

TO: Acton Public School Committee members
Acton-Boxborough Regional School Committee members
Acton-Boxborough Transitional School Committee members

FROM: Beth Petr, Secretary to the School Committees

DATE: ~~1/3/14~~ 1/13/14 for SC meeting 1/15/14 - Second Reading/VOTE

RE: PreK – Grade 12 ABRSD policies for FY15 – Consent Agenda #3

The following policies have been reviewed by the Transitional Policy Subcommittee as well as the Joint APSC/ABRSC Policy Subcommittee and are submitted for a First Reading at the 1/7/14 School Committee meetings:

- * 1. Providing Funds for the Schools, File: DDA
- * 2. Regional School District Audits, File: DIE
- * 3. Fuel Efficient Vehicles, File: DJ
- 4. Safety Program, File: EB
- * 5. Integrated Pest Management, File: EBAB
- 6. Emergency Closings, File: EBCD
- * 7. Buildings and Grounds Management, File: EC
- 8. Vandalism, File: ECAC
- 9. Elementary Bus Passes, File: EEAAA
 - * a. Elementary Bus Pass Procedures, File: EEAAA-R
- * 10. Security Camera Systems, File: EEAE B
- 11. Student Transportation in Private Vehicles, File: EEA G

* Minor edits since 1/7/14 SC meeting

Behind the policy with changes tracked, is a clean copy of the proposed draft. Current APS/ABRSD policies are found at <http://ab.mec.edu/about/policies.shtml>. Blanchard School policies are found at <http://www.boxboroughschool.org/node/82>.



PROVIDING FUNDS FOR THE SCHOOLS
(Outside the appropriated budget)
(First Reading 1/7/14)

A. Funds from Friends of the School Systems

Gifts and donations, whether derived from direct contributions or from fundraising activities, are gratefully and generally accepted by the school districts for the benefit of students and of the school systems in their role as providers of educational services.

district

B. Funds from Friends of Individual Schools

The School Committees holds the position that PTOs/PTF and other parents/groups shall not supply funding for certified personnel positions. The same stipulation applies to materials which are considered essential for the health and safety of students.

Funds for other purposes are given to the School Committees which will then purchase or approve those expenditures. The entire amount must be available before the purchase or hire is made. Funds must cover the entire cost as determined by the Superintendent.

C. Other Gifts

An organization may decide to purchase and loan equipment for use by school groups. Such a decision requires prior approval by the Superintendent.

Corporations may give products or services to individual schools or the school districts with prior approval of the Superintendent.

D. School Committee Approval

Any direct gifts or donations valued at more than \$500 require acceptance by the School Committee. Gifts between \$100 and \$500 must be documented to the Superintendent

Approved: *INSERT DATE*

Acton-Boxborough Regional School District

File: DDA

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Approved INSERT DATE.

Acton-Boxborough Regional School District

File: DIE

REGIONAL SCHOOL DISTRICT AUDITS

(First Reading 1/7/14)

An audit of the school department's accounts shall be conducted annually.

Upon the completion of each audit, a report thereon shall be made to the Chairperson of the School Committee, and a copy sent to the Chairperson of the Board of Selectmen in each municipality, and the Chairperson of the School Committee in the member municipalities.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

LEGAL REF.: M.G.L. 71:16E

Approved: INSERT DATE

Acton-Boxborough Regional School District

File: DIE

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LEGAL REF.: M.G.L. 71:16E

Approved: INSERT DATE

Acton-Boxborough Regional School District

FUEL EFFICIENT VEHICLES
(First Reading 1/7/14)

In an effort to reduce the ~~Acton Public School District and~~ Acton-Boxborough Regional School Districts' (the "Districts") fuel consumption and energy costs going forward, the Districts intend to purchase only fuel efficient vehicles whenever such vehicles are commercially available and practicable.

Guidelines

The Districts will maintain an annual vehicle inventory for non-exempt vehicles and a plan for replacing these vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criteria 4 published by the MA Department of Energy Resources' Green Communities Division. The vehicle inventory will include the following information: Model, Make, Model Year, Year Purchased, Drive system, Weight Class, MPG, Annual Miles Driven, Total Fuel Consumption, Vehicle Function.

Fuel Efficient Vehicle Replacement Plan

The Districts shall develop a plan to replace all non-exempt vehicles with fuel efficient vehicles as described above. Said plan shall outline the process by which the Districts will replace vehicles and set goals for when the existing fleet will be replaced and reviewed.

Exemptions

Leased school busses and heavy duty vehicles such as public works trucks are exempt from this policy.

Inquiries regarding this policy should be directed to the Superintendent or his/her designee.

LEGAL REFERENCES:

U.S. Environmental Protection Agency:

<http://www.epa.gov/greenvehicles/Index.do?sessionId=a18166652c04e4b5228c1e5c6c40a9a67f0157b41e74f56cfaf5b8a1989a691fe34MbhqOa3uSby0La34LbNeTc38Te6fznA5Pp7ftolbGmkTy>

U.S. Dept of Energy: <http://www.fueleconomy.gov/>

MA Executive Office of Energy and Environmental Affairs:

<http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/gc-grant-program/criterion-4.html>

APPROVED: INSERT DATE -5/6/10, Revised 5/6/10, 3/1/12
~~Acton Public Schools and Acton-Boxborough Regional School District~~

Acton-Boxborough Regional School District

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APPROVED: INSERT DATE , Revised 5/6/10, 3/1/12

Acton-Boxborough Regional School District

SAFETY PROGRAM
(First Reading 1/7/14)

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 Districts 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 Districts 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; and traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the District school systems. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

LEGAL REF.: M.G.L. 71:55C and Acts of 1985c 614 Sec 1
Board of Education 603 CMR 36:00

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

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

~~Acton-Boxborough Regional School District~~ Acton-Boxborough Regional School District

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Approved: INSERT DATE.

Acton-Boxborough Regional School District

INTEGRATED PEST MANAGEMENT POLICY
(First Reading 1/7/14)

The Acton Public Schools and the Acton-Boxborough Regional School Districts are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the Districts will implement integrated pest management procedures for its buildings and grounds.

Per federal law, the District's Integrated Pest Management Plan is posted at XXX

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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 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.

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- 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."

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

~~Acton Public Schools and Acton-Boxborough Regional School District~~

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Acton-Boxborough Regional School District

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1 of 2

File: EBAB

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Approved: INSERT DATE.

2 of 2

Acton-Boxborough Regional School District

EMERGENCY CLOSINGS
(First Reading 1/7/14)

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

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

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

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

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

CROSS REF.: EBC, Emergency Plans

File: EBCD

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Approved: INSERT DATE.

Acton-Boxborough Regional School District

File: EC

BUILDINGS AND GROUNDS MANAGEMENT
(First Reading 1/7/14)

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

The supervision over the care and safekeeping of property used by the school ~~department~~^{district} will be the general responsibility of the Superintendent. He/she will work with member communities, 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 the 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 school, the designated administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

LEGAL REF.: M.G.L. 71:16; 71:68

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

~~Acton Public Schools and Acton-Boxborough~~ Regional School District

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File: EC

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(First Reading 1/7/14)

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LEGAL REF.: M.G.L. 71:16; 71:68

Approved: INSERT DATE.

Acton-Boxborough Regional School District

VANDALISM
(First Reading 1/7/14)

The School Committees recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committees will support various programs aimed at reducing the amount of vandalism. Acts of vandalism will be corrected in a timely fashion in concert with criminal investigations.

Every citizen of the towns, staff members, students, and members of the police departments are urged by the School Committees 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.

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

~~Acton-Boxborough Regional School District~~ *Acton-Boxborough Regional School District*

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File: ECAC

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Acton-Boxborough Regional School District

File: EEAAA

ELEMENTARY BUS PASSES POLICY
(First Reading 1/7/14)

The Acton-Boxborough Regional School Committee authorizes the issuance of two types of bus passes to elementary students. In order to protect all students who are transported to/from schools, requests for changes in dismissal arrangements will not be taken over the phone, except in an emergency as determined by the school Principal.

1. Permanent bus passes may be issued to elementary students under the conditions stated in the following procedures.
2. One-day bus passes may be issued to elementary students, with the exception of kindergarten students, under the conditions stated in the ~~Policy EEAAA~~ following procedures.

Approved: INSERT DATE

File: EEAAA

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Approved: INSERT DATE

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Acton-Boxborough Regional School District

ELEMENTARY BUS PASS PROCEDURES

Permanent bus passes will be issued to elementary students only when a student is attending day care services or other after school activities such as music or dance lessons, religious classes, scouts, etc., on a regular weekly schedule provided their parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. These forms are available in each elementary school office.

One-day passes will be issued to elementary students for any purpose provided there is sufficient seating space on the buses and the parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. If buses are full, alternate arrangements for transportation must be made by the parent, guardian, or designated emergency contact person for that child. Kindergarten students will not be issued a one-day pass ²⁵ only in an emergency as determined by the school Principal. Forms for one-day bus passes are available in each elementary school office.

Daycare providers, private tutors, and organizations receiving students with bus passes are responsible for these students once they exit the bus.

Information relative to bus numbers, bus routes, and bus stops can be obtained from the Transportation Office by calling 978-264-4700 during regular school hours. The elementary school offices, in consultation with the Transportation Office, reserve the right to deny the issuance of bus passes which are not filled out properly.

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

~~Acton Public Schools~~ ~~Assinippi School District~~ ~~Boxborough Regional School District~~

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One-day passes will be issued to elementary students for any purpose provided there is sufficient seating space on the buses and the parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. If buses are full, alternate arrangements for transportation must be made by the parent, guardian, or designated emergency contact person for that child. Kindergarten students will not be issued ~~by~~ one-day passes. Forms for one-day bus passes are available in each elementary school office.

Daycare providers, private tutors, and organizations receiving students with bus passes are responsible for these students once they exit the bus.

Information relative to bus numbers, bus routes, and bus stops can be obtained from the Transportation Office by calling 978-264-4700 during regular school hours. The elementary school offices, in consultation with the Transportation Office, reserve the right to deny the issuance of bus passes which are not filled out properly.

Approved: INSERT DATE.

Acton-Boxborough Regional School District

SECURITY CAMERA SYSTEMS

(First Reading 1/7/14)

I. PURPOSE

The ~~Acton Public Schools and Acton Boxborough Regional School District~~ uses video cameras throughout the Districts for the purpose of enhancing school safety and security. The objective is to promote and foster a safe and secure teaching and learning environment for students and staff, to improve public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

II. GENERAL STATEMENT OF POLICY

A. Signage and Notification:

Appropriate signage will be posted at relevant entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, student handbooks.

B. Camera Placement:

1. The security camera system may be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.
2. Restrooms, changing rooms, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. However, this policy does not preclude the Districts from placing cameras in such areas when there is a reasonable suspicion of activity that violates the law or is a violation of school policy and such a request is made by the building administration.
4. This policy does not prohibit the use of cameras for legitimate educational purposes, including but not limited to student performances.

C. Use of Video Recordings

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance. The Superintendent shall develop procedures for accessing video

~~Acton Public Schools and Acton Boxborough Regional School District~~ **Acton Boxborough Regional School District**

surveillance information. However, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.

2. Security Camera System will be in operation and may be monitored by school personnel throughout the calendar year.

D. Data Storage:

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no fewer than 30 days and appropriately destroyed/deleted.

Video that is used as evidence in a student discipline matter will be considered part of that student's record and will be retained in accordance with student record laws and regulations.

2. Information obtained through video surveillance may only be used for training, visitor management, disciplinary investigations, security or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.

3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the ~~Acton Public Schools and Acton Boxborough~~ Regional School District RSD. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

Legal References:

Family Educational Rights and Privacy Act
State Laws and Regulations regarding Student Records

Approved 6/6/13

Approved by the ~~Acton-Boxborough Transitional School Committee~~: INSERT DATE.

~~Acton Public Schools and Acton-Boxborough Regional School District~~

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(First Reading 1/7/14)

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Acton-Boxborough Regional School District

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Legal References:

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Approved: INSERT DATE.

Acton-Boxborough Regional School District

File: EEAG
(No Box. policy)G

STUDENT TRANSPORTATION IN PRIVATE VEHICLES
(First Reading 1/7/14)

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, in certain circumstances or 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 or his/her designee.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$250,000 - \$500,000 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.

Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.

Acton Public Schools and Acton-Boxborough Regional School District

File: EEAG
(No Box. policy)

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Acton-Boxborough Regional School District