

SAFETY PROGRAM

Accidents, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The Dracut 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.

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

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

PEST MANAGEMENT POLICY

The Dracut Public Schools 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 building 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 Dracut Public Schools 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 parents, 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 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 and 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 cut.
- B. Ongoing education of all appropriate district staff will be a priority to ensure a safe and clean environment.

Adopted: November 20, 2001

Source: Massachusetts Association of School Committees

Legal Ref: Chapter 85 of the Acts of 2000, "An Act to Protect Children and families from Harmful Pesticides."

Adopted by Dracut School Committee: January 14, 2002

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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 the school physician.

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

At each school, procedures 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 and the School Committee.

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

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

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

Building principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

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

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 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

EMERGENCY DISMISSAL OF SCHOOLS

- A. In the event that school has to be dismissed after sessions have started, the following procedure will be implemented as the sequence for Dismissal:

FIRST ROUND OF DISMISSALS	Junior High School/Senior High School
SECOND ROUND OF DISMISSALS	Englesby Intermediate School
THIRD ROUND OF DISMISSALS	Brookside Elementary/Parker Avenue School
FOURTH ROUND OF DISMISSALS	Campbell School/Greenmont Avenue School

- B. To give you a time reference relative to dismissals, please be advised that it will take about forty-five (45) minutes to one (1) hour after being notified of the dismissal need for the bus contractor to arrange for his/her buses and drivers.

After arrival of the buses at your school, it will take ten (10) minutes to load the buses with the pupils and then depart.

The time-interval between the departure of one round of pupils for delivery throughout the town and to return for the next round of pick-ups will be about one-half (1/2) hour. This same time interval would be applicable to succeeding groups of pupils.

It should take one-half (1/2) hour for the bus contractor to deliver home the last round of pupils dismissed.

- C. Insofar as the early dismissal of walkers and private car-riders at all schools is concerned, this procedural policy is left to the caution and discretion of the individual school-building Principals; dependent upon the particular circumstance governing the dismissal.
- D. In order to appreciate the interval of gross time, which elapses between the Superintendent's decision for an early dismissal because of severe weather conditions, and the final departure of the buses from the later scheduled school, a hypothetical example is herein presented, as follows:

.....
HYPOTHETICAL EXAMPLE;

SUPERINTENDENT MAKES EARLY-DISMISSAL

DECISION _____ 9:30 a.m.

CONTRACTOR COMPLETES ARRANGEMENTS WITH

HIS/HER DRIVERS _____ 10:00 a.m.

	Departure Time
Arrival of Buses/First Round of Dismissals _____	10:30 a.m.
Arrival of Buses/Second Round of Dismissals _____	11:00 a.m..
Arrival of Buses/Third Round of Dismissals _____	12:05 p.m.
Arrival of Buses/Fourth Rounds of Dismissals _____	12:30 p.m.

.....

E From the above-defined example, it is extremely pertinent to note that, even under the most expeditious of circumstances, it will take at least 2 1/2 hours of gross time after the Superintendent's decision has been made in favor of an early dismissal before the last buses can begin the third round of dismissals. On the basis of this aforesaid consideration it is extremely important that the Principals whose buildings will be participating in the third round of dismissals make certain that their faculty and their students have an understanding and appreciation of this fact.

**EMERGENCY DISMISSAL OF SCHOOL AS A RESULT OF UNFORSEEN
CIRCUMSTANCE SUCH AS HEATING SYSTEM
OR ELECTRICAL POWER FAILURE**

Prior to establishing this procedure it was necessary to obtain the results of a recently completed survey, which was administered to all parents of elementary school children. This parent survey provided the following information pertaining to where children would be transported after being picked up at a school experiencing an emergency dismissal due to an unforeseen circumstance, such as a heating system or electrical power failure:

SCHOOL	CHILDREN TO BE TRANSPORTED HOME	CHILDREN TO BE TRANSPORTED TO THE HIGH SCHOOL
Brookside	NONE	631
Parker	NONE	188
Greenmont	NONE	304
Campbell	NONE	609
Intermediate	NONE	741

After obtaining this information it was agreed that the safest and most efficient method for dismissing any of our schools, as a result of any emergency, would be to implement Step #1 through #4, which are listed as follows:

STEP # 1

- (a) Announcements are made immediately over television and radio stations.
- (b) The Police Department is notified in order to assure the safety of the children as they are dismissed.
- (c) Children requesting to do so are allowed to contact their parents or guardians in order to confirm their dismissal arrangements.

