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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.

NOTE: THIS MAY BE REPLACED BY THE STRATEGIC PLAN WHEN FORMULATED

LEGAL REFS:

FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences including bodily harm, loss of school time, property damage, legal action, and even fatality. The Schools guard against such occurrences by taking reasonable precaution to protect the safety of all students, employees, visitors, and others present on school property or at school-sponsored events.

The Schools comply with safety requirements established by governmental authorities and insist that staff members adhere to recommended safety practices as identified in the school safety plan.

The practice of safety is also considered a facet of the instructional program of the schools, including instruction in accident and fire prevention, emergency procedures, and traffic, bicycle, and pedestrian safety.

The Superintendent has the overall responsibility for the safety program of the Schools. It is the Superintendent's responsibility 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 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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

PEST MANAGEMENT POLICY

The Dover-Sherborn Public Schools are committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, each school implemented an integrated pest management procedure.

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

Integrated pest management procedures specify when to control pests and what method of control to choose. Strategies for managing pest populations are 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, are always considered.

I. OVERVIEW AND GOALS

- A. The Schools shall maintain 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 strives 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 the time required by the Material Safety Data Sheet, or 48 hours, whichever is greater.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents/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. Schools 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 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 REFS.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

FIRST AID

The Schools attempt to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency responders.

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 or health care facility. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Procedures are in place for the proper handling of an injury to, or sudden illness of, a child or staff member at each school. These procedures are made known to the staff and incorporate the following requirements:

1. The school nurse or another trained person is responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort is 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 or her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, and will contact the child's parent/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 appropriate School Committee.

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

CROSS REF.: JLC, Student Health Services and Requirements

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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.

CROSS REF.: EBCD, Emergency Closings

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

FIRE DRILLS

Schools cooperate with appropriate fire departments in conducting fire drills.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

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 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.

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

CROSS REF.: EBC, Emergency Plans

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

BUILDINGS AND GROUNDS MANAGEMENT

The School Committees' 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 Schools will be the general responsibility of the Superintendent. He/she will work with the towns' 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.

LEGAL REF.: M.G.L. 71:68
M.G.L. 71:16

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are some of the towns' greatest investments. It is deemed in the best interest of the Schools and the towns to protect the investments 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, wastewater treatment, and heating equipment. The Committees expect 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 fire resistant and secure place.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

**SECURITY OF BUILDINGS AND GROUNDS –
WHEN SCHOOL IS 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 (i.e., heating failure, electrical failure, vandalism, etc.) the head custodian should notify the Director of Buildings and Grounds immediately. If he/she is 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, 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 business administrator.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

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 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, mini-bikes, motorcycles, snowmobiles and all other motor-driven vehicles, except for authorized staff, certain students, municipal vehicles and persons on official business, are prohibited from school grounds at all times, except as explicitly authorized by the Superintendent or School Committee.
4. All persons found in violation of the above rules shall be prosecuted to the full extent of the law.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

VANDALISM

The School Committees recognize that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committees support various programs aimed at reducing the amount of vandalism.

Every citizen of the towns, staff members, students, and members of the police departments are urged by the School Committees to cooperate in reporting any incidents of vandalism to property under control of the Schools, 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/guardians and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

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 Headmaster/Principal.

School Committees 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 are clearly defined. He/she must be given directions on how to perform the various duties assigned to him/her. The Director of Facilities and Grounds, 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 Director of Facilities and Grounds 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.

FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The School Committees wish to be of assistance, whenever possible, to other towns' 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.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

TRANSPORTATION

Pupils shall be provided with transportation to and from school at the towns' 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.

Students and their parents/guardians are reminded that transportation to and from school, if abused, can be revoked.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

STUDENT TRANSPORTATION SERVICES

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

The Schools contract for transportation services. Contracts are 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.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

WALKERS AND RIDERS

Students are entitled to transportation to and from school at the expense of the Schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the Schools 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 Committees 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.

LEGAL REFS.:	M.G.L. 40:5; 71:7A; 71:68; 71B:5
CROSS REF.:	EEA, Student Transportation Services
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

SPECIAL TRANSPORTATION FOR CHILDREN WITH SPECIAL NEEDS

Transportation of students with special needs is accommodated by arrangements made by the Special Education Administrator. Children's transportation to out-of-district schools is provided for. All requests for such transportation are handled by the Special Education Administrator.

The superintendent shall seek reimbursement for transportation costs from the Commonwealth to the full extent allowed by law.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

TRANSPORTATION – PRINCIPALS’ RESPONSIBILITY

Each school Principal is responsible for implementing the details of the transportation program for students attending his/her school, subject to advice, counsel, and direction of the Business Manager and the Superintendent of Schools, who is ultimately responsible for executing the transportation policy.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

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

CROSS REF.: EB, Safety Program

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

BUS DRIVER EXAMINATION AND TRAINING

The School Committees 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 Committees 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.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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

The Schools 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 Schools 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 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
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

TRANSPORTATION – SCHOOL COMMITTEES

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

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

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.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committees' requirements of student conduct on buses rests with the Headmaster/Principal.

Students and their parents/guardians are reminded that transportation to and from school, if abused, can be revoked.

Restoration of that privilege will only take place after a meeting between the student's parents and the Headmaster/Principal. The Headmaster/Principal may impose additional conditions as individual circumstances warrant.

Parents/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 approved by the School Committees.

Parents/guardians and students will be informed of these regulations at the beginning of each school year, and parents/guardians will be asked to return signed forms indicating that the regulations have been received and read.

CROSS REF:	JICC
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

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/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.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

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 provided 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.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

FOOD SERVICE – PURPOSE(S) AND FACILITIES

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

If the school lunch program is administered as an educational experience, pupils will develop a better understanding about food and its uses. The ideas of thankfulness and table manners are some of the social skills that should be taught. Therefore, teachers are to be involved wherever possible in interpreting the program to pupils and parents/guardians, 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 Food Service Director and the Business Manager.

The educational aspects of the school lunch program are the responsibility of the building Headmaster/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
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

FREE AND REDUCED PRICE FOOD SERVICES

The Schools 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 Committees, 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/guardians.

As required by state and federal regulations, the School Committees 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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

FOOD SERVICE RESPONSIBILITY

The building Principal is 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.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

TELEPHONE USAGE

Telephones in the buildings are for school business.

The use of telephones for personal reasons should be kept to a minimum. The administration reserves the right to bill employees for personal calls.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

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.

LEGAL REF.: M.G.L. 41:100E
FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee