

SECTION E: SUPPORT SERVICES

Section E of the policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and management (not construction), transportation, food services.

[EA](#) [SUPPORT SERVICES GOALS](#)

[EB](#) [HEALTH AND SAFETY](#)

[EBAB](#) [INTEGRATED PEST MANAGEMENT](#)

[EBB](#) [ACCIDENT PREVENTION AND SAFETY](#)

[EBBA](#) [ACCIDENTS AND ILLNESSES](#)

[EBBB](#) [ACCIDENT REPORTS](#)

[EBC](#) [EMERGENCIES](#)

[EBCA](#) [DISASTER PLANS](#)

[EBCB](#) [FIRE DRILLS](#)

[EBCC](#) [BOMB THREATS](#)

[EBCE](#) [EMERGENCY CLOSINGS](#)

[EBCFA](#) [FACE COVERINGS](#)

[EC](#) [BUILDINGS AND GROUNDS](#)

[ECABA](#) [STAFF AND STUDENT IDENTIFICATION PROCEDURES](#)

[ECAF](#) [MONITORING DEVICES ON SCHOOL PROPERTY/VIDEO SURVEILLANCE](#)

[ECBA](#) [SCHOOL FACILITIES USE POLICY](#)

[EEA](#) [STUDENT TRANSPORTATION SERVICES](#)

[EEAE](#) [SCHOOL BUS SAFETY PROGRAM](#)

[EEAEA](#) [BUS DRIVER EXAMINATION AND TRAINING](#)

[EEBA](#) [SCHOOL-OWNED VEHICLES](#)

[EEBB](#) [USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS](#)

[EF](#) [FOOD SERVICES MANAGEMENT](#)

[EFC](#) [FREE AND REDUCED PRICE FOOD SERVICES](#)

[EFD](#) [MEAL CHARGE POLICY](#)

[EI](#) [INSURANCE MANAGEMENT](#)

[EIB](#) [LIABILITY INSURANCE](#)

[EJ](#) [EVALUATION OF SUPPORT SERVICES \(Also: AFF\)](#)

Section Index updated 9.22.20.

EA SUPPORT SERVICES GOALS

The Minuteman Regional Vocational Technical School District support staff provides all those services for the school, other than administration and instruction of students, which enable it to fulfill its mission of providing the highest quality of education to the residents of the Minuteman Regional Vocational Technical School District. The support staff shall maintain the school building, prepare and dispense food, and provide such clerical and secretarial assistance as may be necessary or appropriate to enable the school to fulfill its mission. The support staff shall have as its goal the creation of a learning environment which is conducive to the highest level of instruction.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EB HEALTH AND SAFETY

It is the goal of the Minuteman Regional Vocational Technical School District to provide the best service possible to our public at the best possible cost. Losses due to accidents make achieving this goal much harder. This statement of policy concerning safety is a reflection of the importance the School Committee places in operating in a safe manner.

The School Committee is committed to an organized program of safety management. All Personnel are expected to do their share to ensure the success of the safety management program. It is the responsibility of every employee to work and act in a safe manner.

The Superintendent will appoint a Safety Officer to oversee a safety committee to assess the ongoing safety of the building and to make recommendations to improve it.

ORIGINAL ADOPTION:

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SECOND READING: 7/21/2009

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBAB INTEGRATED PEST MANAGEMENT

The Minuteman Regional Vocational Technical School District desires to prevent unnecessary exposure of students, children and employees to chemical pesticides and reduce the need to rely on chemical pesticides when managing pests. It is the policy of the Minuteman Regional Vocational Technical School District to use chemical pesticides only when pests have been identified and their presence verified. Selection of treatment option or corrective actions will give priority to non-chemical actions whenever possible to provide the desired control of pests. Education of staff, students, children, employees and parents about Integrated Pest Management (IPM) will be included to achieve desired objectives. When it is determined that pesticides are needed, only those allowed by the Children's and Families' Protection Act will be used. Further, only certified and/or licensed individuals will be able to use pesticides. Our policy prohibits the use of any pesticide by unlicensed staff. It will be the school's policy to make the appropriate notification and posting as well as keep records of all pesticide use. A copy of the IPM plan will be maintained in the Superintendent's office. It will be available upon request.

