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**File EB - 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 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 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 system. 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 REFS.: M.G.L. 71:55C and Acts of 1985c 614 Sec. 1  
Board of Education 603 CMR 36:00

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

**File: EBAB - PEST MANAGEMENT POLICY**

*effective 2/25/2002*

The Walpole Public 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 School District will adhere to all local, state, and federal regulations insofar as they apply to the District's practices.

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 Walpole Public Schools 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 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 parents, staff and students and will also be posted in school common areas, the Superintendent's office and the Board of Health office. When possible, the school system website and cable channel will include the notice.
- B. When pesticides and herbicides are used in a building, the site will provide 48 hour pre-treatment and 72 hour post-treatment notification in the form of a posting to include the product name, purpose, application date, time and method of application 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 written notice (including the product name, purpose, contact person, and application date, time and method) will be sent home with students in the affected building at least five (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 all 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.

### V. 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 twelve (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.
- C. Staff and teachers are not allowed to bring their own pesticides to their workplace.

### VI. WAIVER OR VARIANCE

A waiver or variance may be granted by the Walpole Board of Health or the Massachusetts Department of Food and Agriculture in emergency situations.

LEGAL REFS.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

**File: EBB - FIRST AID**

The Walpole Public Schools strive to provide safe learning environments. 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, guardian 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/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 superintendent and the school committee.

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

CROSS REFS.: JLC Student Health Services and Requirements

**File: EBC - EMERGENCY PLANS**

(Adopted by School Committee as amended 8/23/12)

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.

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 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.

Plans shall be submitted at least every 3 years by September 1. Plan 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.: M.G.L. 69:8A Section 363 of Chapter 159 of the Acts of 2000  
CROSS REFS.: EBCD Emergency Closings  
JL, Student Welfare  
JLC, Student Health Services and Requirements

**File: EBCD - 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:

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

CROSS REFS.: EBC Emergency Plans

**File: 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 supervision over the care and safekeeping of property used by the school department will be the general responsibility of the superintendent. He/she will work with other 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, in cooperation with other town departments, 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 will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

**File: ECA – SECTION I: BUILDINGS AND GROUNDS SECURITY**

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

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

An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

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

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

**File: ECA – SECTION II: SCHOOL CAMERA POLICY**

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 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 school 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. Security cameras will be used as documentation in an ongoing investigation, but will not be used for the purpose of initiating investigations. Students or staff identified on security cameras in violation of district policies will be subject to disciplinary action.

The School Committee will be notified by the Superintendent prior to the installation of additional security cameras in school buildings and on its property. The Superintendent 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 school district. Access to video recordings from security camera 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. 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.

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

**File: ECAC - VANDALISM**

The 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 of the town, 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 department, 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.

**File: EDC - 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 used by staff members 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, with permission of the proper administrator.

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

**File: EEA - STUDENT TRANSPORTATION SERVICES**

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

The school system will contract for transportation services. Contracts will be awarded on a competitive bid basis by the school committee. Bus contractors and taxi contractors, 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
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, Band C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4;  
71B:5; 71B:8; 74:8A; 76:1; 76:12B(i); 76:14

CROSS REFS.: EEAA Walkers and Riders

**File: EEAA - WALKERS AND RIDERS**

*effective 5/19/2003*

Students in grades K-6 who live over 2 miles from their attending school shall be eligible for bus transportation.

1. Children may be required to walk up to one mile to a scheduled bus stop.
2. Stops shall be chosen with concern for numbers and safety of children involved, and also with concern for property of abutters. Buses will not go down dead end or cul-de-sac streets.
1. Bus drivers shall pick up and drop off only at scheduled stops; they shall not be required to admit students who are not assigned to that particular bus. Drivers are not allowed to exceed the legal capacity.

Exceptions:

- a) Students with a temporary medical disability may be granted permission to use school bus transportation upon receipt of a parental request and a physician's report.
- b) At the elementary level, an individual bus pupil may ride another bus with a note from home to the principal if bus capacity will permit. This privilege does not extend to group activities such as scouts, parties, and non-school classes.
- c) Instances of family emergencies are reported by written note or telephone to the principal.

Pupils who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the student can view the driver's face. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.

1.

File: EEAAA

**File: EEAAA - WALKERS' CONSIDERATION**

Highway department should be advised of which roads are to be used by walkers, and should be requested to plow these roads and sidewalks as wide as possible.

Police should be notified of roads being used by walkers, and of starting times of all schools. Police should be requested to control vehicles' speeds.

Crossing guards should be provided at intersections and main crossing points when school officials and police have determined this area to be unsafe for normal unsupervised crossing.

**File: EEAE - 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.

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

**File: EEAEA BUS DRIVER EXAMINATION AND TRAINING**

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

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. No person under 18 years nor over 70 years of age and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
5. The contractor will furnish the school committee with a list of names of drivers and their safety records for the last three years.
6. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A(12)  
Highway Safety Program Standard No. 17

**File: EEAEAA - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND  
COMMERCIAL VEHICLE DRIVERS**

The district shall comply with the Department of Transportation's regulations for the drug and alcohol testing of school bus drivers and commercial vehicle drivers employed by the district. 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 will comply with 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 the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

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

**File: EEAEAA-R - SCHOOL BUS DRIVERS' REGULATIONS**

1. Keep the door of the bus closed at all times when the bus is in motion.
2. Pupils and drivers are not allowed to smoke on the bus at any time.
3. Do not put children off the bus unless their conduct is endangering the other riders and driving of the bus ... this is a last recourse. All other means should be exhausted first.
4. Children will be picked up and left off at assigned regular stops unless otherwise directed by the teacher on bus duty or the principal.
5. At hazardous stops the driver will personally see that the children are safely across the street. However, the driver is not to leave the bus with pupils on it.
6. Children crossing the street will cross in front of the bus.
7. All pupils will be treated as equals and the driver will not favor any pupils.
8. Drive as though the bus were carrying your own children. All speed limits, stop signs, etc., must be obeyed.
9. Make sure the children know what to do in an emergency. The exit of pupils through the emergency door should be explained by the driver.
10. Maintain the same approximate time each day.
11. On all special school activities a teacher will be put in charge of the children. This person will be authorized to tell you when to leave or give any other instructions.
12. The Superintendent, or his/her designee, and the Principals have the right to talk to you personally to recommend, change, and disapprove anything pertaining to bus transportation.
13. The bus driver should not admit students to the bus unless they are lined up and orderly.
14. There should not be any conversing with the bus driver while the bus is in motion unless it is absolutely necessary.

**File: EEAEC - STUDENT CONDUCT ON SCHOOL BUSES**

Bus transportation to and from school is a privilege for all students who qualify according to the rules and regulations of the Walpole School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and the rules regarding behavior are the same as in school. It should be understood by all that the right of a student to school transportation is a qualified right dependent upon good behavior.

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 school committee.

**File: EEAEC-R - STUDENT CONDUCT ON SCHOOL BUSES – REGULATIONS**

1. No pupil shall prevent another from occupying a seating space. Seating will be in accordance with grade level. For example: Kindergarten and grade 1 - front section; grades 2 and 3 - mid section; and grade 4 - back section. The bus driver has the authority to change a student's seat in the best interest of safety.
2. Parents will be held financially responsible for any defacing or damaging of the bus.
3. Pupils will conduct themselves on the bus in a manner which does not distract the driver and is considerate to all other passengers.
4. Pupils shall refrain from placing any object out of the bus windows.
5. For reasons of safety, all articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
6. Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such matters.
7. The emergency door must be used for emergency only. Children shall not touch safety equipment on the bus.
8. The following are prohibited:
  - a. smoking and/or the use and possession of drugs.
  - b. drinking and eating.
  - c. profanity and obscene language.
  - d. excessive noise.
  - e. annoying other passengers or their possessions in any manner.
  - f. throwing objects in the bus or out the windows.
  - g. climbing over or crawling under seats.
  - h. weapons of any kind.
9. Do not enter into conversation with the driver while the bus is in motion; but do report any emergency to him/her at once.
10. Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school.

Violations of these procedures could result in the following actions:

- A. **FIRST VIOLATION:** Upon receipt of a Bus Conduct report, the Principal will issue a warning and inform Central Office and the driver, as well as the parents of the child.
- B. **SECOND VIOLATION:** A second violation will result in a suspension of bus privileges for a minimum of five (5) school days.
- C. **THIRD VIOLATION:** A third violation may result in a suspension of bus privileges for the remainder of the school year.
- D. Notwithstanding the procedures outlined above, The Walpole School Department, through the superintendent of Schools or his/her designee, retains the right to take whatever action is necessary to ensure the safe and orderly transportation of students. .

Parents, bus driver and Central office will be notified of all suspensions in writing by the Principal. Further disciplinary action may be taken by School Administrators depending on the severity of the offense.

**File: EEAFA - FIELD TRIPS AND SCHOOL-RELATED TRIPS**

1. All Bus Safety and Conduct Rules will apply to field trips and other school-related events (clubs, music, sports, etc.).
2. Adult supervision (other than the driver) must be present on the bus for all trips.
3. The adult supervisor on each bus will carry a list of all students present on the bus, which includes their address, phone numbers, and any emergency medical information pertinent to a child. A copy of such information will be left in the student's school.

**File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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

1. The activity has the approval of the superintendent of schools.
2. The owner of the vehicle being used in transporting students must file evidence with the superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents 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.

**File: EEAJ - POLICY REGARDING 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 periods or one minute in any fifteen period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exception 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 Walpole school district has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Walpole School District shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage as described below. All such signage shall contain appropriate 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 Walpole 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

**File: EFC - FREE AND REDUCED PRICE FOOD SERVICES**

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

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

As required by state and federal regulations, the school committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS.:       National School Lunch Act, as amended (42 U.S.C. 1751-1760)  
                          Child Nutrition Act of 1996, P.L. 89-642, 80 Stat. 885 as amended  
                          M.G.L. 15:1G; 15:1L; 69:1C; 71:72

**File: EFCA – STUDENT MEAL ACCOUNT MANAGEMENT POLICY**

**I. PURPOSE/POLICY:**

The Walpole School Nutrition Department takes pride in providing nutritious meals daily to our students. Research has shown that students who are hungry have a difficult time concentrating and do not perform as well as their peers. The Walpole School Nutrition Program strives to be self-funded and must operate in a financially responsible manner. The purpose of this policy is to establish consistent meal account procedures throughout the District.

