

SECTION E
SUPPORT SERVICES

EB	SAFETY PROGRAM
EBAB	PEST MANAGEMENT POLICY
EBB	FIRST AID
EBC	EMERGENCY PLANS
EBCD	EMERGENCY CLOSINGS
EC	BUILDINGS AND GROUNDS MANAGEMENT
ECA	BUILDINGS AND GROUNDS SECURITY
ECAC	VANDALISM
ECAF	SECURITY CAMERAS <u>SYSTEM POLICY IN SCHOOLS</u>
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS
EEA	STUDENT TRANSPORTATION SERVICES
EEAA	BUSING ELIGIBILITY
EEAE	SCHOOL BUS SAFETY PROGRAM
EEAEA-1	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS
EEAG	STUDENT TRANSPORTATION IN PRIVATE VEHICLES
EEAJ	MOTOR VEHICLE IDLING ON SCHOOL GROUNDS
EF	FOOD SERVICE MANAGEMENT POLICY
EFC	FREE AND REDUCED PRICE FOOD SERVICES

SAFETY PROGRAM

Accidents 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 reasonable precautions 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 REFS.: M.G.L. [71:55C](#)
[Acts of 1985, Chapter 614 Section 1](#)

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

PEST MANAGEMENT POLICY

The Wellesley Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the Facilities Maintenance Department, working on behalf of the Town and School Department, 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.

1. OVERVIEW AND GOALS

- a. The Facilities Maintenance Department and the Town Health Department 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:
 - i. Reduce any potential human health hazard.
 - ii. Reduce loss or damage to school structures or property.
 - iii. Minimize the risk of pests from spreading in the community.
 - iv. Enhance the quality of facility use for school and community.
 - v. Minimize health, environmental and economic risks.

2. 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.

3. 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.
4. RECORD-KEEPING
- a. The Facilities Maintenance Department, on behalf of the School 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.
5. 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 cut.
 - b. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REFS.: [Chapter 85 of the Acts of 2000 \(An Act to Protect Children and Families from Harmful Pesticides\)](#) M.G.L. 71:68, 68:132B

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 (911). In the case of illness that may include an infectious disease, the Board of Health and/or the school physician shall be notified in accordance with law.

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate ~~hospitalization~~transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member responsible for a child at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

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

The Superintendent is responsible for the development and maintenance of plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent is responsible for the development, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, of an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. Consideration of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to [M.G.L. c. 71 § 1](#).
7. The location of all Automated External Defibrillators (AEDs), whether fixed or portable, and a list of personnel trained in its use shall be made available

Plans shall be submitted to the Department of Elementary and Secondary Education (DESE) at least every 3 years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills 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.

LEGAL REFS.: M.G.L. [69:8A](#)
[Section 363 of Chapter 159 of the Acts of 2000](#)

CROSS REFS.: EBCD, Emergency Closings
JL, Student Welfare
JLC, Student Health Services and Requirements

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 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 the provisions contained in contracts in reporting for work.

LEGAL REFS.: M.G.L. [71:4](#); [71:4A](#)

CROSS REF.: EBC, Emergency Plans

BUILDINGS AND GROUNDS MANAGEMENT

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

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. The Facilities Maintenance Department, working on behalf of the School District and School Committee, will 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.

LEGAL REF.: M.G.L. [71:68](#)

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 outside of regular school hours will be limited to personnel whose work requires it and approved activities to personnel or organizations authorized under the Community Use of Facilities policy. 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.

Access to school grounds, including playgrounds and fields, outside of regular school hours is generally available to the public, except when restrictions are deemed necessary by staff. Reasons for such restrictions may include, but are not limited to: public safety concerns, interference with building or grounds maintenance or other school operations, and use for school activities or activities authorized under the Community Use of Facilities policy.

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 security personnel](#) may be approved in situations where special risks are involved.

In order to ensure the safety of students and staff, dogs are NOT allowed on school grounds during school hours, including arrival and dismissal times, as well as at school-approved events and facility rentals. Service animals are allowed under the provisions of the Animals in the Classroom policy. Dogs are allowed on school property outside of these times subject to the provisions of [Article 47](#) of the Town Bylaws. Violations of said bylaw are subject to a fine.

LEGAL REF.: Town Bylaws [Article 47](#) (Animal Control Regulations)

CROSS REFS.: KF, Community Use of Facilities
IMG, Animals in the Classroom

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.

SECURITY CAMERAS SYSTEM POLICY IN SCHOOLS

The Wellesley School Committee supports the use of video cameras throughout the Wellesley Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only in accordance with protocols and procedures developed by the administration.

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, protecting against vandalism and burglary, prosecuting vandals, and developing crisis plans.

School facilities and their contents, constitute one of the most significant investments of the community. The 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 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, and to safeguard district buildings, grounds and equipment. Security cameras may be used in locations as deemed appropriate by the Superintendent 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.