CROSS REF: Indoor and Outdoor Integrated Pest Management Plans

LEGAL REFS: Chapter 85 of the Acts of 2000, An Act Protecting Children and Families from Harmful Pesticides

ORIGINAL ADOPTION:

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FIRST READING: 3/4/09

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBB
ACCIDENT PREVENTION AND SAFETY

The best way “to take care of accidents” in school is to prevent them from happening. Staff and students are responsible for becoming aware of the potential safety hazards within the school and for knowing the rules which protect them from such hazards. All employees will be trained to protect themselves from the risks of infectious diseases by using Standard precautions while at work. A comprehensive Health and Safety Plan will include appropriate training for staff and students.

CROSS REF: Minuteman Parent/Student Handbook
Minuteman Faculty and Staff Handbook

LEGAL REF: M.G.L. C 71:55c

ORIGINAL ADOPTION:

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FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBBA ACCIDENTS AND ILLNESSES

The Minuteman Regional Vocational Technical School District maintains a Health Services Department that is available to all student and staff during the school day. The nurses assess students who become ill, or need First Aid or medication during the day. They also provide health education. Our mission is to ensure that students are school-ready each day.

Upon entering Minuteman, a current physical examination and documentation of up-to-date immunizations is required by state law. In addition, each year students and parents/guardians are responsible for completing an Emergency Form, with current emergency phone numbers. Failure to submit these documents may lead to exclusion from shop and extracurricular activities.

No public school teacher, no principal, secretary, clerk, nurse or other public school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in the School or on the grounds thereof shall be liable in a suit for damages as a result of such acts or omissions either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he/she causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action for such emergency first aid transportation.

A person certified as an athletic trainer or an emergency medical technician shall be on campus during the Massachusetts Interscholastic Athletic Association (MIAA) sanctioned home games, and/or as required by MIAA rules, and the expenses of such person shall be paid by the School Committee of the District. As required by MIAA regulations, a physician is contracted and the expenses shall be paid by the School Committee.

CROSS REFS: Minuteman Parent/Student Handbook
MIAA Handbook

LEGAL REFS: M.G.L. 71:54a, 71:54b, 71:55, 71:55a, 71:56

ORIGINAL ADOPTION: 7/21/09

REVISION:

FIRST READING: 3/4/09; 7/12/16

SECOND READING: 7/21/09; 9/27/16

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBBB ACCIDENT REPORTS

All accidents must be reported to the school nurse immediately.

The circumstances of any accident which occurs within the School buildings or upon the School grounds shall be set forth in writing on a form by those staff members having the greatest knowledge of the incident giving rise to the accident. All such reports shall be delivered to the Superintendent or his designee who shall meet with the author(s) of the report to discuss the nature of the accident, the injuries suffered by anyone, and the actions which should be undertaken by the School to address the conditions which may have contributed to the accident and prevent those events from recurring.

ORIGINAL ADOPTION:

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SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBC EMERGENCIES

The Minuteman Regional Vocational Technical School Committee expects that proper attention will be paid to the safety of students, staff and visitors on school property during the normal school day, during their participation in school sponsored extra-curricular activities on school grounds and at school sponsored functions scheduled away from school property.

The Minuteman Regional Vocational Technical School Committee has the responsibility to provide safe circumstances for students and staff, and has directed the Superintendent to develop and maintain the Minuteman School Safety Crisis Management Plan to address all aspects of safety including: disasters, safety drills, bomb threats, weather-related emergencies, overnight trips and school closings and cancellations.

The Minuteman School Safety Crisis Management Plan shall focus on three major components: prevention, intervention and aftervention.

The Minuteman School Safety Crisis Management Plan shall become the focus for regular staff training in crisis planning and response and shall be reviewed annually by the Superintendent. The School Committee shall receive an annual report from the Superintendent on the implementation of the Plan.

