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Note: Administrative Guidelines are not School Committee Policy. Guidelines are developed as a result of School Committee Policy. Such Guidelines are denoted (-P).

SUPPORT SERVICES GOALS

Core components of an effective education program include the efficient and properly functioning business management policies and procedures, including the administration of an appropriate maintenance program.

The School Committee looks upon business operations of the school system as essential to the central function of the public schools, which is education.

The School Committee recognizes that it serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a good educational program.

The School Committee expects the operation and maintenance of the school facility, equipment and services to set high standards of safety, to promote the health of students and staff, and to reflect the aspirations of the community.

The committee will establish an effective and practical maintenance program in hopes of assuring long and fruitful use of school sites, facilities and equipment.

Adopted by the Reading School Committee on March 26, 2007

LEGAL REFS.: M.G.L. 44:33; 71:37

SAFETY PROGRAM

Accidents are 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 in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

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

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

Adopted by the Reading School Committee on March 26, 2007

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
IHAM, Health Education

PEST MANAGEMENT POLICY

The Reading Public Schools are 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 Superintendent or designee 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.

Adopted by the Reading School Committee on March 26, 2007

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 appropriate emergency personnel.

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him/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. Serious accidents to students and staff members will be reported as soon as possible to the Superintendent who will inform the School Committee.

Adopted by the Reading School Committee on March 26, 2007

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

The Reading School Committee and the members of the School Department are committed to providing a safe, orderly, and productive learning environment for all members of the school community. 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.

This policy is adopted as required by M.G.L. c.71 §37H for purposes of notifying members of the public students, teachers, and other staff of the District's Standards and Procedures to assure school building security and safety of the students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to M.G.L. c.69, §1B which standards are incorporated by reference herein.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, natural disasters, and other crises. The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, 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. The location of all available Automated External Defibrillators (AEDs) in each school, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

The district and each school will have a Crisis Response Team in place and meet during the school year to prepare for emergency events. The Superintendent and/or designee will meet

with local public health, mental health, public safety, Town Manager's office, law enforcement and emergency services personnel when necessary to prepare for emergency situations. The administration, staff, and students in each school building shall strive to create an educational environment which is safe and secure in order to facilitate learning and teaching and preserves the physical and mental well-being of all lawful occupants of the building.

The Superintendent and/or Designee shall assess safety standards and procedures every two years. Each Principal, or designee, will conduct an assessment using a Safety Review Checklist, annually. If any areas are determined to be of concern, they will be forwarded to the Superintendent. Ongoing training will take place for all staff, and possibly students, related to school safety.

Each school will conduct safety drills during the school year, in addition to the mandatory four Fire Drills required by state law. At least one Shelter in Place Drill and two Active Shooter (i.e. ALICE) drills will be conducted annually. Debriefings will be conducted on each drill and the results are to be forwarded to the Superintendent or designee who will make district wide changes, if necessary.

The district will also have a Crisis Recovery Team to handle the issues related to emotional support during and after a traumatic event. The team will be comprised of guidance counselors, adjustment councilors, and school psychologists. The team will work with students, staff, and parents.

In cases where individual students are in crisis or at risk, all personnel will cooperate in providing supports as needed to stabilize the students' learning situation. In cases where a crisis occurs that affects the entire school community, such as a death or disaster, staff will collaborate under the direction of district and building administrators in addressing whatever related issues arise.

By implementing the same practices and security measures at each of the many school buildings and facilities, it will create *standardization* which will insure clear and established procedures in dealing with similar emergency incidents which will enhance the response of the faculty and emergency service providers to meet the safety needs of the students, faculty, and community at large.

Copies of the School Crisis Flip Chart will be distributed to all Principals and Assistant Principals and all staff that are responsible to keep it in a convenient place to follow its established protocols. Each protocol specifically states the roles of the building administrators, school crisis team, school nurse and all the community emergency service providers.

