

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SAFETY PROGRAM

Category: SUPPORT SERVICES

File No.: EB

Adopted:

Revised: 3/20/07

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, emergency management, 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.

SOURCE: MASC

**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**

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FIRST AID

Category: SUPPORT SERVICES

File No.: EBB

Adopted: 3/9/05

Revised:

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 are on file in each health office 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.
6. All accidents to students and staff members will be reported as soon as possible to the superintendent and the school committee.

SOURCE: MASC Policy Revised: January 18, 1996

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

CROSS REF.: JLC, Student Health Services and Requirements

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: EMERGENCY PLANS

Category: SUPPORT SERVICES

File No.: EBC

Adopted: 3/9/05

Revised:

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 Southwick-Tolland-Granville Regional School District will maintain an Emergency Management Plan and update and test it annually.

Copies of all emergency plans are available in the office of the superintendent.

The superintendent, business manager and all 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.

Revised: May 4, 1998

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: EMERGENCY CLOSINGS

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EBCD

Revised:

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

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

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

The superintendent will weigh these factors and take action to close the schools only after consultation with 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.

Revised: January 18, 1996

SOURCE: MASC Policy

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

CROSS REF.: EBC, Emergency Plans

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FACE COVERINGS

Category: Support Services

**Adopted: 8/18/2020; Rescinded 5/17/201;
8/30/2021**

File No.: EBCFA

Revised: 2/14/2022; 3/01/2022

The District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to ensure students remain in a full-time classroom learning environment.

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 and recommendations 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 is strongly recommended to be worn by individuals who remain unvaccinated or are otherwise immunocompromised in school buildings, and on school grounds, even when social distancing is observed.

Individuals who are vaccinated are not required to wear a mask, but may do so if desired.

Students and staff returning from 5 day quarantine following a positive COVID test must follow strict mask use, other than when eating, drinking, or outside, and conduct active monitoring for symptoms, through day 10 of exposure.

Masks will be required in all school health offices.

Guidance Statements: Massachusetts Department of Public Health

<https://www.mass.gov/info-details/covid-19-mask-requirements - mask-requirements-in-certain-locations->

<https://search.mass.gov/?q=school+health+offices>

Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated January 13, 2022.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

[Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance Updated February 9, 2022](https://www.doe.mass.edu/covid19/on-desktop/2022-0209mask-requirement-update.pdf)

<https://www.doe.mass.edu/covid19/on-desktop/2022-0209mask-requirement-update.pdf>

SOURCE: MASC – February 10, 2022

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FACILITIES, BUILDINGS AND GROUNDS MANAGEMENT

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EC

Revised:

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 Southwick-Tolland-Granville Regional School Committee maintains a standing facilities subcommittee. The minimum membership shall be no fewer than two members.

The supervision over the care and safekeeping of property used by the school district will be the general responsibility of the superintendent. He/she will work with the school committee, 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.

Adoption date: January 1996

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: BUILDINGS AND GROUNDS SECURITY

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: ECA

Revised:

Public school buildings and grounds are one of the greatest investments of our towns. It is deemed in the best interest of the school district 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 security personnel may be approved in situations where special risks are involved.

Adoption date: January 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: VANDALISM

Category: SUPPORT SERVICES

File No.: ECAC

Adopted: 3/9/05

Revised:

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 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.

Revised: January 18, 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: Security Cameras in Schools

Category: SUPPORT SERVICES

File No.: ECAF

Adopted: 6/6/23

Revised:

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). Law enforcement and emergency response officials shall be granted access to video recordings or the security system as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC – Updated 2022

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CODE: AUTHORIZED USE OF SCHOOL-OWNED
MATERIALS**

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EDC

Revised:

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.