The goals of this policy are:

- To establish procedures for meal charges and collections.
- To treat all students with compassion, sensitivity and dignity regardless of account balances.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and
- To promote self-responsibility of the student.

**II. SCOPE OF RESPONSIBILITY:**

**The School Nutrition Office:** Responsible for maintaining meal charge records and notifying the School District of outstanding balances. The School Nutrition Office is also responsible for notifying the student's parent/guardian of low or outstanding balances.

**The School District:** Responsible for supporting the School Nutrition Office in collection activities.

**The Parent/Guardian:** Responsible for maintaining a positive balance in their children's meal accounts.

**III. MEAL CHARGES**

**Elementary School Charge Policy:**

- All students wishing to purchase a meal will enter their PIN number and the system will charge them accordingly based on meal eligibility.
- When fund balances are negative:
- Only the reimbursable meals offered for that day are available as a charge.
- Students will NOT be allowed to charge ala carte items.
- Students who are unable to pay for a meal should be provided with a meal from home.
- Elementary students who do not bring funds to purchase their lunch or a meal from home will be provided with a lunch regardless of their balance, and their accounts will be debited.

### **Middle and High Schools Charge Policy:**

- All students will enter their PIN number and the system will charge them accordingly based on meal eligibility.
- Students are allowed to charge their school meal up to a maximum of negative \$15.00 with the following restrictions:
  - Only the reimbursable meals offered for that day are available as a charge.
  - Students will NOT be allowed to charge ala carte items.
- Once the negative \$15.00 threshold is reached, students will not be allowed to charge any additional meals until the balance is paid. (At the discretion of the school Principal).

### **District Low and Negative Balance Notification Procedures:**

- We highly recommend that all students be registered at [www.myschoolbucks.com](http://www.myschoolbucks.com) to receive free email updates for account balances. The email notification is a FREE service and is the best method for receiving current information regarding account balances and purchases.\* Low Balance email notifications are sent once a student's account reaches \$6.00 in order to maintain the necessary positive balance in the child's account.
- Parents or guardians of students with accounts in arrears will be notified via email and/or U.S. mail. This mailing will include information on the Free and Reduced Meal application.
- If the negative balance remains unpaid or continues to grow, further actions may be taken and are detailed in the list below.
  - Call from the School Nutrition Office
  - Call from the Building Principal
  - A certified negative balance letter mailed to the residence
  - School Resource Officer visits house to address potential neglect
  - Account placed in collections by the Business Office
  - All District-wide, fee-based services denied until the balance is paid.
- A record of all correspondence will be kept on file to document that the above procedures have been followed.

## **IV. ADDITIONAL INFORMATION**

**Checks Returned for Non-Sufficient Funds (NSF):** When a check is returned to the Treasurer's Office for "NSF," a letter will be sent to inform the parent(s) from the Treasurer's Office. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the Town of Walpole and sent to the Treasurer's Office along with the replacement payment. The amount of the check will be deducted from the student's lunch account immediately upon notice from the bank, and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 § 40A.

**Blocks on Meal Accounts:** A parent may call the School Nutrition Office to place a block on their child's account for any of the following reasons: to prohibit or restrict the purchase of meals, second meals and or ala carte items, or to set a specific dollar cap. The School Business

Manager may instruct the School Nutrition Office to place a block on a student's account due to non-payment of District fees or other collection issues.

**Refunds:**

**Withdrawn Students:** For any student who is withdrawn, a written request for a refund of any funds remaining in their account must be submitted. An e-mail request is also acceptable. Requests should be sent to the School Nutrition Office.

**Graduating Seniors Meal Accounts:** Seniors must pay all meal charges before receiving their cap and gown. All parents/guardians of seniors will receive a notice in May of remaining money in their meal accounts. They will receive a letter to elect to move money into a sibling's lunch account, request a refund, or elect to donate the funds to the "Needy Student Account Fund." All refund requests should be sent to the School Nutrition Office to be processed for payment.

**Free or Reduced Priced Meals**

Your child may be eligible to receive free or reduced priced breakfast and lunch meals through the School Nutrition Program. To determine if your child qualifies you will need to complete an application and submit it to the School Nutrition Office located at Elm Street School.

This application is available to print from the School Nutrition webpage and directly from our menu page and will also be sent home with each student during the first week of school. If you need an application in another language, call the School Nutrition Office at 774-315-5642 or visit [www.fns.usda.gov/school-meals/family-friendly-application-translations](http://www.fns.usda.gov/school-meals/family-friendly-application-translations).