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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 Regional School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

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

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be given in accident prevention as well as fire prevention, emergency procedures, and 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.

The School Safety Protocols are designed to give school personnel step-by-step procedures on how to respond immediately to a crisis. Following the instructions in the order which they are listed will help staff prioritize notification of emergency personnel and to contain escalation and injury during the initial impact of the crisis.

LEGAL REFS: M.G.L. 71:55C
 Acts of 1985 c 614 Sec 1
 Board of Education 603 CMR 36:00

PEST MANAGEMENT POLICY

The Ayer Shirley Regional Schools are 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 IPM will be on file with the state.

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.

ASBESTOS MANAGEMENT PUBLIC NOTICE
GENERAL POLICY STATEMENT AND PURPOSE

In compliance with the United States Environmental Protection Agency's Asbestos Hazardous Emergency Response Act (AHERA) and the 40 Code of Federal Regulations (CFR) Part 763 Subpart E – Asbestos Containing Materials in Schools, the Ayer Shirley Regional School District is committed to providing a safe and healthy environment for all students, employees, the public, contracted building service workers and any other building occupants. The Ayer Shirley Regional School District has therefore established a policy for managing in-place asbestos. Also, in compliance with AHERA, the district will contract with a licensed and approved inspector to perform three-year re-inspections of school buildings, along with the maintenance of updated Management Plan materials to be kept on file in the principal's office of each district school as well as in the central office of the Ayer Shirley Regional School District, 115 Washington St., Ayer, MA 01432. Questions regarding the Asbestos Management Plan may be directed to the Superintendent of Schools.

The following communication will be included in the student handbooks annually:

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections of the Ayer Shirley Regional Schools have been performed according to 40 Code of Federal Regulations (CFR) Part 763 Subpart E. All inspection finds and the Asbestos Management Plans will be placed on file and available at the Ayer Shirley Regional School's Central Office.

PEST MANAGEMENT PROCEDURES

Overview and Goals

The Ayer Shirley Regional Schools shall develop and implement an integrated pest management program. 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. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.

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 communities.
4. Enhance the quality of facility use for school and communities.
5. Minimize health, environmental and economic risks.

I. 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.

II. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- a. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, 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.

III. RECORD-KEEPING

- a. The district will keep a record of the amounts of pesticides and herbicides used 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 and correspondence of pesticides and herbicides used will be available for public review upon notice and during normal school hours.

IV. STAFF RESPONSIBILITIES AND EDUCATION

- a. Designated staff (school nutrition, buildings and grounds, etc.) will participate in sanitation and pest exclusion procedures 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 out.
- b. Ongoing education of all appropriate district staff will be a priority to ensure a safe and clean environment.

LEGAL REF: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families From Harmful Pesticides"

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

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 and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.
4. In extreme emergencies, the school nurse, school physician or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. 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.
6. All accidents to students and staff members will be reported as soon as possible to the principal at the school site. If a serious accident occurs the principal will notify the Superintendent, and if the Superintendent deems appropriate, the Regional School Committee.

LEGAL REFS: M.G.L. 71:55A; 71:56
CROSS REF: JLC, Student Health Services and Requirements

THE USE OF AUTOMATED DEFIBRILLATORS

The Ayer Shirley Regional School Committee recognizes that cardiac emergencies may arise that justify the use of an Automated External Defibrillator (AED). To this end, the district shall provide and maintain AED equipment for use by qualified personnel.

The School Committee shall designate the School District Physician to monitor the program and ensure that all designated responders are properly trained and that AEDs are properly maintained. The nurse leader and the school district physician shall develop a written collaborative agreement which contains all the provisions for administration and use of this equipment including training requirements, location of AED units, the maintenance and inspection of AEDs, the identification of local emergency response providers and assurances that 911 will be called immediately for emergency assistance.

Employees of the Ayer Shirley Regional Schools will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR. Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification. Acceptable certification will consist of completion of an American Heart Association "Heartsaver AED" course and CPR course.

The Ayer Shirley Regional Schools will provide American Heart Association "Heartsaver AED" training for employees deemed to require such training by the nurse leader. The cost for the training may be reimbursable to employee pending funding. Employee should submit request for funding prior to the training. Employees who are certified will be designated as authorized users after a review of their credentials and approval by the school nurse.

The school district physician will be advised of all uses of an AED by employees of the District as soon as practical after each use. The data from the AED will be reviewed by the school district physician, who will identify any areas related to that use that require remediation and will recommend a plan of corrective action if needed.

