorized physician, the Brookline Emergency Services Unit, or a hospital.
4. Contact the police emergency number 911 when school is not in session, and when events and activities are being conducted on school property.

The School Physician is available at 730-2335 from 8:30 am-5:00 PM. Detailed guidelines on managing medical emergencies are available through the office of the School Physician (730-2335) and should be posted in each school to provide more specific assistance to persons confronted with an accident or sudden illness.

E 4 d. Prevention and Management of Sports Related Head Injuries: (2/16/12 #12-10)

The purpose of this Policy is to provide standards for the prevention and management of sports-related head injuries in the Public Schools of Brookline (the "PSB"), consistent with G.L. c. 111, s. 222 and 105 CMR 201.000, *et seq*. This Policy shall apply to PSB students who sustain head injuries or concussions during participation in PSB sponsored extracurricular athletic activities.

I. DESIGNATION OF RESPONSIBLE ADMINISTRATOR

The Head of School/Building Principals shall designate a staff person with administrative authority within each school who shall be responsible for the implementation of this Policy and the related procedures (the "Head Injury Response Coordinator" or "HIRC"). At the conclusion of each school year, the HIRC shall provide a report to the Superintendent of Schools, identifying the number of sports-related head injuries/concussions sustained by students during the school year and, for each such injury, the sport in which the injury was sustained.

This Policy and the related procedures shall be consistent with the provisions of G.L. c. 111, s. 222 and 105 CMR 201.000, and shall be reviewed and revised at least every two years.

II. TRAINING AND INSTRUCTION

A. Annual Training

All PSB student athletes and their parents, employees, consultants and volunteers identified in 105 CMR 201.007 shall complete annual training in the prevention and recognition of sports-related head injuries and associated health risks, including second impact syndrome, consistent with 105 CMR 201.006(A)(2). Documentation of such training shall be maintained by the HIRC.

B. Instruction for Coaches, LATs, Trainers and Volunteers

All PSB Coaches, Licensed Athletic Trainers ("LATs"), Trainers and Volunteers who participate in PSB extracurricular athletic activities shall be instructed (1) to teach form, techniques, and skills; (2) to promote protective equipment use to minimize sports related head injuries; and (3) to prohibit student athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or other sports equipment as a weapon.

III. PHYSICAL EXAMINATIONS OF STUDENTS

All student athletes must annually provide documentation of a physical examination conducted by a licensed physician prior to participating in any PSB extracurricular athletic activity.

IV. REVIEW AND REPORTING PROCEDURES

Each school shall ensure that appropriate and timely medical or nursing review is conducted of: (1) current information regarding a student athlete's history of head injuries and concussions prior to each sports season consistent with 105 CMR 201.006(A)(4) and (5); (2) all student athlete "Pre-Participation" forms for extracurricular athletic activities; and (3) all student athlete "Report of Head Injury" forms received.

Each school shall ensure that the Procedures for Identifying and Reporting Head Injuries related to this Policy are followed.

V. POST HEAD INJURY/CONCUSSION PROCEDURES

Each school shall ensure that the Post Head Injury/Concussion Procedures related to this Policy are followed.

VI. NOTICE TO STUDENT ATHLETES AND PARENTS

A. General Information

Each school shall provide students and parents with information pertaining to the annual training requirement set forth in Section II(A); the procedure for notifying parents when a student athlete has been removed from play for a head injury or suspected concussion sustained during an extracurricular athletic activity; the protocol for obtaining medical clearance set forth in the procedures related to this Policy; and the responsibilities of parents/guardians pertaining to the completion of Pre-Participation and Report of Head Injury Forms, when warranted.

B. Student Handbooks

PSB Student/Parent handbooks shall contain information regarding this Policy and the related procedures and where they may be obtained.

C. Communicating with Parents with Limited English Proficiency

Each school shall ensure that parents/guardians with limited English proficiency are provided the information contained in Section VI(A) of this Policy.