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 District buildings and/or on school property shall be the sole property of the 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 designated District and school administrators. In general, in order to protect privacy, camera footage will not be shared with parents or students, except as may be required by state and federal law. Should disclosure of a video recording be required, the Superintendent shall ensure that all video images of any student or other minor individual are blurred to render those individuals unidentifiable. Except in an emergency, law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the Superintendent or designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy. The District's specific procedures are posted on the District website.

~~LEGAL REFS.: US Department of Justice, Office of Justice Programs Published Research Report
Family Educational Rights and Privacy Act (20 U.S.C. § 1232g)~~

CROSS REF.: Memorandum of Agreement Between the Wellesley Public Schools, the Wellesley Police Department and the Norfolk County District Attorney's Office

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.

STUDENT TRANSPORTATION SERVICES

The District may contract for transportation services. The District will award contracts on a competitive bid basis. Contractors will be held responsible for the safe operation of their contracted vehicles and 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 contractors 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](#); [76:12B](#); [76:14](#)

CROSS REF.: EEAA, Busing Eligibility

BUSING ELIGIBILITY

The Wellesley Public Schools shall provide transportation to and from:

1. The regular day school programs maintained by the Wellesley Public Schools;
2. The regular day school programs maintained by other schools within the community;
3. Special needs programs as specified in the student's Individual Education Plan; and
4. Vocational programs when the student's enrollment has been approved by the Superintendent or designee.

Regular Day Programs in Wellesley Public Schools

The District provides free transportation to and from school for students in grades K – 6 who live two miles or more from their assigned school, as measured in accordance with Department of Elementary and Secondary guidelines. In all other cases, parents are responsible for transporting their children to and from school. The District may offer fee-based transportation to students in grades 7 – 12 and students in grades K – 6 who live less than two miles from their school. Transportation shall not be provided to elementary students attending a school as open enrolled.

Wellesley Public Schools shall provide for appropriate pickup and discharge points. No other stops shall be permitted.

Regular Day Programs in Other Schools in Wellesley

Wellesley residents who, in the fulfillment of the compulsory attendance requirements attend private school for elementary or high school grades, shall be entitled to the same rights and privileges of transportation to and from school as are provided by law for pupils of public schools and shall not be denied such transportation because of their attendance in a school conducted under religious auspices or that includes religious instruction in its curriculum.

Special Education

Transportation shall be provided for special needs students regardless of the distance between their homes and the location of their program in Wellesley, or in a state approved program in the community closest to Wellesley as specified in their Individual Education Plan. In the event the parent/guardian elects to send the child to a school other than that designated in the student's IEP the parent/guardian will be required to pay the cost of transportation. To the extent possible transportation shall be shared with other students from the Town or from other cities or towns.

Vocational Programs

Transportation shall be provided to and from vocational programs for students enrolled in those programs, as required by state law.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will

apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

CROSS REF.: EEA, Student Transportation Services

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 [Chapter 246 of the Acts of 1986](#)
M.G.L. [90:1](#) et seq.
[Highway Safety Program Standard No. 17](#)

CROSS REF.: EB, Safety Program

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~~Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REFS.: [49 U.S.C. § 31306 et seq. \(Omnibus Transportation Employee Testing Act of 1991\)](#)
 [49 CFR Part 40 – Procedures for Transportation Workplace and Drug and Alcohol Testing Programs](#)
 [49 CFR Part 382 – Controlled Substance and Alcohol Use and Testing](#)
 [49 CFR Part 391 – Qualification of Drivers](#)

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses are the primary form of transportation of students participating in co-curricular or extracurricular activities. However, in rare cases, 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 or designee.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

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

The Wellesley Facilities Maintenance Department on behalf of the 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 Wellesley 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 REFS.: M.G.L. [71:37H](#); [90:16B](#)
[540 CMR 27.00](#) (Regulation of Motor Vehicle Idling on School Grounds)

FOOD SERVICE MANAGEMENT POLICY

The School Committee, Administration and Staff of the Wellesley Public Schools recognize that a healthy, nutritious meal plays an important role in the readiness and ability of students to learn. For this reason the School Committee has established a policy to provide for a clear and consistent approach to meal account procedures while treating all students with dignity in the serving line. The District believes that it is the adult parent or guardian's responsibility for the payment of meal charges and it is our desire to engage in positive interactions with both the parent and the student when a meal account is not current.

Policy Administration

The School Department Business Office is responsible for ensuring that all accounts, including the Food Services Revolving Account, are properly managed and accurately reported. Within this scope of responsibility, the Business Office works closely with the Food Service Management Company (FSMC) to monitor students' meal accounts, including methods of payment and current balances, with the goal of eliminating negative balances. Families who have signed up on-line for the low balance alert are notified that the account is running low and needs to be replenished.

Any student whose account has a zero balance will be provided an alternative meal at a reduced price, which is charged to the student's account. This will result in a negative balance on the account until the balance is resolved.

Any positive balance remaining on a student's account will be carried into the following school year or, in the case of a graduated student, following notification to the family, moved to a sibling's account or refunded to the family. If the District receives no response to the notification, or if the family wishes to leave the funds with the District, the District will use the funds to offset any negative balance at the end of the fiscal year that must be charged to the operating budget.

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/her 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 U.S.C. §§ 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](#)