

## SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the Milton Public School's administration. It should be remembered, however, that education is the central function of the Milton Public Schools, and all support services shall be provided, guided, and evaluated by this requirement.

Support services shall include the departments of business (accounting), food services, transportation, and maintenance.

In order to provide support services that are truly supportive of the educational program, the Committee establishes these goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public;
2. To provide safe transportation for students to and from school and nutritious meals for students; and
3. To provide support services resources and assistance with maximum responsiveness in terms of time lines and degree of fulfillment of the needs of the educational program as they develop.

CROSS REF: EH

REC'D: NESDEC

*1<sup>st</sup> Reading: April 25, 2005*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences including, but not limited to, 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 School 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 shall 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 shall have overall responsibility for the safety program of the Milton Public Schools. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

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

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

REC'D: NESDEC

*1<sup>st</sup> Reading: April 25, 2005*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## PEST MANAGEMENT

The Milton Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the Milton Public Schools shall 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 shall determine when to control pests and what method of control to choose. Strategies for managing pest populations shall 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, shall always be considered.

### I. OVERVIEW AND GOALS

- A. The Milton 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 shall 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 shall 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 shall 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 shall 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) shall be sent home in writing with students in the affected building at least five (5) days prior to application

**IV. RECORD-KEEPING**

- A. The school system shall keep a record of pesticides and herbicides used, amounts and locations of treatments and shall 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 shall 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.) shall 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 school system staff shall be a priority to ensure a safe and clean environment.

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

REC'D: NESDEC

*1<sup>st</sup> Reading: April 25, 2005*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**ENVIRONMENTAL HEALTH AND SAFETY OF SCHOOL FACILITIES POLICY**

The Milton School Committee, in accordance with Massachusetts General Laws c. 71 Section 68 has the responsibility to supervise the schoolhouses in the town and to keep them in good order. The Milton School Committee and the Environmental Health and Safety Subcommittee of the School Committee, work to protect the health and safety of school occupants and to promote a healthy learning environment.

The Environmental health and Safety Subcommittee of the School Committee works to:

1. Maintain a healthy indoor environment by taking a proactive approach to preventing indoor air quality (IAQ) problems before they occur;
2. Identify and address IAQ problems where feasible;
3. Reduce the use of toxic products and materials in our schools and on the grounds under the responsibility of the school system;
4. Serve as a resource to the school community during school construction and renovation

In accordance with its interest in accomplishing the above goals and cognizant of the existence of federal, state and local environmental and health and safety laws and regulations, the Milton School Committee seeks to incorporate toxic-use reduction and pollution prevention measures where at all possible and within the financial constraints of the district by:

1. Evaluating alternative practices that would eliminate or reduce use of toxic products and materials;
2. Maintaining a system for purchasing and disposing of all school products;
3. Using bid guidelines and contracts, where appropriate, to request the use of non-toxic or less-toxic products and materials by contractors and consultants in fulfilling contractual obligations with the school department;
4. Providing opportunities for staff awareness on the appropriate practices and procedures endorsed by this policy that promote the health and safety of school building occupants

In regard to any new or renovated school building projects, the School Committee endorses and promotes a design of facilities that supports healthy learning and incorporating elements of "green" sustainable building design as well as toxic-use reduction principles where feasible. In addition, the School Committee places the highest priority on maintaining the health and safety of school occupants during the construction and/or renovation phase of any building project.

Furthermore, the School Committee recognizes the importance of maintaining an Environmental Health and Safety Subcommittee for a continuing evaluation of the effectiveness of the environmental health and safety policies regarding the schools. The School Committee sanctions addressing environmental and conservation issues in the school curriculum and encourages students, parents and the school community at large to be cognizant of same.

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**FIRST AID AND EMERGENCY CARE**

First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accordance with School Committee policy. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.

Each Principal is charged with providing for the immediate care of ill or injured persons within their area of control. A school nurse or other qualified staff member shall administer emergency aid. Each school and bus shall be equipped with first aid equipment.

At each school, procedures shall be developed for the proper handling of an injury to, or sudden illness of, a child or staff member, made known to the staff.