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

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

Adoption date: January 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CODE: TRANSPORTATION SERVICES FOR STUDENTS
 -DAY CARE TRANSPORTATION POLICY**

Category: Support Services

Adopted: 5/21/2019

File No.: EEA

Revised:

The District will provide transportation service to day care providers when all of the following criteria are met:

1. The day care provider must register with and be approved by the District Business Office by July 1st preceding the upcoming school year. Registration forms will be available from the Business Office.
 2. The day care pick-up/drop-off location is within the established busing boundaries of the District.
 3. The day care pick-up/drop-off location is along an existing District bus route.
 4. There is room on the bus.
 5. A responsible adult is always present at the pick-up/drop-off location, regardless of the age of the children.
- Parents utilizing a day care provider must declare a standard 5 day pick-up and 5 day drop-off location that will remain in effect for the entire school year. The pick-up location does not need to be the same as the drop-off location. For safety concerns, the District is unable to accommodate multiple pick-up/drop-off locations within a school week.
 - Notification of a student attending an approved day care must be submitted in writing to the Transportation Supervisor utilizing the annual transportation form. All requests for transportation to or from a day care provider must be submitted to the Transportation Department by July 1st of the preceding year.
 - Transportation to day care providers located outside of the District boundaries are prohibited.

No special arrangements or stops will be created to accommodate daycare providers. If the Supervisor of Transportation determines that the volume of student riders on any bus servicing one or more day care providers necessitates a monitor to maintain safety and order, a District-appointed monitor shall be assigned to that vehicle at the expense of the day care provider(s). Failure of the day care to provide timely payment for such charges will result in suspension of District transportation service to that day care provider.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: WALKERS AND RIDERS

Category: Support Services

File No.: EEAA

Adopted: 11/5/2018

Revised:

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

In the event there are hazardous road conditions, it is the discretion of the Transportation Supervisor and/or Superintendent to make exceptions to the schedules, routes and stops. Students will be transported regardless of the mileage limits listed if there are hazardous road conditions.

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

CROSS REF.: EEA, Student Transportation Services

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL BUS SAFETY PROGRAM

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAE

Revised:

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.

Adoption date: January 1996

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: BUS DRIVER EXAMINATION AND TRAINING

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAEA

Revised: 12/16/08

The school committee requires the following of personnel hired to drive school transportation vehicles:

1. Courteous and careful drivers.
2. Each driver will file a medical certificate with school officials.
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 hired.
5. The Southwick-Tolland-Granville Regional School District School will maintain a list of names of drivers and their safety records for the last three years.
6. In case of any change of bus drivers, the STGRSD Transportation Supervisor will notify school officials as soon as possible.

Adoption date: January 1996

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAEA-1

Revised:

The district shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, section 382 et seq. 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)
49 C.F.R. Part 40, Procedures for Transportation Workplace and Drug and Alcohol Testing Programs
49 C.F.R. Part 382, Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391, Qualification of Drivers

OR

The district shall comply with the Department of Transportation's regulations for the drug and alcohol testing of school bus drivers and commercial vehicle drivers employed by the district. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The 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.

Adoption date: April 15, 1997

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: STUDENT CONDUCT ON SCHOOL BUSES

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAEC (also JICC)

Revised:

The school committee requires written rules of conduct on school buses from each school building.

Adoption date: January 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: STUDENT CONDUCT ON SCHOOL BUSES

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAEC-R (also JICC-R)

Revised:

Procedures for Drivers and Parents

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

Loading and Unloading at Bus Stop

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

Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:
 - Pushing or wrestling
 - Annoying other passengers or disturbing their possessions
 - Talking to the driver
 - Throwing objects within the bus or out of windows
 - Climbing over seats
 - Opening or closing windows
 - Leaning out of windows
 - Littering the bus
6. Parents will be held responsible for any defacing or damaging of the bus.

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

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: BUS STOP PROCEDURE FOR ELEMENTARY STUDENTS

Category: Students

Adopted: 5/17/16

File No.: EEAED

Revised: 11/05/2018

K – 2 Bus Stop Standard Procedure:

The health and safety of young children is a primary concern of the Southwick Tolland Granville Regional School District. Therefore, no Preschool, Kindergarten or Special Needs Child (as identified) will be left at a bus stop unless there is a responsible adult present who will assume all responsibility for the child. A parent/guardian may submit a note to dismiss a child to an older sibling or to another adult. If there is no sibling or responsible adult present to retrieve the child, the child will be brought back to the school. Students beyond the kindergarten level will be released from the bus unless the bus driver has concern for the child's safety. Bus drivers will have the discretion to determine if a child should be returned to the school.

