

SUPPORT SERVICES GOALS

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

The 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 plant, equipment and services to set high standards of safety, to promote health of students and staff, to reflect the aspirations of the community.

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

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

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The Lynn 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 they 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. Instruction will be given 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 this 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 REFS.: M.G.L. 69:1A; 71:1; 71:55C

CROSS REFS.: EEAC, School Bus Safety Program GBE, Staff Health and Safety IGAE, Health Education

ACCIDENT PREVENTION AND SAFETY PROCEDURES

IN-SERVICE FOR SAFETY EDUCATION

The Lynn School Committee may support, with funds and released time, in-service safety education for staff. The Superintendent will make recommendations with regard to programs such as the following:

1. First-aid instruction for every shop or laboratory teacher and every physical education teacher.
2. First-aid instruction for the school secretary and the appropriate administrator who might be among the first "office personnel" to come into contact with a student who has had an accident.
3. Short-term courses in the care and handling of accident victims for the school nurse and the school physician--to enable them to keep up-to-date on latest methods and equipment applicable to the school environment.
4. Water safety instructors program for personnel responsible for the safety of students in the school or community swimming pool.
5. The courses will be provided in house by the Lynn Public School certifies nurses.

FIRST AID

The school nurse shall perform all first aid and emergency care in accordance with the school physician's written orders, which shall be posted in the school health office. In the event that the school nurse is not available the chain of responsibility for administration of first aid shall be as follows:

Principal/administrator
guidance counselor
physical education teacher

If the injury is minor, one of the designated staff members may administer first aid in accordance with the posted instructions of the physician.

In the event of a serious injury to a student:

1. The patient may be given first aid treatment as recommended on EBBA-E.
- 2.No doctor is to be called unless authorized by the parent.
- 3.Parent and school nurse/ambulance to be called immediately or school nurse do this when necessary. In some instance ambulance should be first.
4. Each school has stretcher, blankets, pillows, bandages, cold packs, and splints for emergency use.
5. First aid must be started immediately in cases of shock, respiratory problems, head injury, severe bleeding, and heart attacks.
- 6.Police may be called to contact parent if not able to reach by phone; or if parent needs transportation immediately.
- 7.No ill or injured student should be transported in the private vehicle of a school nurse or other school employee.

The emergency form used is developed by the school nurses, standardized thought out the system and contains pertinent medical and social information and approved by the School Committee.

FIRST AID

GOAL: To set and maintain standards of emergency care to minimize the effects of accidents and illness in the schools.

DEFINITION: First Aid is the immediate and temporary care given to a member of the school community at the time of an accident or sudden illness until he/she can return to normal activity, be sent home, or be provided with the services of a physician. It includes only those procedures that can be applied by nonmedical persons to save life, to prevent further injury, or to reduce suffering. It does not include diagnosis or the administration of medicine. Failure to render first aid to an ill or injured pupil may constitute criminal negligence.

GOOD SAMARITAN LAW: Under MGL 71 Sec. 55, no public school teacher, Principal, or nurse who in good faith renders emergency first aid or other employee, a student who has become injured or incapacitated in a public school building or on the grounds thereof shall be liable in a suit for damages as a result of his/her acts of commissions either for such first aid or as a result of providing emergency evacuation to a place of safety, nor shall he/she be liable to a hospital for its expense if under such emergency conditions he/she causes the admission of such injured or incapacitated student, nor shall he/she be subject to any disciplinary action by the School Committee for such emergency first aid.

UNIVERSAL PRECAUTIONS: Universal precautions shall always be used when providing first aid when blood is present or when handling any body fluid. (See First Aid Instructional Packet)

PROCEDURES:

1. The knowledge of the emergency first aid policy is the responsibility of all school personnel.
The school nurse is responsible for rendering first aid in major emergency situations, if he/she is immediately available. The school nurse will be in the school on
from _____ to _____.
3. The Principal shall identify persons in his/her school who are certified in first aid and who are willing to respond in an emergency. The Nurse will share this information with the Principal. These people are:
4. Accident reports for students and staff shall be filed when:
 - a. Patient is transported to the hospital or referred for immediate medical care.
 - b. Head injuries occur.
 - c. In the professional opinion of the Principal and/or the staff member providing first aid, the accident warrants documentation.

5. Accident report forms are located in the Principal's office, and should be filed with the Principal in a timely manner.
6. Principal will complete and sign the accident report prior to sending to the secretary of the School Committee
7. The office of the associate Superintendent shall receive notification of any serious injury immediately and no later than one school day after the injury occurs. He/she shall receive a written report of the incident.
8. In the event of acute minor injury or illness, the school nurse will evaluate the student's symptoms and behavior and development a health care plan in consultation with the student and parent/guardian and provide appropriate follow-up with parent/guardian or refer to agencies if necessary
9. If the nurse is unavailable, students who have acute injury or illness shall be sent to the Principal (or his/her designee): _____ When necessary the parent or guardian will be notified.
10. The referring teacher shall be informed of the management of the student's complaints in a timely fashion.
11. Accidents shall be analyzed for safety hazards and any such environmental safety hazard shall be reported for correction.

EMERGENCY PHONE NUMBERS:

POLICE	595-2000 (911)
FIRE	592-1000 (911)
LIFELINE	592-8080 (911)
TRICITY	596-9222
ATLANTICARE	598-5100 OR 581-9200
POISON CONTROL	232-2120 OR 1-800-682-9211
PROJECT COPE	581-9270

EMERGENCY PLANS

The School Committee of education recognizes that it has the responsibility to provide facilities, equipment, and training to minimize the effects of disaster. It is the responsibility of the school system to develop a school disaster plan that will provide as much protection as possible for children while at school and on their way to and from school and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. Therefore, the following responsibilities shall be assigned:

The Superintendent shall (a) make recommendations for needed policy statements to the School Committee; (b) designate a staff member to act as school emergency coordinator and as Chairperson of the school emergency plan review board; and (c) coordinate a school disaster plan with the local civil defense plan.

Each Principal shall (a) be informed concerning his or her responsibilities for organizing and implementing the emergency preparedness program in the school; (b) select and assign faculty members to various positions or responsibility in accordance with the school plan; (c) request needed emergency preparedness supplies and equipment; and (d) inform parents concerning the emergency plan program of the school.

Each teacher shall (a) help students to develop confidence in their ability to take care of themselves and to be of help to others; (b) be prepared to provide leadership and activities for students during a period of enforced confinement; (c) be familiar with the psychological basis for working with students under the stress of emergency situations; (d) be familiar with minimum first aid procedures; (e) maintain good housekeeping practices to reduce hazards; and (f) help students to understand and interpret the emergency preparedness plan to parents.

Each school nurse shall (a) be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals; (b) participate as a health resource person to faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness; and (c) assist the Principal in determining the need for additional emergency supplies and equipment.

The cafeteria manager and assistants shall (a) maintain an adequate supply of food and water for emergency use and (b) be prepared for feeding services under emergency conditions.

Custodians and maintenance personnel shall (a) inspect facilities for structural safety and report defects; (b) chart shutoff valves and switches for gas, oil, water, and electricity, and post charts. so that other personnel may use them in an emergency; (c) be prepared to inspect the building following disaster and report damage to administrator; and (d) be ready to make emergency repairs to building services.