STEP # 2

- (a) The same buses that normally service the school would be utilized to transport all students who would be going directly home. This procedure would avoid confusion by allowing students to take the same bus home that they would normally ride at the termination of the school day.

STEP # 3

- (a) Additional buses will be made available to the dismissing school for the purpose of picking up students whose parents have designated that they be transported to.
- (b) Teachers assigned to supervise these children will be provided with a list containing their names.
- (c) After the students arrive at the high school, every attempt will be made to contact their parents or guardians in order to afford them the opportunity to transport their children from the Senior High School Auditorium to their homes within the earliest possible period of time. (Verification of the personal identity of individuals transporting children from the Senior High School Auditorium will be mandatory.

STEP # 4

- (a) At the end of the school day, a full complement of buses would be provided to pick up the remaining children at the high school. This procedure would again provide the opportunity for children to ride home on the same buses that they usually take at the end of a normal school day.

CLASSROOM INSTRUCTION REQUIREMENTS

In compliance with Chapter 246, Acts of 1986, which amends Chapter 90, Section 7B, each school will provide classroom instruction in safe riding practices to all pupils riding in school buses. This classroom instruction shall be at least three times during the following periods: (1) the first week of the school year, (2) the period between the months of September and January, and (3) the period between the month of January and the end of the school year.

This act also requires that all pupils transported on school buses participate at least twice during each school year in on-bus emergency evacuation drills. This provision reaffirms existing legislation.

EMERGENCY DISMISSALS - NON-WEATHER RELATED

Once an emergency dismissal of a school becomes necessary because of a power outage, heating failure, water main rupture, etc, all students will be first transported to the High School. Parents who have expressed a desire that their children be transported home will be contacted by telephone and buses will be dispatched from the High School to bring these children to their places of residence.

COLD WEATHER RECESSES – REGULATIONS

All elementary students shall be kept indoors on days when the temperature falls below thirty-two (32) degrees Fahrenheit. Additionally, measures should be taken to limit the amount of time that students are exposed to the cold temperatures when entering or leaving school to catch their buses.

BUILDINGS AND GROUNDS MANAGEMENT

The Dracut 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 safe-keeping of school property.

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

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

BUILDINGS AND GROUNDS SECURITY

Activities held after school hours, which come under the jurisdiction of a building Principal or designee (e.g. Athletic Director), will need to be properly supervised.

For most activities, such as athletic contests, school plays and musical concerts adequate supervision will be provided by faculty advisors, employed coaches, chaperones and school personnel.

The building Principal (or designee) may find it prudent to hire a Police Officer(s) for any after school activity where there will be paid admission and a projected crowd exceeding 250 persons. This does not preclude the hiring of Police supervision for “free” programs/contests or for programs whose projected attendance will be fewer than 250 persons.

The number of Police Officers hired shall be at the discretion of the building Principal. Factors such as expected crowd, past history, and type of activity will be taken into account when making said decision.

In addition to a Police Officer(s), the building Principal may hire additional supervisors or security personnel for assigned specific tasks (e.g. gate supervisors, parking attendants). These persons will work in cooperation with the building Principal or designee, and with the Dracut Police Officer(s). They will be instructed to refer to/inform the building Principal or Police Officer of any disturbance or potential problem that may need direct deterrent/corrective action (e.g. arrest, removal from area).

It is recommended that a stipend of \$25 per event be paid to any supervisor assigned by the Principal and/or his/her designee.

VANDALISM

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

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

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

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

VANDALISM- REPORTING REGULATIONS

This policy requires that all incidents of theft/vandalism, which result in repair or replacement costs exceeding \$100, be reported to the Administrator of Business Services with an appropriate courtesy copy to the Superintendent of Schools.

