

# **SECTION E-SUPPORT SERVICES**

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## **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

Adopted: June 21, 2005

## **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

Adopted: June 21, 2005

## **EBAB**

### **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  
Adopted: June 21, 2018

**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.

Adopted: June 21, 2005

**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

Adopted: June 21, 2005

## **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.

The Superintendent shall develop in consultation with school nurses, school physicians, athletic coaches, trainers and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR, first aid and Automated External Defibrillators (AED's) for all coaches, trainers, physical education teachers, nurses, principals and school secretaries.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted to the DESE by September 1, 2012 and every three years thereafter. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC

LEGAL REF: M.G.L. 69:8A Section 363 of chapter 159 of the Acts of 2000

CROSS REF.: EBCD Emergency Closings

JL, Student Welfare

JLC, Student Health and Services Requirement

1<sup>st</sup> Reading August 15, 2012

Approved August 15, 2012

**EBCB**

## **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

Adopted: June 21, 2005

## **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

Adopted: June 21, 2005

## FACE COVERINGS

The Milton Public School district is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the district's ability to return students to a full-time classroom learning experience.

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 masks or face coverings. Therefore, using the guidance and recommendations from the Center for Disease Control (CDC), the 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.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation. Face coverings must also be worn outside when social distancing cannot be observed.

### Face masks must:

- cover both the nose and mouth
- fit snugly but comfortably against the sides of the face
- be secured with ear loops or ties (or elastic in the case of gaiters)
- allow for breathing without restriction
- be either disposable or able to be laundered and dried without damage or change to shape

### The following face coverings are encouraged in Milton Public Schools:

- Surgical masks
- 2 and 3 layer cloth masks
- Face shields are permitted, but only in addition to a mask

### The following face covering are not permitted in Milton Public Schools:

- 1 layer cloth masks
- 1 layer neck gaiters
- vented masks (masks with exhalation valves)

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

### The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents/Guardians may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks
- while eating or drinking
- during recess or physical education classes that take place outside (when these classes are indoors due to inclement weather, masks are required)
- all outdoor activities

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse, school physician and/or the local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering can be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building or board school transportation without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may 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 be reviewed bi-monthly with updates informed by current health data and will remain in place until rescinded by the School Committee.

Guidance Statements:

**Massachusetts Department of Public Health**

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

**Center 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-child-care/k-12-guidance.html>

**Center for Disease Controls – 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/2021-0730fall-2021-covid19-guidance.pdf>

SOURCE: MASC – August 10, 2021

Original Policy Approved August 26, 2020

Revised and Reapproved: August 25, 2021



## **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

Adopted: June 21, 2005

## **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

Adopted: June 21, 2005

## **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

Adopted: June 21, 2005

## **SECURITY CAMERA SYSTEM POLICY**

### **I – General**

The Milton Public Schools seeks to promote and foster school safety and a safe and effective educational and work environment. School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

Pursuant to this policy, the Milton School Committee authorizes the use of interior and exterior security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

### **II - Camera Placement and Notification**

MPS acknowledges that there exists an expectation of privacy in various locations within and on the MPS facilities including within the lavatories, changing rooms/locker rooms, and in the nurse's offices.

Internal and external security cameras shall be placed in public areas only such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, personal violence etc.).

Camera use is prohibited in any location where there is an expectation of privacy or in educator/administrative private offices, department offices, conference rooms, and staff lounges.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

### **III – Video Recordings: Oversight and Usage**

The Superintendent or his/her expressly authorized designee shall oversee the security camera system.

Only the Superintendent, his/her designee, or building principal will decide when and if viewing of recorded footage needs to occur.

Only individuals authorized by the Superintendent or his/her designee, or building principal may view the surveillance recordings.

A memorandum of understanding shall be entered into between the Milton Police Department and the MPS regarding security recordings and their use by the Milton Police Department. Generally, the Superintendent, his/her designee, or building principal will grant permission for law enforcement to view video recordings to address a health or safety emergency, an ongoing

investigation or complaint. If such permission is refused, a written report outlining the specifics of the situation and the reasoning behind the refusal will be submitted to the School Committee within one week. The district will comply with subpoenas or other court orders compelling access to recordings.

In non-exigent circumstances (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, etc.) security camera recordings will generally be viewed, retrospectively, within the school buildings, and by two administrators specifically designated by the Superintendent. A MEA and/or AFSCME union representative may be afforded to opportunity to review the recording contemporaneously with the administrators under appropriate circumstances. At the discretion of the Superintendent or his/her designee, law enforcement will invited to review recordings of interest.