The Superintendent shall assign the Minuteman staff to participate in the development of the initial Plan and shall assign staff where needed to properly and safely implement the Plan.

CROSS REF: Minuteman School Safety Crisis Management Plan

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

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ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBCA DISASTER PLANS

In the event of fire or other disaster requiring the evacuation or lockdown of the school buildings, the Safety Crisis Management Plan will be followed.

CROSS REF: Minuteman School Safety Crisis Management Plan
Massachusetts Department of Elementary and Secondary Education
EBC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBCB FIRE DRILLS

Fire Prevention and Fire Drills

The Minuteman Regional Vocational Technical School District will cooperate with the fire department in maintaining fire-safe conditions within all school buildings and in regularly conducting fire drills for the protection of students and staff.

The Superintendent and the Principal with the assistance of the Facilities Manager have the responsibility for periodic inspection of every room, corridor, and space in the school. The purposes of these inspections are:

1. To remove any fire hazards.
2. To ensure that flammable supplies and materials are properly stored.
3. To check the condition and proper location of all fire extinguishers and alarms.
4. To ensure that there is no obstruction in any corridor or stairway.

Instructions for fire drills will be printed in the teachers' and students' handbooks. Instructions with regard to the primary and secondary exit routes will be posted in a prominent place near the door of every room. During the fire drill all teachers and students shall vacate the buildings in an orderly manner by means of designated fire exits to places of safety on the grounds outside the buildings. Attendance shall be taken by each teacher upon reaching the assembly points.

In the event of fire, drill procedures should be followed. Teachers and administrators must act in such manner to maintain order and prevent panic.

All students 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 spring. Each drill shall include instruction in the location of emergency exits and the actual use of all exits to evacuate the bus.

CROSS REF: Student Handbook

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBCC BOMB THREATS

The Superintendent will work in consultation with local authorities to develop procedures for the handling of bomb threats.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBCE EMERGENCY CLOSINGS

Emergency Weather Provisions

When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, the Superintendent may cancel school for the day or postpone the opening time of school. If the Superintendent does close the school under the above granted authority, he/she will notify, as soon as the situation allows, members of the School Committee.

In the event of weather related problems, it is the policy of the Minuteman Regional Vocational Technical District School Committee to open school if buses can travel safely. Otherwise a decision is made to cancel school and is announced on radio and television stations. The school website will also inform staff and students of cancellations or delays. A computerized phone call will go out to all students regarding any school cancellations.

Parents should be reminded that they retain their responsibilities for the safety of their children on bad weather days when school may be in session. Decisions by parents not to send their children to school on days when weather conditions are questionable should be respected.

CROSS REFS: Student Handbook
 CHD

ORIGINAL ADOPTION:

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FIRST READING: 3/4/09

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EBCFA FACE COVERINGS

The Minuteman Regional Vocational Technical School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus while keeping members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements will be in place at Minuteman until further notice.

A face mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation vehicles. The face covering must be made of two-ply materials and fit securely over the nose and mouth.

The CDC excuses individuals from this requirement for the following reasons.

The individual:

- is having trouble breathing
- is unconscious
- in incapacitated
- cannot remove the mask or face covering without help

Parents may not excuse their child from the face covering requirement by signing a waiver. Requests for exceptions/accommodations to this policy must be supported by appropriate documentation. Exceptions/accommodations to this policy must be approved by Minuteman's Director of Special Education and the Principal, in consultation with the School Nurse.

Face coverings will not be required when proper social distancing is enforced:

- during mask breaks.
- while eating or drinking.
- while outside.

ORIGINAL ADOPTION: 9/22/20

REVISION:

FIRST READING: 9/8/20

SECOND READING: 9/22/20

ADOPTION: 9/22/20

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Minuteman will supply face masks for students or staff who misplace or forget them at home. Students who deliberately refuse to wear a face mask will be referred to Minuteman's Assistant Principal for follow up. Visitors who refuse to wear a mask will be denied entry to the facility.

This policy will remain in place until rescinded by the Superintendent.

