

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The Foxborough 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 Foxborough 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 will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety, as well as alcohol and drug abuse prevention.

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.

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

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

Policy adopted: 3-24-08

PEST MANAGEMENT POLICY

The Foxborough Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the Foxborough Public Schools will implement integrated pest management procedures for its buildings and grounds.

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

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

I. OVERVIEW AND GOALS

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

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

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

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The Foxborough Public Schools will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate Foxborough Public Schools 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."

Policy adopted: 3-24-08

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call 9-1-1.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the student 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 student 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 to notify them of the situation.
3. No young student, nor any student under the age of 18, shall be sent home alone without notification and approval of the parent/guardian and/or emergency contact person.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate medical care of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member who is responsible for the student at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and a completed incident report will be filed with the Town Manager and, if the Superintendent deems appropriate, the Foxborough School Committee.

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

CROSS REF.: JLC, Student Health Services and Requirements

Policy adopted: 3-24-08

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 building-based emergency plans as well as a district-wide plan that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire and emergency 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.

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 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.

Plans shall be submitted at least every 3 years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus.

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

Policy adopted: 3-24-08

Policy adopted as revised: 2-25-13

Foxborough Public Schools

EMERGENCY CLOSINGS

The Superintendent or designee may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the students:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent or designee will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with Foxborough School Committee policy in reporting for work.

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

CROSS REF.: EBC, Emergency Plans

Policy adopted: 3-24-08

FACE MASKS

Maintaining a safe environment is critical to the District's ability to educate students in a full-time in-person classroom experience. Using the guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), the Massachusetts Department of Public Health (DPH), and the Foxborough Board of Health, the District has established the following requirements which remain in place until the current DESE Mask Requirement expires or further notice (DESE Mask Requirement reproduced below this policy). The Committee commits to monthly monitoring of this policy based on current conditions.

A face covering/mask that covers the nose and mouth must be worn by all individuals in school buildings. Masks can be disposable or reusable and will need to fully cover the nose and mouth and secure under the chin, fit snugly but comfortably against the side of the face, and be secured with ties or ear loops. Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh materials or holes of any kind will not be considered appropriate masks, except for instrument masks appropriate for use in band activities.

Students shall comply with the current federal public health order, if any, which requires face masks be worn on all school transportation. If the federal public health order is lifted, then masks shall not be required on transportation.

Individuals may be excused from the face mask requirement for the following list of reasons, if the individual:

- has trouble breathing;
- is unconscious;
- is incapacitated; or,
- 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 treating physician is required for a requested exemption for medical purposes. Any such requests will be evaluated by the District, including whether reasonable accommodations may be made, e.g. use of a face shield, etc.

Additionally, face masks or face coverings will not be required:

- during mask breaks;
- while eating or drinking;
- during physical education classes; or
- while outside.

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 or Foxborough Board of Health. Face shields or physical barriers may provide an alternative in some instances.

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

If students are in violation of this policy, building administration will consult with the parents/guardians to determine whether an exception or an alternative is appropriate. If an exception is deemed not appropriate for that particular student, any further violation shall be handled pursuant to the district's student discipline policy taking into consideration that it is the Committee's goal that students are kept connected with the school and in-person learning.

Violations of this policy by staff shall 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.

Should one of our schools reach the vaccination rate required by DESE (see DESE Mask Requirement) or the mask mandate expires, the Foxborough School Community will be notified and the School Committee will update this policy forthwith.

This policy will remain in place until rescinded or modified by the School Committee, or is revised at the Superintendent's discretion in accordance with guidance issued by the state or local health authorities as necessary.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA! – <https://www.mass.gov/news/mask-up-ma>

Guidance Statements

<https://www.doe.mass.edu/covid19/on-desktop/2021-1026mask-requirement-extension.pdf>
Massachusetts Department of Public Health
<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

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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-childcare/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 2020

Policy Adopted: 9/2/20

Adopted as revised: 6/15/21

Adopted as revised: 8/24/21

Adopted as revised: 11/16/21

BUILDINGS AND GROUNDS MANAGEMENT

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

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

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

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

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

Policy adopted: 3-24-08

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 Foxborough School 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.

Policy adopted: 3-24-08

VANDALISM

The citizens of Foxborough have made a very substantial investment in public property which has been entrusted to the Foxborough School Committee for use in the education of the youth of the community. Misuse of or damage to this property, through willful neglect or acts of vandalism, will not be tolerated because this displays unacceptable social behavior and a disregard for the value of public property.

- Any person found to be responsible for damaging or vandalizing school property will be dealt with in an appropriate disciplinary manner by the school administration, as outlined in the Student Handbook.
- The individual or individuals will be held responsible, along with their parent(s) or guardian(s) for making full restitution when the act can be reversed by repair or replacement.