It is extremely important, however, that Principals also be very alert to the “in-house” situations where small amounts of "in-house" vandalism is perpetrated sporadically throughout the School year. In this regard, Principals should attempt to assess this gradual onset of property damage at least on a monthly basis. Once, in the estimation of a Principal, the accumulated cost to repair the damage exceeds the \$100 a detailed report should be prepared and forwarded to the Administrator of Business Services.

No repairs are permitted until this report has been processed.

MALICIOUS DAMAGE TO A SCHOOL BUS

PROCEDURES FOR IMPLEMENTATION:

A. The Reporting of a Student for Vandalizing a School Bus:

Before any disciplinary action can be taken, there must be absolute assurance that the accused child did indeed commit the malicious damage. This assurance is obtained through a program involving a thorough daily inspection of each school bus by the Bus Contractor. The Bus Contractor will also maintain a daily record of any malicious damage that is reported by his/her drivers.

The accused child must then be observed by the Bus Driver in the performance of an act of vandalism, or after questioning, admit that he/she was responsible for damaging the School Bus. The reporting of students by other students is alone not considered acceptable evidence to warrant disciplinary action.

B. Payment of Restitution:

Once the aforementioned measures have been implemented, the child can be held responsible by the Bus Contractor for the payment of restitution. Temporary deprivation of Bus Transportation Privileges may also be imposed until restitution is fully paid. In this regard, the School Attendance Officer will be informed of the matter by the School Principal so that the child's attendance can be monitored until he/she is once again being transported by school bus.

C. Parent's Signature:

In order to assure that parents have been apprised of this Policy, parents are requested to sign below.

Parent's Signature: _____

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Dracut 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.

STUDENT TRANSPORTATION SERVICES

BACKGROUND

State statutes establish the responsibility of the Dracut School Committee to provide Transportation Services for pupils transported to and from home and school and to and from educational programs. With respect to pupils being transported, a written policy statement is required to provide the School Committee, administrators, school bus contractors, pupils and parents with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all. This facilitates impartial administration and consistent operation, provides a convenient, accessible statement of the Objectives of the system, and affords a better understanding of the relationship of the transportation operation to the educational system. A written policy statement also provides a framework within which the School Committee and administrators can issue operating directives.

OBJECTIVES

Provide the means by which pupils can travel to school and home under safe and healthful conditions.

Contribute to increased safety, efficiency and economy in the development and operation of an improved transportation program.

GENERAL

It is the intent of the School Committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts, and regulations of the Registry of Motor Vehicles and the Department of Education pertinent to transportation of pupils, and these govern any areas not covered by specific declaration of policy.

ADMINISTRATION OF PROGRAM

The Superintendent of Schools is responsible for the execution of this transportation policy and regulations adopted to implement the policy.

The bus contractor is required to annually submit a list of bus drivers and substitute drivers to the Superintendent of Schools for approval.

WALKERS AND RIDERS

All Elementary School Pupils (K-6) residing more than one mile, and High School and Junior High School Pupils (7-12) residing more than 1.5 miles from the school attended are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when health of pupils makes this service essential.

Standees are allowed on School Buses as long as they do not exceed twenty-five percent (25%) of the legal seating capacity of the vehicle, as required under Chapter 90, Section 76 of the Massachusetts General Laws.

The general plan for transporting pupils to and from various schools shall be as follows:

All pupils are to be delivered to their respective school buildings not later than five minutes before the starting time of the respective schools, as officially defined by the Superintendent of Schools. It is also agreed that no pupils are to be delivered at the designated schools at any time earlier than twenty minutes before the prescribed opening of the individual schools. Pupils are to be transported homeward from the various schools as per time-schedule approved by the Superintendent of Schools. All routes, time-schedules, and mileage associated with any and all individual routes shall be fixed by the Superintendent of Schools or his/her duly authorized agent; and the Superintendent of Schools or his/her duly authorized agent may unilaterally change or modify any route, sequence, or number of trips; may unilaterally adjust the number of buses assigned to any particular route and also the assignment of individual pupils or groups of pupils to particular bus or bus routes; and may unilaterally act on any such other matters which may from time to time affect the individual needs and welfare of children in their utilization of bus-transportation services.

PARENT RESPONSIBILITIES FOR WALKERS AND RIDERS

1. Except in an emergency, cleared with the principal in advance, pupils are not permitted to ride a School Bus other than the one to which they are assigned. Changing buses for after-school meetings or to visit friends cannot be permitted. However if supervision will not be available at home a note may be brought to the school office in the morning, stating where the child will be going and the reason.
2. Parents, or persons authorized in writing by the parents/guardians, may pick up pupils at school at dismissal time. Pupils who do not have written permission to either stay for after-school activities or to be transported by car will be placed on their regular bus home.
3. Only pupils enrolled in a school for which the district has approved bus transportation are permitted to ride school buses. Please do not ask that we transport children of relatives who may be visiting on a temporary basis.
4. Buses must be kept on schedule to maintain the operation of the transportation system successfully. Parents should have their children at the regular bus stop on time. Insist upon proper conduct while waiting for the bus and while riding on the bus.
5. The school should be made aware of any known health problems that might require special assistance.
6. Instruct children on the content of the bus code above.
7. Support the bus driver in maintaining discipline on the bus.
8. Insure children arrive at the bus stop on time. Supervise children, when necessary.
9. Make suggestions in writing to the Principal and to the office of the Superintendent to make any improvements to the routes.
10. Report any concerns or violations to the Principal of the school the child attends. All inquires will be made to the Bus Contractor and to the Business Office.
11. No Kindergarten child will be dropped off at the bus stop without a parent/guardian there to meet him/her. It is the responsibility of the parent/guardian of the child to have arrangements made in the event they cannot be at the bus stop. If no one is there, the child will be returned to school and parent/guardian will have to transport child home safely.

12. In the event that a child is returned to school due to misbehavior on the by bus the Principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.

DISMISSAL OF STUDENTS

- A. A note from a parent/guardian must be presented to office personnel in the morning of the school day of desired dismissal:
- The note must include:
- a. Student name
 - b. Reason for dismissal
 - c. Date of dismissal
 - d. Time of dismissal
 - e. The person who will be picking up the student
 - f. Parent/guardian signature
- B. Upon dismissal, the parent/guardian or a designee from the student's family, must report to the main office to indicate arrival to pick up child.
- C. If the name of the person does not match the name in the request letter for dismissal, then a call must be placed to the parent/guardian to verify identification. A request for personal identification of the alternate person who is picking up the child will also take place. A sign-off by the alternate person will be necessary before leaving the main office. No child will be dismissed until a parent's authorization is secured.
- D. If a phone call is received for a different reason to pick up a child the parent/guardian needs to inform the person that some form of picture identification will be requested.
- E. If parents/guardians cannot pick up their child and they have requested a taxi to bring the child home, parents must send in a note stating the name of the taxi company. The driver must come to the main office of the school, identify himself/herself, and indicate what child he/she has been instructed to bring home. A school supervisor will accompany the child to the taxi and log in the taxi license plate number and name of the driver along with the time the child is leaving the school.
- F. At no time should any child be allowed to leave the building alone to go to meet a parent/guardian in a parked car. Parents/guardians must come to the main office for pick-up.

- G. End of day dismissal for students not taking the bus:
- a. Walkers and those students being picked up should proceed to the holding area (gymnasium or cafeteria, etc.) supervised by a faculty member or other assigned adult. The faculty member or assigned adult, with the names of the students who have had a parent/guardian inform the school of an impending pick-up will be supervising dismissal.
 - b. Parents/guardians must go to the holding area where the faculty member will check off the students' names as they leave with the indented person on record.
 - c. At no time should a parent/guardian be allowed to remove a child from a bus line for dismissal. If a parent/guardian finds that an emergency pick-up needs to take place, he/she must check in the main office first and a school staff member will accompany the parent to take the child out of a bus line.

