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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, as applicable.

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.

The Auburn Safety Advisory Team, comprised of school, police and fire representatives, along with the Town's Building Inspector, meets regularly and makes safety recommendations to the Superintendent.

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.

SOURCE: MASC 2016

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

Reviewed and Approved: November 9, 2016

Reviewed, Revised and Updated: November 8, 2017

FIRST AID

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

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. 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.
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.

All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC

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

CROSS REF.: JLC, Student Health Services and Requirements

Reviewed and Approved: November 9, 2016

Reviewed, Revised and Approved: November 8, 2017

AUTOMATED EXTERNAL DEFIBRILLATORS IN THE EDUCATIONAL ENVIRONMENT

The Auburn Public School District recognizes the importance of having access to an Automated External Defibrillator (AED) as a potentially life-saving public health device in the school setting. The Automated External Defibrillator is a small compact device used to treat victims experiencing sudden cardiac arrest. The AED is applied to the chest of victims who are unconscious, without a pulse or in ventricular fibrillation, and not breathing. The American Heart Association considers early defibrillation as the key to an individual's survival.

Administrative procedures will be created pursuant to the guidelines established by the AED manufacturers' guidelines and other reliable resources relating to this issue. The management of Automated External Defibrillators (AEDs) will be accomplished in compliance with applicable state and federal regulations.

The safe and effective protocol for the use and management of Automated External Defibrillators outlines guidelines and responsibilities of administration, the medical director and AED responders.

LEGAL REF.: M.G.L. - Chapter 112, Section 12v.5
 M.G.L. - Chapter 112, Section 12v

CROSS REF: EBB First Aid

Approved on First Reading: January 19, 2010
Approved on Second Reading: February 1, 2010
Adopted: February 1, 2010

EMERGENCY PLANS

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

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

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.

SOURCE: MASC

CROSS REF.: EBCD, Emergency Closings

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

Reviewed and Approved: November 9, 2016

EMERGENCY PLANS

Emergency Drills on School Buses

The emergency drills in school buses shall include practices and instruction in the location, use and operation of the emergency door, fire extinguisher, first aid equipment and windows as a means of escape in case of fire or accident. A minimum of two emergency drills shall be held on each school bus during the school year. No emergency drills are to be conducted when buses are en route.

Reviewed and Approved: February 22, 2017

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. Pedestrian, 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.

Announcements concerning "no school" or "delay" due to inclement weather will be made through public media announcements as early as possible.

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 School Committee policy in reporting for work.

SOURCE: MASC

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

CROSS REF.: EBC, Emergency Plans

Reviewed and Approved: February 22, 2017

ENERGY MANAGEMENT CONSERVATION

The School Committee encourages and supports an energy conservation and education program to lower energy consumption. It is the responsibility of each district employee and student to participate actively in conservation efforts in order to reduce energy consumption.

It is the responsibility of the district administrators through the Superintendent of Schools to implement, direct, monitor, evaluate, and report energy conservation efforts.

Further, to maintain a safe and healthy learning environment and to complement energy conservation efforts, the district shall implement a preventative maintenance and monitoring plan for its facilities and systems, under the direction of the Director of Facilities.

First Reading:	November 2, 2009
Second Reading:	November 23, 2009
Approved:	November 23, 2009

FACE COVERINGS

The Auburn Public School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

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

The individual:

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

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

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

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- 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 local 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, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

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

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<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>

SOURCE: MASC – August 2020

First Reading: August 12, 2020

Second Reading: August 19, 2020

Approved: August 19, 2020

BUILDINGS AND GROUNDS MANAGEMENT

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

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent and through her, by the Director of Facilities and Maintenance. He/she will work with the Director of Facilities and Maintenance and 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, with District oversight provided by the Director of Facilities and Maintenance.

SOURCE: MASC

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

Reviewed and Approved: February 22, 2017

Reviewed, revised and updated: November 8, 2017

BUILDINGS AND GROUNDS SECURITY

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

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

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

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

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

SOURCE: MASC

Reviewed and Approved: February 22, 2017

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.

SOURCE: MASC

LEGAL REF: MGL 266:98

Reviewed and Approved: February 22, 2017

SECURITY CAMERAS IN SCHOOLS

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

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

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

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

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee and/or Safety Advisory Team members, as applicable). 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

First Reading:	October 26, 2015
Second Reading:	November 17, 2015
Approved:	November 17, 2015

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.

SOURCE: MASC

Reviewed and Approved: February 22, 2017

AUTHORIZED USE OF DISTRICT-OWNED VEHICLE

The District-owned vehicle may be used by staff members when the use is related to their school employment.

Proper controls will be established by the Superintendent to assure the user's responsibility for the District-owned vehicle:

The operator of the vehicle must:

- have an active driver's license
- have viewed the Drive Safe DVD
- adhere to no cell phone use while operating the vehicle
- adhere to all Massachusetts regulations, including, but not limited to, the use of lights when wipers are in operation

In addition, the Auburn School Committee wishes to be of assistance, whenever possible, to other Town departments. Therefore, permission to use the District-owned vehicle may be granted by the Superintendent or the Director of Facilities upon request by a current Town employee for Town or school use only.

First Reading:	October 26, 2015
Second Reading:	November 17, 2015
Approved:	November 17, 2015

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. CORI reports and fingerprint requirements
8. 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.

SOURCE: MASC

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; 76:12B; 76:14

CROSS REF.: EEAA, Walkers and Riders

Reviewed and Approved: November 15, 2016

STUDENT TRANSPORTATION SERVICES
Responsibilities and Duties of the Schools

The Schools are obliged:

- A. To enforce board policies relating to the transportation of children.
- B. Distribute bus passes and collect fees, as appropriate, for all students as required by law and School Committee policy.
- C. To provide a school bus safety program and enforce its regulations.
- D. To develop schedules relating to the transportation of pupils.
- E. To maintain proper standard of pupil conduct on a school bus in cooperation with the driver.
- F. To see that school children recognize the important duties of the bus driver and to respect his/her orders.
- G. Review audio and video surveillance tapes as required in determining necessary enforcement of bus rules.
- H. If a pupil is suspended from the privilege of riding a school bus by the principal, the suspension shall be communicated directly to the parent or guardian of the child. Said suspension shall not become effective until proper notification is made to the parent.
- I. To provide information to the families of the new pupil regarding the bus route, the pick up location, and other information pertaining to the transportation needs of the children.
- J. To notify parents, by mail or phone call, of pupils to be detained after school for various reasons. This applies only to children being transported on buses.
- K. To consult with parents concerning any infraction of safety rules committed by their children.
- L. To arrange for transportation in connection with special school programs.

Reviewed and Approved: November 15, 2016

Auburn Public Schools

Eligible Bus Riders

Students will be entitled to transportation to and from school if they meet one or all of the following criteria:

- Grades Kindergarten through six who live more than 2 miles from the school they will be attending.
- Transportation is included in the Individualized Education Plan (IEP).
- A bus application has been submitted to the Central Administration prior to June 1st of the preceding school year

Any student in grades seven through twelve must pay a bus fee in the amount of \$100.00 upon completion of a bus application. Students in grades Kindergarten through six who live less than two miles from the school they are attending must complete a bus application and include payment of the bus fee with their application. A family of three or more children will be required to pay \$250.00 for the family. Free or Reduced lunch recipients will receive a reduced fee when applicable.

Students in Grades K through 6 living two miles or more from school are eligible for free bus transportation. ALL students must apply for a bus pass and carry it daily to ride the bus. All other students in grades K-12 will have the option to purchase a bus pass. The non-refundable fee is \$100 per student (\$250 family maximum). Parents need to know that buses have predetermined stops and cannot stop at every home.

Bus schedules are not exact. On any given day, a child's bus can be five minutes early or late. All students should be at their bus stops five minutes early. If the child misses the bus, parents are responsible for bringing him/her to school.

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

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. Instruction on school bus safety will be provided.

SOURCE: MASC
EGAL REFS: MGL 90:7b as amended by Ch. 256 Acts of 1986
MGL 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

Reviewed and Approved: November 15, 2016

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. The bus driver must undergo a CORI once each three years from the date of their appointment. Fingerprinting requirements must be adhered to.
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.

