

SAFETY PROGRAM

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

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school facilities, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will be considered a facet of the instructional program of the schools. Instruction will include accident prevention, fire prevention, emergency procedures, good health practices, traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility. To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district's Crisis, Communication and Management Plan.

LEGAL REF.: M.G.L. 71:55C
 603 CMR 36:00

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

Revised and Approved by School Committee November 20, 2014

SOURCE: Arlington

PEST MANAGEMENT POLICY

The Arlington Public Schools is committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds. Pest shall be defined as any unwanted and destructive organism, insect or other animal that attacks food, crops, livestock or landscape including gardens, grass, or plants.

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

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

I. Overview and Goals

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

II. Restrictions on use of Pesticides and Herbicides

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

III. Notification of Pesticide and Herbicide Use

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff, and students, will also be posted in a common area and in the outdoor area where they are applied.
- 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, 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 student-attended summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be distributed to the parent email list for that building and sent home in writing with students in the affected building at least 5 days prior to application. In addition, the same information will be provided to workers in any affected building, sent to the Arlington Advocate, and sent to any group hosting a meeting in the building during the time impacted.

IV. Record Keeping

- a) The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, products 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 (Director of Food Services, Director of Health, Wellness, and Counseling, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- b) Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment

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

Revised and Approved by School Committee - October 28, 2008

SOURCE: Arlington

FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

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

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

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, 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 and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
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.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. 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 (at least once per year) 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 August 2015

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 Services and Requirements

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools or to dismiss schools early in the event of hazardous weather or other emergencies, which 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 administration 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 shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principles relating to the fundamental concern for the safety and health of 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 which 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 shall weigh these factors and shall take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures, which will be used to notify them in case of emergency closing.

Revised and approved by Arlington School Committee: November 20, 2014

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

SOURCE: Arlington

BUILDINGS AND GROUNDS MANAGEMENT

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. The Superintendent will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator will supervise the proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

SOURCE: MASC/Arlington

BUILDINGS AND GROUNDS SECURITY

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

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

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

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

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

SOURCE: MASC August 2016

ACCESS TO BUILDINGS

All areas under the care and control of the school department shall be closed at 9 p.m. unless the hours are extended by the written consent of the School Committee. Anyone found in these areas after hours shall be considered to be trespassing.

CROSS REF.: KG, Community Use of School Facilities

SOURCE: Arlington

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, 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 or her, and, if known, the names of those responsible.

The Superintendent is responsible for reporting any acts of graffiti or other vandalism to the Arlington Human Rights Commission when these acts are deemed to violate the equal access and non-discrimination policies of the Town of Arlington. The Superintendent is also 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 the Superintendent sees fit, authority to sign such complaints and to press charges. Parents shall be held financially responsible for acts of vandalism by their children.

CROSS REF.: JFC-E, Student Conduct (Arlington High School);
Town of Arlington By- Laws, Title II, Article 9, Section 2-3, paragraph A

Revised and Approved by School Committee October 28, 2008

SOURCE: Arlington

SECURITY CAMERAS IN SCHOOLS

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

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

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

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

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

BUILDINGS AND GROUNDS MAINTENANCE

"The town manager...shall be responsible for the maintenance and repair of all town property, including school buildings." (Town Manager Act, Sec. 15 (g).)

Custodial and maintenance services to the schools are provided under the authority of the Town Manager and supervision of the Superintendent of Schools and/or designee.

Established through statute.

LEGAL REF.: Town Manager Act, Sec. 15(g)

CROSS REF.: GDB, Support Staff Contracts and Compensation Plans

Revised: November 23, 2004

SOURCE: Arlington

GREEN CLEANING

The Arlington Public Schools will use green cleaning products and practices to support the goal of maintaining a healthy, safe and clean environment for students, faculty and staff.

Green cleaners are those that are:

- Evaluated and certified by Green Seal and the MA Environmentally Preferable Products Program (EPP).
- Non-irritating
- Environmentally friendly
- No strong fumes or perfumes
- Safe to dispose

The Arlington Public School Staff will be trained on how to use green cleaners and on best practices for cleaning and management.