The following are holding areas in the respective schools:

Brookside Elementary	Cafeteria
Englesby Intermediate	Hall leading into parking lot
Greenmont Avenue	Cafeteria
Joseph A. Campbell School	Gymnasium
Parker Avenue School	Library

**Adopted by the Dracut School Committee:
April 8, 2002**

BUS SCHEDULING AND ROUTING

RIDING LIMITS, ROUTES, AND BUS STOPS

Bus routes are established under the direction of the Superintendent in cooperation with the bus contractor so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation, and that distance does not exceed one mile for secondary students (grades 7-12) and one-half mile for elementary students.

Bus routes are structured so that the total time a student spends on the bus in a given day is minimal. Every attempt will be made to establish routes that provide for as few standees as possible on all school buses.

Authorized bus stops are located at convenient intervals in places where pupils may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety allowed by road conditions.

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.

The contractor shall be responsible for cooperating with the Superintendent or his/her designated representative in the sponsorship and promotion of any school-safety programs associated with bus transportation procedures.

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 Dracut 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 freedom from tuberculosis.
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 Superintendent 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. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.

BUS DRIVER RESPONSIBILITIES

1. The driver shall adhere to all the commonly accepted rules of the road.
2. The driver shall "remain in the bus" while pupils are loading and unloading.
3. The driver shall not leave the bus without first stopping the motor and setting the brake. Bus wheels will then be chocked.
4. The driver shall adhere as closely as possible to the time schedule arranged for his/her route.
5. Buses shall be brought to a full stop before taking on or discharging pupils.
6. Buses shall stop to load or unload pupils only at approved designated stops.

7. The driver shall require the riders to remain seated, if seats are available
8. The driver, together with the principal, shall accept full responsibility for the discipline on the bus.
9. The driver "shall not put pupils off the bus". The privilege of riding the bus shall be denied only after proper arrangements have been made through the principal. Drivers will observe the established disciplinary procedures.
10. In no way should the driver enter into a discussion with parents concerning the misconduct of a rider. Refer the problem to the principal.
11. Bus drivers are cautioned about their language. Derogatory remarks about pupils and/or others are to be withheld.
12. Schedules are to be kept as nearly as possible. If the bus is on time and a pupil is not at the designated stop, the driver shall not wait.

Bus Drivers are responsible for the safety of children riding to and from school. Bus Drivers have full authority over the bus and its passengers enroute to and from school and during loading and unloading.

As a matter of general policy, the Dracut School Committee is highly desirable that School Bus Drivers make every possible attempt to resolve discipline problems without putting any pupil off a School Bus at an unscheduled time or place.

REPONSIBILITES – BUS DRIVER:

1. Read, comply with and periodically review the rules and regulations as stated in the contract agreement with said contractor and residents of the Town.
2. Become familiar with current state laws on school buses and safety procedures.
3. Submit results of the Registry's bus inspections to the Superintendent's Office immediately after each inspection.
4. Immediately report in writing, any and all accidents even if minor to the School Department Business Office, and to the Police Department and the Registry.
5. Avoid potential hazards. Do not smoke on the bus.
6. Assume full charge of the bus and the pupils while they load, ride, and leave the bus.

7. Ensure the bus is fully stopped with red signal lamps flashing while loading and unloading pupils.
 - a. The bus should not proceed until pupils are seated and the door is closed.
 - b. When pupils are loading and unloading, do not wave vehicles to pass the school bus.
 - c. Report the registration number of any vehicle passing the school bus while the red signal lamps are flashing.
8. Take necessary disciplinary action with students riding school buses as outlined in the disciplinary procedure. (Any and all violations should be in writing and a copy submitted to the Principal. After three written violations student should be reported to the Principal for further action).
9. Perform route as outlined and assigned. Make notation for any and all special requirements of your route.
10. Drivers must contact the Administrator of Business Services or his/her representative when regular route assignments are not performed. ~ result in whatever action is necessary to rectify the situation. The name and address of the substitute driver must be given to the Business Office. In the event a Substitute Driver is assigned to your bus a list of all bus stops must be kept on the bus at all times.
11. Maintain a safe, steady, and constant daily schedule for each route.
12. Exercise extreme caution when buses pass each other in opposite directions on a narrow roadway.
13. Transport students only to designated points on scheduled routes. Deviations are allowed only if agreed upon by the parent, driver, Contractor, and School Department.
14. Insure vehicle is in proper state of cleanliness.
15. Instruct children on safety procedures in case of emergency. Conduct bus drills twice a year demonstrating the use of the emergency exit.
16. Place no devices for locking or securing any exit or windows while actually engaged in transporting school children.
17. Inspect vehicle before the start of routes each day to insure it is in safe operating condition. Inspect vehicle at the end of each day to insure that all students are off the bus and any articles left on the bus are taken off and brought to the proper authority.