Bus transportation personnel shall (a) identify various routes by which students could reach home, shelter, or evacuation assembly points in case of disaster; (b) know emergency precautions that need to be taken during school hours or while students are en route to school or home; (c) keep vehicles serviced and ready to transport evacuees at a moment's notice; and (d) familiarize themselves with available fuel sources in case of power stoppage.

DISASTER GUIDELINES

These guidelines have been developed to assist administrators and Principals to improve their capacity to mitigate the effects of disasters expeditiously and effectively. A disaster would be any situation in which serious injury or illness was imminent to staff and students. It is important to ensure that all staff are prepared and understand what they should do to prevent or lessen disaster-inflicted injuries and deaths. Although our area is not at high risk for an earthquake, flooding or tornado, the possibility exists. In any case, Lynn is at risk for other disasters, such as fires and chemical spills. We must all be prepared for any emergency situation.

1. In the event of a school/community disaster, the Principal shall immediately notify the Superintendent of Schools (or his/her designee) and the Chief of the Lynn Fire Department. (911)
2. The Chief of the Lynn Fire Department shall coordinate all disaster activities. This is according to FEMA/MEMA guidelines. The Fire Department will provide transportation, staging, and shelter, and has provided a plan to provide other services when necessary. It is the responsibility of the School Department (Superintendent of Schools and Principal) to ensure the safety of students and staff during school hours and their safe dismissal from school.
3. Teachers shall ensure that all staff and students know and can implement evacuation procedures.
4. Teachers shall keep an updated list of all students and a daily attendance sheet available at all times. Teachers shall take these lists with them should there be an evacuation. Students shall meet at a designated spot and attendance shall be taken by the teachers in charge.
5. All teachers, including physical education, art and music teachers, shall bring their rank book with them during any school evacuation including practice fire drills.
6. Responsibility of the school nurse is to ensure that adequate numbers of staff/personnel are trained in First Aid and CPR and provide the list to the Principal.
7. Only the Superintendent or the Superintendent's designee shall speak to the media.
8. To prepare for an emergency, each school should develop a phone chain for staff.

FIRE DRILLS

Principals shall, immediately on the opening of schools in September, give such instructions to their teachers as shall prepare them to act prudently and promptly in case of fire or panic in the school building, and shall leave the building at once in a careful and orderly manner.

The fire alarm signal shall be one long continuous ring of the gong or blast on the siren. (As soon as conditions permit, the fire alarm systems shall be standardized.) The fire alarm gongs in schools shall be used for fire drills only. At the first sound of the alarm the building shall be vacated.

The Principal shall be responsible for seeing that the fire alarm system within the building is tested fifteen minutes before the opening of all regular sessions in all buildings, and that all exit doors and walks are in proper condition for use. If the system is not in working order, the Principal shall notify all teachers and other building employees of the fact, and shall determine and cause all of his/her teachers and employees to be notified in writing as to how the signal will be given. The supervisor of maintenance shall be advised immediately of the situation, and steps shall be taken at once to repair the difficulty.

Fire drill regulations shall be issued by the Superintendent from time to time giving in detail those directions which may be necessary to standardize the practices and procedures to be followed in all schools.

At least ten fire drills shall be held during the school year. Weather conditions permitting, there shall be one drill per month. In no case shall more than two months elapse without a fire drill. No doors used by pupils in entering or leaving a building shall be locked or fastened from the inside during school sessions. A report on fire drills shall be a part of the Superintendent's monthly report required of teachers and Principals.

The responsible school official in charge of the school or the school system shall formulate a plan for the protection and evacuation of all persons in the event of a fire, and shall include alternate means of egress for all persons involved; such plan to be presented to and approved by the head of the fire department.

The headmaster or person in charge of each school shall see that each class instructor or supervisor shall receive instructions on the fire drill procedure specified for the room to the area in which that person carries out his/her duties before he/she assumes such duties.

Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after entering such school.

The head of the fire department, or person designated by him/her, shall visit each school at least four times each year for the purpose of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advanced warning to the school personnel other than the person in charge of the school at the time. This procedure is from the Lynn Fire Department regulations.

List of handicapped children requiring evacuation assistance.

LEGAL REFS.: M.G.L. 69:1A; 71:1; 71:55C

**FIRE DRILL
(LYNN FIRE DEPARTMENT REGULATIONS)**

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This procedure is from the Lynn Fire Department regulations.

BOMB THREAT PROCEDURES

A bomb threat falsely reporting the existence of an incendiary or explosive device (simulated or real) is an offense punishable by imprisonment for up to 20 years and/or a fine of not more than \$20,000. In the event of a bomb threat, a building administrator must exercise responsible judgement and authority, keeping in mind his/her responsibility for the safety and well-being of the students and staff. In order to do this one must (1) get all the facts and (2) follow the procedures outlined herein developed in accordance with the policies of the Boston Public Schools.

BOMB THREAT PROCEDURES

Upon the receipt of a bomb threat, all Principals and Building Administrators are instructed to act in accordance with the following procedures.

1. When taking the call, use the attached Bomb Threat Report Form to record all information. If the form is not available at the time of call, it should be completed immediately after reporting the call to the building administrator. A copy of the Bomb Threat Report Form should be attached to the incident report.
2. Determine if the school should be evacuated.
3. The building administrator or designee shall:
 - a. Direct staff and students not to move or touch any suspicious device or object found on the premises. Some will explode with the slightest movement.
 - b. Turn off two-way radios because they might detonate device.
 - c. Keep loud noise to a minimum - device may be sensitive.
 - d. Restrict use of telephone to urgent business only.
4. If deemed appropriate, call the Lynn Police Department on line 911 and report the incident.
5. Call the Superintendent at 593-4680.
6. If the building is evacuated, the Police Department will be fully in charge when the building is being searched for bombs or other incendiary device.
7. The Police Department will determine when re-entry is permitted.

8. Send a complete incident report within 24 hours of the incident to the Superintendent. Attach a copy of the Bomb Threat Report Form noted above to the Incident Reporting Form (Form A).

The Principal or Building Administrator must develop specific evacuation and re-entry plans for their individual buildings. A copy of these plans should be included in each school's Contingency Plans. Such procedural plans should include the following.

1. Instruction of office staff with regard to proper procedures for answering, documenting and reporting of such telephone calls.
2. Method of notifying staff and students of emergency conditions.
3. Method of leaving building (Fire Drill Procedures should be followed)
4. Specific plans should be made for special needs and physically-impaired students.
5. Supervision of students while outside the buildings (prior planning should be done)
6. Controlled re-entry of the building to include supervision of students re-entering to insure that no potentially dangerous objects are brought into the building.

Also attached to this memorandum is a warning poster outlining the penalties of a false fire alarm or a bomb threat. Please make copies and post in conspicuous locations within your school building. Any recommendation concerning the dismissal of schools and subsequent action after the above procedures have been followed will be made by the Building Administrator after consultation with the Superintendent. Approval of the Office of the Superintendent shall be required.