D. Parent Outreach

Each school shall take steps to ensure that parents/guardians of student athletes comply with their responsibilities under this Policy and the related procedures.

VII. COMPLIANCE AND PENALTIES

All PSB personnel and student athletes who participate in PSB extracurricular athletic activities are responsible for understanding their responsibilities and obligations under this Policy.

PSB personnel who fail to comply with the provisions of this Policy may be subject to discipline, up to and including termination of employment. Failure of PSB students and/or families to comply with the provisions of this Policy may result in discipline of the student, up to and including exclusion from participation in extracurricular athletic activities.

Refs: G.L. c. 111, s. 222; 105 CMR 201.000, *et. seq.*

E 4 e. Policy on Face Coverings (Voted 8/17/21, #21-70; 11/10/22, #22-90)
The Public Schools of Brookline (PSB) are committed to providing a safe environment at schools during health pandemics. According to public health experts, one of the best ways to stop the spread of airborne viruses and to keep members of our school community safe is to wear face masks or face coverings (hereafter referred to as face coverings). Consequently, the PSB are mask-friendly environments that strongly encourage voluntary use of face coverings when students and staff are or may be sick with airborne viruses, or trying to protect themselves and others from those who are or

may be sick. Students or staff who know that they are significantly ill should not attend school.

Acknowledging that there may be times where these encouraged voluntary measures are insufficient to mitigate the risks of a health pandemic, the superintendent, in consultation with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), may implement the following requirements under exigent circumstances:

A face covering that completely covers the nose and mouth, worn by all individuals upon arrival at and in school buildings, school transportation, and school-sponsored activities even when social distancing is observed. If a PSB activity is hosted at a non-PSB venue, the stricter rules will apply at the non-PSB venue. Face coverings must fit snugly against the sides of the face, secured with ties or ear loops. Gaiters, balaclavas, bandanas, and coverings with valves are prohibited.

Individuals may be excused from this requirement for the following list of reasons, per CDC guidance:

The individual:
- has trouble breathing;
- is unconscious;
- is incapacitated.

In addition, face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face covering. Face shields or physical barriers may provide an alternative to face coverings as an exemption in some instances, subject to the approval process outlined below.

A written note from a physician is required prior to approval of a requested exemption. In the event that a written note from a physician cannot initially be obtained due to hardship with timely access to a doctor, a written note from an NP or RN may be accepted on an interim basis, subject to the discretion of the school principal after consultation with the PSB Coordinator of School Health Services. Parents or guardians may not excuse their child from the face covering requirement by signing a waiver. Until an exemption waiver is approved, students must abide by the general terms of the PSB Face Coverings policy.

Additionally, face coverings will not be required:
- while taking face covering breaks under strict protocols to be laid out in detail by the superintendent in consultation with the PSB Coordinator of School Health Services;
- while eating or drinking in a seated position;
- outdoors, unless PSB educators or staff determine otherwise at their discretion.

A student's face covering is to be provided by the student's family or caretakers. Families and caretakers are recommended to provide students with two face coverings so that a spare will be readily available. Staff members are responsible for providing their own

face coverings. However, the district will supply disposable face coverings for individuals who arrive at a building, or board school transportation without one.
If students are in violation of this policy, they will first be offered assistance with how to properly wear their face covering and/or be provided with a suitable face covering in order to be in compliance. In the interest of public safety, non-exempted students who intentionally refuse to wear a suitable face covering properly and/or even after being provided with one by the school will be sent home on an emergency basis while the building principal consults with the parent/guardians to determine whether an exception is appropriate. If an exception is not appropriate the students may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.
The superintendent, in consultation with the Director of Public Health and Coordinator of School Health Services, may exercise discretion in amending one or more of these provisions. In the event that the superintendent elects to implement mandatory face coverings, the rationale for that decision and for any subsequent discretionary amendment(s) to one or more provisions of this policy shall be presented to the School Committee for its review within 14 days of the implementation date.