Grades K-2 Bus Stop Exception:

Occasionally, a child's designated bus stop is in a location that requires an adult to drive to the bus stop to retrieve his or her child (e.g., bus drop off is not in the child's own neighborhood – it may be a parking lot of a business). When this is the case for a student in grades K-2 and a responsible adult is not present at the bus stop, the child will be brought back to the school; unless a parent/guardian submits a note to dismiss a child to an older sibling or to another adult who will assume all responsibility for the child.

In the event no parent or designee is at the bus stop the procedure will be:

1. The bus driver will contact the district and may bring the child back to the school
2. The school will call the parent/guardian or emergency contact
3. If the parent has not been reached after a reasonable amount of time, the police will be notified.
4. The police and/or school personnel will remain with the child until a responsible adult/guardian is reached.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: USE OF VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL TRANSPORTATION VEHICLES

Category: Students

Adopted: 6/20/2017

File No.: EEAEF

Revised:

To ensure the provision of a safe and secure environment for students, it is the policy of the Southwick-Tolland-Granville Regional School District to utilize video and audio recording devices on any or all school transportation vehicles (i.e. school buses, vans, mini-vans) used to provide transportation for District students. This authority shall extend additionally to all vehicles contracted by the District for the transportation of its students.

The presence of video and audio recording devices on school transportation vehicles shall be announced by signage displayed prominently on the vehicle. No additional notice of video & audio recording devices on school grounds shall be required. After its initial adoption, the District shall provide notice of this policy annually to students and parents in the respective student/parent handbooks and also any beginning of the year bus letters that may go home. Drivers will be notified annually or upon hire.

All recordings are considered confidential and will only be viewed on an “as needed” basis by those individuals authorized by federal and state law and this policy.

After a recording on a school transportation vehicle has been made, the District will retain the recording in a secure location. Digital recordings shall require password protection to access software to view files. The District may access recordings for the purpose of investigating complaints against students, staff, and the public. Recordings may be used as evidence in the discipline/prosecution of students, staff and the public. Recordings used for said purpose shall be retained by the District until the final resolution of any discipline/prosecution, including the time period for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action will be erased and the recorded media reused at the direction of the Superintendent or designee. Access to recordings shall be limited to the following individuals, unless expressly granted to another by the Superintendent of Schools.

- Superintendent of Schools
- Transportation Supervisor or designee
- School Business Manager or Chief Fiscal Officer
- School Principals
- Special Education Director
- Law Enforcement Officers
- Students and/or Parents of Students directly involved in a particular incident or complaint (subject to following considerations*)
- District Counsel

Any request for the viewing and/or listening of a recording must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and/or listen

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CODE: STUDENT TRANSPORTATION IN PRIVATE
VEHICLES**

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EEAG

Revised:

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the superintendent of schools.
2. The owner of the vehicle being used in transporting students must file evidence with the superintendent of personnel 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.

Adoption date: January 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

to the recording is considered authorized pursuant to federal and state law and this policy. A recording shall only be viewed if there is a report of a serious incident as determined by the Superintendent or designee, or a complaint relative to conduct. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who review a recording.

*Video and audio recordings used as part of disciplinary or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act (“FERPA”). Release of such video and audio recordings will only occur pursuant to disclosure requirements of FERPA and such recordings may not be released to parents without the express, written permission of the parents of all identifiable students. Only the portion of the video and/or audio recording which is relevant to the incident or complaint will be reviewed or released in accordance with state and federal law and this policy.

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT
CODE: POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL
 GROUNDS**

Category: SUPPORT SERVICES

Adopted: 4/27/10

File No.: EEAJ

Revised:

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 Southwick-Tolland-Granville Regional School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Southwick-Tolland-Granville Regional 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 Southwick-Tolland-Granville Regional 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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FUEL-EFFICIENT VEHICLES
Category: SUPPORT SERVICES
File No.: EEBA

Adopted: 3/7/23

POLICY STATEMENT

In an effort to reduce the District's fuel consumption and energy costs over the next 10 years, the Southwick-Tolland-Granville School Committee hereby will adopt a policy to purchase only fuel-efficient vehicles to meet this goal.

DEFINITIONS

The District: The Southwick-Tolland-Granville Regional School District

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:

$$=1/((0.43/City\ MPG) + (0.57/Highway\ MPG))$$

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 automatically controlled by the vehicle powertrain system
- 4WD = 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

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

PURPOSE

To establish a requirement that the District purchase only fuel-efficient vehicles for school use whenever such vehicles are commercially available and practicable.