The *School Emergency Operations Plan*, which provides additional established protocols, will be on file in the Office of the Superintendent and in each building principal's office.

Adopted by the Reading School Committee on March 26, 2007
Revised and Adopted by the Reading School Committee on July 27, 2016
Revised and Adopted by the Reading School Committee on August 30, 2018

LEGAL REF: M.G.L. 69:8A
Section 363 of Chapter 159 of the Acts of 2000
Section 7 of Chapter 284 of the Acts of 2014

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

SOURCE: MASC August 2015
NEMLEC March, 2018

EMERGENCY CLOSINGS

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

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

1. Weather conditions, both existing and predicted.
2. 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/or 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 report to work in accordance with this policy.

Adopted by the Reading School Committee on March 26, 2007

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

CROSS REF.: EBC, Emergency Plans

BUILDINGS AND GROUNDS MANAGEMENT

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

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. He/she will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness and safekeeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings and equipment.

Areas of school campuses and buildings may be subject to observations and monitoring by video surveillance cameras. Tapes of such observations are available for use by the school district to enforce the law or the provisions of school district policy.

Adopted by the Reading School Committee on March 26, 2007
Revised by Reading School Committee on November 5, 2007

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

BUILDINGS AND GROUNDS SECURITY

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

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

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

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

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

Adopted by the Reading School Committee on March 26, 2007

VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved through the student handbook. Reimbursement will be sought for all or part of any damages.

Adopted by the Reading School Committee on March 26, 2007

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

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.

Adopted by the Reading School Committee on March 26, 2007

STUDENT TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system will contract for transportation services. Contracts will be awarded on a competitive bid basis by the School Committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts.

The Superintendent or 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.

Adopted by the Reading School Committee on March 26, 2007

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A;
71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, School Bus Policy

SCHOOL BUS POLICY

1. Those pupils entitled to mandated transportation shall be pupils in grades K-6 only who live more than two (2) miles from their assigned schools.
2. Routes shall be established by the School Department staff with stops assigned at safe locations.
3. Bus drivers are to report instances of "misbehavior on the bus" to the Principal of the school on the day it occurs. Constant offenders will be denied bus transportation.
4. All school-to-home measurements will be taken from the nearest school delivery entrance, over regularly used streets that are plowed in the winter, to the street end of the driveway of the home.

The School Committee will cooperate with parents in providing bus transportation for children who are not eligible for mandated transportation if parents choose to pay full costs for transportation and if space is available.

Parent-provided bussing arrangements may be merged with the School Committee mandated transportation arrangements to provide an efficient transportation scheme for the school district.

Adopted by the Reading School Committee on March 26, 2007

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

CROSS REF.: EEA, Student Transportation Services

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

Adopted by the Reading School Committee on March 26, 2007

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

BUS DRIVER EXAMINATION AND TRAINING

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

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of CORI.
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 permitted to drive school buses.
5. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
6. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
7. No pets, relatives or others who are not students shall accompany drivers on their assigned routes.

Adopted by the Reading School Committee on March 26, 2007

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

**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

Adopted by the Reading School Committee on March 26, 2007

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.

Adopted by the Reading School Committee on March 26, 2007

STUDENT CONDUCT ON BUSES (READING)

Procedures for Discipline Infractions

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/guardian concerned, with a copy to the Superintendent.
2. In case of a repetition by the same student, the Principal may suspend the student's transportation privileges with notice to the parent/guardian and Superintendent.
3. In case of a severe infraction or multiple incidences, bus privileges may be denied the student and the responsibility for transportation will then rest with the parent/guardian.

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

1. Parents will be held responsible for any defacing or damaging of the bus.
2. Instructions and directions of the driver must be followed by the riders while riding 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.