5. Transportation Services Management **(Revised Policy)**

Policies covering Student Transportation Services shall be formulated to ensure maximum safety and to achieve minimal budgetary impact. Transportation services shall be managed under the direction of the Superintendent, or his/her designee, and shall be carried out in accordance with the general laws of the Commonwealth.

Student Transportation Services

The School Committee provides transportation free of charge to resident students in Gr. K-6 attending the Public Schools of Brookline (PSB) who reside 1.5 miles or more in walking distance from their homes to their assigned schools. PSB may provide transportation to students in Gr. 7-12, on a space available basis, and may charge a fee for such transportation, provided that the fees offset the costs incurred by the school system.

PSB may provide transportation to students in Gr. K-8 who voluntarily elect to attend a school other than the one to which they would ordinarily be assigned, on a space available basis, and provided that the fees charged will offset the costs incurred by the school system.

All fees mentioned above will be determined by an annual vote of the School Committee, and must be prepaid.

Exceptions

Exceptions to the above include:

1. students who are in a Special Education placement, and who are entitled to transportation by law (IDEA, MGL Ch. 71B);
2. students who are eligible for transportation under MGL Ch. 74, Sec. 8A (attending occupational training schools);
3. students who are eligible for transportation under MGL Ch. 76 Sec. 1 (attending private schools);
4. students who are eligible for free or reduced lunch under the federal school lunch program, and
5. students who are eligible for transportation under McKinney-Vento Homeless Assistance Act.

Such transportation will be provided in vehicle(s) approved by the Superintendent, or his/her designee.

Collaboration

When practical, PSB will collaborate with the MBTA in the implementation of their Student Pass Program by distributing information and cards supplied by the MBTA, according to their guidelines. There will be no cost incurred by the school system in connection with the implementation of the MBTA Student Pass Program, unless one of the above exceptions applies.

Originally voted: 6/18/79, #79-397; 10/29/79, #79-398; 10/6/81, #81-461; 6/30/83, #83-325
Revision Approved by the Brookline School Committee: 4/26/07, # 07-37

E 5 b. Use of School/Town-Owned Vehicles, Mileage Reimbursements, and Car Allowances **(Revised Policy)**

The School Committee recognizes that some staff positions require travel within the Town of Brookline (the Town). The School Committee may provide such staff with either the use of a school-owned vehicle, reimbursement for mileage for the use of a private vehicle, a car allowance, or may arrange for the use of a Town-owned vehicle.

Use of a School-Owned Vehicle

The Superintendent of Schools and the Director of School Plant shall be issued an appropriate vehicle by the School Department to facilitate the functioning of their duties. Environmental impact will be an important consideration in the purchase of all vehicles. Other School Department staff may be authorized by the Superintendent to use a school-owned vehicle in order to conduct school-related business. With the exception of the vehicles that are issued to the Superintendent and Director of School Plant, these vehicles shall be garaged on Town property when not in use for school-related business.

Reimbursement for Mileage for Use of Private Vehicles

The School Committee may authorize reimbursement to other school staff for the use of private vehicles, for school-related business only, in accordance with the terms of any relevant collective bargaining agreement, or by way of reimbursement, which shall be limited to the Town's current mileage rate. No other reimbursement agreements will be made without a specific vote by the School Committee.

Car Allowances

The Deputy and Assistant Superintendents, the Director of Personnel, and the Head of School shall receive a monthly car allowance as specified in their employment contracts, or at the current Town mileage rate per mile, whichever is greater, as compensation for using their personal cars for school-related business.

Authorized Use of School/Town-Owned Vehicles

1. No School/Town-owned vehicle shall be used by any unauthorized person. An Unauthorized Person is defined as any person who is not specifically authorized to use a particular School/Town owned vehicle by someone having authority to grant such authorization. This restriction includes, but is not limited to, members of the family of the school employee.