SOURCE: MASC

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

Reviewed and Approved: November 15, 2016

BUS DRIVER RESPONSIBILITIES

Responsibilities of the Bus Driver and Bus Company

- A. The driver is, at all times while students are being transported to and from school, in full charge of the bus and all riders.
- B. The bus driver is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus.
- C. The bus driver shall report any student who violates as stated in Section I-A,B,C,D to the building principal on bus behavior form.
- D. The bus driver will promptly report any violations of Rules and Regulations as stated in Section I-A, B,C,D to the Principal by giving the student's name, bus number, time, and date, and a brief description of the violation. Copies of the above mentioned report will be sent to the bus company, driver and school for follow up.

Approved: Prior to 1995

Reviewed and Approved: November 15, 2016

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 re-voke 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.

Current Practice Codified 1995

REF.: Student Handbook

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

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

**AUBURN PUBLIC SCHOOLS
MULTI FUNCTION SCHOOL ACTIVITY VEHICLE USE POLICY**

PURPOSE

This policy defines the conditions of appropriate use of the Auburn Public Schools' Multi-Function School Activity Bus ("District owned vehicle"), to establish procedures for the operation of such vehicles.

SCOPE

This policy applies to all agents of The District who operate the vehicle for District purposes.

APPLICABILITY

The District vehicle shall be used exclusively for the conduct of official school business, and the use of such vehicle for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited.

VEHICLE USES

District Vehicles

It is the policy of the District that certain positions require employee access to the District Vehicle during their work shift. The District Vehicle is not a Personal Vehicle and is not for personal use. The District Vehicle should be assigned solely for purposes consistent with providing services to the students of Auburn. The District staff will not be paid additional monies for operating this vehicle (as a driver or chaperone).

Registering and Insuring a District-owned Vehicle

Whenever a new vehicle is purchased, the District Business Office will complete the appropriate paperwork necessary to register and insure the vehicle.

RULES & RESPONSIBILITIES

Employees who drive the District Vehicle are responsible for, but not limited to, the following:

- District Vehicles may only be used for legitimate District business.
- Operators should exercise sound judgment at all times when using the assigned District Vehicle and should avoid the appearance of misuse.
- The Massachusetts Ethics Code discusses unwarranted privileges. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others. Misuse of an assigned District Vehicle is an ethics violation.

- District Vehicle will not be used to transport any individual who is not directly or indirectly related to District business. Passengers shall be limited to District employees and students. Family members shall not be transported.
- Employees are prohibited from transporting students in personal vehicles.
- The District shall not be liable for the loss or damage of any personal property transported in the District Vehicle.
- Employees are expected to keep the District Vehicle clean, and to report any malfunction, damage, needed repairs or other vehicle problems to the Business Manager or his/her designee immediately.
- Operators should never leave the District Vehicle unattended with the keys in the ignition or anywhere in the vehicle.
- Employees are to ensure that they and all passenger(s) in a District Vehicle wear seat belts at all times.
- Employees may not operate the District Vehicle under the influence of alcohol, illegal drugs, or any controlled substances.
- Employees are prohibited from possessing open alcoholic containers, illegal drugs, or controlled substances in a District Vehicle.
- Employees operating a District Vehicle must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence.
- Employees operating a District Vehicle shall obey all applicable traffic and parking regulations, ordinances, and laws.
- Employees who incur parking or other fines/citations while operating a District Vehicle will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent.
- Employees who are issued citations for any offense while operating or using a District Vehicle must notify the Business Manager immediately when practicable, but in no case later than 24 hours after the issuance of a citation.
- An employee who is operating a District Vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, must notify his or her Supervisor immediately when practicable, but in no case later than 24 hours after such arrest or charge has occurred. The Supervisor must notify the Business Manager or his/her designee.
- No employee may use a District Vehicle for out of state travel use without advance approval of the Superintendent and School Committee.
- Smoking is not permitted in a District Vehicle in accordance with the District Policy.

CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES

All use of cellular phones and handheld electronic devices are prohibited while driving a District Vehicle. If use of a cellular phone or handheld electronic device is needed, employees should pull off the road and park in a safe place to make calls.

VEHICLE ACCIDENTS

When an employee using a District Vehicle is involved in a motor vehicle accident, the operator must:

- Stop the vehicle.
- Immediately check to ensure that passengers are unharmed.
- Obtain the following information:
 - Name(s) and address(es) of the other driver(s);
 - Driver's license number(s) of the other driver(s);
 - Name(s) and address(es) of the owner(s);
 - Registration number(s) of the other vehicle(s) involved;
 - Name(s) and address(es) of other driver(s) insurance company(ies); and,
 - Name(s) and address(es) of any witness(es) to the accident.
- Immediately report details to the Superintendent's Office or Business Manager.
- When any person has been injured and/or when vehicles have suffered significant damage, the local or state police must be called to the scene.
- Do not move the vehicle in these circumstances until authorized by the police.
- Unless an injury prevents the operator from doing so, he/she must fill out a Vehicle Accident Report within 48 hours of the accident. A blank copy of the form may be obtained from the Business Office.
- Take accident photos of all vehicles and property involved in an accident

SPECIAL CIRCUMSTANCES

This policy is intended to provide a basic framework governing the use of the District Vehicle in the District and such cannot contain procedures governing every situation that might arise. Employees seeking clarification of this policy should contact the Business Manager. Exemptions from certain provisions of this policy may be authorized by the Superintendent.

DISCIPLINE

Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of District vehicle privileges, suspension and/or termination of employment.

PRE-TRIP INSPECTION

All operators are required to complete a daily pre-trip inspection of the vehicle to ensure safe operation.

Pre-trip reports must be recorded and a copy must be present with the operator during daily operation. Operators should immediately notify company officials of any defects.

Operators must check that the following required equipment and vehicle components are present and in proper working order.

1. Tires
2. Lighting Devices
 - a. Headlights (upper and lower beams)
 - b. Directional's (front and rear)
 - c. Stop lights
 - d. Reverse lights
 - e. Four-way flashers
 - f. License Plate and Light
3. Brakes
 - a. Service
 - b. Parking
4. Mirrors
5. Exhaust
6. Fluid Leaks
7. Doors
8. Windshield wipers and washers
9. Horn
10. Interior of Vehicle
 - a. Seatbelts (Safety Belts)
 - b. Child Seats/Booster Seats (if necessary)
 - c. Door Warning Device
 - d. Clean Interior
 - e. Heater & Defroster
11. Current registration
12. Annual state inspection sticker
13. Safety Equipment
 - a. 2 chock blocks
 - b. First aid kit
 - c. Fire extinguisher properly charged and mounted within reach of the operator
 - d. 3 flares or safety triangles

WHILE TRANSPORTING STUDENTS

- Drivers are prohibited from: smoking, consuming alcoholic beverages, refueling, using a cellphone, or any other activity that may interfere with the safe operation of the vehicle.

- Doors should be firmly closed and locked when transporting students or staff.
- Drivers should assist pupils who require assistance when entering and exiting the vehicle.
- The operator must wear safety belts at all times during vehicle operation and all passengers must be properly restrained as set forth in M.G.L. c. 90, Sec. 7AA (see Appendix A) and Sec. 13A.
- The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle.
- If the driver must leave the vehicle to assist a pupil, first secure the emergency brake, shut off the engine, and remove the ignition key.
- Only the driver may occupy the driver's seat.
- The driver is expected to maintain order. If a pupil presents a disciplinary problem, the pupil should be reported to the appropriate authorities according to procedures established by the District.

POST-TRIP INSPECTION

- Operators must perform a Post-Trip Inspection (Checking the same items listed on the Pre-Trip Inspection). Be sure to check for any pupils or personnel items left on the vehicle.

First Reading: January 23, 2017
 Second Reading: February 22, 2017
Approved: February 22, 2017

**AUBURN PUBLIC SCHOOLS
MULTI FUNCTION SCHOOL ACTIVITY VEHICLE USE POLICY**

ATTACHMENT A – Acknowledgement

I, _____ (print name), as an employee of the Auburn Public Schools, hereby acknowledge that I have received, read, understand, and agree to abide by the District's *Vehicle Use Policy* for the Multi Function School Activity.

In addition, I am certifying that I have a valid driver's license and I am eligible to operate a District. A copy may be requested by the Business Manager, should the need arise, to determine my legal authority to operate a District Vehicle for work related travel.

Once signed, this form will be placed in the employee's personnel file by the Business Manager for records purposes.

Employee Signature: _____

Date: ____/____/____

MEAL CHARGE POLICY

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

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

Meal Charges and Balances

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

Payments

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

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

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

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

Refunds

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

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

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

Policy Communications

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

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

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

Reviewed, revised and updated: June 20, 2018

Auburn Public Schools