These procedures shall incorporate the following requirements:

1. The school nurse or other trained person shall be responsible for administering first aid.
2. In all cases where the nature of the illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or the family physician immediately.
3. No elementary grade child who is ill or injured shall be sent home alone, no middle school or high school child shall be sent home alone unless the illness/injury is minor. An elementary grade child who is ill or injured shall not be taken home unless it is known that someone is there to receive him.
4. Parents shall receive notification if their child receives a minor injury at school or during a school sponsored event which has been remedied through the administration of first aid.
5. In extreme emergencies, the school nurse/school doctor/or Principal may make arrangements for immediate hospitalization of injured or ill pupils, contacting parent or guardian in advance if at all possible.
6. The teacher or other staff member who is responsible for the child at the time an accident occurs shall make out a report on an official form providing details about the accident. This shall be required for every accident for which first aid is given.
7. Serious accidents to students shall be reported as soon as possible to the Superintendent or his/her designee. The Superintendent shall within twenty-four (24) hours report to the School Committee.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## EMERGENCY PLANS

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

The Superintendent, or his/her designee, shall, prior to the beginning of the school year, meet with the fire chief and police chief of the town to formulate a written school specific "multi-hazard evacuation plan" for each school. Said multi-hazard evacuation plan shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which serious bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be designed for each school building after a review of each building. Said plan shall include, but not be limited to:

1. Establishment of a crisis response team;
2. A designation as to who is in charge of said team and designated substitutes;
3. A communication plan;
4. Crisis procedures for safe entrance to and exit from the school by students, parents and employees;
5. Policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis; and

The Superintendent shall establish procedures for dealing with any call or notice that a bomb has been placed in a building or establishment.

The Superintendent, or his/her designee, with the assistance of the local police and fire departments, shall annually review emergency plans and update them as appropriate. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed.

Building Principals shall, in conjunction with the Fire Department, meet all requirements for conducting fire drills to give students practice under staff direction, to move safely, quickly, and quietly with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**FIRE DRILLS**

The Principal in conjunction with the Fire Department, will schedule fire drills regularly during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## 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 is possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent shall 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. Walking conditions affecting students who walk to school;
4. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
5. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent shall weigh these factors and take action to close the schools with the consultation of such sources as public safety authorities and with school officials from neighboring towns. Students, parents and staff shall be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. Staff members shall comply with School Committee policy regarding staff reporting for work when schools are closed for emergency reasons. The Superintendent or his/her designee shall notify the School Committee chair of any emergency closing as soon as it is safe to do so.

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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## 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 shall be the general responsibility of the Superintendent. The Superintendent shall work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, repair, improvement, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent shall 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; to identify obsolete equipment; and to do all things necessary to ensure the proper maintenance, repair, improvement, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator shall be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## BUILDING AND GROUNDS SECURITY

School district buildings constitute one of the great investments of the Milton Public Schools. It is deemed in the best interest of the district 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 requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

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

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Committee, the Superintendent of Schools and/or his/her staff, and by the Principal of the school.

Protective devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate to the individual situation.

The building Principal shall be responsible for enforcing this policy.

CROSS REF:

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## 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 shall 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 sees fit, authority to sign such complaints and to press charges.

Parents and students shall be made aware of the legal implications involved. Reimbursement shall be sought for all or part of any damages.

LEGAL REF: M.G.L. 231:85G; 266:98

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## BUILDING AND GROUNDS MAINTENANCE

The Committee will develop and execute a continuing program of maintenance of all district-owned buildings and grounds.

The Superintendent will carry out the above policy through providing for:

1. Buildings and grounds improvement and additions as established by capital outlay line items approved by the Board;
2. An adequate custodial program for all schools;
3. Improvement and maintenance of school grounds and fields;
4. Repairs, including repairs of equipment and painting; and
5. Determination of obsolete equipment.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## CUSTODIAL SERVICE

Custodians shall bring to the attention of the Principal or supervisor necessary repairs and replacements, shall perform their duties in such a way as not to interfere with the educational program within the school, shall report to the Principal the names of any persons who injure school property, shall make all minor repairs and perform all duties required by the Principal, and shall not admit any person or persons when school is not in session unless said person or persons is duly authorized. The custodians have charge of maintaining, heating, cleaning, and ventilating of buildings and care taking of grounds and property. The Principal shall confer regularly with the Assistant Superintendent for Business to plan repairs and cleaning of the building. The custodian shall display the U.S. flag on the building grounds on every school day when weather permits and on every legal holiday.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## TRAFFIC AND PARKING CONTROLS

Driving and parking on school property are privileges granted by the Committee to persons who have reasons to be in the schools or on school property.

The school administration shall develop in cooperation with local traffic authorities a plan for accommodating the flow of traffic on school roadways, and traffic regulations.

The assignment of parking areas to staff, students, and visitors to the school shall be the responsibility of the school administration.

