

SECTION – E

SUPPORT SERVICES

Table of Contents

EB - SAFETY PROGRAM.....	2
EBAB - PEST MANAGEMENT POLICY	3
I. OVERVIEW AND GOALS.....	3
II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES	3
III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE	4
IV. RECORD-KEEPING	4
V. STAFF RESPONSIBILITIES AND EDUCATION	4
EBB - FIRST AID.....	5
EBC - EMERGENCY PLANS	6
EBCD - EMERGENCY CLOSINGS.....	7
EBCEA - EARLY DISMISSAL OF STUDENTS DUE TO POOR WEATHER.....	8
EC - BUILDINGS AND GROUNDS MANAGEMENT	9
ECA - BUILDINGS AND GROUNDS SECURITY.....	10
ECAB - SECURITY - ACCESS TO SCHOOL BUILDINGS.....	11
ECAC - VANDALISM.....	12
ECAF - SECURITY CAMERAS IN SCHOOLS	13
ECE - STUDENT PARKING REGULATIONS	14
ECEA - SPEED LIMIT ON SCHOOL PROPERTY.....	15
EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT	16
EEA - STUDENT TRANSPORTATION SERVICES	17
EEAA - WALKERS AND RIDERS.....	18
EEAAA - TRANSPORTATION OF ILL OR INJURED STUDENTS.....	19
EEAE - SCHOOL BUS SAFETY PROGRAM	20
EEAEA-R - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS.....	21
EEAEC - STUDENT CONDUCT ON SCHOOL BUSES	22
EEAEH - VIDEO CAMERAS ON BUSES.....	24
EEAEH-R - ADMINISTRATIVE REGULATIONS-VIDEO CAMERAS ON BUSES.....	25
EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES.....	26
EEBA - DISTRICT OWNED VEHICLES.....	27
EFC - FREE AND REDUCED PRICE FOOD SERVICES.....	28

EB - 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 Freetown-Lakeville Regional School Committee (FLRSC) 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 Freetown-Lakeville Regional School District (FLRSD) 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 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 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

EBAB - PEST MANAGEMENT POLICY

The Freetown-Lakeville School District (FLRSD) 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.

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 FLRSD 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 or as subsequently categorized by the EPA as acceptable for use in a school setting. 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 FLRSD 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 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."

EBB - 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 the school physician.

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 other designated 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. No minor student who is ill or injured will be sent home without parent's/guardian's permission.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and the FLRSC.

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

CROSS REF: JLC, Student Health Services and Requirements

EBC - EMERGENCY PLANS

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

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

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

CROSS REF: EBCD, Emergency Closings
 EBCE, School Closings and Cancellations

EBCD - 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 maybe 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 children:

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

The Superintendent will weigh these factors and take action to close the schools only after consultation with the Transportation Coordinator, public works and public safety authorities. Students, parents and staff will be informed early in each school year through the student handbooks 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 FLRSC policy in reporting for work.

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

CROSS REF: EBC, Emergency Plans

EBCEA - EARLY DISMISSAL OF STUDENTS DUE TO POOR WEATHER

The following policy, regarding the early dismissal of students due to poor weather, has been adopted by this Freetown-Lakeville Regional School Committee (FLRSC) for implementation within its schools:

1. Whenever the Superintendent, or Superintendent's designees, determines that students should be dismissed from school early due to poor weather conditions, schools shall be dismissed in this order:
 - 1st. High School
 - 2nd. Middle School/G. R. Austin Intermediate School
 - 3rd. Elementary Schools
2. The Central Office shall contact the school bus transportation manager, or designees, by 9:15 a.m., on the day that an early dismissal may be necessary, to hold buses and bus drivers on stand-by.
3. The Central office should attempt to notify the school bus transportation manager, or designees, by 10:00 a.m., or as soon as possible, if an early release of students has been decided, will attempt to follow the school dismissal schedule, as noted under #1 above, as closely as possible.
4. The Central Office shall, in the case of an early dismissal, notify each Principal, or designee(s), and Chairperson of the FLRSC.
5. Administration shall, upon the decision to release students early from school, implement the following:
 - a. Notify their staff and students of the decision to release students from school early.
 - b. Utilize available media to announce early dismissal.
 - c. Dismiss students as buses arrive at their schools, by bus numbers.
 - d. Call the next school to receive buses, on an interval basis, to communicate the bus numbers which have boarded students and started bus routes.
 - e. Wait in office until the school, to next receive buses, has returned call to communicate that all buses have arrived safely.
 - f. Call the Central Office to communicate that all buses have arrived and departed safely.
6. The Central office will communicate with the school bus transportation company regarding the safe completion of the final run.

EC - BUILDINGS AND GROUNDS MANAGEMENT

The Freetown-Lakeville Regional School Committee (FLRSC) 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. He/she will work with FLRSC and appropriate employees 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 rules and regulations for use of the facilities 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

ECA - BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town and district. It is deemed in the best interest of the school district 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 Freetown-Lakeville Regional School Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

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.

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 watchmen may be approved in situations where special risks are involved.

ECAB - SECURITY - ACCESS TO SCHOOL BUILDINGS

The following procedures are to be utilized to insure the safety of the children and personnel who are employed in the school system. It is the intent of this policy to maintain the highest security possible and yet provide an opportunity for our schools to be a truly educational community.

1. Lock all doors to school buildings.
2. If a door has to be unlocked for staff to enter the building, have custodial staff lock doors at the time teachers are to be in their rooms. Egress for evacuation purposes should be maintained.
3. All parents and visitors must report to the office and sign in and out on the visitor's log. Visitor passes will be issued to anyone remaining in the building for any length of time.
4. School personnel are to notify the office of any strangers in the school building and/or on school grounds.
5. Parents or their designees are not to take students out of school without signing them out in the office.
6. Police will be called immediately whenever any emergency arises. In those buildings where a burglar alarm has been installed, it may be utilized to summon the police.

ECAC - VANDALISM

The Freetown-Lakeville Regional School Committee (FLRSC) 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 FLRSC 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.

ECAF - SECURITY CAMERAS IN SCHOOLS

The Freetown-Lakeville Regional School Committee (FLRSC) 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 FLRSC 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 FLRSC 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 FLRSC 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

ECE - STUDENT PARKING REGULATIONS

Motor vehicles will not be allowed to park in the bus loading area during the time period of one half hour before and after scheduled opening and closing times.

Local police may be called to enforce parking regulations.

ECEA - SPEED LIMIT ON SCHOOL PROPERTY

The speed limit for all vehicles on school property is 5 m.p.h.

EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Freetown-Lakeville Regional School Committee (FLRSC) wishes to be of assistance, whenever possible, to the district member towns and other community organizations. Therefore, permission to use school equipment may be granted by the Superintendent, and/or designee upon request by responsible parties or organizations.

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

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

EEA - 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 Freetown-Lakeville Regional School District (FLRSD) will contract for transportation services. Contracts will be awarded on a competitive bid basis by the FLRSC. 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 including CORI/Fingerprinting checks
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

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

LEGAL REFS: M.G.L. 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

CROSS REF: ADDA-R, ADDA-E-1, ADDA-E-2, ADDA-E-3, Cori/Fingerprinting

EEAA - WALKERS AND RIDERS

Pupils may be required to walk short distances (to the bus stop) when deemed necessary rather than receive pick-ups at his/her own door.

The Freetown-Lakeville Regional School Committee (FLRSC) is under no obligation to provide transportation on a private way, or non-approved roadways.

No child shall walk on highways deemed unsuitable for children as determined by the Director of Business, and the FLRSC.

EEAAA - Transportation of ill or injured students

Responsibility for transporting ill students rests with the child's family. In the event of serious illness or injury Emergency Medical Services will be called.

EEAE - SCHOOL BUS SAFETY PROGRAM

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

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

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

EEAEA-R - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

The Freetown-Lakeville Regional School District (FLRSD) transportation contractor shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, section 382 et seq. as may from time to time be amended. The contractor shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

The contractor shall comply with the Department of Transportation's regulations for the drug and alcohol testing of school bus drivers and commercial vehicle drivers employed by the district. 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 contractor 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.