School Committee Approval (Date)

**BOMB THREATS
BOMB SCARE PROCEDURES**

LYNN POLICE DEPARTMENT
PURPOSE

The purpose of this order is to promulgate the department's policy statement with regard to bomb threats. This order shall also outline the procedures to be used under the following conditions:

1. Receipt of a bomb threat.
2. Bomb threats when a suspected device is found.
3. Actual detonation of a bomb or an explosion.

This order is effective immediately and supercedes all previous orders.

POLICY STATEMENT

The Lynn Police Department will search only the public access areas of a property that has been threatened with a bombing. The members of the department will merely search and report their findings to the on-scene supervisor. The decision to evacuate the property or to re-enter after a search has been made rests solely with the person in control of the premises. More directions as to what Principal should do – ie report to Superintendent all home scares, once out of building who is in charge of the disaster Lynn Police Department.

WHAT NOT TO DO

- Don't ignore bomb threats.
- Don't touch suspected explosives or bombs.
- Don't move or carry suspected bombs or explosives - period.
- Don't place in water.
- Don't shake.
- Don't cut or pull wires or fuses.
- Don't pass metallic tools near a suspected bomb.
- Don't move switches or release hooks.
- Don't smoke near a suspected bomb.
- Don't investigate too closely.
- Don't use insulating materials unless you know how the bomb works.
- Don't move the bomb away from people - move the people away from the bomb or explosive.

Please Post

Lynn Public Schools

It is a crime, as well as disruptive to the educational process, to pull a false fire alarm or to make a bomb threat. In addition, accidental injury or death of a firefighter, student, or staff member could result.

PENALTY FOR FALSE ALARM

Imprisonment for up to one year or a fine of not less than \$100 but not more than \$500.

(M.G.L., C. 269, S. 13)

PENALTY FOR BOMB THREAT

Imprisonment for up to twenty years and/or a fine of up to \$20,000.

(M.G.L, CE 269, S. 14)

Instructions: Be calm, be courteous, listen, and do not interrupt the caller. Notify supervisor.

Location of incident: _____

Location of device: _____

Target: _____

(Against who or what the threat is made)

Exact words of person making threat: _____

If Second or Third Party Report:

Who is reporting the Threat: _____ Call back # _____

Who received threat: _____ At what time: _____ On What #: _____

How does he/she describe the caller (use criteria listed below) _____

If you receive Threat Directly

Try to determine or estimate the following (Circle or Fill in)

Caller's Identity: Male Female Adult Juvenile Age: _____ Years

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other _____

Accent Local Not Local Foreign Region

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Foul Other: _____

Manner: Calm Angry Rational Irrational Coherent Incoherent

Deliberate Emotional Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines Bedlam trains Animals

Music Quite Voices Mixed Airplanes Street Traffic Party Atmosphere

If caller stays on, try to ascertain the following:
(If you can initiate a trace, do so at once)

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

Additional information: (e.g., known repeater, threat by mail, other package/item found) _____

Notifications Made: _____

Phone staff Signature _____

Principals signature _____

EMERGENCY CLOSINGS

No outdoor school sponsored activities will be allowed during thunderstorms.

In event of a serious snow storm, ice storm, or threat of a hurricane, the Superintendent, in consultation with the appropriate person in the highway department or department of public safety, may cancel school for the day or postpone the opening time of school. The closing of schools due to emergency, snow or other causes is broadcast over radio stations: WEEI, WESX, WBZ, WHDH, WEZE, WCVB and television stations: channels 4, 5, and 7. No school in elementary grades includes kindergarten. If there is no school in kindergarten in the morning, there will be no afternoon session, either.

In addition, the Superintendent may close school early on the grounds of weather hazards. The Superintendent will keep the Chairperson of the School Committee informed of developments and decisions during days of weather emergencies. Parents retain their responsibility for the safety of their children on bad weather days when school may be in session.

**SCHOOL CLOSINGS
(LACK OF HEAT)**

They shall observe with strict punctuality the hours for opening and closing the schools, and shall see that their schoolrooms are properly heated, in charge of teachers and open for the reception of pupil's fifteen minutes before the opening of each school session. If, after reasonable trials, a temperature of at least 60 degrees Fahrenheit cannot be secured, the bulb of the thermometer being at a height of 3 ½ feet above the floor, the Principal will advise the Superintendent and he/she shall order the dismissal of the children as soon as transportation can be arranged (not to exceed one hour).

The accepted standard for school room temperature during the heating season is 68 degrees Fahrenheit. To meet unusual building or either condition, the custodian may vary the temperature form 68 to 74 degrees Fahrenheit.

BUILDINGS AND GROUNDS MANAGEMENT

The Lynn 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 city departments, 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 Principal will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

BUILDINGS AND GROUNDS MANAGEMENT

Supervisor of Custodians and Maintenance

1. **SUPERINTENDENT DUTIES** - The supervisor of custodians and maintenance shall perform his/her duties under the direction and supervision of the secretary of the School Committee. He/she shall have the care and custody of the school buildings and the premises connected therewith. He/she shall recommend such repairs, alterations, and additions as may seem advisable and shall have the supervision of the same when ordered by the School Committee.

He/she shall keep regular office hours.

2. **INSPECTION OF CUSTODIANS' WORK** - He/she shall visit and inspect the school buildings as frequently as circumstances will permit. Custodians and house workers, firemen, and engineers, shall be under the general control of the Superintendent and Principals, but under the immediate supervision and direction of the supervisor of custodians and maintenance, who shall make appropriate rules governing their work. He/she shall arrange for the vacations granted custodial employees by the School Committee. He/she shall at least twice each year record his/her estimate of the efficiency of each such employee, which together with the estimates submitted to the Superintendent by the school Principals, shall constitute the basis of recommendations for promotions.

3. **TEMPORARY APPOINTMENTS** - He/she shall have power to fill all vacancies caused by temporary illness or absence of custodians, house workers, engineers, and firemen, and in case of emergency to hire such mechanics or laborers as may be necessary subject to section 1 of this Chapter and in accordance with the rules and regulations of the civil service commissions. Such appointments must be reported to the administrative assistant within twenty-four hours.

A regular custodian who is temporarily filling a vacancy in charge of a building other than his/her usual assignment shall be entitled to receive the additional compensation which is regularly paid for the additional responsibility of that building.

4. **REPAIRS OF BUILDINGS** - He/she shall at the last meeting in November submit to the School Committee through the Superintendent a statement of the necessary repairs for the ensuing year with an estimate of their cost.

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.

VANDALISM

Principals shall instruct their schools faithfully and frequently that any pupil who marks, cuts, or otherwise defaces or injures any school book, furniture or building, inside or out, shade trees, fences or other property whatever belonging to the school estate shall not only be liable for damages, but shall be subject to the law of the Commonwealth. They shall investigate any injury to school property, collecting damages for the same, which shall be delivered at once to the secretary of the School Committee with a report of the damage. The secretary of the School Committee shall assist in difficult cases in making collections and shall keep the supervisor of maintenance and the Superintendent fully informed of all such details. In all cases of damage done to school property, the sum to be collected shall be the actual cost of replacement or repair.

