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**File: EA**

## **NON-INSTRUCTIONAL OPERATIONS**

The School Committees expect the operation and maintenance of school plants and equipment to set high standards of safety, to promote the health of students and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

SOURCE: Dover-Sherborn

## 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 Committees 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 area 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.

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.

{Adoption Date}

LEGAL REF.: 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

SOURCE: Dover-Sherborn

**NOTE: In addition to the subcategories of code EB (all of these file locations relate to safety) there are several other places in the NEPN classification system where policies pertaining to safety may be filed, as indicated by the cross reference above.**

## PEST MANAGEMENT POLICY

The \_\_\_\_\_ 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 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 \_\_\_\_\_ shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
  - 1. Reduce any potential human health hazard.
  - 2. Reduce loss or damage to school structures or property.
  - 3. Minimize the risk of pests from spreading in the community.
  - 4. Enhance the quality of facility use for school and community.
  - 5. Minimize health, environmental and economic risks.

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

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

### 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.

SOURCE: MASC

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 Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC

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

CROSS REF.: JLC, Student Health Services and Requirements

## **EMERGENCY PLANS**

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

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

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.

SOURCE: MASC

CROSS REF.: EBCD, Emergency Closings

**NOTE: The cross reference on the above policy is to a related statement in this manual.**

## **FIRE DRILLS**

The District shall cooperate with appropriate fire departments in the conduct of fire drills.

{Adoption Date}

SOURCE: Dover-Sherborn



## **BOMB THREATS**

Recognizing that bomb scares pose a serious threat to the safety of every student and staff member, and that the education of each student is a prime responsibility of the Dover-Sherborn Public Schools, the School Committees hereby authorize the Superintendent, working with public safety officials and the appropriate building principal of any school that receives a bomb scare, to decide upon the most economical and educationally sound plan of insuring compliance with the regulations of the State Board of Education regarding the school calendar. The School Committees further authorize each building Principal to designate areas in the school or on the school grounds where students will stay when the fire department and/or school personnel volunteers conduct a search of the school in response to a bomb scare.

Parents have the right to withdraw their child for the remainder of a school day when there is a bomb scare. Students who leave at the request of their parents will have the opportunity to make up work.

SOURCE: Dover-Sherborn

## **INCLEMENT WEATHER**

Except in cases of extremely bad weather, the Dover-Sherborn Public Schools will hold regular sessions. The decision to close school for a day must be made not later than 6:00 a.m. to provide ample time for notification of bus drivers, fire and police organizations.

Every winter there are occasions when the weather at 6:00 a.m. appears suitable for regular school sessions, but by 8:00 or 9:00 a.m., conditions have deteriorated. At that time, it is too late to call off school. If a parent believes that weather conditions are detrimental to the well-being of his or her child, it will be acceptable to the school for the child to remain at home.

Announcements will be broadcast over Radio Stations WBZ, WRKO, and WHDH and TV Channels 4, 5, and 7 as soon after 6:30 a.m. as possible.

A one or two hour delay procedure will be used when it appears that the storm has passed and given an extra hour or two, roads will be safe for the transportation of students. On these days, students may be expected to be picked up at their regular bus stops one or two hours later than the usual pick up time. On these days, morning Kindergarten will be canceled and parents should listen to the radio stations and TV channels noted above for the possible cancellation of afternoon Kindergarten sessions.

Occasionally, unpredicted changes in the weather necessitates that schools be closed earlier than the regular closing time. Parents can prepare children for this rare eventuality by making sure the children have an alternative place to go should they arrive home and find no one is there (see disaster plan).

SOURCE: Dover-Sherborn

## 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.

SOURCE: MASC

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

CROSS REF.: EBC, Emergency Plans

## **FACE COVERINGS**

The Dover-Sherborn Public Schools are committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of Face Coverings. Therefore, in accordance with guidance and recommendations from the Centers for Disease Control (CDC), the Massachusetts Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (DPH), the District has established the following requirements which will remain in place until further notice.

### **Face Coverings Required for All**

A Face Covering **must** be worn by **all individuals** in school buildings and on school transportation, **even when social distancing is observed**. This requirement applies to all students in all grades, all teachers, administration and staff, and all visitors.

### **Family to Provide Face Coverings**

A student's Face Covering is to be provided by the student's family. Staff members are responsible for providing their own Face Coverings. However, the District will supply disposable Face Coverings for individuals who arrive at a building, or board school transportation, without one.