LEGAL REFS: 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
49C.F.R. Part 391 Qualification of driver

EEAEC - STUDENT CONDUCT ON SCHOOL BUSES

The Freetown-Lakeville Regional School District (FLRSD) and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing FLRSCs 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 FLRSCs.

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 child to the Superintendent's office.
3. After a 2nd offense and a conference with the Principal, 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.

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. These regulations will be distributed with student/parent handbooks.

Any student suspended from use of transportation privileges is still required to attend school and if absent will be treated as truant.

EEAEH - VIDEO CAMERAS ON BUSES

The Freetown-Lakeville Regional School Committee (FLRSC) recognize the schools continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

The FLRSC, after having carefully weighed and balanced the rights of privacy of students and drivers/monitors with the school's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles. Such equipment may also be used to monitor the performance of transportation related employees in the fulfillment of their duties on school transportation vehicles.

Students in violation of school conduct rules shall be subject to disciplinary action in accordance with established FLRSC policy and administrative regulations governing student conduct and discipline. Transportation related employees shall be subject to established FLRSC personnel policies, administrative regulations and labor agreements including provisions related to evaluation, discipline and dismissal.

The FLRSD shall comply with all applicable state and federal laws related to video recordings when, as determined by the school and in accordance with law, such recordings are considered for retention, as a part of the student's behavioral record. Such records will also be subject to established school student records procedures including access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

EEAEH-R - ADMINISTRATIVE REGULATIONS-VIDEO CAMERAS ON BUSES

The bus contractor, or his/her designated supervisor, is to be notified immediately of any student suspended from riding the bus including the exact dates and length of the suspension period.

- A. The school will include a notice concerning the use of video cameras in both the student/parent and staff handbooks and/or notices.
- B. All video recordings will be removed from the bus by a transportation company supervisor and stored securely to ensure confidentiality. Video recordings will be stored for ten (10) days after initial recording, whereupon such recordings will be released for erasure.
- C. Video recordings held for review of a student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as part of the student's behavioral record and/or employee's personnel record in accordance with established school procedures.
- D. Viewing Requests - Requests for viewing video recordings will be limited to the transportation company supervisor, school administrators, and parent or guardian of any student accused of violating the school conduct rules for bus transportation. Other than viewing done by school administrators and the transportation company supervisor for the purpose of monitoring performance and behavior on school buses and the effectiveness of the program, requests for viewing can only be made with the intent to observe a given problem or situation in order to work toward a solution.

Requests for viewing may be made to the Director of Business Operations within five (5) school days of the date of recording. Approval/denial for viewing will be made within five (5) school days of receipt of request. Video records will be made available for viewing within three (3) school days of the approval of a request.

Only the portion of the video recording concerning a specific incident will be made available for viewing.

- E. Viewing - Actual viewing will be permitted at school related sites only, including the transportation office, school, school administration building or as otherwise required by law. All viewing will include the transportation company supervisor and school district administrator.

A written log will be maintained of those viewing video recordings, including the date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and monitor and the signature of the viewer. Video recordings remain the property of the school and may be reproduced only in accordance with the law, including applicable school student records policy and procedure and school personnel records policy and procedures.

EEAG - 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. All drivers must complete the requirements of being a school volunteer, including a CORI/Fingerprinting check.
3. 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.
4. 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.

File: EEBA

EEBA - DISTRICT OWNED VEHICLES

The Freetown-Lakeville Regional School District-owned vehicles may be used by the member town departments, at no expense, when available.

Preference is given to the regular scheduled activities of the middle school, and high school.

EFC - FREE AND REDUCED PRICE FOOD SERVICES

The Freetown-Lakeville Regional School District (FLRSD) will take part in the National School Breakfast/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 Freetown-Lakeville Regional School Committee (FLRSC), no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the FLRSC will approve a policy statement pertaining to eligibility for free milk, free meals, reduced price meals, and schools meal account procedures.

This policy must be re-affirmed yearly.

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