APPLICABILITY

This policy applies to all departments of the District.

GUIDELINES

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

The District will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt 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 Communities Division.

School Committee Policy

This Green Communities' Guidance for Criteria 4 must be checked for updates prior to ordering replacement vehicles.

Exemptions

- Heavy-duty vehicles. Examples include fire-trucks, ambulances, and some public works trucks that meet the definition of Heavy-duty vehicle.
- The District will commit to purchasing fuel efficient vehicles when they become commercially available.

FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

The District replaces all non-exempt vehicles with fuel efficient vehicles as defined above.

QUESTIONS / ENFORCEMENT

All other inquiries should be directed to the department responsible for fleet management (Buildings and Grounds) and/or fleet procurement (Director of Finance and Operations). This policy is enforced by the School Committee and/or their designee(s).

APPENDIX

Reference to Green Communities' Guidance for Criterion 4 (July 8, 2022)

The most recent Green Communities' Guidance for Criterion 4 can be found on the Department of Energy Resource's website: mass.gov/guides/becoming-a-designated-green-community#-criterion-4- and shall be checked for updates before the procurement of any new vehicles. At the time this policy was published, minimum fuel efficiency requirements are:

- 2-wheel drive car: 30 MPG
- 4-wheel drive car: 29 MPG
- 2-wheel drive van 22 MPG
- 4-wheel drive van 20 MPG
- 2-wheel drive pick-up truck: 21 MPG
- 4-wheel drive pick-up truck: 18 MPG
- 2-wheel drive sport utility vehicle: 24 MPG
- 4-wheel drive sport utility vehicle: 21MPG

Many vehicles that meet the above criteria can be found on statewide contract VEH110, "Purchase of Light Duty Vehicles - Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs," located in commbuys.com.

Policy Subcommittee Approved: March 1, 2023

1st Reading: March 7, 2023 (2nd and 3rd readings waived)

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FUEL-EFFICIENT VEHICLE REPLACEMENT PLAN **Adopted:** 3/7/23
Category: SUPPORT SERVICES
File No.: EEBAE-E

Overview

The Southwick Tolland Granville Regional School District Fuel-Efficient Vehicle Replacement Plan (the "Plan") states that The Southwick Tolland Granville Regional School District (the "District") shall purchase only fuel-efficient vehicles as described in the Fuel-Efficient Vehicle Policy (the "Policy") at such time that said district and its designees determine that it is necessary and prudent to purchase non-exempt vehicles.

Replacement Process

When it is determined by the departments of the District that a non-exempt vehicle is no longer reliable or operable or the costs of repair are excessive and that it is therefore necessary to replace said vehicle, the District shall purchase a replacement vehicle that meets the fuel efficiency ratings referenced in the Policy. Vehicles will not be recycled from one district department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy.

It is anticipated that all non-exempt vehicles listed in the Appendix A - Vehicle Inventory, attached to the Policy, may be replaced within the next fifteen years.

The District shall abide by municipal and state procurement policies and procedures in the purchase of any replacement vehicle.

Annual Review

Consistent with the Policy, the School Committee shall review the Plan on an annual basis.

Policy Subcommittee Approved: March 1, 2023

1st Reading: March 7, 2023 (2nd and 3rd readings waived)

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: FOOD ALLERGY POLICY

Category: SUPPORT SERVICES

Adopted: 10/2/07

File No.: EFAB

Revised:

The Southwick-Tolland-Granville Regional School District recognizes the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. The school district administration has developed and implemented a policy and protocol to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community on management of student allergies, and to plan for the needs of students with allergies. The schools are committed to working with allergic students and their parents to address the students' emotional and social needs in addition to their health needs.

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's responsibility

- Notify the school of the child's allergies each new school year.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including classroom, in the cafeteria, during school sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of a child on a written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage parents to have allergic child wear Medic Alert necklace or bracelet.
- Educate the child in the self-management of their food allergy including:
 - ❖ safe and unsafe foods
 - ❖ strategies for avoiding exposure to unsafe foods
 - ❖ symptoms of allergic reactions
 - ❖ how and when to tell an adult they may be having an allergy-related problem
 - ❖ how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child after a reaction has occurred.
- Provide emergency contact information
- Parents are strongly encouraged to inform the bus or van driver, and any substitute driver when possible, about their child's allergy.