LEGAL REF.: M.G.L. 266:98

SPRAY PAINT CANS/MAGIC MARKERS

All magic markers and spray paint cans are banned from school premises. Students found with such on their possession will be in violation of this rule. If a teacher/coach/advisor requests work such as posters, signs, etc. to be done by magic marker pens, etc., the markers must be kept in the teacher's possession until such time as the work is being conducted, after which the markers must be immediately returned to the teacher/coach/advisor. Students found in possession of markers or spray paint cans, not working on projects and without clearly expressed teacher/coach/advisor's permission will be subjected to the following:

1. a. Immediate confiscation of markers, cans.
 b. Up to three days of detention for 1st offense.
2. Up to two suspension plus three days detention for 2nd offense.
3. Up to five days suspension for 3rd and subsequent offense.

Any student caught using a marker to graffiti the school will be immediately given a full suspension and made to pay full restitution.

BUILDINGS AND GROUND MAINTENANCE

PROVISION OF SCHOOL BUILDINGS

Every city shall provide and maintain a sufficient number of schools, properly furnished and conveniently situated for the accommodation of all children therein entitled to attend the public schools. The Lynn School Committee, unless otherwise directed, shall have general charge and superintendence of the schools, shall keep them in good order and shall, at the expense of the city, procure a suitable place for the schools, if there is none, and provide fuel and all other things necessary for the comfort of pupils.

The School Committee, when it is deemed necessary, initiates requests for renovations, additions to existing buildings or for new buildings.

The maintenance and repair program must be viewed as a continuing long-term effort to maintain the appearance and functioning efficiency of the building and sites. The maintenance, repair and cleaning of school facilities (building and sites) is the direct responsibility of

A long-term (three-to-five year) program of maintenance will be the basis for developing work schedules to accommodate work projects which have to be done two or three times a year, seasonally or once a year, and once every two or more years. Money will be allocated each year in the regular budget for the support of the long-term program of repair and maintenance of school facilities. The long-term maintenance and repair program for school facilities will include work projects such as:

1. Washing and repair of windows.
2. Major cleaning, stripping and waxing of floors.
3. Care, repair and replacement of locks, alarms and other protective devices.
4. Testing (and recharging) of fire extinguishers, hoses and sprinkling systems.
5. Maintenance, repair and replacement of working components of heating, lighting, electrical and communications systems.
6. Maintenance, repair and placement of hand and power tools and equipment used by custodial and maintenance workers.
7. Continuing care and improvement of school sites.
8. Roof maintenance.

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

Lynn Public Schools

BUILDINGS AND GROUNDS RECORDS AND REPORTS

Custodians and houseworkers, firemen and engineers shall be under the general control of the Superintendent and Principals, but under the immediate supervision and direction of the supervisor of custodians and maintenance, who shall make appropriate rules governing their work. They will be held responsible for any known inadequacies that exist in their building if not reported, in writing to the supervisor of custodians and maintenance. Principals shall report to the Superintendent at any time any violations of the rules of the School Committee and make recommendations for any improvement of the custodial service. After consultation with all of his/her regular teachers each Principal shall, before the first of May annually, submit to the Superintendent of schools two reports: (1) an estimate of the efficiency of the custodial service in all buildings under his/her supervision, and (2) a report on the condition of the building.

MATERIAL RESOURCES MANAGEMENT

OBSOLETE AND SURPLUS TEXTBOOKS, EQUIPMENT, AND FURNITURE

When schools have used book, equipment, or furniture for which there is no further foreseeable use, the Principal may request permission to dispose of same, under the following guidelines:

1. The Principal will submit an inventory of materials to be discarded to the assistant to the Superintendent who will certify that these items are not needed by other schools nor other city departments.
2. The list will be presented to the School Committee who will consider declaring the books, furniture or equipment surplus and grant permission for disposal as warranted.
3. Disposal of books will be conducted under the direction of the assistant to the Superintendent in one of the following ways listed in order of preference:
 - A. By sale to used book company.
 - B. By public book sale to students, parents, and taxpayers in the community.
 - C. By exchange.
 - D. By donation to non-profit private schools within the community.
 - E. By donation to other schools or charitable organizations.
 - F. By disposal through waste removal if all other possible alternatives fail.
4. Equipment and furniture will be disposed of by the assistant to the Superintendent in one of the following ways listed in order of preference:
 - A. Publicly advertise, seeking bids for the entire lot of furniture and/or equipment. Sell to the highest bidder.
 - B. Establish a reasonable price for each piece for each piece of equipment or furniture and conduct a public sale.

- C. By exchange
- D. By donation to non-profit private schools within the community.
- E. By donation to other schools or charitable organizations.
- F. By disposal through waste removal if all other possible alternatives fail.

MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT

Maintenance of Univent Filters

One of the most important factors in a good energy conservation program is maintaining the filters, either disposable or permanent in all school univents. It also improves the air quality of that particular building. This is important as air quality in schools is becoming more and more of a problem.

Therefore, the following is a policy covering the changing and the cleaning of these devices. When the word cleaning appears we are referring to only the permanent type of filter. The regular disposable filters will not be cleaned or vacuumed; only replaced.

The policy is as follows:

Filters will be cleaned or replaced every three months as follows:

1. During summer vacation covering September through November.
2. At the end of November covering December through mid-March.
3. Mid-March - part of March through June.

Custodians at those schools using disposable filters, will in May of each year anticipate their needs for the following school year and submit their filter requirements to this office covering both quantity and size. At that time, prices will be solicited and purchase orders initiated.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Lynn 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.

TRANSPORTATION SERVICES

It is the intent of the Lynn School Department to comply with the General Laws of Massachusetts, regulations of the registry of motor vehicles and the department of education pertinent to the transportation of pupils, and these shall govern any questions not covered by specific declaration of policy herein.

Insofar as educational requirements permit, school schedules shall be adjusted to allow maximum use of each vehicle in the system.

Vehicle routes have been established with safety, efficiency and fairness in mind. They are designed to get children to school in the shortest possible time, regardless of weather.

"Regular education" transportation is meant to refer to desegregation routes, transitional bilingual education routes, traditional routes, field trips, athletic trips, or any combination of the above.

"Special education" transportation refers to specific transportation requirements as stated in a 766 Individual Education Plan.

A. TRANSPORTATION POLICY

1. All elementary children, with the exception of bilingual and desegregation students, who live two miles or more from the assigned school will be transported. The computer in the transportation department will determine eligibility. Lynn Public Schools will not be required to transport to an address other than residence.
2. Bilingual and desegregation students who live one mile or more from the assigned school will be transported.
3. All elementary children will be transported if a hazardous area exists between home and school and walking around it is greater than one miles.
4. All secondary students who live two miles or more from assigned school will either be issued and MBTA pass or receive contracted transportation. (School department discretion.)
5. All special education students will receive transportation in accordance with their I.E.P.s.

6. T.B.E. and desegregation elementary students attending a school other than school of residence will receive transportation by first walking to the neighborhood school or' designated stop and then receiving transportation to the school of attendance.
7. Where kindergarten students are going to and from school of attendance at midday (coming home at the end of the a.m. session or entering school in the p.m. session) stops will be arranged as close to the residence as possible. Parents are to have an adult waiting at the stop for the bus. If no adult is present, the student will be returned to the transportation department or the T.B.E. department (if a bilingual student) and parents will have to make arrangements for transportation. If a parent feels the child is capable of walking home alone from the bus stop, notification, in writing, must be made to the transportation department.
8. Students will not be required to walk down primary streets that do not provide adequate sidewalks. Secondary roads may be acceptable for such passage.
9. Bus assignments and routes have been set up in accordance with School Committee policy. Routes and schedules along with the lists of eligible students will be distributed before the opening of the school year.