### **Acceptable Face Coverings**

Refer to the District Face Covering Hygiene/Respiratory Protocol for detail regarding District-specific requirements, expectations, and considerations for Face Coverings.

### **Circumstances Where Face Coverings Are Not Required**

Refer to the District Face Covering Hygiene/Respiratory Protocol for detail regarding District-specific requirements, expectations, and considerations for circumstances where Face Coverings are not required (e.g., during designated mask breaks, while eating or drinking, most outdoor activities except in crowded settings, exceptions authorized by DESE and recommended by the Health & Hygiene Advisory and/or the Boards of Health).

### **Exceptions to the Face Covering Requirement**

Individuals may be exempted from the requirement if they have a medical, behavioral, or other challenge making it unsafe to wear a Face Covering. To obtain an exemption for any of the foregoing reasons, a student must provide a written note from a physician. The ultimate decision of whether to grant the requested exemption rests with the building principal in consultation with the school nurse and the Board of Health. Parents may not excuse their child from the Face Covering requirement by waiver or otherwise.

School personnel will have the discretion to temporarily waive the Face Covering requirement for an individual as needed under emergency circumstances (e.g., where an individual has trouble breathing, is unconscious, or is incapacitated).

## Policy Violations

- If students are in violation of this policy, the building principal will consult with the parent/guardian(s) to determine whether an exception is appropriate, or the student should be removed from the school building until such time as they can comply with the requirement or the requirement is lifted.
- Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.
- Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

REFS.:           **Massachusetts Department of Public Health**  
<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>  
**Centers for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools (Updated August 5, 2021)**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>  
**Centers for Disease Control and Prevention – Guidance for Covid-19 Prevention on Public Transportation**  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>  
**Massachusetts Department of Elementary and Secondary Education - Fall 2021 COVID-19 Guidance**  
<https://www.doe.mass.edu/covid19/on-desktop/fall-2021-covid19-guide/>

SOURCE:       MASC – August 10, 2021

First Read:     Dover Sherborn Regional School Committee August 25, 2020  
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                  Dover School Committee August 25, 2020

Second Read:   Dover Sherborn Regional School Committee August 27, 2020  
                  Sherborn School Committee August 27, 2020  
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                  Sherborn School Committee January 18, 2022  
                  Dover School Committee January 19, 2022

Adopted:        August 19, 2021

***Dover School Committee, Sherborn School Committee and  
Dover-Sherborn Regional School District***

## **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 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.

SOURCE: MASC

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

**NOTE: State law (M.G.L. 71:16) gives regional school districts the power to acquire property and construct buildings. Therefore, the content of this policy might be slightly different for such a district.**

## **BUILDINGS AND GROUNDS MANAGEMENT**

The Regional School District 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-Director. He/she will work with member communities, 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 the school is equally well maintained, equipped, and staffed.

The Superintendent-Director 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 school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

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

SOURCE: MASC

## **SECURITY PROCEDURE**

If a breach in security (i.e., a patient who is unaccounted for) takes place at the Special Treatment Facility (Building R) at Medfield State Hospital, the following procedures will be followed:

At first knowledge, the Superintendent, Headmasters and Administrators in charge will be in immediate contact with each other. Headmasters or Administrators in charge will sound the alarm if it has not already been sounded by the Medfield or Dover Police:

- The HIGH SCHOOL HEADMASTER will be in charge of the main High School Building.
- The ASSISTANT HEADMASTER will be in charge of the Lindquist Commons.
- The DIRECTOR OF PHYSICAL EDUCATION will be in charge of the High School Gymnasium building.
- The MIDDLE SCHOOL HEADMASTER will be in charge of the Middle School building.

### ALTERNATIVES:

HIGH SCHOOL ALTERNATIVE: Director of Guidance or Most Senior Department Head.

LINDQUIST COMMONS ALTERNATIVE: Director of Instrumental Music.

HIGH SCHOOL GYM ALTERNATE: Most Senior Physical Education Teacher or Coach.

MIDDLE SCHOOL ALTERNATIVE: Building Coordinator or Most Senior Team Leader.

When the alarm is sounded, ALL students and staff will promptly return to the buildings. Physical Education classes will report to gymnasiums. Unassigned students will report to the cafeteria. After school hours, all outside practice will be moved inside and students completing practices or unassigned will report to Lindquist Commons.

Police cruiser(s) will be dispatched to patrol school grounds.

