



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EBAB

PEST MANAGEMENT

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.

Adoption Date: 12/19/12
Revie Date: December 2017



Masconomet Regional School District
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Policy of the School Committee

EBB

FIRST AID AND EMERGENCY CARE

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.

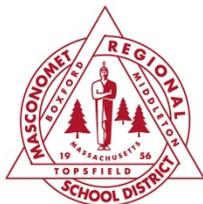
Each Principal is charged with providing for the immediate care of ill or injured persons within their area of control. A school nurse or other qualified staff member will administer emergency aid. Each school and bus will be equipped with first aid equipment.

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.

Adoption Date: 6/21/06
Revised: 9/2/09, 11/14/12
Review Date: November 2017



Masconomet Regional School District
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Policy of the School Committee

EBC

EMERGENCY PLANS

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

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the Masconomet Regional School 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 of 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.

Plans shall be submitted at least every 3 years by September 1. 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 to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Legal Ref: Section 363 of *Chapter 159 of the Acts of 2000*

CROSS REF: EBCD, Emergency Closings

JL, Student Welfare

JLC, Student Health Services and Requirements

Date of Adoption: 6/21/06

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

Review Date: November 2017



Masconomet Regional School District
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Policy of the School Committee

EBCB

FIRE DRILLS

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
Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EBCC

BOMB THREATS

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

Original Adoption: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EBCB

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

Adoption Date: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EC

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

Adoption Date: 9/15/71

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

Review Date: September 2014



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

ECA

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 requires and encourages close cooperation with local police and fire departments.

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.

Adoption Date: 6/21/06

Revised: 9/2/09

Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

ECAC

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.

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 and, if known, the names of those responsible.

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

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

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

Adoption Date: 12/19/12
Review Date: December 2017



Masconomet Regional School District
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Policy of the School Committee

ECAF

SECURITY CAMERAS

The Masconomet 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 no reasonable expectation of privacy. The Masconomet 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 Masconomet 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.

Adoption Date: 12/19/12
Review Date: December 2017



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

ECB

BUILDINGS AND GROUNDS MAINTENANCE

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.

Adoption Date: 12/19/12
Review Date: December 2017



Masconomet Regional School District
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Policy of the School Committee

ECE

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.

*Original Adoption: 6/21/06
Proposed reconsideration: November 2017*



Masconomet Regional School District
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Policy of the School Committee

EEA

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

Adoption Date: 6/21/06

Revised: 9/2/09

Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EEAB

ANTI-IDLING

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 Reference: MGL Chapter 90, Section 16A
DEP (310 CMR 7.11 (1)(b))*

*Adoption Date: 12/19/12
Review Date: December 2017*



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EEAE

BUS TRANSPORTATION

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

Adoption Date: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EEAEA

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

CROSS REF: ADDA CORI Requirements

Adoption Date: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EEAEC
ALSO: JICC

STUDENT CONDUCT ON SCHOOL BUSES

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

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

Adoption Date: 6/21/06
Reviewed: 8/5/09
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EEAG
Also:EEBB

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES /
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The School Committee recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district and employees the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or his or her designee. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose for which the private vehicle is being used.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person has the prior approval of the Superintendent.
4. The School Committee specifically prohibits any staff member to transport students for school purposes unless he/she has a current, valid Massachusetts Class D license and uses a district vehicle.

Adoption Date: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EF

FOOD SERVICES

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.

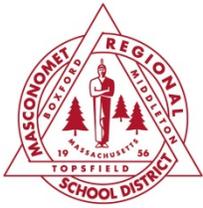
The food services shall be limited to school functions including students and/or staff, and community use of school facilities approved by the Principal and the office of the Superintendent.

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

Adoption Date: 6/21/06
Revised: 9/2/09
Review Date: September 2014



Masconomet Regional School District
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Policy of the School Committee

EFAB

Life-Threatening Food Allergies

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.

Adoption Date :6/24/14
Review Date: 4/10/16



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

EIA

INSURANCE

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.

Adoption Date: 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

Review Date: September 2014