

SECTION 5: Support Services

Section 5 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 their management (not construction), transportation, and food services.

5.1 Support Services Goals

5.2 Safety Program

5.2.1 Buildings and Grounds Inspections

5.2.2 Emergency Plans

5.2.3 Emergency Closings

5.3 Buildings and Grounds Management

5.3.1 Vandalism

5.3.2 Traffic and Parking Controls

5.3.3 Pest Management

5.4 Material Resources Management

5.4.1 Authorized Use of School-Owned Materials and Equipment

5.5 Transportation Services

5.5.1 Student Transportation Services

5.5.2 Walkers and Riders

5.5.3 School Bus Scheduling and Routing

5.5.4 School Bus Safety Program

5.5.5 Bus Driver Examination and Training

5.5.6 Student Conduct on School Buses

5.6 Food Services Management

5.7 Insurance Management

SUPPORT SERVICES GOALS – File 5.1

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

The 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.

Current practice codified 1990

Adopted: Date of Manual Adoption

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

SAFETY PROGRAM – File – 5.2

A Goal of the Quincy Public Schools:

“To provide a safe, violence free, and drug free place of learning for all students and staff.”

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

Current practice codified 1990

Adopted: Revision: September 2004

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

CROSS REFS: School Bus Safety Program
 Staff Health and Safety
 Health Education
 Student Safety

BUILDINGS AND GROUNDS INSPECTIONS – File 5.2.1

BUILDING FIRE PROTECTION AND GROUNDS INSPECTION CHECK LIST

There is a checklist to be completed jointly by custodian and administrative head of each building, signed by both parties, and forwarded to the office of the Coordinator of Custodians.

Adopted: Revisions: September 2004

CRISIS GUIDELINES File: 5.2.2

**CRISIS GUIDELINES
FOR
ADMINISTRATORS
&
SAFETY PROCEDURES**

**CRISIS MANAGEMENT GUIDELINES
FOR ADMINISTRATORS**

Quincy Public Schools
Quincy, Massachusetts
September 2004

TABLE OF CONTENTS

I. CRISIS GUIDELINES FOR ADMINISTRATORS

II. SAFETY PROCEDURES

1. HAND SIGNALS FOR EMERGENCIES
2. EMERGENCY PROCEDURE CHART
3. BOMB THREAT/EVACUATION
4. BOMB THREAT CHECKLIST
5. BUILDING CLOSURE/LOCKDOWN
6. FIGHTS/GANGS/GROUP VIOLENCE
7. PHYSICALLY OUT-OF-CONTROL STUDENT
8. UNDER THE INFLUENCE OF DRUGS/ALCOHOL/OTHER
9. VIOLENCE- WEAPONS/HOSTAGE SITUATION
10. VISITORS IN BUILDING/INTRUDER/OUT-OF-CONTROL ADULT
11. FIRE/EXPLOSION
12. SUSPICIOUS LETTER/PACKAGE
13. EXPOSURE TO BLOOD BORNE PATHOGENS/
BODY FLUIDS
14. HAZARDOUS MATERIALS
15. EARTHQUAKE

Quincy Public Schools

Crisis Management Guidelines For Administrators

Quincy Public Schools is committed to providing a safe working and learning environment for all staff and students. To that end, these guidelines will serve as a blueprint to prevent and intervene in crisis situations that could occur within our schools.

It is the responsibility of the entire community to prepare for and respond to a school crisis. These guidelines have been formulated with the input of public safety professionals, community health and mental health agencies, school faculty and staff, parents, and students.

While the crisis response team will carry out the provisions of the crisis management plan, it is important to emphasize that many incidents of violent crisis may be preventable if every member of the school community is alert to security concerns. All staff should be instructed to report to a designated administrator any unusual activity, unauthorized visitors, signs of tampering with locked exit doors, or other security breaches. Students should also be taught to take responsibility for the safety of their school community by reporting suspicious activity on school grounds and security breaches to school staff.