Custodians will lock all outside doors. Passage in and out of the buildings will take place through the following doors only:

HIGH SCHOOL	Main front office Room #116 door
GYMNASIUM	P.E. office door
COMMONS BUILDING	Main door near S.A.R. room
MIDDLE SCHOOL	Headmaster's office main front door Back of school- main door near science rooms



**SIGNAGE:** During a security emergency, custodians will place printed barricade tapes (SECURITY LINE- DO NOT CROSS) on each of the doors which are not to be used as exits. Staff will supervise the access and egress areas.

Custodians will circulate around the building, checking, closing and locking all exterior doors. They will continue these checks throughout the emergency.

Unfamiliar people on the school grounds are never to be approached by students or staff. The presence of unfamiliar persons should be reported to a staff person who should inform the office immediately with a location and description whenever possible. This information will then be passed along to the police for investigative follow-up.

The above procedure for dealing with unfamiliar persons applies at all times on school grounds. Whenever strangers are identified on school grounds, caution and the above procedures should be followed.

There is always the danger of overreacting to emergency situations. It is essential that staff function in a stable, prudent and confident manner. Reasonable precautions will allow us to conduct business as usual without risk or fear of conflict or injury. Working together we can keep our schools happy and safe places for learning.

SOURCE: Dover-Sherborn

## **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.

SOURCE: MASC

## **SECURITY OF BUILDINGS AND GROUNDS – WHEN SCHOOLS NOT IN SESSION**

In the event of an emergency of any nature in any school facility, the head custodian should notify the police and/or fire department if he/she deems it necessary. In all instances of an emergency (heating failure, electrical failure, vandalism, etc.) the head custodian should notify the controller immediately. If they are not available, the building Principal should be notified.

If the police and/or fire department need to contact someone concerning school building emergencies, the head custodian, the Director of Buildings and Grounds, the controller, or the building Principal should be contacted.

If no personnel listed in paragraph one and two are available, the Superintendent of Schools should be contacted.

### Keys

Key control of all buildings for security purposes is a very serious matter. No keys shall be duplicated by any member of the staff. If there is the necessity for the reorder of certain keys or duplication of certain keys based on loss or the necessity for extra keys, a proper work order must be sent to the office of the controller.

SOURCE: Dover-Sherborn

## **SECURITY OF BUILDINGS AND GROUNDS – VANDALISM PROTECTION**

It is the intent of the Dover-Sherborn Public Schools to make the school buildings and grounds available for constructive use by the communities. In order to control vandalism, we have found it necessary to adopt the following to try to curb costly and wasteful destruction of the school buildings and grounds:

1. Use of school property is limited to activities authorized by the appropriate building Principal and/or the Superintendent of Schools or his/her designee.
2. There will be a curfew on school property one-half hour after sunset until one-half hour before sunrise except for permitted use of the facilities and grounds.
3. Horses, minibikes, motorcycles, snowmobiles and all other motor-driven vehicles, except authorized staff, certain students, municipal vehicles and persons on official business, are prohibited from school grounds at all times.
4. All persons found in violation of the above rules shall be prosecuted to the full extent of the law.

SOURCE: Dover-Sherborn

## **VANDALISM**

Any type or degree of vandalism to school property or to persons and their property while they are on school grounds performing contractual duties shall be dealt with by involvement of the police and by consideration of each case in terms of continual enrollment in school of those proven to be involved in such vandalism. Depending on the severity of the case, charges may be brought in the name of the school committee by an individual employed by the schools. Toward this end, cases of severe vandalism shall be reported by the Superintendent of Schools to the School Committees and, after facts are exhibited, he/she shall recommend disposition on the basis of the severity of the case and the culprit's past performance in the school setting as a school citizen and student.

SOURCE: Dover-Sherborn

## **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.

SOURCE: MASC

## **OPERATION AND MAINTENANCE OF PLANT**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodian must receive the cooperation of the pupils, the teachers and the Principal.

The School Committees will endeavor to provide schools that are safe from hazards, sanitary, properly equipped, lighted and ventilated, and aesthetically suited to promoting the goals of the schools.

Each custodian must have a daily work schedule in which duties assigned to him/her would be clearly defined. He/she must be given directions on how to perform the various duties assigned to him/her. The controller in a cooperative setting with other administrative personnel must supervise and check to insure that all custodians are doing their share of the work to the best of their ability.

The controller within this cooperative setting shall:

1. be responsible for the care and maintenance of the buildings and grounds.
2. supervise the custodial staff of the schools in maintaining an adequate program for such care and maintenance.