LEGAL REF: M.G.L. C112, Section 12 offers liability protection to laypersons who are trained in the use of defibrillators.

First Reading, August 17, 2016

Second Reading, September 21, 2016

Adopted by ASRSD, September 21, 2016

PROCEDURES FOR USE OF
AUTOMATED EXTERNAL DEFIBRILLATORS (AED) EXHIBIT

1. The Regional School Committee shall designate the school district physician to serve as an Emergency Health Care Provider to monitor the program, ensure that all responders are properly trained and that AEDs are properly maintained.
2. Selection of employees to be trained, training requirements, location of the AED, identification of the local emergency response providers and a maintenance and inspection schedule of the use of the AED will be outlined in written form by the school nurse in collaboration with the school district physician according to generally agreed upon guidelines.
3. Each school's nurse will maintain on file a specifications/technical information sheet for each AED model assigned to the school; maintain the AED daily log; and maintain current records verifying targeted responders training and certification levels. Targeted responders will complete and sign an annual verification form.
4. District employees will be authorized to utilize an AED upon successful completion of initial and recurrent training courses. Acceptable certification will consist of completion of an American Red Cross or American Heart Association "Heartsaver AED" course and CPR course. The cost for the training may be reimbursable to employee pending funding. Employee should submit request for funding prior to the training.
5. The Regional School District will provide American Heart Association "Heartsaver AED" training for employees deemed to require training by the nurse leader. Employees will be certified as designated users after a review of their credentials and approval by the nurse leader.
6. Each time the AED is utilized, 911 will be called for emergency assistance.
7. Each time the AED is utilized, the AED trained responder shall complete a medical event form (911 form) and complete the district's accident report.
8. The school district physician and the Superintendent will be advised of all uses of an AED by employees of the district as soon as practical after each use. The data from the AED will be reviewed by the school district physician who will identify any areas related to that use that require remediation and will recommend a plan of corrective action if needed.
9. The school district recommends a minimum of 4 personnel trained in CPR and AED at each of the four schools.

First Reading, August 17, 2016

Second Reading, September 21, 2016

Adopted by ASRSD, September 21, 2016

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

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

CROSS REF: EBCD, Weather Related Emergencies

EMERGENCY CLOSINGS

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

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

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

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

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

NO SCHOOL ANNOUNCEMENT POLICY

1. When necessary due to extreme weather conditions or emergency, the no-school signal in the Town of Shirley will be 3 – 3 – 3 blasts.
2. The school district will provide T.V. and radio stations with school closings and/or delay information. Stations will be identified in the student handbook.
3. All school personnel to be notified for any school closings and/or delays utilizing established communication procedure at all times and in a timely manner.

AIRBORNE VIRUS PROTECTION

The Ayer Shirley Regional School Committee is the sole deterrent as to the initiation, suspension, or amendment to this policy.

All Ayer Shirley Regional School District staff, students, and visitors are required to wear a Center for Disease Control (CDC) approved face mask, or multi-layered mask in school buildings and on school transportation, even when social distancing is observed. When outside, students are not required to wear face coverings regardless of distance from others. Staff and students are required to wear their own mask to school each day. The mask must cover the mouth and nose and fit securely, not allowing gaps or spaces around the outside edges. The district has purchased "replacement masks", which will be available for those needing a new one during the school day. Should the mask become visibly soiled on the outside or not fit correctly, a replacement mask should be worn.

Individuals may be excused from wearing a face mask for the following reasons.

The individual:

- cannot remove the mask or face covering without assistance
- has a documented medical or behavioral health condition that inhibits them from wearing a mask. Alternative Personal Protective Equipment (PPE) will be considered for these individuals such as a face shield.

When appropriate social distancing is enforced inside the school building, masks may be removed at the following times:

- during mask breaks – 3 feet physical distancing required
- while eating and drinking – 3 feet physical distancing required

Designated mask breaks must occur throughout the day. When possible, mask breaks should be outside. Mask breaks can occur in the building/classroom as long as the individuals taking the mask break are at least 3 feet apart and windows are open or alternately closed if the school has a ventilation system that works more efficiently with windows closed. Any individual that states that they need a mask break should be allowed to have one. If an individual is requiring many mask breaks or mask breaks beyond 5 minutes the school nurse will be consulted.

If individuals are in violation of this policy, the building principal will determine whether an exception is appropriate or the individual needs to be removed from the school building until such time as they can comply with the requirements.

