

SECTION E SUPPORT SERVICES

EB SAFETY PROGRAM

MASC only. Recommend adoption for compliance with MGL/CMR.

~~EBAB PEST MANAGEMENT (M)~~

EBAB PEST MANAGEMENT POLICY (MASC)

MASC model policy is more up to date and more comprehensive. Recommend MASC version.

~~EBB FIRST AID AND EMERGENCY CARE (M)~~

EBB FIRST AID (MASC)

MASC model policy is more up to date and more comprehensive. Recommend MASC version.

EBC EMERGENCY PLANS (M/MASC)

Policies match, no action required.

~~EBC-S POLICY ON COVID-RELATED ISSUES (M)~~

Masconomet only. MASC model policy on face coverings is less prescriptive. Retention is at the discretion of the committee, but if retained, would suggest editing to be less C19 focused and more extended emergency closing focused.

~~EBCB FIRE DRILLS (M)~~

Covered in EBC – Emergency Plans. Recommend removal.

~~EBCC BOMB THREATS (M)~~

Covered in EBC – Emergency Plans. Recommend removal.

EBCD EMERGENCY CLOSINGS (M with MASC edits)

The MASC Reference Manual adds the final sentence in red above to the first paragraph.

~~EBCFA FACE MASK POLICY (M)~~

~~EBCFA FACE COVERINGS (MASC)~~

The MASC model policy was updated in 2023. Recommend adoption of the MASC version, but Committee should discuss making it a more general policy in response to a health emergency.

EC BUILDINGS AND GROUNDS MANAGEMENT (M)

~~EC BUILDINGS AND GROUNDS MANAGEMENT (MASC)~~

Policies are similar. Version is at the discretion of the Committee.

ECA BUILDINGS AND GROUNDS SECURITY (M)

~~ECA BUILDINGS AND GROUNDS SECURITY (MASC)~~

Policies are similar, but the Masconomet version has more detail. Committee should discuss current practice.

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| ECABA | STAFF AND VISITOR IDENTIFICATION BADGES (M) Masconomet only. Could be covered in the Safety Program policy, but retention is at the discretion of the Committee. |
| ECAC | VANDALISM (M with MASC edits) The MASC Reference Manual adds the final sentence in red above to the first paragraph. |
| ECAF | SECURITY CAMERAS (M) |
| ECAF | USE OF SECURITY CAMERAS (M) |
| ECAF | SECURITY CAMERAS IN SCHOOLS (MASC) The two versions of ECAF can be replaced by the one MASC version of ECAF. |
| ECB | BUILDINGS AND GROUNDS MAINTENANCE (M) Covered by EC. Recommend removal. |
| ECE | TRAFFIC AND PARKING CONTROLS (M) Masco only. More procedure than policy, but committee should discuss. |
| ECF | SUSTAINABILITY AT MASCONOMET (M) Masco only, approved in 2023. |
| EDC | AUTHORIZED USE OF SCHOOL-OWNED MATERIALS (MASC) MASC only. Recommended if there is equipment the District might anticipate the public using. |
| EEA | STUDENT TRANSPORTATION SERVICES (M with MASC updates) Updated reference only. |
| EEAA | WALKERS AND RIDERS (MASC) MASC only. Aligns with MGLs. Recommend adoption. |
| EEAE | BUS TRANSPORTATION (M) |
| EEAE | SCHOOL BUS SAFETY PROGRAM (MASC) Covered in EEA, EEAEA, and MASC's EEAE. Recommend MASC version. |
| EEAEA | BUS DRIVER EXAMINATION AND TRAINING (M) |
| EEAEA | BUS DRIVER EXAMINATION AND TRAINING (MASC) Policies are similar. The MASC model policy does not include #5. |
| EEAEA-1 | DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS MASC only. Recommend adoption. |
| EEAEC | STUDENT CONDUCT ON SCHOOL BUSES (M with MASC updates) Masco with MASC edits. |

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| EEAG | STUDENT TRANSPORTATION IN PRIVATE VEHICLES/USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS (M) |
| EEAG | STUDENT TRANSPORTATION IN PRIVATE VEHICLES (MASC) Policies are similar, but MASC is more up to date. Committee should discuss whether they wish to allow the practice. |
| EEAJ | ANTI-IDLING (M) |
| EEAJ | MOTOR VEHICLE IDLING ON SCHOOL GROUNDS (MASC) MASC version is more succinct. Committee should discuss Masco version and whether it could be procedure. |
| EEBA | FUEL EFFICIENT VEHICLES (M) Masco only. Committee should review for current practice. |
| EF | FOOD SERVICES (M) Covered by ADF SCHOOL DISTRICT WELLNESS PROGRAM. Recommend removal |
| EFAB | LIFE-THREATENING FOOD ALLERGIES (M) Masco only. Committee should discuss. |
| EFC | FREE AND REDUCED PRICE FOOD SERVICES (M) |
| EFC | UNIVERSAL FREE SCHOOL MEALS (MASC) Recommend removal and adoption of the MASC model updated in 2023 to reflect Universal Free Lunch. |
| EFD | MEAL CHARGE POLICY (M) |
| EFD | SCHOOL NUTRITION PROGRAM CHARGE POLICY (MASC) Recommend removal and adoption of the EDF in 2023 to reflect Universal Free Lunch. |
| EFE | CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS MASC only. Recommend adoption for compliance. |
| EIA | INSURANCE Masco only. Covered in other policies under specific programs that require insurance. Recommend removal. |

SAFETY PROGRAM

DRAFT NOTE: MASC only. Recommend adoption for compliance with MGL/CMR.