The Foxborough School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Foxborough School 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 Foxborough School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

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

CROSS REF.: Student Handbooks

Policy adopted: 9-8-08

SCHOOL SECURITY CAMERAS

The Foxborough Public School District uses security cameras in School District buildings and on its property to ensure the safety of students, staff and visitors as well as to protect School District property. Security cameras are used in locations deemed appropriate by the Superintendent in consultation with the Foxborough Police Department. They may be used in any area, inside or outside of school buildings, where there is no reasonable expectation of privacy. The School District shall notify students and staff through school handbooks that security cameras have been installed and may be used at any time.

Students or staff identified on security cameras in violation of School District policies will be subject to appropriate disciplinary action, in accordance with the disciplinary procedures set forth in the Student and Staff Handbooks. Violations of the law may be referred to law enforcement agencies and video evidence may be provided to those agencies by the Superintendent.

The School District shall follow proper procedures regarding use, viewing, retention, and disposal of video recordings or photographs from security cameras in accordance with the law. Security camera video recordings are on a thirty-day loop, meaning they are automatically deleted, if not needed, every thirty days. A security camera video recording shall be the sole property of the School District. Access to video recordings from security cameras shall be limited to the Superintendent (and his/her designees), principals, assistant principals, and law enforcement officials. Access by others will be determined by the Superintendent in consultation with legal counsel and in accordance with any applicable laws.

LEGAL REFS: M.G.L. c. 71, Sec. 68

CROSS REFS: JA, Student Policies Goals
JBA, Student to Student Harassment
JI, Student Rights & Responsibilities
JIC, Student Conduct
JICFA, Prohibition of Hazing
JICFB, Bullying Prevention
JK, Student Discipline

Sources: FHS Student Handbook
Ahern Student Handbook
FPS Elementary School Handbook
Staff Handbook

Policy adopted: 6-17-13

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Foxborough 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 with the approval of the Principal.

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

Policy adopted: 3-24-08

STUDENT TRANSPORTATION

It is the intent of the Foxborough School Committee to comply with the laws of the Commonwealth of Massachusetts, the regulations of the Registry of Motor Vehicles, and the Department of Education pertinent to transportation of students. Those laws and regulations govern any area not covered by specific declarations of policy and they shall supersede this policy in the event of conflict.

ELIGIBILITY

ALL kindergarten students, all students in grades one through twelve who live more than one (1) mile from the school assigned, will be entitled to transportation privileges.

SAFE SCHOOL PRACTICE

Kindergarten students will not be dropped off at the designated bus stop unless there is a caregiver to receive the student. If no caregiver is present, then the child will be returned to the child's school and the parent/guardian will be responsible to pick up the child.

Kindergarten students during the first week of school will wear bus nametags to and from school. Bus drivers will check for bus nametags and compare to route sheets.

Parents are prohibited from boarding school buses.

The Foxborough Public School District uses security cameras which record both video and audio, on school buses to ensure the safety of students. They may be used in any area inside and surrounding the bus, where there is no reasonable expectation of privacy.

Students identified on security cameras in violation of School District policies will be subject to appropriate disciplinary action, in accordance with the disciplinary procedures set forth in the Student and Staff Handbooks. Violations of the law may be referred to law enforcement agencies, and video evidence may be provided to those agencies by the Superintendent.

STUDENT EXPECTATIONS

The school bus is an extension of the school community. Student behavioral expectations and responsibilities will be subject to appropriate disciplinary action, in accordance with the disciplinary procedures set forth in the Student Handbooks.

- A. In consultation and support with the building principal, the driver is responsible for discipline on their bus. Students are responsible for obeying all instructions of the bus drivers.
- B. In the event of an infraction of rules, the driver may reprimand the offending student.

In the event of a more serious infraction, the driver must report the offending student to the school Principal or Assistant Principal for further disciplinary action, using the "Bus Conduct Report." At no times are students to be put off the bus while enroute. If, in the opinion of the driver, one or more students are acting in such a manner as to jeopardize the safety of the bus, the driver may return student(s) to the school. A suspension of transportation privileges may only be made by the school administrator.

ADMINISTRATION OF THE PROGRAM

- A. It is the intention of the Foxborough Public Schools to design routes that maximize safety and efficiency and minimize the amount of time a child will be on the bus. Bus routes will be established in August each school year, and parents will be notified through local media outlets.
- B. The Superintendent of Schools is responsible for execution of the transportation policy and regulations adopted to implement safety. The School Department assumes no responsibility for the safety, conduct, or discipline of students while waiting at bus stops or on their way to or from stops.
- C. Parents and students are reminded that pick up-drop off times are estimated times. On any given day the bus may be delayed due to traffic, weather, or other conditions. A ten-minute allowance either way is to be expected.
- D. It is important that students be out at the bus stop waiting for the school bus.