18. Transport only authorized students attending public schools in Dracut or Dracut students attending private school that are designated. The transportation of additional passengers is not allowed.
19. No kindergarten child will be dropped off at a designated bus stop without a parent/guardian at the stop to meet them unless other arrangements have been made with parent/guardian. In the event no one is at the stop, the driver will contact the Principal by the phone on the bus and tell them that he/she is returning child to the school and to please try to contact the parent.
20. All drivers must be CPR and First Aid certified in the event of any medical emergency on the bus.

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

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

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

The district/vendor will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing
Programs 49C.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 Dracut 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.

SCHOOL BUS DISCIPLINE

The following procedure shall be implemented for the handling of bus discipline problems. Parents/guardians shall be notified by the building Principal for the first and second offense requiring disciplinary action. At this stage, the building Principal has discretionary authority to deem whatever punishment is necessary. After the third offense however, a child shall be suspended from riding the school bus until a parental conference takes place with the building Principal. After the fourth offense, the matter shall be brought to the attention of the Business Director. At this juncture, the possibility of suspension from riding the school bus for the remainder of the particular school year becomes prevalent.

In the event of situations involving discipline infractions on a bus which are of an emergency nature and, in the bus driver's judgment, would constitute a violation of Chapter 90, Section 13 under "General Laws, Rules and Regulations and Requirements relating to the Operations and Equipment of School Buses" issued by the Registry of Motor Vehicles of the Commonwealth of Massachusetts, said driver may put the responsible pupil (s) off the bus. If a student is removed from the bus under these conditions the driver is required to follow the procedures described herein.

- (a) Driver MUST notify immediately, the building Principal of said pupil(s) in person or by phone when the last pupil has left the bus. If Principal of said pupil(s) is not known or cannot be reached, driver MUST notify Superintendent's Office, in person or by phone, when last pupil has left the bus.
- (b) Driver MUST be able to specifically identify pupil(s) when asked to do so by Principal of said pupil(s).
- (c) Driver MUST sign and turn in to said Principal of pupil(s) a bus discipline slip, in triplicate, furnished by the Dracut School Department on the very next bus trip, or sooner, by that bus to that school.

Any driver, who does not comply with the requirements of the above directive when putting a pupil off the bus, will be automatically disqualified as a bus driver. (Whether it is a driver for a contractor or a contractor who is driving his/her own vehicle.) It will be considered a breach of contract if the owner does not comply with the conditions of disqualification.

A bus driver who has been disqualified by the Superintendent of Schools, or the Director of Business Affairs, for a violation of a School Committee rule or regulation governing accepted disciplinary procedure, or for any other reason, may seek a re-instatement hearing with or without counsel under the following procedure:

- A) He/she will notify the contractor, in writing, that he/she desires a re-instatement hearing.

- B) The contractor must submit the driver's written statement and written statement of his/her own, to the Superintendent of Schools expressing his/her desire for a re-instatement hearing for the individual and requesting the Superintendent of Schools to initiate the formal procedure necessary for a hearing.
- C) The Superintendent of Schools will inform the Chairperson of the School Committee relative to the matter.
- D) The final decision regarding authorization of the individual to drive a bus for the Dracut Public Schools shall rest with the Superintendent of Schools.

