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ACCIDENT PREVENTION AND SAFETY PROCEDURES

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 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 activities and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be given in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle and pedestrian safety.

The Superintendent will have the 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 the 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.

CROSS REF.: Somerset Berkley Regional School District Crisis Response Handbook

PEST MANAGEMENT POLICY

The Somerset Berkley Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

- A. The Somerset Berkley Regional School District shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 - 1. Reduce any potential human health hazard.
 - 2. Reduce loss or damage to school structures or property.
 - 3. Minimize the risk of pests from spreading in the community.
 - 4. Enhance the quality of facility use for school and community.
 - 5. Minimize health, environmental and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REF: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call Emergency Medical Services (911).

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him/her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent.

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 is also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

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

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, 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. A determination 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 Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted 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.

SOURCE: MASC

LEGAL REF: M.G.L. 69:8A Section 363 of Chapter 159 of the Acts of 2000

CROSS REF: EBCD, Emergency Closings

JL, Student Welfare

JLC, Student Health Services and Requirements

Somerset Berkley Regional School Committee

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Adopted by the Somerset Berkley Regional School Committee September 27, 2012

BOMB CALL POLICY

In the event of a call or notice to the effect that a bomb has been placed in a school or any other public building, the following procedures are recommended.

1. The individual receiving a telephonic bomb threat should attempt to obtain as much information as possible. The person receiving the call should try to gain information on the type of device, its exact location and the time of detonation. The individual should make notes indicating the sex of the caller, approximate age (adult or child), voice characteristics, background noise, etc., anything that might be useful in identifying the caller.
2. There shall be an immediate evacuation of the school or public building per evacuation policy.
3. If the call is made directly to a school or other public building, immediate notification to the Fire/Police Department is required

Once a call has been received regarding a bomb threat, or suspicious device, the dispatcher will dispatch an appropriate response for his/her agency.

- a) Fire Department—apparatus will be dispatched to location
 - b) Police Department—one patrol unit and supervisor, if available, will be dispatched to location
4. The Superintendent of Schools or designee shall be notified, if the call received involves a school building(s).
 5. A search of the building or premises threatened may be conducted by personnel most familiar with the building (building administrators, custodians, teachers, employees, etc.). The police and/or fire supervisor, along with one firefighter and/or patrol officer, will assist in searching District owned buildings for any strange or foreign objects. Control of the overall search should be conducted from one central command post by a designated individual. Those conducting the search should be given instructions not to touch or move any suspicious objects, and immediately report the location of such objects to the command post.
 6. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person. Qualified personnel are available at the Office of the State Fire Marshall 617-566-4500 or 800-682-9229, or Naval Ordnance Disposal Unit at the Newport Naval Base 401-841-3301.
 7. After a thorough search has been conducted and after a thorough evaluation of all information available relative to that particular bomb call, re-entry should be at the discretion of the person in control of the premises, i.e. Administrator or Designee of the building, unless directed otherwise by fire or police personnel at the scene.

8. Investigations of such incidents will be made by the Police Department.
9. NOTE. A bomb hoax is a felony, punishable by imprisonment of up to twenty (20) years in state prison. (Chapter 269, Section 14 MCL)
10. This policy should be reviewed/revised annually.

EMERGENCY CLOSINGS

The Superintendent may close the school or dismiss 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.

In making the decision to close the school, 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 school 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 the school is closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

When school is cancelled because of hazardous weather conditions or other emergencies, all student practices, rehearsals, or meetings shall be cancelled. In the event of a concert performance or game scheduled for the evening, the decision on cancellation shall be made by the Superintendent or his/her designee.

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

CROSS REF.: EBC, Emergency Plans

UNSCHEDULED EARLY DISMISSALS

Unscheduled early dismissal of school shall be approved by the Superintendent only when early dismissal is warranted for health and safety concerns. It is the parents' responsibility to make provision for the supervision of their children in the event that students are dismissed early from Somerset Berkley Regional High School.