SOURCE: Dover-Sherborn

## **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.

Staff members may use school equipment 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.

SOURCE: MASC



## **TRANSPORTATION**

Pupils shall be provided with transportation to and from school at town expense in accordance with state statutory requirements and the regulations of the School Committees. In instances where the health and safety of children are involved, the Superintendent may modify established regulations with the approval of the Committees.

SOURCE: Dover-Sherborn

## 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 Committees. 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.

{Adoption Date}

LEGAL REFS.: M.G.L. 4:4; 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; 76:12B1; 76:14

SOURCE: Dover-Sherborn

**NOTE:** For additional information, refer to Guidelines to School Transportation Services in Massachusetts, published by the Department of Education in 1975.

**NOTE:** Regional school districts should refer to M.G.L. 71:16C before formulating a policy in this area.

**Special publications that offer procedures and informational details can be referred to as a source of additional information, as in the policy above.**

## WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the Committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 3: Students living more than one mile from school.

Grades 4 - 6: Students living more than one and one-half miles from school.

Grades 7 -12: Students living more than two miles from school.

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

SOURCE: MASC

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

CROSS REF.: EEA, Student Transportation Services

**NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.**

**SPECIAL TRANSPORTATION FOR CHILDREN WITH SPECIAL NEEDS**

Handicapped children requiring transportation to schools within the town will be accommodated by arrangements made by the Special Education Administrator. Children's transportation to out-of-town schools will be provided for. All requests for such transportation will be handled by the Special Education Administrator.

The cost of transporting special needs and physically handicapped pupils to special classes shall be shared by the Dover-Sherborn Public Schools and the Commonwealth. The Commonwealth shall reimburse to the town or regional district the cost of transporting deaf or blind children.

LEGAL REF.: M.G.L. 71:46b. - Reimbursement of transportation of certain handicapped children to special schools

SOURCE: Dover-Sherborn

**TRANSPORTATION – PRINCIPALS’ RESPONSIBILITY**

Each school Pprincipal will be responsible for implementing the details of the transportation program that includes students attending his/her school, subject to advice, counsel and direction of the controller and the Superintendent of Schools, who is ultimately responsible for executing the transportation policy.

SOURCE: Dover-Sherborn

**PROCEDURES FOR EMERGENCIES: SAFETY**

The safety of school bus passengers is the most important part of school bus operation.

Efficient and effective use of school buses is the most important factor in achieving the above purpose.

Students and their parents are reminded that the privilege to be granted transportation to and from school, if abused, can be revoked.

SOURCE: Dover-Sherborn

## **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.

SOURCE: MASC

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

## **SCHOOL BUS DRIVERS**

The following shall apply to all school bus drivers employed by the contractor providing school bus transportation for the Dover-Sherborn Public Schools:

1. They shall be of good moral character and habits and good health and shall provide a currently valid x-ray or other report showing no tuberculosis activity.
2. They shall be careful and competent drivers and hold a Massachusetts School Bus Driver's license.
3. They shall always exercise supervision over pupils when on the busses; when loading or leaving; and in making crossings where danger exists.
4. They shall adhere to policies already established regarding discharging of passengers from the buses on the side of the road where their houses are located; when this cannot be done, the buses shall be held with lights flashing while the pupils cross the road ahead of the buses; the buses shall remain in position until the pupils have reached the safety of the other side;
5. They shall not leave the vehicles, with passengers aboard, unattended.
6. They shall never operate the buses at a rate of speed exceeding thirty (30) miles an hour while engaged in transporting pupils.
7. They shall not smoke while transporting pupils.
8. They shall adhere to the time schedules for all trips.
9. They are to take on or discharge passengers only at scheduled bus stops.
10. They shall be responsible for maintenance of discipline on their buses and shall report to the superintendent or his/her designee all cases of improper conduct on the part of pupils such as to impair the drivers' safe operation of the vehicles.
11. They shall report all complaints, made to them by parents and pupils, to the bus contractor, who shall report to the superintendent or his/her designee.
12. They shall never put pupils off the buses or deny them transportation.

SOURCE: Dover-Sherborn



## **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 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. The contractor will notify school officials as soon as possible of any change of bus drivers.

SOURCE: MASC

LEGAL REFS.: Highway Safety Program Standard No. 17  
M.G.L. 90:7B; 90:8A; 90:8A ½

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

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District 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.