ORIGINAL ADOPTION: 9/22/20

REVISION:

FIRST READING: 9/8/20

SECOND READING: 9/22/20

ADOPTION: 9/22/20

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EC BUILDINGS AND GROUNDS

Management

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

The 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; 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.

The supervision over the care and safekeeping of property used by the Minuteman Regional Vocational Technical School District will be the general responsibility of the Superintendent. The Superintendent will develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of the school building and grounds to ensure that they are well maintained, equipped, and staffed and report to the School Committee no less than annually.

Maintenance

The Minuteman Regional Vocational Technical School Committee can "adopt an annual operating and maintenance budget." The maintenance and repair program is viewed as a continuing long-term effort to maintain the appearance and functioning efficiency of the building and grounds.

The maintenance, repair and cleaning of school facilities (building and sites) are the direct responsibility of the Director of Facilities.

Security

The School building constitutes one of the great investments of the Minuteman Regional Vocational Technical School District. It is deemed in the best interest of the district to protect the investment adequately.

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FIRST READING: 3/4/2009

SECOND READING: 7/21/2009

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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 requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records, architectural drawings and funds shall be kept in a safe place and under lock and key when required.

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

The school building shall be closed and locked after the conclusion of the last school activity.

If an authorized school or community group is using the building in the evening, or on non-school days, the building shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to the secured building by any employee. Authorization may be granted only by the School Committee or by the Superintendent-Director and his/her staff.

Protective and preventative devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate to the individual situation.

LEGAL REFS: M.G.L. 71:16m and 68

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FIRST READING: 3/4/2009

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

ECABA STAFF AND STUDENT IDENTIFICATION PROCEDURES

It is the policy of the Minuteman Regional Vocational Technical School District to issue staff and students a photo identification badge that must be on their person at all times on the school grounds.

CROSS REF: Minuteman Student/Parent Handbook

ORIGINAL ADOPTION:

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FIRST READING: 3/17/2009

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**ECAF
MONITORING DEVICES ON SCHOOL PROPERTY VIDEO
SURVEILLANCE (VIDEO CAMERAS) CCTV (CLOSED CIRCUIT
TELEVISION)**

The Minuteman School Committee agrees to allow the use of video surveillance to promote the safety and security of students and staff, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

DEFINITIONS

Video surveillance is a term that refers to video-audio-digital components of multi-media.

GUIDELINES: VIDEO MONITORING ON SCHOOL PROPERTY

Camera Location, Operation and Control

- School buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance is necessary, as a result of threats, prior property damage, security incidents or security recommendations made by public safety officials or school administrators.
- Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.
- Only individuals authorized by the Superintendent of Schools in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.
- The Superintendent of Schools or designees shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video and electronic records.

Notification

- All staff shall be made aware of the Minuteman video surveillance guidelines and practices.
- At each site where video surveillance is employed, the school principal shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the

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ADOPTION: 5/22/12

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

school year and explain the purpose for such monitoring practice. Appropriate signage will be posted at major public entrances.

Use of Video Recordings

-A video recording of actions by students may be used by the authorized Minuteman administrator as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Minuteman property.

-Video surveillance recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Minuteman policy and school rules.

-Minuteman administrators may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.

-Minuteman administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

Protection of Information and Disclosure/Security and Retention of Video Data

-All video data must be securely stored.

-All video data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.

-The Superintendent of schools or designee must authorize access to all video electronic data.

-Documentation shall be maintained of all episodes of access to, or use of recorded materials.

-Video electronic data normally will be erased on a bi-monthly basis. Video data that contain personal information used to make a decision directly affecting an individual or a discipline case, however, may be retained for a longer period of time, as needed.

Disposal or Destruction of Video Data

-All recordings shall be disposed of in a secure manner.

Video Monitors and Viewing

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/13/12 (TO BE FURTHER REFINED)

SECOND READING: 5/8/12 (TO BE REVIEWED BY COUNSEL); THIRD READING: 5/22/12

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

-Only individuals authorized by the Superintendent of Schools shall have access to video monitors while they are in operation.

-Video monitors should be in controlled access areas wherever possible.

