

SECTION E
SUPPORT SERVICES

EB	SAFETY PROGRAM
EBAB	PEST MANAGEMENT
EBB	FIRST AID
EBC	EMERGENCY PLANS
EBCD	EMERGENCY CLOSINGS
EC	BUILDINGS AND GROUNDS MANAGEMENT
ECA	BUILDINGS AND GROUNDS SECURITY
ECAC	VANDALISM
ECAF	SECURITY CAMERAS IN SCHOOLS
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS
EE	TRANSPORTATION – PUBLIC SCHOOL
EE-1	TRANSPORTATION – PRIVATE SCHOOLS
EEA	STUDENT TRANSPORTATION SERVICES
EEAE	SCHOOL BUS SAFETY PROGRAM
EEAEA	BUS DRIVER EXAMINATION AND TRAINING
EEAEA-1	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS
EEAEC	STUDENT CONDUCT ON SCHOOL BUSES
EEAG	STUDENT TRANSPORTATION IN PRIVATE VEHICLES
EFC	FREE AND REDUCED PRICE FOOD SERVICES

SAFETY PROGRAM

Accidents are 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 in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety, will be provided.

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, as well as the guidelines contained in the Weymouth Public Schools Crisis Handbook.

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

LEGAL REF.: M.G.L. 71:55C and MA Acts of 1985 c.614 Sec. 1
Weymouth Public Schools Crisis Handbook

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

Updated: 11/20/17

PEST MANAGEMENT POLICY

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

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

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

I. OVERVIEW AND GOALS

- A. The Weymouth 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 during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

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

IV. RECORD-KEEPING

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

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks,

removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.

- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REF.: M.G.L 132B

Updated: 11/20/17

FIRST AID

Creating a safe school environment is one of the core values of the Weymouth Public Schools. If an accident or sudden illness occurs, school nurse or other trained personnel will administer first aid and, if warranted, call emergency medical services (911).

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.

Procedures have been developed for the proper handling of an injury to, or sudden illness of, a child, staff member or visitor. These will be reviewed annually with staff and will incorporate the following requirements:

1. The school nurse or another trained person will be the primary responder responsible for administering first aid, except under extenuating circumstances.
2. When the nature of an illness or an injury appears in any way serious, parents will be notified as to the extent of the illness or injury immediately after the child has been evaluated and first aid has been administered if warranted.
3. No child who is ill or injured will be sent home alone. A child who is ill or injured will not be taken home unless it is known that someone is there to receive him/her, or without prior consent from a parent/guardian.
4. In extreme emergencies, the school nurse 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 who is responsible for the child at the time an accident occurs will complete an accident report providing details about the accident. This will be required for every accident for which first aid is administered.
6. All serious accidents to students and staff members will be reported as soon as possible to the Coordinator of Health Services and the Superintendent. The Superintendent will determine if the School Committee needs to be notified.

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

CROSS REF.: JLC, Student Health Services and Requirements

Reviewed: 11/20/17

EMERGENCY PLANS

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

The Weymouth Public Schools has developed a Crisis Handbook that meets the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting evacuation 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 as outlined in the Crisis Handbook.

LEGAL REF.: Weymouth Public Schools Crisis Handbook

CROSS REF.: EBCD, Emergency Closings

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 maybe 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 principle 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.

As general practice, schools will not be dismissed early for weather related emergencies. Parents/guardians always have the right to pick up their children up early if they feel it necessary. Under no circumstances will a child be dismissed early by the school unless the parent/guardian is notified.

LEGAL REFS.: M.G.L. 71:4; 71:4A
CROSS REF.: EBC, Emergency Plans
Reviewed: 11/20/17

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 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 Principal or building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

Reviewed: 11/20/20

BUILDINGS AND GROUNDS SECURITY

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

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

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

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

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

Reviewed: 11/20/17

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.

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

REF.: All Student Handbooks

Reviewed: 11/20/17

SECURITY CAMERAS IN SCHOOLS

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

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

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

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

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the schools district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulation.

Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving proper notice to the School Superintendent/designee.

Source: MASC

SC Approved 1/18/18

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 and/or building administrator 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.

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

Reviewed 11/20/17

File: EE

TRANSPORTATION – PUBLIC SCHOOLS

A student is provided transportation if all of the following conditions are met:

- The student is attending a school within his/her assigned school zone;
- The student is in grades kindergarten through grade six; and
- The student's place of residence is over two miles from the school.

All measurements are made along the shortest commonly traveled routes from a point perpendicular to the school entrance to a point on the public road perpendicular to the front door of the residence.

There is no transportation offered to students in grade seven through grade twelve beyond the pay rider program.