BUS ROUTES AND STOPS

The guidelines for determining bus routes and stops will be:

1. Distance from school.
2. Distance an eligible student would be required to walk to a stop.
3. Grade of student(s) to be serviced.
4. Safety of the street(s).

Bus routes are established under the direction of the Superintendent/designee in order to provide authorized bus stops within a reasonable walking distance of the home of every student entitled to transportation. In no case will the walking distance exceed the eligibility requirement. Elementary bus stops will be at or near the homes of kindergarten students on these routes. Pick up and/or drop off at every kindergarten students' home is **NOT** guaranteed. It is the parent/legal guardian's responsibility to notify the transportation supervisor a minimum of two weeks prior to the start of the school year if the student's regularly scheduled stop is different from that associated with the home address. All requested pick-up and drop-off locations must be within the student's assigned school district. Parents may request, with a minimum of one week's prior written notice, a change of pick-up or drop-off location only if said location is on the same bus route the student was assigned to. Exception to the same bus route and school district requirements is for elementary age students who attend before or after school programs at the YMCA in Foxborough.

Centralized bus stop locations will be utilized whenever possible to reduce bus route mileage and time. They will be located in such a manner which will not require students to walk an unreasonable distance. Middle and high school students may be required to walk further distances than elementary school students.

If safety is an issue along a bus route for a walker, eligibility to ride the bus will be reviewed by the Transportation Supervisor, Business Administrator, or the Superintendent.

Home is defined as the legal residence of the student which may include two legal residences within the Town of Foxborough as defined herein. In a shared court-ordered physical custody situation a student may have two legal residences.

In order for a student to qualify for transportation from/to two residences in a shared custody situation, the following requirements must be met:

- a. Both residences must be within the Town of Foxborough and if the student is enrolled in elementary school, then both residences must be within the same elementary school district to qualify.
- b. Parents/Guardians must provide documentation of a court-ordered (or filed with the court and pending court approval) shared physical custody or a shared parenting arrangement that provides for a fixed, regularly-recurring schedule for when the student will be at which residence. The only allowed changes to the pickup and drop off locations must be detailed in a new court-ordered/filed parenting plan. The School District must have a minimum of two weeks prior to implementing any changes.
- c. The Parents/Guardians must provide a copy of the parenting arrangement/schedule which has been filed with, or ordered by, the Probate and Family Court.
- d. Both Parents/Guardians shall comply with proof of residency requirements.
- e. All other requirements in this Policy must be met as well.

RESPONSIBILITY OF SCHOOL BUS DRIVERS

School bus drivers are assigned the full responsibility of safety of students while riding to and from school and have full authority over the bus and its passengers enroute to and from school and/or other activities and during loading and unloading of vehicles.

- A. The driver is responsible for inspection of their vehicle before starting and at the conclusion of their route. This includes a visual circle-check of the vehicle, tires, general condition, cleanliness, and safety of equipment.
- B. Drivers are required to adhere to all school department rules and regulations:
 1. The only purpose of operating school buses is to transport students. Students have responsibility for their behavior and attitude towards drivers and drivers are to have a positive attitude towards students.
 2. Punctuality – routes, schedules, and arrival and dismissal times have been established. Drivers are to follow the routes and to be at each stop at the same time each day. They should not arrive at individual schools before scheduled times.
 3. Entering and leaving school areas – drivers are to enter and leave schools at a safe operating speed and to maintain a safe operating distance between vehicles. When several buses are proceeding along the same road at the same time, drivers are to maintain safe operating distances between vehicles.
 4. Drivers may not transport their own children on buses unless they are entitled to transportation privileges per existing policy.

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

CROSS REF.: EEAA, Walkers and Riders

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Adopt revised: 11.21.83

Policy reviewed, first reading: 10.17.88
Policy accepted as reviewed: 11.07.88
Policy adopted as reviewed: 12-1-08
Policy adopted as revised: 2-25-13
Policy adopted as revised: 1-27-20
Policy adopted as revised: 8-5-20
Policy adopted as revised: 11-2-21

SOURCE: Foxborough

CONTRACTED STUDENT TRANSPORTATION SERVICES

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

The school system will contract for special education and supplementary transportation services as needed. The Foxborough School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent/designee, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

Policy adopted: 12-1-08

SCHOOL BUS SAFETY PROGRAM

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

1. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

SOURCE: MASC

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

CROSS REF.: EB, Safety Program

Policy adopted: 12-1-08

BUS DRIVER EXAMINATION AND TRAINING

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

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate.
3. No person under 21 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
5. The contractor will furnish the Superintendent/designee with a list of names of drivers and their safety records for the last three years.
6. The contractor will notify school officials as soon as possible of any change of bus drivers.