Visitors must comply with all provisions of this policy to be granted access to any school/district building.

Reference: CDC Guidance for COVID-19 Prevention in K-12 schools - August 5, 2021

First Read: August 18, 2021

Second Read: September 7, 2021

Third Read and School Committee Approved: September 22, 2021

BUILDINGS AND GROUNDS MANAGEMENT

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

The supervision over the care and safekeeping of property used by the school district will be the general responsibility of the Superintendent. S/he will work with town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the region; 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 will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the towns. It is deemed in the best interest of the school district and towns 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 watchmen may be approved in situations where special risks are involved.

VANDALISM

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

Every citizen in each town, staff members, students, and members of the police departments are urged by the Regional School Committee to cooperate in reporting any incidents of vandalism to property under control of the school district, 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 s/he 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. 266.98

LOANING SCHOOL DEPARTMENT EQUIPMENT/PROPERTY

- (1) The Ayer Shirley Regional School Committee will allow staff members and community residents to borrow school equipment (removing same from school property) provided:
 - a) The principal has given permission
 - b) The principal and staff member or community resident complete the Loan Contract prior to borrowing.
- (2) Any community group that desires to borrow school owned property must receive the approval of the Superintendent of Schools and sign the Equipment Loan Contract.
- (3) Employees who borrow school owned equipment will be responsible for lost, stolen or damage associated with usage.
- (4) It will be the joint responsibility of the Loaner and Borrower to confirm the loaned equipment to be in working order at the time of the loan.

Recycling and Waste Reduction

The Ayer-Shirley Regional School District is committed to a course of action which will:

- Reduce the amount of waste generated.
- Increase the amount of materials diverted from the waste stream.
- Comply with Mass DEP waste bans.
- Increase the quality of all material batches collected for recycling

Most importantly the district will strive to raise the general state knowledge and awareness Of waste stream reduction in an effort to move closer in achieving a more sustainable environment. The District recognizes that practical knowledge gained by all students and staff in this initiative will easily translate to families and community for the greater benefit of all people.

Specifically:

- Material requisition will have a stamp indicating that a review has occurred relative to environmental effects and consistency with the stated objectives of this policy.
- Staff will endeavor to divert food waste from trash whenever possible and to establish and support efforts in recycling batch quality.
- Recycling containers will be appropriately located and marked in all areas under District jurisdiction.
- The Director of Facilities will biannually inspect recycling batches prior to pick-up to evaluate system performance and take whatever action is deemed necessary to improve compliance.
- The Assistant Principal of each school will meet annually with a Recycling Committee Member/BOH member from each town to discuss successes, failures and initiatives in waste stream reduction and recycling. Of prime importance will be education and training; curricular or otherwise.
- The student councils in all schools will discuss recycling at least quarterly to evaluate general understanding and application in the schools and at home.

School Committee Approved: May 19, 2021

Second Read: May 4, 2021

First Read: March 2, 2021, and March 17, 2021

STUDENT TRANSPORTATION SERVICES

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

The Regional District will contract for transportation services. Contracts will be awarded on a competitive bid basis by the Committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable 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 C.O.R.I. checks
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, 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

SCHOOL BUS SCHEDULING AND ROUTING

The Regional School Committee, prior to the opening of each school year, will cause to be established the school bus routes, stops, and time schedules.

Each year, usually in early August, the school district and the bus contractor, meet to develop routes for the upcoming school year. Using the best data available, at that time, with regard to enrollment, routes and pickup times are determined. Consideration is given to centralized locations, directness of route, access, maneuverability and safety issues.

Bus routes and pickup times are published on the Regional School District's Website and in the local newspaper two weeks prior to the opening of school. Routes and times may be adjusted during the course of the school year to better serve the needs of our student population.

SCHOOL BUS SAFETY PROGRAM

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

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.
5. Parents are encouraged to meet the bus driver (this is especially critical with younger students). Your contact and familiarity with the driver can often address concerns before they become a problem. Parents with concerns that involve a student should contact the school. Issues of safety, concerns with a driver or questions on transportation in general can be addressed by contacting the Superintendent for the Ayer Shirley Regional School District or his/her designee.
6. Parents of kindergarten youngsters are asked to meet their children at the bus stop each day. Parents should make themselves known to the driver. Drivers are asked to be certain that a parent is present at the bus stop before letting a kindergartner off the bus. At a more crowded stop this can sometimes present a difficulty in recognizing all parents.