School-Based Leadership During a Crisis

The building principal, assistant principal, or designee, in consultation with the superintendent of schools, is the school official who will have the authority to declare an emergency situation. The superintendent of schools or designee will notify school committee as appropriate. The same person will be in charge during a crisis and will lead the crisis team. This individual will determine when law enforcement or other public safety agencies should be contacted in accordance with the M.O.U. It is important that this person be acquainted with representatives of these agencies so that the first time that they interact is **not** during a crisis situation. The Superintendent of schools or designee will notify school committee as appropriate.

Internal Crisis Response

Quincy Public Schools has a crisis team protocol in place for any internal building crisis situation. The members of each building team will include the following:

- principal
 - dean
 - counselor
 - school psychologist
 - nurse
 - other (as designated by the principal)
- A. The principal or designee requests and verifies that the information received is accurate. This person will determine (with the family) what information may be shared within the school setting.
- B. The principal will notify the superintendent of schools.
- C. The principal may implement the administrative telephone chain if necessary to inform other schools of situation.
- D. All media requests will be handled by the building principal in consultation with the superintendent before issuing any formal statements. The Superintendent or his/her designee will inform the School Committee members.
- Teachers and students will be reminded that they need not respond to inquiries from press or others.*
- E. If possible the faculty and staff, as a group, are informed before the students by the principal and given time to discuss the matter.
- F. The crisis team meets as a group to decide how the student body will be notified. The following responses may be considered:
- A written paragraph for teachers will be prepared and available for teachers. (This may or may not be read to the students.)
 - If possible, avoid an announcement over the public address system.
 - Involve the crisis team directly as necessary, e.g. a member of the team might visit each homeroom to share information in collaboration with the teacher.
 - Hold the bells, if necessary, until there is an opportunity for the students to discuss the situation.

- When all of the classes have been informed of the situation, a follow up announcement may be made by the principal and a moment of silence may be observed where appropriate.
- At the discretion of the team, the principal may notify the families of the students of the situation and how the school has responded.
- The team will determine how to respond to staff and student concerns in the upcoming days.
- Counselors from South Shore Mental Health Center's crisis team will be called upon if deemed necessary by the team.

G. Counselors/administrators are given the opportunity to meet with students individually and in groups.

- Potentially vulnerable students and staff need to be identified and monitored for possible referral.
- It may be necessary to work collaboratively with staff in other schools attended by siblings.

H. In general student participation at funerals is individual and under the supervision of parents.

School/Community Crisis Response

Quincy Public Schools in collaboration with law enforcement, public safety, health, and mental health agencies has a crisis team protocol in place for any serious crisis situations such as bomb threats, school violence, external threats, or natural disasters.

In a serious situation the building crisis team will be joined by school security staff and resource officer. Representatives of appropriate agencies will be included as determined by the principal in consultation with the superintendent of schools.

- A. The principal will notify the superintendent of schools or designee.
- B. Staff will be alerted to the crisis situation and the appropriate Quincy Public School's Safety Procedures will go into effect.
- C. The principal will contact the appropriate outside agencies.
- D. The principal will establish a command center, if necessary, based on the needs of the situation.
- E. Media requests will be handled by the superintendent or designee only. The Superintendent or his/her designee will contact School Committee members.
- F. If necessary, a parent information and reunification center will be established.
 - Crisis counselors, clergy, law enforcement and others will be available to assist families in dealing with the crisis.
 - A system of recording any student released to parents will be established to avoid confusion.

The superintendent or designee will determine appropriate parent notification of the crisis situation, the school's response, and appropriate resources.