B. TRANSPORTATION POLICIES AND DISTRICT RESPONSIBILITIES

Vehicle routes shall be established over the most direct roads feasible for vehicle travel to serve those entitled to transportation service. Where an alternative route may be selected without sacrifice of efficiency and economy, preference will be given to that route serving the larger number of patrons more directly. Routes will be designed to employ as nearly as practical the full carrying capacity of each vehicle trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Buses will not be required to back down a street or execute three point turns while in route.

Vehicle routes will be established so that an authorized vehicle stop will be available within a reasonable walking distance of the home of every resident pupil entitled to transportation service.

Vehicles will not be expected to operate over roads that are not serviceable, or on roads where adequate turnarounds are not provided.

C. *EXECUTION OF POLICY

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

Exceptions to the above policy may be made by the Lynn School Committee when it deems this action in the best interest of the students and the city*.

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

NOTE:

1. For additional information, refer to Guidelines to School Transportation Services in Massachusetts, published by the Department of Education in 1975, and A Guide for Massachusetts School Administrators, published by the Massachusetts Department of Education.

2. In July 1986 the following were signed into law by the governor:

- a. Ch. 246, Acts of 1986 - amends M.G.L. 90:7B - requires school districts to provide classroom instruction in safe riding practices at least three times during the school year, on designated periods.
- b. Ch. 250, Acts of 1986 - amends M.G.L. 90:1A; M.G.L. 90:7B - requires that effective August 15, 1989, no school bus shall be originally registered or operated as a school bus unless the chassis model is 1977 or any subsequent model year.
- c. Ch. 364 (Part A), Acts of 1986 - amends M.G.L. 90:7B - regulates the use of seat belts in school buses. This Act does not mandate the use of seat belts on school buses; however, if school districts use school buses equipped with passenger restraint systems, this Act provides a standard for installment of seat belts. If seat belts are installed at time of manufacture, their use is required by law.

TRANSPORTATION SERVICES

ELIGIBILITY: MEDICAL POLICY

It shall be the sole responsibility of the parents or guardians to transport any student who can not walk to their assigned school because of certain medical conditions including but not limited to asthma, bronchitis, or broken or sprained limbs.

There shall be no exceptions to this policy except for students who are confined to a wheelchair. These students must apply for special medical transportation through the transportation department.

TRANSPORTATION SERVICES

OPERATION OF SCHOOL BUSES

No person shall operate any school bus, and the owner or custodian of a school bus shall not permit the same to be operated upon or to remain upon any way, unless the following requirements are complied with:

1. The words "SCHOOL BUS" shall be painted on the front and rear of each such vehicle in black letters of not less than six inches in height and in strokes of not less than three quarters inch in width on a yellowish orange background, or shall be so painted upon signs attached to the front and rear of each vehicle; and such words shall be plainly legible at a distance of at least three hundred feet in the direction towards which they are displayed. No motor vehicle shall display such words when it is being used for purposes other than the transportation of school children. Each vehicle shall bear the seal of the City of Lynn.
2. Each school bus shall contain adequate seating accommodations for each passenger transported therein, provided that any such bus in which adequate straps, handles or other supports are available for standing passengers may carry not exceeding twenty-five percent more passengers than those for whom adequate seating accommodations are provided.
3. All doors shall be kept closed while the bus is in motion.
4. Each school bus shall be operated by a person twenty-one years of age or over who is licensed under section eight A or who is licensed under section nine of chapter one hundred and fifty-nine A and is subject to an annual physical examination in accordance with the regulations of the carrier employing such person as an operator; provided, however, that in case of emergency such school bus may, for a period not to exceed three consecutive days, be operated by any person, twenty-one years of age or over, who is duly licensed by the registrar to operate a motor vehicle other than as provided therein; and provided further, that no person shall operate a school bus whose license to do so is suspended or revoked, or whose application to operate a school bus has been rejected by the registrar.
5. No fueling shall take place while any school bus is occupied by passengers.
6. Each school bus body shall be painted a yellowish orange color similar to what is commonly known as "National School Bus Chrome", except that fenders and trim may be black. This requirement shall not apply to a motor vehicle operated under a certificate issued under section seven of chapter one hundred and fifty-nine A and a permit issued under section eight of said chapter.

7. Each school bus shall be equipped with front and rear signal lamps which shall flash alternately and which shall be left flashing when children are entering or leaving such bus. No person who operates such a bus shall permit the boarding or discharging of passengers therefrom unless the school bus is stopped as close as is practicable to the right-hand curb or edge of the way. Any person who operates a school bus shall announce, when discharging passengers therefrom, that all persons who wish to cross to the other side of the way shall do so by passing in front of the bus immediately upon alighting therefrom. No person shall operate a school bus on a way after discharging passengers therefrom unless all persons who wish to cross to the other side of the way have done so.
8. Every school bus shall be equipped with a safety belt for the operator thereof, and said operator shall securely fasten said seat belt while transporting children.
9. Every school bus shall be equipped with two operable front windshield wipers.
10. No person shall smoke or consume alcoholic beverages on a school bus while such bus is being used to transport school children.
11. A stop warning device may be mounted upon the left side of a school bus and shall only be activated to extend outward when picking up or discharging passengers. Such device when fully extended shall not protrude more than twenty-two inches outward from the left side of the body and shall be constructed with a break-a-way hinge. The use of such a device shall not be construed as increasing the width of such school bus beyond the limits prescribed by section nineteen.
12. Every school bus shall be equipped with at least one interior mirror, approved by the registrar, which gives the operator a view of the rear in accordance with regulations issued by the registrar. Every school bus shall be equipped with at least two flat-surfaced rectangular exterior mirrors, approved by the registrar, one situated on each side of the bus forward of the operator, and each of said rectangular mirrors shall be mounted on the bus with a side angle adjustable convex mirror to provide an additional close-in field of vision to the operator but so as not to reduce the visual field of the flat-surfaced mirror below fifty square inches. Every school bus shall also be equipped with one convex mirror, with a diameter of at least seven and one-half inches, firmly mounted on the bus so that the seated operator may observe a reflection of the road from the front bumper forward to a point where direct observation is possible, and one convex mirror, with a diameter of at least seven and one-half inches, firmly mounted at the right front corner of the vehicle so that the seated operator may observe a reflection of the ground surface along the entire right hand side of the bus.

LEGAL REF.: M.G.L. 90:7B

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 Lynn 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, 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.

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, Walkers and Riders

WALKERS AND RIDERS

Walking to and from school when distances are reasonable is recognized as good for students' health provided, however, that safety hazards can be reasonably controlled. It is also recognized that there is no possible way to control hazards completely in a city even if the student lives only a few blocks from school. Risk is involved whether or not a child is transported. Through cooperation with the parents, police department, and other school department and city personnel, risks will be controlled as far as possible. Students can be required to walk up to 1 mile to a bus stop.

LEGAL REF.: M.G.L. 71:48A

SCHOOL BUS SCHEDULING AND ROUTING

COMMUNICATION SYSTEM

Contractors should communicate with the transportation department. Vehicle, driver, monitor, business, etc. communications should be directed to that office.

Desegregation students will be entitled to transportation as determined by the parent information center. By the end of June, the list of SPED students will be sent to the bus company for routing. This list will include student's name, address, phone number, emergency phone number, assigned school, home school district, and other information. Regular education (including T.B.E. and desegregation) lists will be made available during the first week of school and updated periodically.

Student changes: Additions or deletions for special education will be made through the SPED office. Except in cases of emergency, there will be a three-day wait for transportation to begin. Presently, the SPED office calls the transportation office with any addition or change followed by the Transportation Request form. Regular education kindergarten changes will be called into the bus company as needed. Printouts will be sent to the special education administrator on a monthly basis. Printouts will be sent to the regular education bus company on a regular basis.

SCHOOL SCHEDULES

School schedules will be available on or about August 15. This information will include the name and address of the school, opening and closing times, delivery and pick-up windows, and any other special information.

SCHOOL BUS SAFETY PROGRAM

EMERGENCY BUS DRILLS

The Lynn Lynn School Committee accepts the provisions of Chapter 246 of the Acts of 1986, an act relative to certain school bus safety practices which amends Chapter 90, Section 7B.

During the school year, classroom instruction in safe riding practices will be provided to all students. 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 months of January and the end of the school year.

All children who are transported by bus shall have two emergency evacuation drills from the school bus each year. These drills shall be conducted on the school grounds: the first one during the first month of school and the second one during the month of March. Each drill shall include instruction in the location of fire extinguishers and emergency exits and the actual use of all exits to evacuate the bus. It is the sole responsibility of contractors to provide thee trainees.

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
Student Handbooks

SCHOOL BUS SAFETY PROGRAM

PARENT RESPONSIBILITIES AND INVOLVEMENT

- A. Normally, all children should be transported from the school directly to their regular vehicle stops or homes.
- B. Parents must not send children who are not students in school on the vehicle or van. Only authorized, enrolled students may ride the vehicle. Parents may not ride the vehicle without prior permission of the transportation office who will then notify the driver.
- C. Parents must have children at the vehicle stop or ready at home (special needs) on time. In the case of regular transportation students, parents should ensure the safety and proper conduct of their children going to and from vehicle stops and while waiting for the vehicle.
- D. When the parents wish to take pupils home from school, arrangements must be made before the vehicle leaves the school. In no case should parents stop the vehicle at an undesignated stop to remove their children.
- E. Parents should understand that pupils must obey all regulations governing pupils riding on school vehicles or forfeit their right to ride. Parents must encourage the cooperation of children with the authorities responsible for transportation. Notice will be given prior to a child's exclusion with an opportunity to discuss the matter with a school administrator, if possible. The department recognizes the special problems of special needs children in this regard.
- F. Parents are responsible for the safety of their children while walking or riding on vehicles other than school vehicles between home and school or home and authorized vehicle stop.
- G. All SPED students must have an adult waiting to receive the student at the end of the school day. This is especially important on days when school is dismissed early. Special education parents must call the transportation office at 599-2314 prior to 7:00 a.m. when a student will be absent.
- H. Kindergarten children must have an adult waiting when the student is brought back from school.

**SCHOOL BUS SAFETY PROGRAM
(BUS RULES FOR DRIVERS)**

Any significant violations of the rules and regulations for student behavior on school vehicles must be reported on an incident report as soon as possible to the transportation office. They will send a copy to the Principal, or in the case of an outside placement special needs student, it will be sent to the chairperson. A severe incident should be reported immediately. The Principal or chairperson will return a copy of the complaint form to the transportation office showing the action taken. This copy will be given to the driver or monitor so he/she knows what action has been taken.

1. Drivers must not remove any child from the vehicle as a disciplinary measure.
2. Drivers must not touch a child, except to assist them or to render first aid.
3. Smoking in the vehicle is considered as misbehavior and should be reported whenever it occurs.
4. Vehicle drivers have no authority to appoint students as vehicle monitors and must not do so. If repeated misbehavior problems arise, they may take any or all of the following actions:
 - a. Stop the vehicle and remain standing until order is restored.
 - b. Report each incident to the designated authority.
 - c. Request that the designated authority ride on one or more trips to observe the problem.
 - d. Request that the school administrator board the vehicle and talk to the students.
 - e. Require individual passengers to sit in the front seats so they can be observed.
 - f. Radio central (base) and call for a vehicle to remove the student.
5. Significant cases of misbehavior on the vehicle or at vehicle stops should be reported to the transportation office so they will contact the traffic safety officer.
6. Although discipline on vehicles is a driver responsibility, the main job is to drive the vehicle safely and in accordance with rules and regulations.
7. Extreme misbehavior problems affecting the safe operation of the vehicle shall result in discipline procedures as follows:
 - a. Stop the vehicle at the edge of the road.
 - b. Turn off ignition.
 - c. Set emergency brake and blinker lights, if appropriate.
 - d. Separate the fighters (if applicable,) and restore order.
 - e. Radio for assistance, if needed.
 - f. The school authority may have the pupil removed to another vehicle.
 - g. As a last resort, the police may be called to come to the scene.

8. Suspension of a pupil from riding the vehicle must be administered by the proper authority, usually the school Principal.
9. School Principal must administer punishment when rule infractions are reported. Reports must be prompt, and punishment must be administered as soon as possible after it has been reported. All punishments must be reported to parents and noted on the copy of the Incident Report, which is returned and shown to the vehicle driver.

When present, the monitor will assist the driver in all student related factors outlined above.

10. A copy of the Accident Report Form used by the bus company must be submitted to the transportation office. Accidents are to be reported immediately by phone to the transportation office and followed up with a full, detailed written report within 24 hours. If a minor accident occurs on the way to school, the school personnel shall be notified immediately by phone. If a minor accident occurs on the way home, parents will be notified. Accidents where bodily injury occurs will be dealt with immediately.

LEGAL REFS.: M.G.L. 71:7A; 71:16C; 71:47; 71:71A; 71:68; 74:8A; 76:1

File: EEAEA

BUS DRIVER EXAMINATION AND TRAINING

School Bus Drivers - All school bus drivers shall be required to pass a physical examination in conformance with state laws. The driver is required to have attained his/her 21st birthday and will also be required to have three years of continuous driving experience. The maximum age for persons driving school buses for public and parochial school pupils shall be 65 years.

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

WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 3: Students living more than one mile from school.

Grades 4 - 6: Students living more than one and one-half miles from school.

Grades 7 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

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.

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 Lynn 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 nor over 70 years of age 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.

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 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)
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

OR

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

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

BUS DRIVER EXAMINATION AND TRAINING

License Requirements:

In addition to either a valid Class 1 or Class 2 Massachusetts Operator's License, a school bus driver must have one of the following:

1. A school bus operator's license issued by the Registrar of Motor Vehicles; or
2. An unrestricted Department of Public Utilities License, providing that the operator is subject to an annual physical examination in accordance with the regulations of the carrier employing such person.

Persons applying for their first school bus operator's license must have:

1. Either a valid Class 1 or Class 2 Massachusetts Operator's License; or
2. A valid Massachusetts Operator's License other than Class 1 or Class 2 and also a valid Class 1 or Class 2 Massachusetts Learner's Permit.

Persons operating on a three-day emergency permit must have either a valid Class 1 or Class 2 Massachusetts Operator's License.

Test Requirements and Procedure:

To drive a school bus, a person must have special licenses, special training and examinations, and must keep his/her credentials up to date. The following outline shows the process in becoming a bus driver and specifies yearly test and training requirements.

1. Application
2. Interview (if selected, must apply for Class 2 License and Learner's Permit as below).
3. Application to Registry of Motor Vehicles for examination for a Class 2 License Learner's Permit.
4. After receiving the Class 2 License Learner's Permit, the appointee will go to the school doctor for a physical examination. A report of this examination will be sent to the Department of Public Utilities (DPU).
5. Appointee will take the DPU road test on a regular school bus and will receive a DPU license. This must be renewed annually before January 1 through submission of a physical examination report to the DPU.
6. Between the time of application and receiving the DPU license, the applicant will ride on buses with different drivers to observe how they deal with the students and to learn the streets of the City of Lynn. They receive training pay for this period.
7. Each driver will be given a course by the fire department on how to put out a fire on the bus and how to extinguish a gasoline fire with a fire extinguisher, which each bus carries.

8. Drivers also are required to complete a standard course of instruction in first aid to the injured.
9. Refresher courses in fire training, first aid training, and safety training are given twice a year on teachers' workshop days, as arranged by the transportation coordinator.

**BUS DRIVER EXAMINATION AND TRAINING
(MEMORANDUM SENT BY MASC, MAY 23, 1978)**

The following memorandum was prepared by Peter Larkowich, Counsel, Criminal History Systems Board of the Commonwealth of Massachusetts, for dissemination to School Committees.

M.G.L., c.6, sec. 172 (c)

SCHOOL BUS DRIVERS CERTIFICATION

A general grant of access is given under G.L. c.6, sec. 172(c) to local police departments, school departments, and the governing body of parochial and private schools through their local police department for a period of two years to receive Criminal Offender Record Information (CORI) pertaining to convictions of motor vehicle offenses, and crimes against the person for the purpose of screening otherwise qualified applicants for employment as school bus drivers or as any other driver employed to transport minors. The local police department may advise the party requesting the record check on a need to know basis in accordance with the requesters discretion. CORI obtained for the purposes of this certification shall be solely utilized for school vehicle operator employment purposes and all copies shall be disseminated only in accordance with existing law and regulation and all copies shall be returned to the local police department. This certification is for a two-year period.

Passed: November 30, 1977

MEMORANDUM

The Criminal History Systems Board has certified local school departments and the governing bodies of parochial and private schools to view and inspect Criminal Offender Record Information (CORI) when considering the employment of otherwise qualified school bus drivers. The following is recommended for compliance with this certification.

1. Receive from the school bus driver contractor or school bus driver hiring body the names and other identifying information of otherwise qualified school bus driver applicants. NOTE: This record check should be the final pre-employment check which is performed. All other pre-employment criteria having been previously met.
2. On department stationary and signed by the hiring body or individual list the names and other identifiers of the applicants along with the following statements:
 - A) The CORI will be utilized only for employment purposes and not disseminated to any other party.
 - B) No copies of CORI will be retained and that the original and all copies will be returned to the local police department.

3. Transmit the signed letter to your local police department. The police department will receive your request and a record check will be performed through department of probation.
4. A complete record will be transmitted from probation to the police department who will notify the school department of the receipt of the records.
5. The school department receives the requested records to be utilized for hiring purposes. Copies of the record received may be made for discussion purposes but all copies and the original must be returned to the police department for destruction. No copies of CORI may be retained in school department records in any form.

It is strongly recommended that any Lynn School Committee sessions which consider a person's criminal record be held in executive session as they would qualify as an exemption to the Open Meeting Law under the character or reputation section of that statute.

This certification is granted for a two-year period and runs to the school department only. Any dissemination outside the School Committee (including the school bus company) would be a violation of M.G.L. c.6, secs. 177-178 and subject the violator to civil and criminal liability. The criminal sanction for each violation is a maximum of \$5,000.00 or one year in jail or both.

The Criminal History Systems Board would appreciate it if you could afford this certification the widest possible audience so it may be implemented for upcoming bus contracts. If you or your members have any questions or problems, please contact Peter Larkowich at (617) 727-7976.

STUDENT CONDUCT ON SCHOOL BUSES

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

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

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents

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

Loading and Unloading at Bus Stop

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

Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.

5. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers or disturbing their possessions
- Talking to the driver
- Throwing objects within the bus or out of windows
- Climbing over seats
- Opening or closing windows
- Leaning out of windows
- Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

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

STUDENT CONDUCT ON SCHOOL BUSES

A. Bus Rules for Pupils

- 1 Students are expected to conduct themselves while waiting for and riding on the vehicle in exactly the same way they are expected to act in school. The vehicle driver and/or monitor has the obligation to judge conduct, to maintain discipline and to report pupils to the Principal when necessary.

B. Waiting for the Bus

Parents should:

1. Be on time for the vehicle but not arrive at the stop earlier than 10 minutes before the time at which the vehicle usually arrives. Special needs students should be waiting at the door or outside with a responsible adult.
2. Younger children who are not yet attending school shall not accompany them to the vehicle stop.
3. Observe all safety precautions while waiting for the vehicle:
 - a. Do not play in the street
 - b. Do not play ball
 - c. If possible, avoid crossing streets
 - d. Whenever you must cross the street, do so only if you are sure that no moving vehicles are approaching from either direction
 - e. Do not push, pull, or chase any other pupil(s)
 - f. Avoid trespassing on private property and being noisy
4. As the vehicle approaches, line up at least six feet off the roadway, and do not approach the vehicle or van until it has stopped and the driver has opened the door. Again, they should avoid pushing others in the line.

B. Loading the Bus or Van

1. Get on your vehicle as soon as the vehicle or van is stopped, wait until the doors open and be seated at once (unless seats are not available.) All special education buses should have seat belts. Be sure to buckle up.
2. In the event that seats are not available, on a regular vehicle, proceed toward the rear of the vehicle, remain standing in the middle aisle, and grasp a seat handle firmly before the vehicle begins to move. Vans and other special needs vehicles will always have seats available.
3. Listen carefully and obey any directions issued by the driver/monitor.
4. The assignment of seats is left to the discretion of the vehicle driver or monitor. A student may be assigned a seat.

5. Again, be sure to observe all safety precautions as you travel from your vehicle stop to your home.
6. Violation of vehicle rules may result in loss of vehicle privileges.

D. Student Bus Rules in Brief

1. Remain seated
2. Obey the driver and monitor
3. Walk, do not run
4. Keep arms and head inside the vehicle
5. No eating, drinking or smoking
6. Do not disturb others
7. Speak quietly
8. Respect public property

(This list will be given to each driver)

E. Student Behavior

All pupils must behave appropriately as passengers on a school vehicle. Clearly understood and well enforced rules are necessary for the successful management of pupils who ride school vehicles.