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

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

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

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

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

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 71:55C
603 CMR 36:00

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

NOTE: In addition to the subcategories of code EB (all of these file locations relate to safety) there are several other places in the NEPN classification system where policies pertaining to safety may be filed, as indicated by the cross references above.

PEST MANAGEMENT

DRAFT NOTE: MASC model policy is more up to date and more comprehensive. Recommend MASC version.

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

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

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

~~***Adopted: 12/19/12***~~

~~***Next Review: December 2017***~~

~~**SOURCE: Masconomet**~~

PEST MANAGEMENT POLICY

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

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

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

I. OVERVIEW AND GOALS

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

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

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

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

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

IV. RECORD-KEEPING

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

STAFF RESPONSIBILITIES AND EDUCATION

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

SOURCE: MASC

LEGAL REF.: M.G.L. 71:68; 132B

FIRST AID AND EMERGENCY CARE

DRAFT NOTE: MASC model policy is more up to date and more comprehensive. Recommend MASC version.

~~First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accordance with Masconomet Regional School Committee policy. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.~~

~~Each Principal is charged with providing for the immediate care of ill or injured persons within their area of control. A school nurse or other qualified staff member will administer emergency aid. Each school and bus will be equipped with first aid equipment.~~

~~At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member, made known to the staff.~~

~~These procedures shall incorporate the following requirements:~~

- ~~1. The school nurse or other trained person shall be responsible for administering first aid.~~
- ~~2. In all cases where the nature of the illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or the family physician immediately.~~
- ~~3. No child who is ill or injured shall be sent home without notification of a responsible adult.~~
- ~~4. Parents will receive notification if their child receives an injury at school or during a school sponsored event, which requires more than the administration of minimal first aid.~~
- ~~5. In extreme emergencies, the school nurse/school doctor/or Principal may make arrangements for immediate hospitalization of injured or ill pupils, contacting parent or guardian in advance if at all possible.~~
- ~~6. The teacher or other staff member who is responsible for the child at the time an accident occurs shall make out a report on an official form providing details about the accident, when the accident requires more than minimal first aid.~~
- ~~7. Serious accidents to students shall be reported as soon as possible to the Superintendent or his/her designee.~~

~~Adopted: 6/21/06~~

~~Revised: 9/2/09, 11/14/12~~

~~Next Review: November 2017~~————

~~SOURCE: Masconomet~~

FIRST AID

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

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

DRAFT NOTE: Policies match, no action required.

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

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

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

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

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

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

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

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

Date of Adoption: 6/21/06

Revised: 9/2/09, 3/1/17

Next Review: March 2022

SOURCE: MASC/Masconomet

POLICY ON COVID-RELATED ISSUES

DRAFT NOTE: Masco only. MASC model policy on face coverings is less prescriptive. Retention is at the discretion of the committee, but if retained, would suggest editing to be less C19 focused and more extended emergency closing focused.

~~The School Committee takes note of the COVID-19 emergency, resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.~~

~~Therefore, the school committee establishes an emergency, interim policy to:~~

- ~~• promote public safety and safety of students and faculty;~~
- ~~• maintain to the extent possible the high and efficient level of educational services;~~
- ~~• ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk; and~~
- ~~• comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government, and expedite the safest strategy for returning students to school.~~

~~The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make such modifications to the “back to school plan,” and district policy, and will authorize the Superintendent to suspend, revise or create protocols to facilitate the safe return to school.~~

~~The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed.~~

~~The school committee will authorize the superintendent to act expeditiously in executing the “back to school” plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community.~~

~~The “back to school” plan shall constitute the policy of the school district during the pandemic emergency or until the school committee rescinds this General (Interim) Policy on COVID-Related Issues, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.~~

- ~~• General district goals affected by the pandemic.~~

~~The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.~~

~~The goal of emergency pandemic policies shall be to:~~

- ~~o ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;~~
- ~~o provide the most effective educational services as possible to students under the circumstances;~~
- ~~o authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;~~
- ~~o conduct the district business and operational functions of the district as efficiently as possible;~~
- ~~o allow the superintendent and staff to act quickly to carry out a “back to school” plan and;~~
- ~~o facilitate the re-establishment of a safe and productive school day and year.~~

~~● School calendar (File IC) —~~

~~Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or revise the school calendar with the approval of the school committee.~~

~~● Class size (File HB)~~

~~In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.~~

~~● Attendance (File JH)~~

~~Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences when appropriate, (including the link between attendance and grades), chronic absence policies, and accommodations for students requiring special placements.~~