Pay riders are accommodated if sufficient space remains on the bus for them, priority being given to younger children who live farthest from the school. The Principal will authorize pay riders in accordance with School Committee Policy.

If the fee for the pay rider program presents a hardship to an individual family, a family may apply for a waiver through the school Principal by a written request accompanied by documentation of annual income.

In order to ensure adequate space on buses, all students must ride the bus to which they are assigned. In addition, students must be picked up and dropped off at their assigned neighborhood stops based on residency.

Parents/guardians of kindergarten and first grade students are responsible for making sure that someone meets their child at the bus stop each day. If a responsible person is not present at the bus stop the student shall be returned to their school and a parent/guardian must pick up their student.

Bus transportation is a privilege and may be withdrawn by the Principal for misbehavior.

Complaints and appeals concerning school transportation routes and stops will be reported to the Superintendent's Designee. The Superintendent's Designee will work with parents/guardians to resolve and or refer the concern/complaint to the appropriate authority or the Superintendent.

Date approved by School Committee: 2/16/17

TRANSPORTATION – PRIVATE SCHOOLS

A student attending a private school within the Town of Weymouth is provided transportation if all of the following conditions are met:

- The student is attending a parochial school within his/her district or parish boundary;
- The student is in grades kindergarten through grade six; and
- The student's place of residence is over two miles from the school.

There is no transportation offered to students in grade seven through grade twelve beyond the pay rider program.

All measurements are made along the shortest commonly traveled routes from a point perpendicular to the school entrance to a point on the public road perpendicular to the front door of the residence.

Students living in the Immaculate Conception or St. Albert's parish will be transported to the nearest parochial school if they meet the above guidelines.

Pay riders are accommodated if sufficient space remains on the bus for them, priority being given to younger children who live farthest from the school. The Principal will authorize pay riders in accordance with School Committee Policy. The fee for pay rider is as follows:

- \$235 for the first child
- \$120 for the second child
- \$60 for each additional child

If the fee for the pay rider program presents a hardship to an individual family, a waiver of the fee may be applied for through the school Principal by a written request accompanied by documentation of annual income.

Bus transportation is a privilege and may be withdrawn by the Principal for misbehavior.

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 and vans, 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 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

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.

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

CROSS REF.: EB, Safety Program

Reviewed: 10/17/16

BUS DRIVER EXAMINATION AND TRAINING

The School Committee or Superintendent designee 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. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
3. The contractor will furnish the School Committee or Superintendent designee with a list of names of drivers and their safety records for the last three years.
4. 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

Approved by School Committee: 11.10.16

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND
COMMERCIAL VEHICLE DRIVERS**

The district shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers.

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

Reviewed: 10/17/16

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents or guardians 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.

The policy of the School Committee regarding student conduct on school buses is that the school day begins when the student leaves home and ends when the student returns home. Consequently, students are under the jurisdiction of the school administration during this entire period and will be held to the Code of Conduct in the student handbook.

To ensure the safety of all students who ride in buses, it may be necessary to revoke the privilege of transportation from a student who abuses this privilege. Any violation of the rules and regulations for student behavior on school buses must be reported by the bus driver, on the ~~form~~ school bus incident report form provided by WPS, at the end of each trip to the staff member in charge. This staff member must obtain all pertinent information and report it to the school principal. The report shall be forwarded to the school principal no later than the following school day of the occurrence of the incident. The principal or designee is responsible for communicating pertinent bus related information to transportation personnel within three school days of receiving the school bus incident report form.

Parents or guardians 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 contained in the student handbooks which are approved by the School Committee. All decisions will be made by the principal, following a thorough investigation.

Cross Reference: EEAEC

Date approved by SC: 1/22/17

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses, public transportation or transportation by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration should be used when feasible for the transportation of students participating in “AWAY” athletic events, academic team events, co-curricular or extracurricular activities and must be used for overnight travel and student travel that is scheduled between the hours of midnight and 6:00 AM. However, when such methods of transportation are not available or are not a reasonable means of transportation due to either the cost, number of students needing transport and/or other reasons, private vehicles may be permitted to transport students to and from “Away” athletic events, co-curricular or extracurricular activities that fall within the academic day or extend the school day and that do not include overnight travel or travel between the hours of midnight and 6:00 AM provided all of the following conditions have been met

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

Students and their families are responsible for their own transportation to home events, practices or activities unless school transportation is provided.

Cross Ref: JJ

JJA-R

IJOA

Legal Ref: M.G.L. 90:8

Approved by School Committee: 5/25/17

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 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

Reviewed: 11/20/17