The School Committee reserves the right to levy parking fees.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**

In an effort to reduce educational costs and to promote individual responsibility for public property, the Committee shall establish the following policy:

1. All students shall be issued the necessary textbooks and other instructional materials for their course work.
2. Adequate receipted records shall be kept on all textbooks, instructional materials and/or equipment issued to students and shall indicate the condition of the materials and/or equipment at the time it was issued (good, new, fair).
3. Students who fail to return issued textbooks, instructional materials and/or equipment are required to pay the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it unable to be issued to another student shall be instructed to retain the textbook and shall be required to pay the cost of its replacement.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## STUDENT TRANSPORTATION SERVICES

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

The Milton Public Schools shall contract for transportation services. The School Committee shall award contracts on a competitive bid basis. Bus contractors and taxi contractors, who shall be held responsible for the safe operation of school buses, shall 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, examinations, and CORI checks of bus drivers;
4. Driving regulations;
5. Small vehicle requirements, if applicable;
6. Insurance coverage; and
7. Adherence to local regulations and directives as specified in bid contracts, including bus idling regulations.

The Superintendent, working with the bus contractor and other appropriate administrators, shall 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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**WALKERS AND RIDERS**

Students in grades Kindergarten through grade six (6) who live more than two-miles from the school they are entitled to attend, or who live more than one mile from the nearest bus stop, shall be entitled to transportation to and from school at the expense of the Milton Public Schools. The School Committee reserves the right to levy transportation fees when necessary.

Exceptions to these guidelines may be made at the discretion of the Superintendent.

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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## SCHOOL BUS SAFETY PROGRAM

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

1. Children shall 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 shall be conducted at least twice a year to acquaint student riders with procedures in emergency situations;
3. All vehicles used to transport children shall be inspected periodically for conformance with state and federal safety requirements; and
4. Classroom instruction on school bus safety shall 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

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## BUS DRIVER EXAMINATION AND TRAINING

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

1. Courteous and careful drivers shall be required;
2. Each driver shall file with the bus contractor a medical certificate and proof of freedom from tuberculosis;
3. Only persons who are properly licensed by the state and have completed the driver training program shall be permitted to drive school buses;
4. The contractor shall furnish the School Committee with a list of names of drivers, their safety records and CORI checks for the last three years; and
5. In case of any change of bus drivers, the contractor shall 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

CROSS REF: ADDA CORI Requirements

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## **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 shall be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS  
STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The School Committee recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district and employees the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or his or her designee. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose for which the private vehicle is being used.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the Superintendent.
4. The School Committee specifically prohibits any staff member to transport students for school purposes. Exceptions to this prohibition will be allowed only in compelling circumstances involving, without limitation, accommodation of a student's handicap, an emergency, or where no other means of transportation is practical, and, except in an emergency with the prior approval of the Superintendent or his/her designee. In the event of such transportation in an emergency, the Superintendent or his/her designee, shall be notified as soon as possible.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**FOOD SERVICES**

Schools shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Education, or any other entity with proper jurisdiction over the program.

The food services shall be limited to school functions including students and/or staff, and community use of school facilities approved by the Principal and the office of the Superintendent.

The cafeteria vendor, and/or Food Service Director, in each school where cafeteria facilities exist, shall provide nutritionally adequate and attractive lunches on a non-profit basis, available to all pupils. Prices of the lunches shall be fixed in accordance with the provisions of the Federal School Lunch Program.

Sanitary conditions in all phases of food preparation and serving shall be rigidly maintained at all times. The cafeteria vendor, and/or Food Service Director, shall be responsible for the training of all food handlers in personal hygiene and techniques of sanitation.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

## **FREE AND REDUCED PRICE FOOD SERVICES**

The Milton Public Schools shall 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 shall 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 shall 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; 69:1C; 71:72

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*

**VENDING MACHINES**

It is recognized that the placement of vending machines on public property can serve the public convenience. However, the utilization of public property requires that due recognition be given to the letter and spirit of the law requiring fair and open competition. Therefore, no vending machines shall be placed on school property except upon (1) adequate notice to and approval of the School Committee having jurisdiction over said property, and (2) compliance with appropriate safeguards for fair and open competition in the interest of the consuming public and the Town.

The installation and use of vending machines in the schools shall be controlled by the Food Service Director so that they will not offer competition to the school lunch program or encourage students in poor eating habits.

REC'D: NESDEC

*1<sup>st</sup> Reading:*

*2<sup>nd</sup> Reading:*

*Adoption:*

*Proposed reconsideration:*