-Records should be viewed on a need-to-know basis only, in such a manner as to avoid public view. Video data that constitutes part of a student record shall be maintained and disseminated in accordance with federal and state laws addressing student records.

LEGAL REFS:

FERPA, 20 U.S.C. §1232g, 34 CFR Part 99

PPRA, 20 U.S.C. §1232h, 34 CFR Part 98

M.G.L. c .66, §10, M.G.L. c. 71, §34, 603 CMR 23.00 et seq.

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

ECBA SCHOOL FACILITIES USE POLICY

Statement of Purpose:

The Committee wishes to make school facilities available to the community for educational, cultural, and civic events. Recognizing that those using our facilities will be of all ages and that our campus is an educational environment, our campus buildings, facilities and resources may not be used by individuals or groups that advocate illegal activities, that engage in sexually explicit, indecent, or lewd conduct or speech. School facilities may not be used in any manner nor for any purpose that threatens to be materially and substantively disruptive.

Minuteman Regional Vocational Technical School District and its associated programs shall have priority use. All other area public schools in the member district shall have priority use based upon availability.

Second priority shall be to community-based, civic, educational, and municipal **not-for-profit** organizations within the Minuteman Regional Vocational Technical School District member towns. Activities of a cultural, educational, or recreational nature are appropriate.

The third category of use will include non-profit organizations from outside the Minuteman Regional Vocational Technical School District area. These users will be charged reduced facility and related fees.

The fourth category (and priority) of potential users consists of private and/or for-profit organizations. These activities shall not be scheduled if they interfere with the conduct of school or related approved activities or programs. However, once any application for facilities use has been approved and the rental and related fee obligations have been met, the booking is considered secure.

During any time of construction and/or renovation, the Administration shall seek to provide educational and community access while considering the safety and health of all occupants. Administration has the responsibility to prohibit or limit the use of any particular areas as the phasing of the construction project proceeds.

The superintendent-director (or designee) is the approving authority. Requests denied may be reconsidered by the superintendent-director if warranted and requested.

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Categories of Use (Listed in order of priority):

1. Minuteman Regional Vocational Technical School District related functions, organizations and associated programs; public schools and their school related organizations within the member schools and associated programs throughout the district (no extra custodial, rental, or technical fees will be charged).
2. Community-based, civic, educational, and municipal **not-for-profit** organizations within the member district. In most cases, no rental fees for the facility will be charged. Additional custodial, security or related charges may be charged in accordance with the intended use and these procedures.
3. Non-profit organizations outside the Minuteman Regional Vocational Technical School District member district. Reduced rental and related fees will be charged.
4. For-profit and private organizations for approved activities and functions appropriate to a school setting will be charged fees in accordance with the commercial rate.

Insurance:

Category 3 and 4 (see above) lessees shall provide a certificate of insurance up to the amount of \$1,000,000.00 covering the period under contract as specified by Minuteman Regional Vocational Technical School District policy. The insurance shall name the Minuteman Regional School District as an additional insured. Generally, a certificate of insurance will be required if a fee is charged for public entertainment and the event is not sponsored by a local school organization or town government organization.

Deposit:

A rental deposit is required for non-profit and for-profit organizations. The deposit will be one quarter (1/4) of the applicable rental and related fees. The deposit is required once the principal/director has approved the request.

Damages and Losses:

The lessee is financially responsible for any damage to the facilities. Minuteman Regional Vocational Technical School District is not responsible for loss or damage of articles brought to the facility.

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Custodial Services:

Custodial services are required for all events in which the building will be utilized. A fee for custodial services will be charged in accord with the activity, No private third party services may be used by any approved lessee. The basic service will be to unlock doors, provide necessary equipment, and clean and secure the facility following use. All equipment (school owned or other) to be moved must be done so under the supervision of the custodian or person designated by facilities manager(s).

Event Manager:

Any use of a facility resource which involves specialized equipment such as the kitchen for food preparation; lighting and sound; exercise equipment in the gymnasiums; computers in the classrooms and laboratories, or shop areas etc., will require the employment of an Event Manager trained and approved by the school administration. The Event Manager will instruct users as needed and supervise the use of such equipment. Cost of the employment of the Event Manager will be in addition to any rental costs and may be in addition to any custodial services.