Adopted by the Reading School Committee on March 26, 2007

PRIVATE VEHICLE STUDENT TRANSPORTATION ON FIELD TRIPS AND ACTIVITIES

Students participating in Educational or Enrichment Field Trips as defined in Reading School Committee Policy, and students participating in co-curricular or extracurricular activities may at times be transported to and from such events in private vehicles.

The teacher or administrator supervising the trip or activity will submit for each trip a transportation plan to the building principal for approval whenever private vehicles will be used to transport students. The transportation plan will include the number of students to be transported in each private vehicle, and the name and age of the designated driver along with certification of the following.

Where private vehicles are used to transport students, the following will apply:

1. The driver of the private vehicle must have a valid driver's license.
2. The private vehicle must have a valid inspection sticker.
3. The owner of the private vehicle being used in transporting students must file evidence with the principal of personnel liability insurance coverage on the vehicle in the amounts of \$250,000-\$500,000 or more.
4. The private vehicle must be equipped with a functioning spare tire.
5. The driver of the private vehicle will not operate the private vehicle nor knowingly allow any student to ride in the vehicle unless the driver and all student passengers are wearing a safety belt, which is properly adjusted and fastened.
6. 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.
7. Comply with Junior operator license law.

Adopted by the Reading School Committee on March 26, 2007

POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Reading Public School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Reading Public 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 Reading Public 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

Adopted by the Reading School Committee on March 15, 2010

FREE AND REDUCED PRICE FOOD SERVICES

To ensure that every student, regardless of his/her family's financial status, may benefit from a nutritious meal in the middle of the school day, the public schools will participate in the National School Lunch Program.

Parents will be informed at the beginning of each school year of the eligibility requirements for participation by their children. However, in accordance with the guidelines of the program, no child whom a teacher believes is improperly nourished will be denied a free or reduced price lunch simply because proper application has not been made by the parent or guardian.

The Food Services Director shall develop practices that comply with state and federal regulations and guidelines for review and approval by the Superintendent. The practices shall include the following components:

1. Delineate the criteria used in determining eligibility of children for participation in the program.
2. Name one staff member within each school as the official to determine eligibility.
3. Make applications for free or reduced price meals available to parents/guardians, interested community groups and agencies and initiate applications for children when this need has not been met by parents/guardians or others.
4. Establish an appeal procedure for parents/guardians or others when an application has been denied.
5. Specify procedures for conducting appeal hearings.
6. Collect lunch payments from all paying students and account for free or reduced price meals in a manner that will protect the anonymity of the students receiving a free or reduced price meal.
7. Protect from public view and announcement the names of students who are receiving, or who have applied for, free or reduced price meals.
8. Publicly announce the availability of, and general eligibility requirements for, the free/reduced price lunch program early in each school year, along with the procedure for making application.
9. Inform all local governmental welfare and other major charitable agencies of the full state regulations and local procedures.

Adopted by the Reading School Committee on March 26, 2007

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; 71:72
Chapter 548 of the Acts of 1958, as amended
Board of Education Regulations Governing the Operation of National School
Lunch Program, Special Milk Program, Commodity Distribution Program,
School Breakfast and Nonfood Assistance Program, Food Service Programs for
Children, effective 8/1/69, as amended 1/30/74 and 4/1/74

UNPAID MEAL CHARGE POLICY

The Reading Public School System participates in the National School Lunch and Breakfast Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. Families who wish to apply for free or reduced meals must complete an application each year. The application may be submitted at any time during the school year. Applications are available in each school's main office, at the School Nutrition office, and online at <https://www.reading.k12.ma.us/>.

BORROWING MONEY FOR A MEAL

Any student whose school meal account has a zero or negative balance **will be allowed to charge a reimbursable meal and/or a milk**. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Per the USDA, we are legally obligated to collect any owed funds from a served reimbursable meal, but we are not legally obligated to serve a reimbursable meal that is not paid for. However, we must consider our customers and use the utmost courtesy while managing this process. It is important to the Reading School Nutrition Department that we have open communication between the student, the parent, the Director of School Nutrition, and the Principal of each school to manage any student debt incurred for meals

Families will be notified weekly by the School Nutrition program if their account is negative. The School Nutrition Department will work together with the school administration in a joint effort to contact students/parents to assist with collections.