~~● Time on learning (File IC and ID)~~

~~Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.~~

~~● Grading and retention (File IKE)~~

~~In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.~~

~~● Local graduation requirements (File IKF)~~

~~In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the~~

~~approval of the school committee, modifications to the policy of the district regarding graduation requirements.~~

~~● Special education (File IHB, IHBA, IHBF)~~

~~The superintendent and school committee should be mindful that attainment of a high school diploma may render certain students ineligible for further services.~~

~~● Discipline and Suspension/Expulsion with home schooling rights (File JIC, JK)~~

~~The “back to school” plan recommended by the superintendent and subject to the approval of the school committee shall contain protocols for serving students who were disciplined or suspended during the pandemic emergency.~~

~~Further, the superintendent shall provide in these “back to school” plans provisions for students who were disciplined or suspended or who may elect to remain at home under the provisions of the policies related to home schooling, or who may elect remote learning in the interests of safety or health concerns.~~

~~● Exemptions for particular groups of students (i.e., use of masks for youngest children, high risk students) (File JL)~~

~~The superintendent shall provide protocols to principals and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.~~

~~● Job descriptions (File GCA)~~

~~The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students and staff, establish effective communications between school and community, maintain facilities, transport students as needed, provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.~~

~~● STUDENTS AT RISK (JIE, JL, JLC, JLCC)~~

~~During the COVID pandemic, the superintendent or principal of a school may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, childrearing responsibilities, or special education needs consistent with law and regulation.~~

~~● Privacy of Students. (File JRA)~~

~~During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.~~

~~Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.~~

- ~~● Pivoting back to remote learning, or back to in-school instruction~~

~~The superintendent shall incorporate into the “back to school” plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.~~

- ~~● Home schooling File IHBG (temporary), home-bound instruction File IHBF (e.g., students with physical disabilities) and remote instruction for students in quarantine~~

~~The “back to school” plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability.~~

- ~~● Public Safety Officers, including the school resource officer (MOA with the local police.)~~

~~Subject to current law or regulation, the superintendent shall report to the school committee of any change in status of the school resource officer. (If the district eliminates visitors to school during the school day, the SRO may be impacted.)~~

- ~~● Eligibility for participation in extra-curricular activities, including sports (File JJ)~~

~~Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.~~

- ~~● Attendance vs. participation in events (File JH and Student/Athletic Handbooks)~~

~~Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.~~

- ~~● Illness and contact tracing (File JLCC)~~

~~Subject to the provisions of the “back to school” plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons.~~

- ~~● Transportation and busing (File EEA, EEAEC, EEAG)~~

~~Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEP's that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district "back to school" plan.~~

~~● Operations and plant maintenance (File EC, ECA)~~

~~Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings and other such offices as the district maintains.~~

~~***Date of Adoption: 10/02/2020 Date of Review:***~~

~~SOURCE: MASC/Masconomet~~

FIRE DRILLS

DRAFT NOTE: Covered in EBC – Emergency Plans. Recommend removal.

~~The Principals and Director of Operations, in conjunction with the Fire Department, will schedule fire drills regularly during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.~~

~~*Adoption Date: 6/21/06*~~

~~*Revised: 9/2/09*~~

~~*Next Review: September 2014*~~

~~SOURCE: Masconomet~~

BOMB THREATS

DRAFT NOTE: Covered in EBC – Emergency Plans. Recommend removal.

~~The Superintendent or designee maintains procedures for dealing with any call or notice that a bomb has been placed in a building or establishment.~~

~~*Adopted: 6/21/06*~~

~~*Revised: 9/2/09*~~

~~*Next Review: September 2014*~~

~~SOURCE: Masconomet~~

EMERGENCY CLOSINGS

DRAFT NOTE: Policies match, no action required.

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

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

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

The Superintendent will weigh these factors and take action to close the schools with the consultation of such sources as public safety authorities and the Superintendent of the Tri-Town School Union. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. Staff members will comply with the Superintendent's directive regarding staff reporting for work when schools are closed for emergency reasons.

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

Adopted: 6/21/06

Revised: 9/2/09

Next Review: September 2014

SOURCE: Masconomet

FACE MASK POLICY

DRAFT NOTE: The MASC model policy was updated in 2023. Recommend adoption of the MASC version, but Committee should discuss making it a more general policy in response to a health emergency.

~~The Masconomet Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance 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), the following requirements are in place until further notice.~~

~~A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. The use of gaiters and face shields is not permitted at this time due to unknown efficacy (per the CDC).~~

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

- ~~• The individual:~~
- ~~• has trouble breathing;~~
- ~~• is unconscious;~~
- ~~• is incapacitated;~~
- ~~• cannot remove the mask or face covering without assistance; or~~
- ~~• is being restrained.~~

~~In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.~~

~~Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:~~

- ~~• during mask breaks; and while eating or drinking.~~

~~Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.~~

~~A student's mask or face covering is to be provided by the student's family. The District will provide face coverings for staff members. 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, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student 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.~~

~~This policy will remain in place during the pandemic emergency or until rescinded by the School Committee.~~

~~LEGAL REFS.: Commonwealth of Massachusetts, COVID-19 Order No. 31—
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>~~