Supervision of Facilities:

The lessee is responsible for the active supervision of those attending the event or participating in the lessee's activities. Where required by the school administration or by state/local regulations, or board policy, event security must be provided at the lessee's expense. It shall be determined by the administration and the approving authority if local police or Minuteman Regional Vocational Technical School District security (or both) will be required at the event.

Substance Use:

Alcohol possession or consumption and use of tobacco products are prohibited anywhere on school property and grounds.

Cancellation of an Event:

The Minuteman Regional Vocational Technical School District superintendent-director, or his/her designee has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Long-Term Use:

Long-term use of any facility will be considered to be one or more successive weeks. Long-term use of facilities will be considered after it is first ascertained that there will be no detriment to existing programs from this use. If space is available without detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preference.

Fees will be established by the administration that cover operating costs of these spaces (i.e., lights, heat, maintenance, insurance). If a profit-making group wishes to rent available space, the fee should be consistent with the going rate for comparable square footage (to be determined through consultation with local realtors and property managers). The rental of a classroom by an individual or private school shall be at a rate published in administrative procedures. Individual contracts for the long term use and duration of the rental agreement may be prepared by the superintendent-director and presented to the School Committee for its information.

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REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EEA STUDENT TRANSPORTATION SERVICES

The Minuteman Regional Vocational Technical School District shall be subject to all laws pertaining to school transportation; and when the agreement provides for the furnishing of transportation by the District, the Commonwealth shall reimburse the District in accordance with the provisions of M.G.L. 71:7A for the amounts expended. The State Treasurer shall annually pay to the regional school district, subject to appropriation, the sums required for such reimbursement and approved by the Commissioner of Education.

Regional school districts are subject to all laws pertaining to school transportation. (See M.G.L. 71:7A & 16C)

Provision is made in the law for the use of state transportation funds to help sustain the cost of a city or town's public transportation system when that system transports students to and from school. (See M.G.L. 71:7B)

Bus transportation to and from school is provided for all students living within the 16-town district. The rules of conduct which are observed while in school also apply when on board the school bus and at the bus stop.

The School Committee may provide transportation for athletic teams, coaches, cheerleaders, bands, and any other groups composed of pupils from the school that bear the school name and are under the control of the School Committee.

CROSS REF: Minuteman Student/Parent Handbook

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/17/2009

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EEAE SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. The School District reserves the right to use video surveillance and recording equipment on all buses. The Superintendent will ensure the following conditions in the provision of transportation services to students:

1. Students must follow established procedures for changing their boarding or unloading bus stop or for transferring from one bus to another.
2. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
3. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
4. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/17/2009

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EEAEA
BUS DRIVER EXAMINATION AND TRAINING

Licensing of School Bus Drivers:

Inasmuch as the Minuteman Regional Vocational Technical School District contracts for transportation services, the regular school bus drivers are not employees of the School District. However, because the safety and welfare of children are involved, the Superintendent shall secure verification from the contractor that all legal and health requirements have been fulfilled and that the Registrar of Motor Vehicles has properly licensed all bus drivers.

LEGAL REF: M.G.L. 6:172C; 90:7D; 90:8A

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EEBA SCHOOL-OWNED VEHICLES

All School-owned vehicles shall be the responsibility of and under the control of the Superintendent or his/her designee. All such vehicles shall be used for School purposes or as otherwise authorized by the Superintendent or his/her designee. The Business Manager shall obtain and maintain a policy of fleet insurance covering all of the vehicles which shall provide such insurance as is deemed appropriate.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EEBB
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

This is a placeholder for a future policy.

ORIGINAL ADOPTION:

REVISION:

FIRST READING:

SECOND READING:

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EF FOOD SERVICES MANAGEMENT

The Minuteman Regional Vocational Technical School Committee holds as a first priority the health and safety of its students. Therefore, it requires that the food services program for the district students shall provide healthy, nutritious meals at a reasonable cost, encouraging students to develop lifelong habits of good nutrition.