Procedures for Attempted Abductions

When school personnel are notified of any threatened or attempted abduction, the following procedures will be followed:

- The building principal/designee will notify the superintendent of schools, the director of security, and the Quincy Police Department immediately.
- The parent/guardian will be notified immediately.
- The student involved will be kept safe and interviewed by the appropriate person(s), i.e. principal, counselor, director of security, director of pupil personnel services, and the Quincy Police.
- Upon verification of the alleged incident, the Quincy Public School's administrative telephone chain will be put into effect. (see attached) All public and parochial schools will be given the pertinent information.
- If appropriate, teachers will be notified by a written statement to enable them to address any rumors. The decision re: sharing information with students will be determined by the principal/designee.
- All support personnel and paraprofessionals in the building will be notified if appropriate.
- Additional security guards may be brought to the school.
- After consulting with the superintendent of schools/designee, a letter will be sent to all parents of the affected schools or *all* schools, if appropriate.
- The affected school will fax a copy of their parent notification letter to all feeder schools to ensure accuracy and consistency.
- An incident report will be filed as soon as possible.
- The superintendent will notify the school committee of any serious incidents as appropriate.
- The school counselor/psychologist will follow-up with the student and parent providing support and any outside referral that may be helpful.

Media Relations

Release of information to the media is the responsibility of an individual who will be designated by the superintendent or designee. A sole spokesperson will minimize the likelihood of inconsistent or inaccurate information being provided to the media. *Interviews with students or staff on the premises will not be permitted during a crisis.*

If necessary a media information center will be established away from the crisis center. The Quincy Public School's spokesperson will work in coordination with public safety agency liaisons to provide regular updates.

Personal information about a staff member or student should not be disclosed to the media.

Parent Notification, Information and Reunification

It is critical that parents receive, as soon as practical, information regarding the crisis. Phone calls, notifying PTO/ School Council leaders, or the media may be used. If necessary a primary and secondary site to serve as a parent information and reunification center should be established. The persons responsible for this site must be designated by the principal before any crisis should occur.

Crisis counselors will be available from South Shore Mental Center. Clergy, law enforcement officers, and others will be available to meet with parents and students.

It is critical that a system for recording the release of students to parents or family members be established.

Testing the Crisis Response Plan

The school administration and the crisis team will conduct mock drills on an on-going basis to identify and correct weaknesses in the response plan, protocols, and training.

HAND SIGNALS



Stay and help



All ok, you can leave



Call 911 – possible weapon

[THE NEXT 3 PP. WERE REPLACED IN MAY 2016]

EMERGENCY PROCEDURES

LOCKDOWN

- ~~Clear halls of students to nearest classroom.~~
- ~~Lock doors, do not leave for any reason.~~
- ~~Stay away from windows and doors.~~
- ~~Stay on floor if necessary.~~
- ~~Take attendance; record any missing or additional students.~~
- ~~Keep calm; remain quiet.~~
- ~~Wait for instructions from administration.~~

Unassigned personnel report to nearest classroom and wait for instructions.

REMAIN CALM

EVACUATION

- ~~Visually scan room for suspicious objects if possible. (daily routine)~~
- ~~Take student roster, paper & pencil, and emergency instructions.~~
- ~~Take the closest and safest way out as posted. Know alternate route.~~
- ~~Take unattached students with your class and note their attendance.~~
- ~~Take students to designated areas; if in their possession, students take backpacks out with them.~~
- ~~Stay with students.~~
- ~~Take roll to determine if any students are missing.~~
- ~~All unassigned teachers report to command center.~~

REVERSE EVACUATION

- ~~Move students/staff inside.~~
- ~~Report to classroom.~~
- ~~Take attendance, report any missing students.~~
- ~~Wait for further instructions.~~

Physically challenged students will be assisted by assigned staff.

