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SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—bodily harm, loss of school time, property damage, legal action, and even fatality. The 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.

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

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.

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

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.

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

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

The Superintendent 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

EMERGENCY CLOSINGS

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

BUILDINGS AND GROUNDS MANAGEMENT

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

BUILDINGS AND GROUNDS SECURITY

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 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.

STAFF AND VISITOR IDENTIFICATION BADGES

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.

VANDALISM

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 they see 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

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

TRAFFIC AND PARKING CONTROLS

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.

SUSTAINABILITY AT MASCONOMET

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.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

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

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

STUDENT TRANSPORTATION SERVICES

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

WALKERS AND RIDERS

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

Reimbursement to the school 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.

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

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

CROSS REF.: EEA, Student Transportation Services

SCHOOL BUS SAFETY PROGRAM

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

- a. 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.
- b. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
- c. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.
- d. Classroom instruction on school bus safety may be provided as needed.

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

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

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

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.

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

The School Committee, through the administration, share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing 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 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.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

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

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 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 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

Masconomet Regional School District

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

CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS

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 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.