List of resources:

The Healthy Schools Initiative of the Massachusetts Coalition for Occupational Safety & Health (MassCOSH): www.masscosh.org

The policy from Boston Public Schools: [www.masscosh.org/files/BPS Cleaner Policy.pdf](http://www.masscosh.org/files/BPS_Cleaner_Policy.pdf)

Green Seal: www.greenseal.org

Massachusetts Operational Services Division, Environmentally Preferable Products Procurement Program: www.mass.gov/eoaf > Budget, Taxes & Procurement> Procurement Information & Resources> Procurement Programs and Services> Environmentally Preferable Products (EPP) Procurement Program

Adopted by the Arlington School Committee: September 27, 2012

SOURCE: Arlington

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.

A fee may be charged for rental or use of specific facilities.

Staff members may use school equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

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

Revised and Approved by School Committee October 28, 2008

SOURCE: Arlington

RECYCLING MATERIALS

The Arlington School Department shall adhere to all Federal, State and Town of Arlington regulations regarding the disposal of recyclable materials.

Adopted and Approved: Arlington School Committee January 12, 2017

SOURCE: Arlington

SAFE TRAVEL POLICY WALKERS AND RIDERS

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee, students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington to the extent required by law.

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

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

Revised: November 23, 2004

SOURCE: Arlington

BUS DRIVER EXAMINATION AND TRAINING

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file a medical certificate with school officials.
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
6. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.
7. These same standards will be applied to bus drivers directly employed by the Arlington Public Schools.

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

SOURCE: Arlington

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

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

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC August 2016

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

STUDENT CONDUCT ON SCHOOL BUSES

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

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

SOURCE: MASC/Arlington

SPECIAL USE OF SCHOOL BUSES

School department vehicles may be used to provide transportation for student field trips and extracurricular activities in accordance with amounts budgeted for such purposes and subject to rules and regulations established by the Superintendent.

All arrangements for bus services for any special use shall be made through the central office, and final approval shall rest with the Superintendent.

SOURCE: Arlington

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

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

SOURCE: MASC

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system unless the Arlington School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Arlington School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

**NO IDLING
PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500
FOR SECOND AND SUBSEQUENT OFFENSES
M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Arlington School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. 90:16B and 540 CMR 27.00. The prohibitions contained in M.G.L.90:16B shall be enforced by state or local law enforcement agencies.

LEGAL REF.: M.G.L. c. 71:37H, 90:16B and 540 CMR 27.00

Adopted by the Arlington School Committee: September 27, 2012

SOURCE: MASC/Arlington

FOOD SERVICES MANAGEMENT

The school system shall operate a school food service program in each school, as required by state law, which shall be under the supervision of a director of food services or a food services management company.

In organizational relationship, the cafeteria staff in each school is directly responsible to the director of food services, or food services management company, who in turn is responsible to the Chief Financial Officer. The cafeteria staff shall also cooperate with the Principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria shall rest with the building Principal.

The Committee shall approve the prices set for Type A meals, reduced meals, and milk.

As required for participation in the National School Lunch Program, the Committee agrees to the regulations of that act as well as all amendments.

Students shall also be permitted to bring food from home and to purchase milk and incidental items made available through the food service program.

The goal of food delivery service is to be self-sufficient and cost effective while delivering nutritious food. It will follow the school system's educational policies where applicable and renovate and update equipment and food areas in a timely manner. It will not utilize commercial advertising in attracting student customers. Achieving high participation will not be at the cost of nutrition or food quality.

LEGAL REF.: M.G.L. 15:1G

CROSS REF.: EFC, Free and Reduced Price Food Services

Revised: November 23, 2004

SOURCE: Arlington

FREE AND REDUCED PRICE FOOD SERVICES

The public schools shall take part as feasible in the National School Lunch program to assure that all children in the schools receive proper nourishment.

In accordance with the guidelines for participation in this program, 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 parents or guardian.

The administration shall implement regulations and procedures established by state and federal requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be reported to the Committee from time to time for its approval.

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

SOURCE: Arlington

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

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 year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018