~~REFS.: Center for Disease Control and Prevention—Considerations for Wearing Masks—
<https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education—Reopening Guidelines—
<http://www.doc.mass.edu/covid19/>
Commonwealth of Massachusetts—Mask Up MA!—
<https://www.mass.gov/news/mask-up-ma>~~

~~***Date of Adoption 10/02/2020 Next Review:***~~

~~SOURCE: Masconomet~~

~~FACE COVERINGS~~

~~The Masconomet Regional School District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to ensure students remain in a full-time classroom learning environment.~~

~~According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice:~~

~~A face covering that covers the nose and mouth is strongly recommended to be worn by individuals who remain unvaccinated or are otherwise immunocompromised in school buildings, and on school grounds, even when social distancing is observed.~~

~~Individuals who are vaccinated are not required to wear a mask, but may do so if desired.~~

~~**Students and staff returning from 5-day quarantine following a positive COVID test must follow strict mask use, other than when eating, drinking, or outside, and conduct active monitoring for symptoms, through day 10 of exposure.**~~

~~**Masks will be required in all school health offices.**~~

~~Guidance Statements: Massachusetts Department of Public Health~~

~~<https://www.mass.gov/info-details/covid-19-mask-requirements#mask-requirements-in-certain-locations>~~

~~<https://search.mass.gov/?q=school+health+offices>~~

~~Center for Disease Control and Prevention—Guidance for Covid-19 Prevention in K-12 Schools Updated April 28, 2023~~

~~<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>~~

~~Massachusetts Department of Elementary and Secondary Education—Updated August 15, 2022 <https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-children-and-staff-in-child-care-k-12-out-of-school-time-ost-and-recreational-camp-program-settings#overview>~~

~~SOURCE: MASC—May 2023—updated Guidance Links~~

BUILDINGS AND GROUNDS MANAGEMENT

DRAFT NOTE: Policies are similar. Version is at the discretion of the Committee.

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

The buildings and grounds will be maintained effectively and efficiently. The maintenance and operation programs will encompass all land and buildings which are the property of the District. The purposes of these programs are to ensure that facilities are maintained to function as designed and to operate at standards of heating, lighting, sanitation, and safety necessary to support all of the District's instructional and support programs.

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

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

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

Adopted: 9/15/71

Revised: 4/3/74; 5/19/82; 3/27/87, 9/2/09

Next Review: September 2014

SOURCE: Masconomet

~~BUILDINGS AND GROUNDS MANAGEMENT~~

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

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

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

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

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

~~SOURCE: MASC~~

BUILDINGS AND GROUNDS SECURITY

DRAFT NOTE: Policies are similar, but the Masconomet version has more detail. Committee should discuss current practice.

School district buildings constitute one of the great investments of the Masconomet Regional School Districts. It is deemed in the best interests of the district to protect the investment adequately.

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

Records and funds shall be kept in a safe place and under lock and key when required.

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

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening or on non- school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Committee, the Superintendent of Schools and/or his/her staff, and by the Principal of the school.

The building Principal is responsible for enforcing this policy.

Adopted: 6/21/06

Revised: 9/2/09

Next Review: September 2014

SOURCE: Masconomet

~~BUILDINGS AND GROUNDS SECURITY~~

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

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

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

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

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

~~SOURCE: MASC August 2016~~

STAFF AND VISITOR IDENTIFICATION BADGES

DRAFT NOTE: Masconomet only. Could be covered in the Safety Program policy, but retention is at the discretion of the Committee.

A District identification badge (ID) shall be furnished by the school system to staff, visitors, contractors, and others. The ID must be visible and readable at all times while on school district property during school hours. Students currently enrolled at Masconomet do not need to wear an ID. In the event that an official ID is unavailable for any employee, the Main Office of each facility shall issue a temporary identification badge for that day's use only.

For security purposes, it is required that all visitors report to the Main Office upon entering and leaving a school building and sign a guest log showing arrival and departure times. Visitors are required to wear a badge and must be escorted at all times while in the building. Staff are encouraged to ask visitors if they have registered in the Main Office.

An ID may be removed and set aside while anyone is engaged in a situation where the wearing of an ID may pose a risk or hazard. The ID must be put back on when leaving that classroom or work area to access other parts of the building.

Uniformed Town employees and emergency medical personnel in the course of their official duties are exempt from this policy. Non-uniformed town public safety employees are exempt from this policy only if they exhibit and wear an official ID issued by their respective departments of Boxford, Middleton, and Topsfield.

All school personnel shall question individuals without a visible ID during school hours and direct them to the school Main Office, or immediately report the person to an administrator. Administrators in particular, shall stop and question individuals without a visible ID during school hours, and escort them to the school Main Office, or summon assistance.

Loss of an employee ID card must be immediately reported to the Director of Safety, Security, and Crisis Response and will require immediate replacement. A temporary ID card shall be used daily until a permanent ID is obtained.

Adoption Date: 11/28/18

Next Review: November 2023

SOURCE: Masconomet

VANDALISM

DRAFT NOTE: The MASC Reference Manual adds the final sentence in red above to the first paragraph.

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

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

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

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

LEGAL REFS.: M.G.L. 231:85G; 266:98

Adopted: 12/19/12

Next Review: December 2017

SOURCE: Masconomet

SECURITY CAMERAS

DRAFT NOTE: The two versions of ECAF can be replaced by the one MASC version of ECAF.

~~The Mascionomet Regional School District utilizes security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment and to monitor individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials and local law enforcement agencies. They may be used in any area, inside or outside of school buildings where there is a reasonable expectation of privacy. The Mascionomet Regional Schools shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of school policies will be subject to disciplinary action.~~

~~The Mascionomet Regional Schools shall ensure that proper procedures are followed regarding use, viewing disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the district. Video recordings may be retained in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations as deemed appropriate by the administration. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.~~

Adopted: 12/19/12

Next Review: December 2017

SOURCE: Mascionomet

USE OF SECURITY CAMERAS

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

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

~~The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. All video recordings will be stored in their original formats and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings shall be retained for a minimum of thirty (30) days. Access to video recordings from security cameras shall be limited to school personnel designated by the Superintendent.~~

~~Law enforcement and emergency response officials shall be granted access to video recordings or the security system for the purposes of emergency response readiness, testing of cameras and the system, at the request of the Superintendent in a non-emergency situation, and as part of police investigations consistent with memoranda of agreement on schools-police relations. The memoranda are public records and available on the Masconomet web site.~~

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

Adoption Date: 1/23/19

Next Review: January 2024

SOURCE: Masconomet

SECURITY CAMERAS IN SCHOOLS

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

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

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

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

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

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

SOURCE: MASC

Adopted: August 2015

~~BUILDINGS AND GROUNDS MAINTENANCE~~

DRAFT NOTE: Covered by EC. Recommend removal.

~~The Committee will develop and execute a continuing program of maintenance of all district-owned buildings and grounds.~~

~~The Superintendent or designee will carry out the above policy through providing for:~~

- ~~1. Buildings and grounds improvement and additions as established by capital outlay line items approved by the Masconomet Regional School Committee;~~
- ~~2. Adequate program for all schools;~~
- ~~3. Improvement and maintenance of school grounds and fields;~~
- ~~4. Repairs, including repairs of equipment and painting; and~~
- ~~5. Determination of surplus equipment and the securing of a vote of the Committee as required.~~

~~***Adopted: 12/19/12***~~

~~***Next Review: December 2017***~~

~~**SOURCE: Masconomet**~~

TRAFFIC AND PARKING CONTROLS

DRAFT NOTE: Masco only. More procedure than policy, but committee should discuss.

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

The school administration will develop in cooperation with local traffic authorities a plan for accommodating the flow of traffic on school roadways, and traffic regulations.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration.

The School Committee reserves the right to levy parking fees.

Any motor-propelled vehicle that is either unregistered or uninsured, including those being pushed, pulled, towed, or driven, (i.e., motor vehicles such as mini-bikes, motor scooters, go carts, snowmobiles, ATVs, or any vehicle with an engine) will not be allowed on any school property. Violators may be removed and/or towed at the owner's expense.

Original Adoption: 6/21/06

Next Review: November 2017

SOURCE: Masconomet

SUSTAINABILITY AT MASCONOMET

DRAFT NOTE: Masco only, approved in 2023.

These practices will set an example of stewardship of our environment and develop responsible citizenship in our students. To this end, the district will integrate this into the vision and mission of the schools, and the Masconomet Schools will:

1. Pursue the reduction of the District's carbon footprint through areas such as:
 - a. Regularly assessing for energy efficiency improvements in all school buildings
 - a. Considering options for all new construction and/or renovation, retrofitting, or upgrades to school facilities (buildings, campus, fields) that are climate resilient and considerate of the watershed and act in accordance with all present and future federal, state and local laws, ordinances, regulations, standards, rules, governmental requirements and policies, administrative rulings, court judgments and decrees, and all amendments thereto, relating to pollution or protection of human health, wildlife, natural resources or the environment ("Environmental Laws")
 - a. Exploring potential (and incentives) for and consider initiatives supporting environmental and energy efficiency and sustainability:
 - a. Considering initiatives that offer lower carbon footprint options and conservation opportunities.
0. Consider and encourage engagement in activities that reduce the District's waste stream to the extent possible, and act in accordance with Environmental Laws.
0. Consider and encourage engagement in activities that reduce water usage to the extent possible, and act in accordance with Environmental Laws.
0. Consider and encourage engagement in activities that reduce environmental pollution and contamination, both indoors and outdoors, and act in accordance with Environmental Laws
0. Encourage the expansion of the district vision and strategic plan to include climate change, environment and sustainability plans consistent with this policy and Environmental Laws.
0. Encourage the expansion of awareness, education, and engagement on climate change, environment and sustainability issues.

NOTE: Per Melissa Oggen, approved 4/26/2023

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

DRAFT NOTE: MASC only. Recommended if there is equipment the District might anticipate the public using.

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

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

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

SOURCE: MASC August 2016

STUDENT TRANSPORTATION SERVICES

DRAFT NOTE: Updated reference only.

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

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

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

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

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

CROSS REF.: EEAA, Walkers and Riders

Adopted: 6/21/06

Revised: 9/2/09

Next Review: September 2014

SOURCE: Masconomet/MASC

WALKERS AND RIDERS

DRAFT NOTE: MASC only. Aligns with MGLs. Recommend adoption.

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

Reimbursement to the school district for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

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

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

~~Grades 1 – 3: Students living more than one mile from school.~~

~~Grades 4 – 6: Students living more than one and one-half miles from school.~~

~~Grades 7 -12: Students living more than two miles from school.~~

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

SOURCE: MASC August 2016

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

CROSS REF.: EEA, Student Transportation Services

NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.

~~BUS TRANSPORTATION~~

DRAFT NOTE: Covered in EEA, EEAEA, and MASC's EEAE. Recommend MASC version.

~~It is the policy of the District to provide transportation in accordance with the District Agreement and State Law. The bus schedules, rules and regulations, shall be established in conjunction with the bus owners.~~

~~Rules for student behavior on buses will be established, published, and enforced. These rules will set standards of conduct on buses that are consistent with those required in the school building, and the school staff will treat disciplinary problems in the bus as if they had occurred in the school.~~

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

~~***Adopted: 6/21/06***~~

~~***Revised: 9/2/09***~~

~~***Next Review: September 2014***~~

~~**SOURCE: Masconomet**~~

SCHOOL BUS SAFETY PROGRAM

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

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

SOURCE: MASC

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

BUS DRIVER EXAMINATION AND TRAINING

DRAFT NOTE: Policies are similar. The MASC model policy does not include #5.

The Masconomet Regional School Committee will reserve the right to approve or disapprove persons employed by the transportation providers to drive school transportation vehicles.

1. Courteous and careful drivers will be required;
2. Each driver will file with the transportation provider any required medical certificate(s);
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses;
4. Upon request, the transportation providers will furnish the Superintendent with a list of names of drivers and their safety records for the last three years;
5. Transportation providers will provide a written assurance to the Superintendent that they have completed CORIs on all drivers each year; and
6. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.

LEGAL REFS: Highway Safety Program Standard No. 17
M.G.L. 90:7B; 90:8A; 90:8A ½

~~CROSS REF: ADDA CORI Requirements~~

Adopted: 6/21/06

Revised: 9/2/09

Next Review: September 2014

SOURCE: Masconomet

~~BUS DRIVER EXAMINATION AND TRAINING~~

~~The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.~~

- ~~1. Courteous and careful drivers will be required.~~
- ~~2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.~~
- ~~3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.~~
- ~~4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.~~
- ~~5. The contractor will notify school officials as soon as possible of any change of bus drivers.~~

~~SOURCE: MASC August 2016~~

~~LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½~~

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

DRAFT NOTE: MASC only. Recommend adoption.

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

The District **shall require that transportation providers** adhere to Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive. This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall **require that transportation providers** adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC August 2016

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

STUDENT CONDUCT ON SCHOOL BUSES

DRAFT NOTE: Masco with MASC edits.

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

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

Adopted: 6/21/06

Revised: 9/2/09

Next Review: September 2014

SOURCE: Masconomet/MASC

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

DRAFT NOTE: Policy recently updated.

School buses will be used for the transportation of students participating in cocurricular or extracurricular activities.

However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent or designee.
2. All volunteer drivers, including staff and/or parents/guardians must be responsible adults who have completed a volunteer driver registration form, provide proof of a valid driver's license and automobile insurance, agree to a CORI/SORI check if required by the District and agree to comply with any rules for volunteer drivers.
3. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. No school staff will be required to utilize a private vehicle to transport students to and from co-curricular or extracurricular activities

SOURCE: Masconomet

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

~~SOURCE: MASC~~

ANTI-IDLING

~~DRAFT NOTE: MASC version is more succinct. Committee should discuss Masco version and whether it could be procedure.~~

~~This policy applies to all school buses operating in the Masconomet Regional School District and all vehicles operating in the Masconomet Regional school zone.~~

- ~~1. To eliminate unnecessary idling of vehicles in the Masconomet school zone in order to help reduce the community's exposure to exhaust from gasoline and diesel engines.~~
- ~~2. To educate and inform school employees, school vendors, school visitors, students and parents about the health and environmental effects of gasoline and diesel exhaust.~~

~~Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11 (1)(b)) both prohibit unnecessary vehicle idling by stating that vehicle engines must be shut down if a vehicle will be stopped for more than five minutes. Exemptions include: 1) the vehicle is being serviced and the idling is required to repair the vehicle; or 2) the vehicle is making deliveries and needs to keep its engine running (to power refrigerators, for example); and, 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, or a wheelchair lift in a bus or van.~~

~~In order to reduce the health and environmental effects of vehicle exhaust, comply with the state's idling reduction regulation and law, and decrease our use of fuel by reducing unnecessary idling, the following actions shall be implemented to the maximum extent practicable and in collaboration with the school bus transportation provider where applicable:~~