SOURCE: MASC

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

Policy adopted: 12-1-08

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

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

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

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC

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

Policy adopted: 12-1-08

STUDENT CONDUCT ON SCHOOL BUSES

The Foxborough 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 Foxborough 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 students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their students face the loss of transportation privileges in accordance with regulations approved by the Foxborough School Committee.

SOURCE: MASC

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

CROSS REF.: EEAEC-R, JICC-R

Adopted policy: 9-8-08

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. He/she will report the incident in writing to the parent concerned, with a copy to the Superintendent.
2. In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent to report at once with the student to the Superintendent's office.
3. After a second offense and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Required Conduct aboard the Bus

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

5. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers or disturbing their possessions
- Talking disrespectfully to the driver
- Throwing objects within the bus or out of windows
- Climbing over seats
- Opening or closing windows
- Leaning out of windows
- Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

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

SOURCE: MASC

Policy adopted: 9-8-08

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/driver 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 and appropriate CORI check.
5. 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.

Policy adopted: 3-24-08

FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all students in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Foxborough School Committee, no student who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his parents or guardians.

As required by state and federal regulations, the Foxborough School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
 Child Nutrition Act of 1966
 P.L. 89-642, 80 Stat. 885, as amended
 M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Policy adopted: 3-24-08

STUDENT FOOD SERVICES ACCOUNTS

The Foxborough School Committee establishes the following goals:

- To establish a consistent district policy regarding the method of payment for meals, charge availability and collection methods for charges in the district's meal program.
- To treat all students with dignity at all times.
- To support positive interactions with students, parent(s)/guardian(s), and district staff to the maximum extent possible.
- To encourage the parent(s)/guardian(s) to assume the responsibility of payments and to promote self-responsibility of the student.

Administration of Policy

The district is responsible for ensuring that the Food Services accounts are properly managed and accurately reported. The administration will closely monitor student school meal accounts with the goal of having all in good standing, thus eliminating negative balances and delinquent accounts.

Parent(s)/guardian(s) will strongly be encouraged to make payments via the online payment system. By registering for an account, parent(s)/guardian(s) can choose to receive email alerts to low balances, set up automatic deposits to student's account or schedule payments to add funds to the student account. The district administration will provide annual notice of how to access the online payment system.

Definitions

- Good standing - a balance in the account of \$0.00 or more
- Negative balance (deficit accounts) - a balance in the account less than \$0.00
- Delinquent - an account which has a negative balance and no contact or payments have been received from the student or parent(s)/guardian(s) for 30 days after first notice.

Student Accounts

Under no circumstances will a student be denied a lunch or receive an alternative lunch.

Blocks on Accounts

Parent(s)/guardian(s) may contact, in writing, the Food Services Director to place a block on their student's account to prohibit the purchase of a la carte items or to set restrictions for daily spending.

Refunds

For any student who has withdrawn, a written request for a refund of any funds remaining in the student's account must be submitted. For students who are graduating, a refund may be issued with a written request, or funds can be transferred to a sibling's account with a written request.

Remaining Balances

Any positive balance may:

- Remain on account to be used in the following school year
- Be transferred to a sibling's account, or
- Be refunded to a parent(s)/guardian(s) with written request.

Balance Notifications

Parents will receive bi-monthly negative balance notifications via email from the district. Food service employees will not discuss account balances with students.

Deficit Accounts

Monthly, when a student account deficit meets or exceeds the cost of eight lunches, the food service director, principal or designee:

- Will send a letter to the parent(s)/guardian(s) requesting immediate payment.
- Will, if applicable, assist the family in applying for free and reduced priced lunch.

If the balances continue to escalate, there are no mitigating factors and the parent(s)/guardian(s) has not made any payment in an effort to reduce the negative balance or fails to bring the student's account in good standing by May 1st, the Business Office may take the following action(s) on accounts with a deficit of \$100 or greater:

- Deem the account delinquent
- Refer the account to a collection agency
- Initiate a claim in the court system

If a student's account is delinquent at the end of the school year, the Business Office may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Delay or refuse student's participation in fee-based extra-curricular school services
- Refer the account to a collection agency
- Initiate a claim in the court system and/or contact the MA District Attorney's office
- Notify other appropriate state agencies.

If a senior's account is not in good standing as of May 1st, the administration may take the following action:

- Prohibit student from participation in senior activities and/or graduation exercises.

Reimbursement to Food Service for Deficit Accounts

Bad debt must be written off as an operating loss and may not be absorbed by the non-profit school food service account. Repayment of bad debt resulting from unpaid meal charges must be restored using non-Federal funds at year end. These funds may come from: the school district's general fund, special funding from State or local governments, or any other non-Federal sources. Collection efforts may continue into the next school year.

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

CROSS REFS: JQ – Student Fees, Fines & Charges

Adopted: October 15, 2018