Students with a negative account balance will not be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items are defined as an account with a positive balance.

PAYMENT OPTIONS

The Reading School Nutrition Department offers an online payment option as well as a payment by check or cash. Our online website is www.myschoolbucks.com. We encourage our families to pre-pay for meals at the paid or reduced price to help to ensure children have consistent access to meals without accruing unpaid meal charges. Our system includes a feature to allow for parental restrictions limiting a child's spending at the point of service. For example, the system could allow families to place specific limits on à la carte purchases. Families can contact the School Nutrition office for further information should they wish to utilize this option. We also accept checks and cash at all schools. Checks should be made out to the Reading School Nutrition Department.

ONLINE PAYMENT

We allow families to add money to their child's account from a computer or mobile device which makes payment more convenient for families. Families who do not opt to pay using the online system can access the system to check their child's account balance. Many families may not realize how much their child is spending in the cafeteria each day, especially if the child is purchasing à la carte items in addition to their reimbursable breakfast and lunch. We encourage families to regularly check their account balance and track their child's spending. This can help prevent households from accruing unpaid meal charges.

AUTOMATIC PAYMENT

We also offer online payment platforms that include an optional feature which families may use to automatically add money to their account when they reach a set dollar amount. Families using these systems may also set up a “low balance warning” to ensure they are notified promptly when a payment is needed.

The Reading Public Schools will work together with all the fee-based programs and activities. At the end of each school year students with an outstanding bill above (\$20.00) will not be allowed to register for any fee-based program until the food balance has been paid off.

REFUNDS

Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.

Graduating Students: Students who are graduating at the end of the year who have a negative balance will not be eligible to participate in graduation activities. Students who have a positive balance may transfer the balance to a sibling’s account, donate the money to a student who has an outstanding debt, or request a refund.

DONATIONS TOWARD STUDENT DEBT

When donations toward student debt are received, they need to be applied to a specific student’s debt. A general donation goes into the School Nutrition program account but does not get applied to a specific student(s), so the debt owed does not decrease. The student(s)' files will continue to show the same debt unless the donation is applied to specific student(s)'s accounts.

If a donation is made to a specific school, the principal will work with the Director of School Nutrition to determine which student(s) will be credited and by how much. (A donation may be split between multiple students.) The director or principal may use the process outlined below for the district to determine who in their building will receive the donation, or they may decide based on their knowledge of the students and their families.

If a donation is made to the district in general, and not to a specific school, then the Director of School Nutrition will follow these guidelines in applying the donation to specific students:

1. The donation will be prorated/split between students who are currently eligible for free lunch and who have debt from prior to their eligibility for free lunch.
2. If monies remain from any donation after all students eligible in #1 are covered, the same proration/split will be done between students currently eligible for reduced lunch and who have debt from prior to their eligibility for reduced lunch.
3. If monies remain from any donation after all students eligible in #1 and #2 are covered, the balance will be prorated/split over students currently receiving reduced lunch who have debt from the paid portion of the reduced lunch price.

4. If monies remain after all these students are covered, the balance will be held for 60 days and then applied using this same process to any new debt.
5. The School Nutrition Dept will notify families when monies are applied to their account, letting them know there was an anonymous donation toward their debt.

Legal Reference: 7 CFR 210, Office of Management and Budget Circular A-87
M.G.L. Chapter 71: Section 72. Sale of lunches
M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools;
transportation of children; school building committee representation
M.G.L. Chapter 71: Section 37K. Business demonstration projects;
disposition of proceeds
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or
charges; insufficient funds checks; penalty
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid;
penalty
M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for
payment

Adopted by the Reading School Committee 11.01.18