SOURCE: MASC

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

## **TRANSPORTATION – SCHOOL COMMITTEES**

It is the intent of the Dover School Committee, the Sherborn School Committee and the Dover-Sherborn Regional School Committee to enter into a joint unified contract for providing transportation to and from the schools under the jurisdiction of the respective Committees.

SOURCE: Dover-Sherborn

## **TRANSPORTATION – ROUTES AND SERVICES**

Regular school bus routes for the Dover-Sherborn Public Schools are detailed in the bus specifications. The contractor must provide a bus manager who is responsible for the daily operation of the transportation program.

SOURCE: Dover-Sherborn

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

SOURCE: MASC

**NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.**

## **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. He/she 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.

### Required Conduct aboard the Bus

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

5. 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

6. 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, and parents will be asked to return signed forms indicating that the regulations have been received and read.

SOURCE: MASC

**NOTE: The coding indicates that the identical regulation is also filed in the J (Student) section. It is advisable that regulations in this area bear the School Committee's official stamp of approval.**

## **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 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.

SOURCE: MASC



## **TRANSPORTATION OF PAROCHIAL AND PRIVATE SCHOOL STUDENTS**

State law defines the regulations of school transportation and requires that a town provide the same transportation for its parochial and private schools as it provides for its public schools if transportation is requested by the above named schools.

LEGAL REF.: M.G.L. 71:7 a, Reimbursement to cities and towns for expenses incurred for transportation of pupils; school bus contracts. As amended 1966 Chapter 71, Section 7b- Reimbursement part of costs incurred in maintaining public transportation system used for transportation of pupils in cities and towns; formula; certification of transportation allowance; use of funds received. Chapter 76, Section 1- School attendance regulated. Amended and approved December 21,1967, effective 90 days thereafter.

SOURCE: Dover-Sherborn

## **FOOD SERVICE – PURPOSE(S) AND FACILITIES**

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well-balanced lunch is essential for the best work from the children.

If the school lunch program is administered as an educational experience, pupils will develop better understandings about food and its uses. The ideas of thankfulness, table manners and happiness are some of the social skills that should be taught. Teachers, therefore, are to be involved wherever possible in interpreting the program to pupils and parents, and in integrating phases of the lunch and milk program into classroom activities.

To accomplish the above objectives with appropriate economy, all administration of the food services program will be centralized in the administrative offices of the schools. Business functions to be centralized will include central purchasing of food and supplies, a district-wide salary schedule for all food service employees, centrally planned menus and regular auditing of all accounts. Such functions are under the supervision of the controller.

The educational aspects of the school lunch program will be the responsibility of the building Principal, subject to the advice, counsel and direction from the Superintendent of Schools, who is ultimately responsible for executing this policy.

LEGAL REF.: M.G.L. 71:72, Lunches for pupils and teachers

SOURCE: Dover-Sherborn

## **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 parents or guardians.

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.

SOURCE: MASC

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

**Note: The complete policy statement adopted by the Committee and reviewed by the Massachusetts Dept. of Elementary and Secondary Education is on file in the Superintendent's office.**

## **FOOD SERVICE RESPONSIBILITY**

The building Principal of the school shall be responsible for the conduct of pupils in the lunchrooms, scheduling lunch services so that they are available at the most advantageous times, custodial services, and furthering the educational program that lunchroom operations make possible.

SOURCE: Dover-Sherborn

## **TELEPHONE USAGE**

The telephones in the buildings are for school business. When it is absolutely necessary for school personnel to make a personal long-distance call, employees will be asked to request that the costs be charged the their home phones.

No such calls should appear as billed to the Dover-Sherborn Public Schools; thus no monies are to be collected by the schools for the purpose of staff telephone use.

The use of telephones should be kept to a minimum.

SOURCE: Dover-Sherborn

## **INSURANCE**

The insurance coverage of the Dover-Sherborn Public Schools should provide the broadest, most complete coverage available, to be secured at the most economical cost to the district consistent with sound insurance principles.

SOURCE: Dover-Sherborn

## **SCHOOL COMMITTEE LIABILITY INSURANCE**

The Dover-Sherborn Public Schools may provide liability insurance for members of the School Committees. The insurance policy shall cover members of the School Committees for any actual or alleged errors or misstatement or misleading statement or act or omission or neglect or breach of duty by the members of the School Committees in the discharge of their duties, individually or collectively, or any matter claimed against them solely by reason of their being on a school committee. The extent of financial liability coverage shall be \$3,000.00 aggregate per policy year.

LEGAL REF.: M.G.L. 41:100E

SOURCE: Dover-Sherborn