- ~~1. 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 pickup area.~~
- ~~2. Signage will be posted expressly prohibiting the idling of all vehicles for more than five minutes in the school zone.~~
- ~~3. Bus drivers can wait inside the school building if they arrive early and need to keep warm.~~
- ~~4. Transportation operations staff will evaluate and shorten bus routes whenever possible, particularly for older buses with the least effective emissions control.~~
- ~~5. 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.~~
- ~~6. 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.).~~

~~LEGAL REF.: MGL Chapter 90, Section 16A DEP (310 CMR 7.11 (1)(b))~~

~~Adopted: 12/19/12~~

Masconomet Regional School District

~~*Next Review: December 2017*~~

~~*Note: Coded EEAB in the materials provided*~~

~~*SOURCE: Masconomet*~~

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

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

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

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

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

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

SOURCE: MASC 2010

FUEL EFFICIENT VEHICLES

DRAFT NOTE: Masco only. Committee should review for current practice.

PURPOSE

~~To establish a requirement that the Masconomet Regional School District purchase only fuel efficient vehicles for use whenever such vehicles are commercially available and practicable.~~

POLICY

~~The Masconomet Regional School District will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.~~

~~It is the responsibility of the Masconomet administration to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.~~

~~All non-exempt vehicles shall be replaced with fuel efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.~~

~~The District will review, on an annual basis, the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.~~

Inventory

~~The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:~~

| Model | Make | Model Year | Year/month Purchased | Drive System: 2WD; 4WD or AWD | >8500 pounds? (Y or N) | Exempt or non-exempt | MPG Rating | Vehicle Function |
|-------|------|------------|----------------------|-------------------------------------|---------------------------|----------------------|------------|------------------|
| | | | | | | | | |

~~NOTE: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.~~

Definitions

~~Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:~~

$$\text{=1/(0.43/City MPG)+(0.57/Highway MPG)}$$

~~Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:~~

- ~~● AWD = All Wheel Drive: 4-wheel drive automatically controlled by the vehicle power train system~~
- ~~● 4WD = 4-Wheel Drive: driver-selectable 4-wheel drive with 2-wheel drive option~~
- ~~● 2WD = 2-Wheel Drive~~

~~Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.~~

Exemptions

~~Heavy-duty vehicles: examples include fire trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle. Some Masconomet vehicles may be categorized as such.~~

~~Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel efficient models are not currently available. However, we commit to purchasing fuel efficient non-exempted vehicles when they become commercially available.~~

Enforcement

~~This policy is enforced by the Superintendent of Schools.~~

~~**Adoption Date: 9/26/18**~~

~~**Next Review: September 2023**~~

~~SOURCE: Masconomet~~

FOOD SERVICES

DRAFT NOTE: Covered by ADF SCHOOL DISTRICT WELLNESS PROGRAM. Recommend removal.

~~Schools shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Elementary and Secondary Education, or any other entity with proper jurisdiction over the program.~~

~~The food services shall be limited to school functions including students and/or staff, and community use of school facilities approved by the Principal and the office of the Superintendent.~~

~~The Food Services Director shall provide nutritionally adequate and attractive lunches on a non-profit basis, available to all pupils. Prices of the free and reduced lunches shall be fixed in accordance with the provisions of the Federal School Lunch Program.~~

~~Sanitary conditions in all phases of food preparation and serving shall be rigidly maintained at all times. The Food Services Director shall be responsible for the training of all food handlers in personal hygiene and techniques of sanitation.~~

~~LEGAL REFS.: National School Lunch Act
M.G.L. 15:1G, 1L; 69:1C; 71:72~~

~~***Adopted: 6/21/06***~~

~~***Revised: 9/2/09***~~

~~***Next Review: September 2014***~~

~~SOURCE: Masconomet~~

~~LIFE-THREATENING FOOD ALLERGIES~~

**DRAFT NOTE: Masco only. Ten years out of date and covered by district procedures.
Recommend removal.**

~~The District shall support the health and safety of all members of the District community and recognizes that some individuals with life-threatening allergies (LTA) if exposed to offending food allergens could experience a life-threatening reaction.~~

~~To support a safe environment for all staff and students, the Superintendent or designee shall see that appropriate guidelines are established, maintained and reviewed annually by the School Health Advisory Council (SHAC). A report to the School Committee shall be made each year in October.~~

~~These guidelines will include building-based emergency and response plans, on-site availability of appropriate emergency equipment, staff training, and individual health care plans for all staff and students known to be at risk of life-threatening allergic reactions.~~

~~Such plans will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening food allergens, and will take into account the well-being of all staff and students without discrimination or isolation of any individual.~~

~~***Adopted: 6/24/14***~~

~~***Next Review: 4/10/16***~~

~~**SOURCE: Masconomet**~~

~~FREE AND REDUCED PRICE FOOD SERVICES~~

DRAFT NOTE: Recommend removal and adoption of the MASC model updated in 2023 to reflect Universal Free Lunch.

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

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

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

~~SOURCE: MASC August 2016~~

~~LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966
P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 15:1L; 69:1C; 71:72~~

UNIVERSAL FREE SCHOOL MEALS

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs, and to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program.