In exigent circumstances, such as a building lock down or shelter in place situation or when there are other circumstance that produce an immediate threat to life, limb, or safety of building occupants, security camera recordings may be accessed in real time by law enforcement at a location most convenient to the involved law enforcement agencies.

Video recordings shall only be used in the setting of a suspected crime or student disciplinary investigations.

Video recordings will not be used for the performance evaluation of staff.

Video recordings shall not be accompanied by audio recordings.

Surveillance system misuse shall be addressed on a case-by-case basis by the District.

#### IV - Record Keeping and Data Storage:

Recording logs shall be maintained including the following: the persons viewing the data, what event triggered the viewing, to the extent possible the specific time frame focused on, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.

Video recordings (with the exception of those segments that evidence a crime being committed or used in connection with student discipline) will be maintained for as long as there is sufficient storage space on the surveillance server or for a maximum of fourteen (14) months and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through a lawfully issued subpoena, court order or as otherwise required by law.

Notification to the Superintendent or his/her designee shall take place for each duplication of data.

#### V - Destruction and/or Tampering with Surveillance Cameras

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.

First Reading: April 6, 2016

Second Reading: June 8, 2016

**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

Adopted: June 21, 2005

**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

Adopted: June 21, 2005



**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

Adopted: June 21, 2005

**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

Adopted: June 21, 2005

**EDC**

**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

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

Adopted: June 21, 2005

**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  
Adopted: June 21, 2005

**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

Adopted: June 21, 2005

**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  
Adopted: June 21, 2005

**EEAEA**

**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  
Adopted: June 21, 2005

**EEAEC**  
**Also: JICC**

## **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

Adopted: June 21, 2005



**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

Adopted: June 21, 2005

**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

Adopted: June 21, 2005

**EFC**

**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

Adopted: June 21, 2005

## MEAL CHARGE POLICY

The Milton Public School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. Families who wish to apply for free or reduced meals must complete an application each year. The family of any Milton Public school student may submit an application at any time during the school year. Applications are available in each school's main office, at the food service office and online at [www.miltonps.org](http://www.miltonps.org)

### STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance **will be allowed to charge a reimbursable meal and/or a milk/water**. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Families will be notified weekly by the food service program if their account is negative. The food service program will work together with the school administration in a joint effort to contact students/parents to assist with collections.

Students with a negative account balance will not be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

If a student is without money on a consistent basis, the administration may investigate the situation to see if a financial hardship exists. Parents and families are encouraged to apply for free or reduced price meals for their child/ren.

### Payment Options

The Milton School Food Service Program offers an online payment option as well as a payment by check. Our online website is [www.myschoolbucks.com](http://www.myschoolbucks.com)

We encourage our families to pre-pay for meals at the paid or reduced price rate to help to ensure children have consistent access to meals without accruing unpaid meal charges. This pre-payment system includes a feature to allow for parental restrictions limiting a child's spending at the point of service. For example, the system could allow families to place specific limits on à la carte purchases. Families can contact the food service office for further information. We also accept checks at all six of our schools. We have locked mail boxes in the cafeteria and main office of each school. Checks should be made out to the Milton School Food Service Program.

### Online Payment

We allow families to add money to their child's account from a computer or mobile device which makes payment more convenient for families.

Often, even families who do not opt to pay using the online system can access the system to check their child's account balance. Many families may not realize how much their child is spending in the cafeteria each day, especially if the child is purchasing à la carte items in addition to their reimbursable breakfast and lunch. We encourage families to regularly check their account balance and track their child's spending can help prevent households from accruing unpaid meal charges.

### Automatic Payment

We also offer online payment platforms that include an optional feature families may use to automatically add money to their account when they reach a set dollar amount. Families using these systems may also set up a "low balance warning" to ensure they are notified promptly when a payment is needed.

### Refunds:

Refunds for a student withdrawing and/or for graduating seniors require a written request (email, postal or in person) for a refund of any money remaining in a student's account. Without a note graduating seniors will have any remaining funds transferred to a sibling's account or they may donate to a student in need.

### Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the school year.

Legal Refs: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines and Charges

Source: MASC February 2018

First Reading: June 6, 2018

Second Reading: June 13, 2018

Revised and Readopted:

First Reading: November 20, 2019

Second Reading: December 4, 2019

Revised and Reapproved: June 15, 2022

**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

Adopted: June 21, 2005