School's responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

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SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

- Assure that all staff who interact with the student on a regular basis (including bus, van, and substitute drivers) understand food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- All staff members who interact with the student on a regular basis will be trained on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan. The training will be provided annually at the start of the school year.
- Appropriate staff members will be trained regarding the administration of an Epi-pen, as outlined in the Department of Public Health regulations. All staff members will be informed of the location of the Epi-pens.
- Work with the district transportation administrator to assure that school bus/van driver training includes symptom awareness and what to do if a reaction occurs.
- Enforce a "no eating" policy on school buses. Exceptions will be provided for those students with diabetes who may need a snack to treat a hypoglycemic episode or for circumstances where students are traveling for long periods of time. Students will be informed of this policy at the beginning of each school year, and said policy will be included in each school handbook.
- Discuss field trips with the family of food allergic child to plan appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against allergic child seriously.
- Substitute teachers, when applying for employment, will be provided information on the management of student allergies. This information will address prevention efforts, information about common allergies, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan.
- An Individual Health Care Plan and Allergy Action Plan that addresses management will be developed for each student with an allergy. A copy of the Allergy Action Plan will be provided to the classroom teacher and substitutes for all preschool to grade 5 students and to all core subject teachers for middle school students. The protocol will address how much information about student allergies will be provided to other personnel, such as specialists, as needed. The implementation of the District protocol and of the individual plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

Student's responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain food to which they are allergic.

Classroom management procedures

- Appropriate accommodations may be made in the classroom.
- Procedures will address education of parents and student and planning for special events involving food. The protocol will allow for age-appropriate classroom rules. For preschool to grade 4 students, the classroom teacher, in collaboration with the nurse and with input from

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SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

parents of the food allergic child, will develop classroom specific protocol regarding management of food in the classroom.

Kitchen and cafeteria procedures

- All kitchen staff will only use latex-free gloves
- The school kitchen will prepare all products in a manner that will minimize the risk of cross contamination of foods. The preparation area and all utensils will be washed in hot, soapy water immediately after the completion of the task.
- All food products will be clearly labeled as to ingredients.
- Peanut/nut-free table (or areas of tables) will be provided as needed and will be clearly identified. Allergy tables are to be positioned in a manner that minimizes the isolation of allergic students. When feasible, other students will be encouraged to sit at allergen-free tables if appropriate measures are in place to minimize cross-contamination of the allergen-free tables.
- The staff on lunch duty will ensure that the allergen-free table(s) and chairs will be washed before lunches begin and after each group finishes. The same tables will be used each day and will be clearly marked as allergen-free. Volunteers and/or substitutes will be informed which tables are allergen-free.
- Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). They should also be aware of any bullying or teasing behavior toward a food-allergic student and report any such incidents to the administrator.
- Students will be discouraged from sharing any food or utensils throughout the cafeteria.

Procedure for handling epinephrine

- Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine.
- The school nurse shall register with the Department of Public Health, and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210.
- All staff members will be informed of the location of the Epi-pens.

Emergency response procedures

- All staff members supervising students with life-threatening allergies must have means of communication to call for assistance.
- The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school during the school day and must accompany food allergic student on field trips. The protocol must provide for the management of anaphylaxis in individuals with unknown allergies, including an authorization for administration of epinephrine by the school nurse signed by the school physician.

The implementation of the District protocol and of the individualized plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

CODE: FREE AND REDUCED PRICE FOOD SERVICES

Category: SUPPORT SERVICES

Adopted: 3/9/05

File No.: EFC

Revised: 1/2/2019

The school district 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 will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: UNPAID MEAL CHARGE POLICY

Category: Support Services

Adopted: 5/21/2020

File No.: EFDA

Revised:

The 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 unpaid meal charges (i.e. purchases of meals made against an account with an insufficient balance). However, unpaid meal charges can place a significant financial burden on the School District, as the school nutrition operation is intended to be a self-supporting program within the District and operational deficits must be funded by the general fund or other financial resources of 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 meals account balances.

The provisions of this policy pertain to regular priced school meals only.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the 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. All students will be assigned an account by the School Nutrition Office. After a student's account reaches zero or enters the negative, the student's parent/guardian will be notified by e-mail or phone call that funds must be deposited to avoid interruption to meal purchases. Student's with balances at or below \$0.00 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. For students in grades Pre-K through 6, the student will still be allowed to purchase a qualifying reimbursable meal, and that meal will continue to be charged to the student's account at the standard meal rate based on their meal status. For students in grades 7 through 12, the student will be allowed to purchase a qualifying reimbursable meal until the student's meal account reaches the negative value equivalent to five (5) regular qualifying reimbursable meals. Students in grades 7 through 12 with account balances at or below the negative value equivalent to five (5) regular qualifying reimbursable meals who attempt to purchase meals shall be denied at the point of sale.

Payments

Parents/guardians are responsible for all meal payments to the School Nutrition Program. Notices of low or deficit balances will be sent directly to parents/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment-due notices or account statements to students unless a student is known to be an emancipated minor who is fully responsible for themselves, or is over the age of 18. If parents/guardians have questions or concerns regarding student purchases and/or account balances, they should contact the School Nutrition Office.

Parents/guardians must pay for meals in advance. Further details are available on the District's website and in student handbooks. Sufficient funds should be maintained in student accounts to

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

minimize the possibility that a student may be without a sufficient balance on any given day. At the conclusion of the school year any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias will utilize computerized point-of-sale register systems that maintain records of all monies deposited and spent for each student and those records shall be available to parents through an online account or by speaking with the school's kitchen manager or the Director of School Nutrition. The point-of-sale system shall be designed to prevent direct identification of a student's meal status. Parents/guardians will receive notification of low-balance accounts via email or regular postal mail on a weekly basis, if applicable. For accounts with persistent negative balances, parents/guardians will be contacted by phone by the School Nutrition Office. Accounts that remain at a negative balance for 30-days or more will be referred to the District's Business Office for further collection efforts.

Refunds

Refunds of account balances for withdrawn and graduated students require a written request by the parent/guardian. Parents/guardians of graduated students also have the option to transfer funds to a sibling's account or to donate the balance to another student's account with a written request to the Director of School Nutrition.

Delinquent Accounts/Collections

Accounts that remain in a delinquent status may result in a student's loss of access to 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 of Schools 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 a lunch and his/her meals account is in a delinquent status on a consistent basis, the school administration may investigate the situation more closely and take further action as necessary. If evidence of financial hardship exists or is suspected, parents/guardians will be encouraged to pursue eligibility for free or reduced price meals for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

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

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

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: ELEVATOR & LIFT USAGE

Category: SUPPORT SERVICES

File No.: EFG

Adopted: 1/5/2016

Revised: 11/21/2017

The elevator in the Powder Mill School as well as the lifts located in the Powder Mill and Regional School auditoriums are to be used to accommodate individuals needing assistance travelling to or between different levels within the buildings. The student who requires the use of the elevator or lift will provide a doctor's note to verify the need for the elevator.

Once approved, the student or staff member will be issued an elevator key and training will be provided. Prior to Grade 7, students must be accompanied by a staff member when using the elevator or lift. All other students must be accompanied by an "elevator buddy" when using the elevator or lift. The key must be returned to the nurse when it is no longer needed. If the key is lost, the student will be charged for the replacement.

The elevator/lift key can be issued for short term situations (less than three days), a long-term situation that might last several months, or a year-long permission depending on medical circumstances and documentation.

Expected elevator/lift use procedures:

- Do not leave the elevator/lift entrance/exit until the door is completely open or closed
- Use the elevator/lift telephone for emergencies only
- Do not allow unauthorized individuals in the elevator/lift
- Take full responsibility for any damage to the elevator
- Do not overload the elevator
- Watch your step when entering and exiting the elevator/lift
- Do not interfere with the opening or closing of doors
- In the event of a fire alarm, go to the nearest designated safe room with a staff member during the evacuation

The elevator/lift is for staff, student and community use. It should not be used as a freight elevator. If there are extenuating circumstances, permission for alternative use may be granted only by the Principal or the Supervisor of Buildings & Grounds.

All elevators and lifts will be inspected by the Massachusetts Department of Public Safety on an annual basis. All maintenance work will be completed by licensed and insured elevator maintenance companies.