1. Pupils transported in a school vehicle are under the authority of and directly responsible to the driver of the vehicle and the monitor, if present.
2. Continued disorderly conduct or persistent refusal to obey rules is sufficient reason for a pupil to be denied transportation on a school vehicle by a Principal. Parents will be given prior notice before exclusion, if possible.
3. No vehicle driver can require any pupil to leave the vehicle before such pupil has reached his/her destination except when such child is moved to another authorized vehicle.
4. No school vehicle can stop to load or discharge pupils except at stops regularly designated by the school department except in an emergency (road closed, accident, etc.)
5. No pupil can engage in unnecessary conversation with the driver while the vehicle is in motion.
6. Smoking in a school vehicle is prohibited.
7. No intoxicating liquor or drugs can be transported at any time in a school vehicle.
8. No weapons of any sort, except sidearms carried by authorized policy officers, can be transported on a school vehicle.
9. No person is allowed to occupy a position in a school vehicle that interferes with the vision of the driver to the front, to either side of him/her, or through the mirror to the rear, or with the operation of the vehicle.

10. Nothing can be thrown within the vehicle or out the windows. Windows may be opened or closed by the driver/ monitor.
11. Any action by a student is prohibited, which in the judgment of the driver or monitor may compromise the safety of others.
12. No student should touch the rear (emergency) door for any reason except in an emergency.
13. Eating is not permitted on the vehicle.
14. Students should not extend arms or any other parts of their body out of the windows.
15. Changing seats may be allowed with the driver's permission and at his/her discretion, but only when the vehicle is stopped.
16. No shouting and other excessive noise is allowed that may distract the driver and lead to a serious accident.
17. Pupils are expected to be courteous to and respectful of others.
18. Help keep the vehicle clean and sanitary.
19. Listen carefully and obey any directions issued by the driver or monitor.
20. Pupils may not leave the vehicle except at school (a.m.).
21. Students who disembark from the vehicle in the afternoon at a stop other than a regular stop must have a note to do so from a parent or guardian endorsed by the Principal and with permission of the transportation department.

F. Unloading the Bus

1. Do not leave your seat until the vehicle has come to a complete stop and the driver has opened the door.
2. Again, obey any directions issued by the driver.
3. Leave the vehicle quickly, but in a courteous manner without pushing other pupils.
4. If you must cross the street as you leave the school vehicle, be sure to walk in front of the vehicle (never in back) at a distance of at least 12 feet away from the vehicle. If you get too close to the front of the vehicle, the driver may not be able to see you, and a serious accident could occur.

5. Unloading a Special Needs Vehicle

The monitor will get off the vehicle first and assist the student, if necessary, delivering custody to the parent or other authorized adult.

G. Discipline Procedures

1. Any violation of behavior standards on the vehicle is expected to be resolved the day of the occurrence. Bus drivers or monitors must report any serious infraction to the Principal or company's office no later than the following day in writing on a form provided by the transportation office. Sanctions may be imposed for violations of these rules of behavior. Special needs students will be given extra attention and help in this regard. Cooperation and communication among the parties: drivers, monitors, teachers and parents are especially important for special needs children.
2. Depending on the severity of the infraction, the student may receive a warning slip. On the third infraction, the parent may be required to ride the vehicle with the child. There may be instances in which warnings are relinquished in favor of suspension from the vehicle if the seriousness of the infraction warrants such action. If a student is suspended from the vehicle, he or she is not necessarily suspended from school. The parent must arrange for other transportation. The Principal will advise the parent in such case. Suspension will be one (1) to five (5) days where warranted.
3. When it is necessary that a student remain in school beyond the time that he/she usually leaves, whether it be because of discipline or because he/she needs extra help, the parents must be notified beforehand so that they can pick him/her up at the time indicated by the Principal.
4. We urge the parents to cooperate in the transportation of their children by explaining the importance of good behavior while they travel between home and school. For more information, please call the transportation office at 599-2314.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

STUDENT TRANSPORTATION RECORDS AND REPORTS

Evaluation and Reporting

We expect to obtain ratings of service from staff on the effectiveness and timeliness of service on a rating scale of "excellent, very good, good, fair, and poor" on a weekly basis. Bus attendance should be sent to the transportation department on a monthly basis. Reports will be made available to the companies and to the school parent liaison as they are received.

Parent/Staff Complaint Form

Parent or staff complaints will be recorded by the transportation department on the special education transportation complaint record and they will follow up to obtain a resolution of the problems. Copies of this form showing the resolution will be given to the parent liaison and she will distribute to person making the complaint as well as other persons designated to receive a copy. Parents are encouraged to file or call in a complaint if they believe the service is unsatisfactory. The department will investigate and take appropriate action.

**FOOD SERVICES MANAGEMENT/FREE
AND REDUCED PRICE FOOD SERVICES**

FOOD SERVICES PROGRAM

All public schools are required to make lunches available to children.

All public schools which draw their attendance from areas with a high number of needy children, *as* defined by the bureau of nutrition education and school food services of the department of education, shall make school breakfast programs available to children.

State-established minimum nutritional standards and regulations for all school food services must be followed.

Free lunches for needy students will be made available according to procedures established by the bureau of nutrition education and school food services. Care should be taken to provide these lunches in such a way as to avoid embarrassing students.

Under provisions of the law, the School Committee of any city or town designated by the division of social and economic opportunity in the department of community affairs may extend the school lunch period for the purpose of serving lunches to authorized elderly persons.

LEGAL REFS.: M.G.L. 15:1G; 15:1L

**POLICY FOR DETERMINING ELIGIBILITY
FOR FREE AND REDUCED PRICE MEALS**

The Governing Body of Lynn Public Schools at a meeting held on April 24, 1969 voted in accordance with the federal regulations governing the National School Lunch and Child Care Programs to establish the following policy for determining eligibility for free and reduced price lunches.

A. Eligibility Criteria

In selecting children to receive free and reduced price meals, consideration will be given to children from families:

1. With income below \$3,000.
2. Eligible to receive any form of public assistance or certified to participate in the government-donated commodities or food stamp programs.
3. Unable to pay the full price in the judgment of officials designated to determine eligibility.

B. Selection of Children

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to their peers of children receiving such meals.

1. All applications shall be reviewed by the Principal, and corroborative evidence sought where necessary.
2. Application forms shall be available to parents or guardians of children who may request free or reduced price meals.
3. A file of applications and/or authorizations shall be maintained.
4. Selection of children to receive free or reduced price meals shall be made on the basis of need₁ as provided for in Item A above.
5. Children shall not be required to perform a work service in exchange for a free or reduced price meals. However, no child receiving a free or reduced price meal shall be deprived of the privilege of working for his/her meal, if he/she so requests.

INSURANCE MANAGEMENT

The Lynn School Committee believes that an adequate and comprehensive insurance program must be maintained to cover the property and equipment under its control and individuals discharging responsibilities for the school department. It will seek adequate appropriations for such coverage. The committee may also authorize and participate in an insurance program for staff members and students.

LEGAL REFS.: M.G.L. 40:5; 71:37B; 258:1 et seq. Chapter 512 of the Acts of 1978