Parents are requested to keep emergency forms up-to-date.

UNSCHEDULED EARLY DISMISSAL EMERGENCY PROCEDURES – ONE SCHOOL

The following procedures shall be followed if conditions warrant the unscheduled early dismissal of one school:

- A) Buses shall be called immediately.
- B) Students shall be bused to the receiving school.
- C) Teachers shall ride buses to the receiving school and supervise students.
- D) Lunch shall be served at the receiving school depending on the situation and time of day that the situation occurs.
- E) Activities for students shall depend upon availability of equipment and space.
- F) Classes may combine for activities as needed.
- G) All students shall be bused home at regular dismissal time.
- H) Teachers shall ride the bus with the students and shall be bused to their cars at the conclusion of the bus runs.

School Being Dismissed:

Scheduled Receiving Schools:

Chace Street School

North Elementary School

South School
Wilbur School

Somerset Middle School

North Elementary School
Somerset Middle School

Somerset High School
(Luther Avenue Entrance)

High School

None (Students will be dismissed)

In the event that the designated receiving school is unavailable, students will be bused to the Somerset Berkley Regional High School (Luther Avenue entrance).

Letters to parents explaining the early dismissal policy and the need for contingency plans in the event schools are dismissed early will be sent home at the beginning of each school year. Parents will, on the school's emergency form, explain their contingency plans.

PARENTS ARE REQUESTED TO KEEP EMERGENCY FORMS UP-TO-DATE.

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 regional school district; will be the general responsibility of the Superintendent.

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 safe-keeping of school property.

The building administrator will be responsible for proper care, maintenance, and cleanliness of the building, equipment and grounds.

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

TRESPASSING

All visitors must receive a visitor's pass from the security office to be present in the school building or on school grounds. Individuals not adhering to this policy will be liable for prosecution for trespassing as covered by law under Chapter 266, Section 120.

Due Process Procedure Regarding Trespassing

Any individual who trespasses in the Somerset Berkley Regional School District building or grounds shall be handled in the following manner:

1. A school official should identify himself/herself in front of witnesses, if possible.
2. The school official shall inform the individual that he/she is trespassing in the school building or on the school grounds and that he/she is requested to leave. The school official shall refer to law Chapter 272, Section 53. If he/she refuses, they shall call police.
3. If same individual returns on same day call for police assistance.
4. If same individual returns another day, repeat directions in #2 and #3 in that order and send a trespassing letter to individual.
5. Students attending school who are under out-of-school suspension should be informed in the suspension letter of the law regarding trespassing.

LEGAL Ref: Chapter 272 Sec 53

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, 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.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The School Committee wishes to be of assistance, whenever possible, to 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.

SOMERSET PUBLIC SCHOOLS

SOMERSET BERKELY REGIONAL SCHOOL DISTRICT

School Committee Transportation Policy

STUDENT TRANSPORTATION

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

At no time shall a student be on a single bus ride to or from school for more than fifty (50) minutes.

All Kindergarten, Elementary and Middle School Students are transported using district funds with curb-to-curb service. School administrators will provide the transportation provider with a current, continually updated list of students who are required to be met and accepted by a parent or designated individual when the bus arrives at the stop in the p.m. If the parent or designated individual is not at the bus stop when the bus arrives, the student will be returned to their school. The parent or guardian will be billed for the time their child is being supervised by the Administration or a designated staff member at a rate of \$25 per occurrence. A failure to pay, or a continued problem with no one at the stop to accept the student can result in a suspension of transportation privileges. Middle School students will have pick-ups and drop offs at designated bus stops.

High School students living within 1.0 mile from the Somerset Berkley Regional High School will be eligible for transportation under a fee-for-service condition or on a seat available basis.

High School students living more than 1.0 mile from their assigned high school will be eligible for district-funded transportation with pick ups and drop offs at designated bus stops.

Exceptions to these guidelines may be made at the discretion of the Superintendent with the assistance of the Somerset Police Department and the transportation provider.

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

SPECIAL EDUCATION TRANSPORTATION

It is the policy of the Somerset School Committee and the Somerset Berkley Regional School Committee to provide district-funded transportation to special education students attending the Somerset Public Schools and the Somerset Berkley Regional High School who are authorized to ride special needs buses because of their Individualized Education Program (IEP).

The standard level of service for children who ride special needs buses is curb-to-curb service. This bus service includes delivery to and from the home or caregiver site curb to the school loading zone curb. The bus stop location for special needs curb-to-curb service is at a specific address where the child is picked up.

The parent or designated individual is required to have the child ready and prepared to be moved to the curb when the bus arrives unless a reasonable accommodation is requested and approved. A standard two-minute wait rule applies if the child is not ready to board the bus or to leave the home door to make direct progress to the bus. In cases where appropriate, it is the responsibility of the parent or guardian to ensure that the student is securely buckled in the seat / car seat prior to the vehicle door being shut.

School administrators will provide the Transportation Office with a current, continually updated list of students who are required to be met and accepted by a parent or designated individual when the bus arrives at the stop in the p.m.

If the parent or designated individual is not at the bus stop when the bus arrives, the student will be returned to their school. The parent or guardian will be billed for the time their child is being supervised by the Administration or a designated staff member.

Special education students whose IEP does not require a parent or designated individual to be present when the bus arrives will be treated the same as students in a regular drop-off situation. Seats may be assigned to student riders for safety reasons.

When students do not comply with bus rules, school personnel will review discipline matters on a “case-by-case basis” when determining whether to suspend a child from the special needs bus for not more than ten (10) school days following a violation of the school code. Unless the student’s behavior is a manifestation of his/her disability, special education students are subject to the same disciplinary rules as regular education students. Other students on the bus have an equal right to ride the bus and be safe. Removal of a student from the special needs bus will be based on the seriousness of the incident and/or team recommendation.

A school bus suspension applies to all bus service. Parents are responsible to transport their child and/or make arrangements for other transportation services during the bus suspension period.

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

SCHOOL BUS IDLING

It is the policy of the Somerset Public School System and the Somerset Berkley Regional School District to eliminate all unnecessary idling by school buses by minimizing idling time.

This policy applies to the operation of every district-owned and/or contracted school bus.

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

1. When school bus drivers arrive at a school to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and to reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit. Exceptions include conditions that would compromise passenger safety, such as extreme weather conditions and idling in traffic.
2. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
4. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pickup time as possible to maintain warmth and then shut down.
5. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.

LEGAL REF: M.G.L. Chapter 90, Section 16A

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

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 at the elementary level. It will be reviewed at the middle and high school level, to acquaint student riders with procedures in emergency situations. The transportation provider shall provide the districts with written certification, signed by the building principals, that the drills/reviews were conducted.
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 for bus drivers by either the school district or bus contractor, whichever is appropriate.
5. The transportation provider shall provide to the school districts "Utilization Reports" twice a year, by October 15 and by April 15 indicating the daily ridership to and from each school for each route for the first week of the month that the report is due.

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

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

BUS DRIVER EXAMINATION AND TRAINING

The Somerset School Committee and the Somerset Berkley Regional School Committee reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. The contractor/bus coordinator shall file a written statement indicating that each driver has been examined by a registered physician and found to be in sound physical condition, capable of performing the duties of a bus driver.
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 are trained in accordance with the regulations of the Department of Education and the Registry of Motor Vehicles, which includes a CORI (Criminal Offender Record Information) check, will be permitted to drive school buses.
5. The contractor will furnish the School Committee with a list of names of drivers and their safety records.
6. In case of any change of bus drivers, the contractor will notify school officials at least seven (7) days prior to implementation of a change.
7. Each driver will be required to comply with the Federal Highway Administration regulations for drug and alcohol testing and the contractor will certify that a testing program is in place for its drivers.

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

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND
COMMERCIAL VEHICLE DRIVERS**

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

STUDENT CONDUCT ON SCHOOL BUSES

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

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

RULES FOR STUDENTS RIDING SCHOOL BUSES:

Bus riding is a privilege extended to students as a means of transportation to and from school. Bus regulations apply from the time a student arrives at the bus stop. They remain in effect until the student leaves the bus stop on the return ride home. Any student who fails to follow bus regulations or who endangers the safety of other pupils renders himself/herself liable for suspension of bus riding privileges. Referrals by bus driver will result in the following: first referral, warning and parent notification, second referral, detention and parent notification, third referral, suspension of bus riding privilege.

1. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop five minutes before the bus is due. When the bus approaches the stop, students shall remain a safe distance from the street and remain at the bus stop until the bus comes to a complete stop. There will be no pushing or shoving while boarding the bus. While waiting for buses, pupils are to wait at designated pick-up points. Be courteous of private property.
2. Parents are not allowed to board a school bus without the expressed permission of the bus company.
3. Be seated promptly without disturbing others, and remain seated at all times. No student shall sit in the driver's seat at any time.
4. Keep head, arms, and hands inside the bus.
5. Outside of ordinary conversation, classroom conduct must be observed at all times. Shouting, making loud noises, or using vulgar language are not allowed.
6. Aisles are to be kept clear of backpacks, books, sports equipment, and musical instruments. Objects of any kind are not to be thrown either from or on the bus.
7. Any inappropriate conduct that distracts the driver and/or endangers the safety of self or others is prohibited. When it is necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching from either direction.
8. Students are to take only the bus designated for them by the school department. Parents may obtain permission from the school's main office for a student to ride another bus.
9. No student shall be permitted to leave the bus except at his or her designated stop.
10. Each student may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
11. The bus driver is in charge of the bus and is responsible for the safety of all bus riders. Students are to follow instructions promptly and without question.

12. State law (Massachusetts General Laws, Chapter 90, Section 78 as amended by Chapter 250 of the Acts of 1973) prohibits the use of any tobacco products on school buses.
13. Students are expected to help maintain the cleanliness of the bus-no papers or other articles should be thrown on the floor. Food of any kind may not be eaten on the school buses.
14. Should any students damage the bus, he or she is responsible for payment of damages.
15. Students must leave the bus in an orderly manner and must obey the rules and regulations for entering and exiting a bus. Students are not to cross the roadway until consent by the school bus driver has been given and the student has double-checked for safety conditions. When boarding or leaving the bus, students should be in view of the driver at all times. Any misconduct or disregard for these rules will be reported to the building principal or designee. When necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.
16. Pupils shall not open or close bus windows without the permission of the driver.
17. Pupils will report any accident or unsatisfactory conditions to the bus driver and/or Principal.
18. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
19. Concerns or complaints should be addressed through the School Principal or designee.

REF: Regulations for Transporting School Children by the Registry of Motor Vehicles
Approved March 2, 1992, Updated August, 1994

POLICY APPROVED BY SCHOOL COMMITTEE – SBRSD March 3, 2014; SPS March 6, 2014

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses may be used for the transportation of students participating in co-curricular or extra curricular 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.

FREE AND REDUCED PRICE FOOD SERVICES

The school 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 guardian.

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

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
 Child Nutrition Act of 1966
 P.L. 89-642
 80 Stat. 885, as amended
 M.G.L. 15:1G; 15:1L; 69:1C; 71:72

SECURITY CAMERAS IN SCHOOLS

The Somerset Berkley Regional 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 Somerset Berkley Regional 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 Somerset Berkley Regional School Committee authorizes the use of security cameras in Somerset Berkley Regional High School 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 Somerset Berkley Regional School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee) and the School Resource Officer. Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

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

SOURCE: MASC

Adopted: August 2015

Adopted by the Somerset Berkley Regional School Committee November 19, 2015