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

STUDENT CONDUCT ON SCHOOL BUSES

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

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

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. S/he will report the incident in writing to the parent concerned, with a copy to the Superintendent.
2. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Superintendent's office.
3. After a second offense and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Proper conduct is required aboard the bus at all times.

Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Excessive noise is not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.

The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers or disturbing their possessions
- Talking to the driver
- Throwing objects within the bus or out of windows
- Climbing over seats
- Opening or closing windows
- Leaning out of windows
- Littering the bus

Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year.

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 personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
1. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

FREE AND REDUCED PRICE FOOD SERVICES

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.

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

MEAL CHARGE POLICY

PURPOSE:

To establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department and the district. The goals of this policy are:

- To establish a consistent district policy regarding charges and collections of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parents/guardians/adult students to the maximum extent possible.
- To establish policies appropriate for age.
- To encourage the parent/guardian/and student to assume the responsibility of meal payments and to promote self-responsibility of the student.

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for notifying the student's parent/guardian of low or outstanding balances. Responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District: Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian: To meet the financial obligations of the food service charges.

REGULATIONS:

1) All students

a) All students:

Will be allowed to charge up to a maximum dollar equivalent of ten (10) meals which will be known as the "account cap".

1. These meals will include anything on the monthly menu.
2. Email notification of low balances \$5 or below will be sent home to parents/guardians weekly.
3. Email notification of deficit balances will be sent to parents/guardians daily.
4. When a child reaches the "account cap" they will only be offered a designated alternate menu consisting of a sunbutter sandwich or a cheese sandwich, fruit, vegetable and milk. Parents/guardians always have the option of sending child to school with a cold lunch.
5. The designated menu alternate will be charged to the child's account at the standard lunch rate and will be reported to the state as a reimbursable meal.

Parents are responsible for payment for those meals.

b) Middle and high school students:

1. When a student has a negative balance, no a la carte items will be sold to the child.

2) Returned Checks:

Checks returned for insufficient funds result in a fee that is charged by the bank to the district. The parent will be notified of the insufficient funds. The fee and the amount of the check will immediately be deducted from the student's account. A payment must be received within (10) days of the date of notification.

3) Payments:

The Ayer Shirley Regional School District can accept payment for meals upon purchase in the form of:

- a. Cash or check at the register.
- b. Prepayment through myschoolbucks.com

4) All schools possess a computerized Point of Sale (POS) system that tracks all monies deposited and spent for each student and said record will be made available to the parent upon request.

5) Meals may be prepaid at any time. Prepayments are a convenience for families and can be made by check at the POS/cash register. Prepayments can also be made through My School Bucks by going to www.myschoolbucks.com. This gives the parents the capability of using their debit/credit card for lunches and a la carte purchases. There are numerous advantages to using My School Bucks, including updated account balances, e-mail notification of low balance accounts and a history of purchases made by the student.

Food Services Program End-Of-School Year Closeout

- *All accounts must be settled by the end of the school year.*
- Parents/Guardians will be sent a written request for payment in full. The payment requests will be mailed home.
- All charges not paid before the end of the school year, and all credits will be carried forward into the next school year. Seniors must pay all charges before receiving their cap and gown.
- All parents of seniors will receive a notice in May of funds remaining in their child's account. Parents will receive a letter to elect to move the balance into a sibling's lunch account or to elect a refund. All refund requests will be sent to the food services office and processed for payment.
- Formal collection activity by court or agency can be initiated on any account 60 days in arrears.

Blocks on Accounts

A parent may request in writing to the Food Service Director that a block be placed on their child's account to prohibit the purchase of a la carte items or set a dollar cap. The school business manager may instruct the Food Services Director to place a block on a student's account to prohibit the purchase of a la carte items due to non-payment of food service fees.

Refunds

- Withdrawn students – for any student who is withdrawn, a written or e-mailed request for a refund of any money remaining in their account must be submitted within 90 days of departure.

- Graduating Students – students who are graduating at the end of the year will be given a refund or funds will be transferred to a sibling's account at the parent's request.
- Unclaimed funds – all funds must be requested within 90 days. Unclaimed funds will then become the property of the Ayer Shirley Regional School District.

Debt Forgiveness

Nothing in this policy precludes representatives of the district from pursuing and/or implementing compassionate debt forgiveness avenues for legitimate unforeseen circumstances which have contributed to the debt.

First Reading, May 25, 2017

Second Reading, June 6, 2017

Adopted by ASRSD, June 21, 2017