2. The School/Town-owned vehicle issued to an employee shall be used for business use only, and shall not be for personal use, other than for commuting to and from work, when explicitly permitted by the School Committee, or de minimis personal use. Employees using Town/School owned vehicles in violation of this policy will not be indemnified by the Town for damages arising out of any action or proceedings that arise as a consequence of such use, and may be held individually liable for any damages arising from such use.

3. No School/Town-owned vehicle shall be used for commuting to and from work, unless such use is specifically authorized in writing by the School Committee.

4. All School/Town-owned vehicles shall be operated in a safe and lawful manner. Any employee who is found responsible for, or convicted of, a moving violation will have his/her access to all school-owned vehicles reviewed. Any employee who is convicted of Driving Under the Influence (DUI) of alcohol or a controlled substance in violation of M.G.L. Ch. 90, Sec. 24 while operating a School/Town vehicle will be prohibited from using any School/Town vehicle, and may be subject to discipline, up to and including termination from his/her job. In all cases of an accident, the driver will promptly report in writing to the appropriate authorities.

Originally Voted: 2/21/76, #76-45; 1/22/79, #79-24 and 25; 9/22/81, #81-438; 6/29/82, #82-270; 6/30/83, # 83-325; 6/17/04, #04-71

Revision Approved by Brookline School Committee: 6/5/07, # 07-55

6. Food Services Management: (Voted 2/5/73, #73-27; 2/28/84, #84-69)

The Brookline School Committee endorses a major objective of the National School Lunch and Child Nutrition Program, which is to provide nutritious meals to all school children.

School Food Services
The schools shall provide a Type A Lunch to all school children in the Town of Brookline, Grades 1-12 inclusive. Whenever feasible, the staff shall also endeavor to serve the wider Brookline community. Additional services may include lunch programs for Senior Citizens and non-public school students, and breakfast programs in schools where there is a need. Parents shall be notified through the local newspaper of the lunch menu and of the nutritional benefits of the Food Services Program.

Program Management
The Brookline Public Schools shall maintain a qualified professional food services staff. Supervisors are responsible for efficient program management. They shall maintain equipment and facilities in excellent repair, make maximum use of federally-donated commodities, provide in-service training to all employees, adopt efficient scheduling practices, and maintain accurate records and reports.

E 6 a. Free and Reduced-Price Food Services:
(Voted 2/2/76, #76-42; 9/19/78, #78-392, 2/28/84, #84-69)
The Brookline School Committee shall provide free and reduced-price meals to those who are eligible under the policy established by the Director of the Massachusetts Bureau of Nutrition Education and School Food Services. Eligibility procedures shall be administered by the principal of each school.

The Brookline School Committee authorizes the Assistant Superintendent for Administration and Finance to disseminate applications for eligibility for free and reduced-price meals, and to fulfill the requirement of publicly announcing this policy to the students and their parents.

The Brookline School Committee directs staff to exercise utmost discretion in the solicitation of participants for the free and reduced-price meals programs.

E 6 b. Meal Charge Policy: (Voted 7/9/18, #18-65)

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district and to protect the solvency of the food service revolving fund. The goals of this policy are to:

- Establish a consistent district policy regarding meal charges and collection of charges.
- Ensure all families and students are treated with dignity regarding meal accounts.

- Ensure compliance with the United States Department of Agriculture (USDA) regarding meal charges and balances.

II. SCOPE OF RESPONSIBILITY:

PSB employees are responsible for supporting and meeting all compliance requirements of the Food Service Program provided by School Committee Policy, administrative directive, or USDA/Department of Elementary and Secondary Education (DESE) regulation or guidelines. The Food Service Department is responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances with the help and assistance of the school principal when appropriate, as determined by the school principal.

III. ADMINISTRATION

The Superintendent, along with the Deputy Superintendent of Administration and Finance will provide administrative guidance and direction on the collection of school breakfast and lunch fees. The administrative guidance and direction will provide for the following:

1) **Meal Charges and Allowances** for Free, Reduced, and Paid Lunch Students and employees;

2) **Balances Owed:** Collection of Balances owed will follow the School Committee's policy, *Student Fees, Fines, and Charges*.

   a) **Checks Returned for Non-Sufficient Funds**: Fees and Penalties will follow the direction of the Town Treasurer. Second requests will follow M.G.L. Chapter 93 §40A.

   b) **Balances Owed with no response by Parent/Guardian or Employee:** If the payment is not received, the Superintendent or his/her designee may take action, if published and notice provided, unless or until prohibited by state law or regulation.

   c) **Other remedies available to the Superintendent or designee:**
      i) Employees carrying a negative account balance may be prevented from using their point-of-sale system account until the negative account balance is paid.
      ii) All charges not paid before the end of the school year will be carried forward into the next school year.
      iii) Seniors must pay all charges before participating in graduation activities.

3) **Point-of-Sale System:** All school cafeterias will possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent/guardian upon request.

a) **Refunds**
   i) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.
   ii) Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.

b) **Unclaimed Funds**: All refunds pursuant to Section III. 3(a) above must be requested within one year of withdrawal or graduation, as applicable. Thereafter, such funds will be deemed unclaimed funds. Unclaimed funds will then become the property of the Public Schools of Brookline Food Service Program.

Legal Reference: **7 CFR 210**, Office of Management and Budget Circular A-87
M.G.L. Chapter 71: Section 72. Sale of lunches
M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools; transportation of children; school building committee representation
M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty
M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment

Policy Cross Reference: Student Fees, Fines, and Charges

E 6 c. Vending Machines: (Voted 2/28/84, #84-69)
In general, vending machines shall be prohibited in areas accessible to students. The School Committee will approve exceptions to this policy where such machines can be supervised by food service personnel to ensure that the food provided is nutritious, and that the waste is properly disposed of.

E 6 d. Offer vs. Serve: (Voted 6/9/92, #92-202)
It shall be the policy of the Brookline Public Schools to approve "Offer vs. Serve" as a method of service in all schools, as outlined in the National School Lunch and School Breakfast Program Regulations. This policy is designed and intended to reduce plate waste and food costs, without jeopardizing the nutritional integrity of meals served.

Breakfast:
Students at all grade levels may be allowed to reject any one of the required four components. The School Food Service Department may claim the breakfast as reimbursable if students select three or four components. All four components will be offered to all students daily in schools participating in the School Breakfast Program.

Lunch:
Students at all grade levels have the option of choosing three, four, or five of the required meal components, and allowing the school food service department to claim the lunch as a reimbursable meal. Students also have the choice of accepting smaller portions of one or

two items, provided they accept full portions of at least three items. All five components will be offered to all students daily.

All student meals served, regardless of a child's eligibility status (i.e., free, reduced, or full-paying), shall meet "Offer vs. Serve" requirements.

7. *Office Services and Data Management:* (Voted 2/28/84, #84-69)
Office services for the Brookline School Department, including postage, printing and duplicating, clerical services and record keeping, are administered by the office of the Assistant Superintendent for Administration and Finance.

The data processing operation for the School Department is combined with the data processing operation for the Town in a department called Management Information Services (MIS). This department is administered by a Director, who is responsible to a 7-member Computer Coordinating Committee, with 3 members representing the School Department and 4 members representing the Town government. The representatives may be elected officials or Town employees. The Chair of the Committee shall be a member of the Board of Selectmen.

The members are: a member of the School Committee, the Assistant Superintendent for Administration and Finance, the Assistant Superintendent for Curriculum and Instruction, the Executive Secretary of the Town, the Town Comptroller, the Director of Planning, and one member of the Board of Selectmen.

The employees of the MIS Department are classified as School Department employees and are listed in the staff count of the School Budget. The MIS budget is funded in approximately equal parts by the School and Town.