The above-designated provisions of the Policy Guide of the Dracut School Committee are subject to continuing changes, modifications, and additions from time to time on the basis of formal action by the Dracut School Committee. Any changes, modifications, or additions shall be brought to the attention of the contractor by the Superintendent of Schools or his/her designated agent.

**BUS DISCIPLINE PROBLEMS-
BUS DRIVER'S RESPONSIBILITIES**

1. Utilize your good judgment, experience, and maturity in handling the students. Never exceed the bounds of good taste in disciplining a child and never strike a child or use profane language. This will only aggravate the situation severely. If you cannot correct the situation, take the following action:
 - a. Fill out disciplinary report provided.
 - b. Maintain a written record of the incident including the date of the incident; student's name, address, and school; nature of the offense; date the form was submitted to the principal; and the date the principal responded to your complaint. If the Principals do not respond to your complaint notify the Business Office.
 - c. Never discharge students from the bus for disciplinary reasons in the middle of a run or any other time without proper authorization. If you have a problem with students on the bus you must bring them back to the school they are from and inform the Principal that you are taking the students back because of discipline problems. The Principal will then deal with the situation.
2. Report immediately whatever disciplinary action is taken on the bus to the Principal and to the Business Office.

BUS ACCIDENT

ACCIDENT

The contractor shall verbally report immediately after its occurrence to the Superintendent of Schools, or his/her duly designated agent, each and every accident or any other incident or circumstance which results in significant or substantial delay of bus-transportation services, or in any way cause interference with the strict performance of this agreement. A written report must be submitted to the Superintendent within twenty-four (24) hours following any such accident, occurrence, or circumstance.

ACCIDENT PROCEDURE – RESPONSIBILITIES BUS DRIVER

1. In the event of an accident involving a school bus take proper precautions to protect lives.
2. Turn off ignition and activate flashers and flares to warn traffic.
3. Check passengers for physical injury and administer any first aid if required.
4. Evacuate students if a fire is located. If the possibility of a fire is remote, and if it is safe to do so, keep students on the bus.
5. Contact Police or Fire Department to report the location of the accident and to request an ambulance, if required.
 - a. Request a Police Officer to attend the scene of the accident.
 - b. Ascertain the names and addresses of any witness or other operators of motor vehicles involved in the accident.
 - c. Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident.
6. Fill out accident or incident reports as required.
7. Submit one copy of the report to the Superintendent of Schools.

ACCIDENT PROCEDURE – RESPONSIBILITIES - STUDENTS

1. Keep calm and follow the direction of the bus driver. Stay in your seat until the bus driver tells you what action to take.
 - a. Do not touch any emergency equipment unless told to do so by the driver.

- b. In move to the nearest exit away from the fire.
2. If the driver is injured and unable to move notify the nearest adult or contact the Police or Fire Department on the nearest phone.
3. Report any injuries to yourself or other students to the driver.

EVACUATION PROCEDURE

1. Passengers are to remain seated and pay attention to the driver.
2. The driver will stay at the front of the bus, directing from right to left indicating which passengers should move out.
3. Passengers should not take anything with them - musical instrument, athletic equipment, lunch boxes, etc. The objective is to empty the bus as quickly as possible in an orderly manner.
4. The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run to this location.
5. A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

1. The activity has the approval of the Superintendent of schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the School Committee will follow state and federal regulations as it pertains 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

SCHOOL LUNCH SERVICE

The Dracut School Committee acknowledges the student options of meals choice.

A balanced reimbursable meal, according to the Department of Education guidelines and in conjunction with the School Nutrition Association, may be an option.

Additionally, the Dracut School Committee recognizes and endorses a second option of “Offer vs. Serve” at the elementary level.

The Dracut School Committee acknowledges that the reimbursements of cost made pursuant to such guidelines shall constitute complete satisfaction of the obligation of the commonwealth to assume such costs pursuant to any general or special law.

LEGAL REFS.: Requirements for Nutritional Standards and Food Services in the Public Schools, M.G.L. Ch. 69, Section 1C, added by St.1993, c.71, s.29; amended by St.1994, c60, s.87

Adopted by Dracut School Committee: July 9, 2007