The District will participate in the National School Lunch Program, the Massachusetts Universal Free Meals Program, and other food programs that may become available to assure that all students in the schools receive healthy, nutritious school meals.

In accordance with guidelines for participation in these programs, the District will provide universal free meals to all students in the District.

Students seeking additional meals or a la carte items will be charged accordingly for those additional items.

Each student in the District is entitled to (1) free breakfast, (1) free lunch, and (1) free snack (where provided by the District.)

- It remains important that families complete the annual Household Application for Free and Reduced Price Meals. This form allows the school district to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/ services, (as determined by each school district), state and federal grant eligibility, and more.
- Districts participating through the Community Eligibility Provision (CEP), serve breakfast and lunch at no cost to all enrolled students without collecting household applications.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for universal free school meals for all students in the District.

CROSS REF: [EFE](#), Civil Rights Complaint Policy for Child Nutrition Programs

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

Child Nutrition Act of 1966; P.L. 89-642, 80 Stat. 885, as amended;

USDA School Meal Program Guidelines May 2017;

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

Chapter 28 of the Acts of 2023 7053-1909

SOURCE: MASC - Complete rewrite 2023

~~MEAL CHARGE POLICY~~

DRAFT NOTE: Recommend removal and adoption of the MASC model updated in 2023 to reflect Universal Free Lunch.

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

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

~~Meal Charges and Balances~~

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

~~Payments~~

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

~~Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility~~

~~that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.~~

~~All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's~~

~~File: EFD~~

~~food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.~~

Refunds

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

Delinquent Accounts/Collections

~~Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.~~

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

Policy Communications

~~This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.~~

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

~~CROSS REFS: JQ, Student Fees, Fines & Charges~~

~~SOURCE: MASC July 2018~~

SCHOOL NUTRITION PROGRAM CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs. and minimizing any impact on students with charges for a la carte purchases.

The District provides free meals to all students (one free meal per meal service period.). However, unpaid charges for additional meals, or a la carte items place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student balances.

Charges and Balances

Each student will be allowed to take one regular meal per meal service period. Students may want to receive additional meals, or to purchase a la carte items. Students will pay for additional meals at the regular rate approved by the School Committee. Student Accounts will be maintained by ~~the District Food and Nutrition Program~~ **Masconomet Food Services** as prescribed by the District and delineated in the Student Handbook.

The parent/guardian is responsible for any meal charges incurred beyond the free meals provided. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Payments for additional food purchases beyond the regular meal will be made to the ~~the District Food and Nutrition Program~~ **Masconomet Food Services**. Parents will be notified of account balances or deficits at regular intervals as prescribed by the District. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact for assistance.

Parents/Guardians may pay in advance for anticipated purchases beyond the free meal allowed during each meal service period. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without a positive balance in their account on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

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

Refunds

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

Delinquent Accounts/Collections

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

Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL [71:72](#); USDA School Meal Program Guidelines May 2017,

Chapter 28 of the Acts of 2023

CROSS REFS: [JQ](#), Student Fees, Fines & Charges

[EFE](#), Civil Rights Complaint Policy for Child Nutrition Programs

SOURCE: MASC - Updated 2023

CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS

MASC only. Recommend adoption for compliance.

The **Masconomet Regional** School District is committed to complying with Civil Rights Requirements in all of its programs, including the USDA Food and Nutrition Services and DESE School Food and Nutrition Programs, and specifically the Civil Rights Requirements outlined in Food and Nutrition Programs Instruction 113-1 and the 2016 MoU between USDA FNS Civil Rights Division and the Massachusetts DESE Office for Food and Nutrition Programs.

Any person alleging discrimination in the ~~District Food and Nutrition Program~~ **Masconomet Food Services** based on race, color, national origin, age, sex, or disability, either written or verbal, has the right to file a complaint. The designee at the District/school level will provide assistance to the individual(s) including but not limited to explaining the steps in the complaint process, and maintain a complaint log, as required by law.

LEGAL REF.: [FNS 113-1: Civil Rights Compliance and Enforcement](#)

NOTE: [Procedures Template for USDA Food and Nutrition Services Complaints can be found here.](#) Districts are required by FNS 113-1 to establish procedures to receive complaints, assist individuals with complaints, log, and report Civil Rights complaints related to School Food and Nutrition Services.

NOTE: The Superintendent or designee will develop complaint procedures

SOURCE: MASC 2023

INSURANCE

DRAFT NOTE: Masco only. Covered in other policies under specific programs that require insurance. Recommend removal.

~~The District shall maintain an insurance program to protect against property loss and to protect the District, the School Committee, and the Superintendent and staff from liability for personal injury, errors and omissions, and property damage arising out of operation of the School District. The School Committee will approve the types and levels of insurance as part of the annual Budget.~~

~~***Adopted: 9/15/71***~~

~~***Revised: 4/3/74; 11/15/76; 5/19/82; 3/25/87; 11/12/97; 11/17/01, 9/2/09***~~

~~***Next Review: September 2014***~~

~~**SOURCE: Masconomet**~~