As per statute, the Minuteman Regional Vocational Technical School Committee shall establish, maintain, operate and expand a school food service program for its pupils, may make all contracts necessary to provide material, personnel and equipment needed to carry out the provisions of the National School Lunch Act; and, if necessary, may expend funds to meet the matching requirements and any other provisions the Act, and such other acts as are provided for in section one of chapter fifteen.

The Committee may use funds disbursed to them under the provisions of this act, gifts and other funds received from sale of school lunches and other meals under such programs.

1. Such contributions received in the form of money, together with fees from the sale of lunches, other meals and any allotments received from the state under the provisions of this act for said purposes, shall be deposited with the treasurer of the Minuteman Regional Vocational Technical School District and held as a separate account and expended by the Committee without appropriation, notwithstanding the provision Massachusetts General Laws, Chapter 44:53.
2. Nothing in this act shall prevent the school district from appropriating funds in addition to those provided from other sources.

LEGAL REF: M.G.L. 69:1C; 71:72

ORIGINAL ADOPTION:

REVISION:

FIRST READING:

SECOND READING:

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EFC FREE AND REDUCED PRICE FOOD SERVICES

Free lunches for eligible students will be made available according to procedures established by the Bureau of Nutrition Health & Safety. Care should be taken to provide these lunches in such a way as to avoid overtly identifying students.

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

School employees shall take great care to observe whether students are properly nourished, and to refer the student to the Guidance Department and school nurse if inadequate nutrition is suspected.

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; 69:1C; 71:72

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING:

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EFD MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the

ORIGINAL ADOPTION: 5/15/18

REVISION:

FIRST READING: 4/10/18

SECOND READING: 5/15/18

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Withdrawn and/or graduating students will receive a refund of any money remaining in their account in excess of \$1.00. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors must be signed off on their graduation paperwork by the Food Services Department, clearing them of any negative debt, or they may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

ORIGINAL ADOPTION: 5/15/18

REVISION:

FIRST READING: 4/10/18

SECOND READING: 5/15/18

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

SOURCE: MASC February 2018

CROSS REFS: JQ, Student Fees, Fines & Charges

LEGAL REFS: MGL 71:72
USDA School Meal Program Guidelines May 2017

ORIGINAL ADOPTION: 5/15/18

REVISION:

FIRST READING: 4/10/18

SECOND READING: 5/15/18

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EI INSURANCE MANAGEMENT

Insurance Coverage

The Minuteman Regional Vocational Technical School Committee shall purchase, through the budgetary process, appropriate insurance concerning the following:

1. Loss by School Committee members from legal action which might be brought against them.
2. Loss by employees from legal action which might be brought against them.
3. Loss from damage to any building, equipment, contents, or facilities caused by fire, water, wind, hail or any other natural occurrences.
4. Losses that might occur through arson, vandalism, or theft.

Special insurance coverage for students participating in Chapter 74 off-campus projects and approved work-based learning activities, and for those who plan interscholastic sports shall be purchased by the District. This policy is to provide coverage that is supplemental to the family's primary policy.

CROSS REF: EEBA

LEGAL REF: M.G.L. 44:53; 180:17D; 258:9

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EIB LIABILITY INSURANCE

The Minuteman Regional Vocational Technical School Committee may purchase insurance providing for the indemnification authorized under the provisions of Chapter 258.

A copy of this policy will be provided to the School Committee's insurance representative for this area of responsibility.

LEGAL REF: M.G.L. 258:8 & 9

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

EJ
EVALUATION OF SUPPORT SERVICES

It is the policy of the Minuteman Regional Vocational Technical School District to periodically review support services using standardized assessment measures, staff feedback, self study and peer review, parent, student and community feedback as well as state and federal agency data and review. Information gathered shall be shared with the Minuteman Regional Vocational Technical District School Committee.

REC'D NESDEC

LEGAL REF: M.G.L. 258:8 & 9

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/4/09

SECOND READING: 7/21/2009; HELD FOR DISCUSSION

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT