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 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 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.

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

Adopted September 27, 2010

PEST MANAGEMENT POLICY

The Sutton Public Schools are 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 Sutton Public Schools shall develop and implement an integrated pest management program.

B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.

C. Pesticides and herbicides 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 District 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."

Adopted September 27, 2010

File: 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 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. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.

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, if the Superintendent deems appropriate, to the School Committee.

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

CROSS REF.: JLC, Student Health Services and Requirements

Adopted September 27, 2010

File: 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 plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent, in conjunction with local, state and federal officials, 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, lockdown, and emergency response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation. It is expected that all employees will participate in all drills. Employees are to return to the building only when given a signal by an administrator.

CROSS REF.: EBCD, Emergency Closings

Adopted September 27, 2010

File: EBC-A

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) AND MEDICAL EMERGENCY RESPONSE PROCEDURE (MERP) POLICY

The purpose of this policy is to define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health Title XVI Chapter 112 12V, 12V ½ in order for the Sutton Public Schools Health Services Department to acquire, maintain and utilize an AED. The policy is intended to greatly increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local emergency medical personnel. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event. The policy will include all memorandums of agreement, regulatory and documentation requirements, AED storage sites, use and training requirements as well as roles and responsibilities of all AED providers.

Medical Emergency Response Team Members

Medical Emergency Response Team (MERT) Members will be identified by each Administrator in each of the four schools; High School, Middle School, Elementary School and Simonian Center for Early Learning.

Responsibilities:

School Physician/Medical Consultant will:

- Provide medical direction for use of AED's
- Write a prescription for AED's
- Review and approve guidelines for emergency procedures related to use of AED's and Cardio Pulmonary Resuscitation (CPR)
- Evaluate Post-Event Review Forms and digital file downloads from the AED's

School Nurse Leader/Coordinator will:

- Assist with the development and implementation of the AED program
- Act as liaison among AED program participants
- Coordinate and oversee non-medical aspects of the program
- Coordinate documentation related to training, maintenance, use and post incident data collection
- Coordinate training of AED certified staff
- Maintain master list of all AED certified staff and training records
- Order all supplies for maintenance of AED equipment
- Revise this procedure as required

Site Leader/ School Nurse will:

- Check AED equipment and accessories weekly and document (in accordance with maintenance procedures) and report any issues to School Nurse Leader
- Maintain a list of participants and documentation of training for all AED responders at the site and forward copies to the School Nurse Leader

- Help to coordinate and document site-specific drills and refresher training
- Maintain documentation regarding use of AED's
- Notify the School Nurse Leader/Coordinator if any AED unit is malfunctioning

Emergency Medical Services (EMS) Coordinator will:

- Act as a resource to the Medical Director and School Nurse Leader
- Post incident briefing immediately
- Coordinate on-site drills once yearly during the school year

Authorized AED users include:

- All members of the Sutton Public Schools MERT who have successfully completed training
- Any trained team member (volunteer responder) who has successfully completed an approved CPR and AED training program within the last two years and has a current course completion card

Training:

All AED responders are required to have current documentation of successful completion of a course of basic life support that includes CPR and the use of AED's according to the standards and guidelines of the American Heart Association (AHA) Heartsaver AED Program. Renewal training is required every two years.

On-site drills will be conducted at least once during the school calendar year. Drills will include a review of site-specific emergency communication and response plans as well as use of specific AED devices. This on-site training will be coordinated by the administration in consultation with the School Nurse Leader and with assistance of the EMS Liaison.

Equipment:

The AED and First Aid Emergency Kit should be brought to all medical emergencies. The AED should be used with the adult pads on any person who is at least eight (8) years of age and pediatric pads for children 1-8 years old and display all the symptoms of cardiac arrest according to the AHA guidelines. The AED will be used after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse or shows no signs of circulation such as normal breathing, coughing or movement.

Each AED will have one set of adult pads and one set of pediatric pads. The kit will also contain a pair of latex gloves, razor, scissors and facemask barrier device.

Locations of AED

Site maps for locations of each AED will be available in each main office.

Maintenance:

Maintenance of the AED shall be the responsibility of the Sutton Public Schools. Whenever service is needed the red check will be visible to indicate service required. The School Nurse Leader or her designee must be notified immediately.

The Site Leader/School Nurse responsible for the AED's in the building will perform and document during the contracted school year the following on an AED log sheet:

- Daily and after each use
  Check readiness display (green check) and confirm no battery indicator or service indicator is displayed (red "x")
  Visually inspect AED for proper location, cleanliness, and that device is clear of evidence of tampering

- Weekly and after each use
  Inspect AED, case, connectors, and battery according to Operator's Checklist
  Check inventory and restock supplies if needed
  Check expiration dates on all pads

- After each use
  Inspect exterior for dirt or contamination and clean if needed (see Operating instructions)
  Complete AED incident report
  Restock supplies
  Download data as outlined

- Monthly inspections and after each use
  Fire Department will inspect AED, inventory and readiness display
  Will inform Site Leader/School Nurse of any maintenance issues

Adopted September 10, 2012

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 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 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 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 negotiated contract language in reporting for work.

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

CROSS REF.: EBC, Emergency Plans

Adopted September 27, 2010

File: ECA

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

Adopted September 27, 2010

File: ECAC

VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee 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.

Adopted September 27, 2010

PARKING

Because parking space is limited on the present campus used by all of the Sutton Public Schools, the School Committee desires to make parking available as widely as possible consistent with public safety. However, it is to be understood that parking on school property is a privilege and not a right.

The Superintendent shall develop and maintain procedures to govern parking on the schools' campus. Where appropriate, and at the discretion of the Superintendent, responsibility for the development and maintenance of procedures may be delegated to building-level administrators for those parking areas that are designated for use by persons present in a particular building.

In developing, maintaining, and enforcing parking procedures, the primary considerations shall be to ensure access to all areas of the campus for emergency vehicles, to provide protection of town property, and safety for pedestrians. Procedures shall give priority for parking to staff and visitors (for whom public transportation is not available); to the extent that parking spaces are made available to students, this shall be done by seniority or in some similar manner that is applied consistently.

In order to accomplish these goals, parking procedures may include the assignment of parking spaces to designated individuals. In addition, they should:

1. Identify appropriate steps (up to and including the towing of vehicles and/or revocation of parking privileges) to ensure proper access is maintained to all areas of the campus; and

2. Provide a method to collect and account for any fees established by the School Committee.

Adopted September 27, 2010

File: ECF

ENERGY CONSERVATION POLICY

The Sutton School system shall aggressively pursue opportunities to reduce consumption and cost of heat and light at each work site.

The Administration is urged to first seek no cost or low cost energy conservation measures such as the reduction of room temperatures, the elimination of unnecessary lighting, the use of weather stripping, and the gradual replacement of standard light fixtures with energy saving lamps.

Sutton Public Schools will purchase the most energy efficient equipment available, which would include "Energy Star" or more efficient equipment and would also prohibit the purchase of low efficiency appliances such as portable electrical resistance heaters.

After fully exploring no cost energy conservation measures, the Administration is urged to begin capital improvements that result in energy savings and exploit the principle of buy-back that is a capital improvement will pay for itself in energy savings over time.

Finally, the Administration is directed to seek State and Federal assistance as it becomes available in the effort to conserve energy.

First Reading: June 9, 2014
Second Reading:
Adoption:

File: EDC

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

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

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

CROSS REF.: GCRD, Tutoring for Pay

Adopted September 27, 2010

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 transportation services. The 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, 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

Adopted September 27, 2010

STUDENT TRANSPORTATION SERVICES

The purpose of this policy is to define for the School Committee, administrators, pupils, and parents the areas of responsibility for Sutton School busing and the process for problem resolution and communication. General guidelines for determining bus routes have been developed to equitably and safely transport students to school in the most time efficient manner.

Areas of Responsibility:

School Committee	Shall be responsible for establishing the transportation policy
Superintendent (or designee)	Shall be responsible for carrying out the transportation policy
Transportation Manager	As the Superintendent's designee, he/she shall be responsible for the day-to-day administration of transportation of pupils, including bus routing, problem resolution, and communication with the bus contractor with reference to bus routing guidelines
Principals (or designee)	Shall be responsible for communication of bus matters to students and parents, overseeing bus loading and unloading, and problem resolution including student disciplinary infractions
Staff on bus duty	Shall be responsible for monitoring loading and unloading of pupils to insure safety and order
Bus Contractor	Shall be responsible for abiding by the contract, the specifications, the bus routing guidelines, and instruction in conduct and evacuation procedure
Parents	Shall be responsible for understanding the code of behavior on school busses and making certain that their children follow said conduct and abide by the established school bus rules. Parents are responsible for the supervision and safety of children prior to boarding the bus and subsequent to departing the bus
Students	Shall be responsible for understanding and following established school bus rules

General Bus Routing Policy Procedural Guidelines:

Due to the rural landscape of Sutton with limited sidewalks, students shall be provided with bus service. All bus routing and procedural guidelines are based upon safety and efficiency considerations to meet the needs of all students.

Any child in grades K-6 residing less than 2.0 miles from school, and all children in grades 7-12 regardless of distance will pay a fee for transportation services. In accordance with Massachusetts School Transportation statute, any child in grades K-6 residing 2.0 miles or more from the school will receive free transportation.

- Parents/guardians are responsible for transporting children to the assigned bus stop.
- The transportation provider may use discretion as to where the bus stops on their assigned route as it relates to safety concerns.
- The bus driver will not drop off a kindergarten student unless the responsible guardian is there to receive him off the bus. The bus driver will not necessarily drop the kindergarten student off at his/her house.
- Community bus stops will be determined and assigned based upon safety and efficiency.
- All community bus stops must be within one mile of a student's home.
- No bus shall be permitted to back up or turn around in on private property.
- Buses shall not travel down cul-de-sacs.
- Buses shall not travel down public or private roads that are in poor physical condition.
- No child will be on the bus going to or from school for more than one hour barring any exceptional circumstance.
- The transportation provider will be encouraged to design route limiting the backing up or turning around of buses as much as possible.
- The district transportation manager, in conjunction with the transportation provider, must approve bus route changes with the transportation provider

Problem Resolution and Communication:

1. **Problem Resolution** - Problems dealing with transportation should be reported to the school principal for resolution. If the problem is irresolvable by the principal, or if the problem resolution is unsatisfactory, then the problem should then be brought to the transportation manager. If the problem resolution by the transportation manager is unsatisfactory, then it may be brought before the Superintendent of Schools.

   If a transportation problem cannot be resolved by the Superintendent (because it might require a change in School Committee policy), it may then be brought before the School Committee for resolution.

   Citizens who wish to appear before the School Committee under this policy must apply in writing to the chair and supply written documentation of the problem and attempts made to resolve it. If, upon review by the chairperson, the problem is determined to have roots in policy, the matter will be scheduled to come before the School Committee at a regularly scheduled meeting for action.

2. **School Bus Information** - The Superintendent shall ensure that the following information be available to all parents at the beginning of each school year:

   - Code of behavior on school buses
   - Notification that transportation policies are available at each principal's office public library, and the school administration office
   - Explanation of procedures for resolution of transportation problems
   - Bus schedules

3. **The School Committee may establish a fee annually if necessary**.

   Adopted September 27, 2010

File: 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

CROSS REF.: EB, Safety Program

Adopted September 27, 2010

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 with school officials a medical certificate and proof of freedom from tuberculosis.

3. No person under 18 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 School Committee 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.

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

Adopted September 27, 2010

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 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.

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

Adopted September 27, 2010

File: EEAEC (also JICC)

STUDENT CONDUCT ON SCHOOL BUSES

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

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

Adopted September 27, 2010

File: EEAEC-R (also JICC-R)

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. All administrators will follow Handbook rules.

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 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.

REF.: Student Handbooks

Adopted September 27, 2010

File: EEAG

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular, extracurricular or any other 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 the staff member has obtained permission from the parent/guardian of each student to be transported.

Adopted September 27, 2010

File: EEAJ

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 Sutton School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Sutton 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 Sutton 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. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

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

Adopted October 1, 2012

File: EEBE

FUEL EFFICIENT VEHICLE POLICY

Definitions

Combined city and highway MPG (EPA combined fuel economy): Combined fuel economy means the fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows: 1/((.43/City MPG)+(.57/Highway MPG))

Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

AWD = All Wheel Drive: four wheel drive with two wheel drive option power train system
4WD = 4 Wheel Drive: driver selectable four wheel drive with two wheel drive option
2WD = 2 Wheel Drive

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

Policy Statement

In an effort to reduce the Town's fuel consumption and energy costs the Board of Sutton and Sutton School Committee hereby adopt a policy to purchase only fuel efficient vehicles to meet this goal.

Purpose

To help reduce energy demand and production of greenhouse gasses by establishing a requirement that the town purchase only fuel efficient vehicles for municipal/school use whenever such vehicles are commercially available and practicable.

Applicability

This policy applies to all departments of the town and school.

Guidelines

All departments shall purchase only fuel efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The town will maintain an annual vehicle inventory for ALL vehicles and plan for replacing these vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criteria 4 published by the MA Department of Energy Resources' Green Community Division. This Green Communities' Guidance for Criteria 4 must be checked for updates prior to ordering new vehicles.

Exemptions

Heavy-duty vehicles. Examples include fire trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.

Police cruisers, passenger vans and cargo vans are exempt from this criterion as fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

All other municipal vehicles are non-exempt.

Inventory

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis:

Model	Make	Model Year	Year Purchased	Drive System	Weight Class	Exempt or Non-Exempt	MPG Rating	Vehicle Function

Note: Departments may use EPA combined MPG estimates or actual combined MPG.

Fuel Efficient Vehicle Replacement Plan

The town shall develop a plan to replace all non-exempt vehicles with fuel efficient vehicles as defined above. Said plan shall outline the process by which the town will replace vehicles, set goals for when the existing fleet will be replaced and review said plan on an annual basis.

Questions/Enforcement

All other inquiries should be directed to the department responsible for fleet management and/or fleet procurement. This policy is enforced by the Town Administrator and Superintendent of Schools and/or their designee(s).

Updated March 4, 2013

File: EFC

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 children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished 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 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

Adopted September 27, 2010