KEEP CONTROL

BOMB THREAT/EVACUATION

~~*57... *57... *57... *57... 57... *57... *57... *57... *57~~

~~**STAY CALM!!!**~~

- ~~Always let telephone ring twice before answering.~~
- ~~Keep caller on the line (Refer to Check Sheet).~~
- ~~Ask Check Sheet questions. (last page)~~
- ~~Follow *57 procedure; hang up receiver, pickup, dial 9 - *57, hold and listen for Instructions.~~
- ~~Report to principal immediately!~~
- ~~Follow principal's/designees directions.~~
- ~~If no one is available, call 911 and Superintendent~~

Evacuation (if instructed):

~~**Do not:** touch light switches, suspicious objects or lockers; use telephones or walkie talkies; or close windows or doors.~~

- ~~Visually scan room for suspicious objects if possible. —~~
- ~~Take student roster, paper and pencil, and procedure chart.~~
- ~~Exit building through nearest safe exit.~~
- ~~Take any unattached students with your class and note their attendance.~~
- ~~Take students to designated areas; if in their possession, students take backpacks out with them.~~
- ~~Stay with students.~~
- ~~Take roll to determine if any students are missing.~~
- ~~A designated person will pick up any names of missing students.~~
- ~~All unassigned teachers should report to command center.~~

~~Physically challenged students will be assisted by assigned staff.~~

~~TELEPHONE BOMB THREAT PROCEDURE AND CHECKLIST~~ ~~DID YOU CALL *57??? CHECK CALLER I.D.~~

1. ~~Person receiving the call completes this checklist.~~
2. ~~Principal/designee calls police to report the threat.~~

STAY CALM: Do not get excited or excite others. Do not open desk drawers or closet doors.

TIME: Call received _____ a.m./p.m. Terminated _____ a.m./p.m.

EXACT WORDS OF CALLER: _____

DELAY: Ask caller to repeat

QUESTIONS TO ASK:

- What time is the bomb set to explode? _____
 Where is it located? _____ Area: _____
 What kind of bomb? _____
 What does it look like? _____
 Why kill or injure innocent people? _____

VOICE DESCRIPTION:

- Sex of caller: _____ Accent (describe) _____
 ___ Calm ___ Angry ___ Excited ___ Slow ___ Rapid
 ___ Soft ___ Loud ___ Raspy ___ Nasal ___ Slurred
 ___ Stutter ___ Lisp ___ Laughter ___ Crying ___ Normal
 ___ Deep ___ Whispered ___ Clearing throat ___ Deep breathing
 ___ Cracking voice ___ Familiar ___ Disguised

BACKGROUND NOISE:

- ___ Music ___ Traffic ___ Horns ___ Clear ___ Static ___ Voices
 ___ Motor ___ PA System ___ Machinery ___ Tape Recorder
 ___ Local ___ Long Distance ___ Cellular Phone ___ Phone Booth
 ___ House noises ___ Office noises ___ Restaurant ___ Animal noises

Other _____

ADDITIONAL INFORMATION:

- Did caller indicate knowledge of facility? In what way? _____
 What line did the call come in on? _____
 Is the number listed? Yes ___ No ___ Private Number? ___ Whose? _____

Signature: _____ Date: _____

Copy: Director of Security
School Resource Officer

QUINCY PUBLIC SCHOOLS

LOCKDOWN

- Clear halls of students to nearest classrooms.
- Lock doors, do not leave for any reason.
- Stay away from windows and doors.
- Cover all glass on doors or around doors (Lockdown only) Only use fire retardant shades, curtains or paper if you are going to cover glass permanently.
- Close shades.
- Shut off lights.
- Stay on floor if necessary.
- Take attendance (by name); record any missing or additional students. Attendance will be collected by main office staff or with help from emergency responders.
- No classroom instruction during a lockdown.
- Keep calm; remain quiet.
- Wait for instructions from administration or emergency responders.

Unassigned personnel report to nearest classroom and wait for instructions.

EMERGENCY PROCEDURES

EVACUATION

- Visually scan room for suspicious objects if possible. (daily routine)
- Take student roster, paper & pencil, and emergency instructions.
- Take the closest and safest way out as posted. Know alternate route.
- Take unattached students with your class and note their attendance.
- Take students to designated areas; if in their possession, students take backpacks out with them.
- Stay with students.
- Take attendance (by name); to record any missing or additional students. (Hold up green card all present, red card for missing or additional students).
- A designated person will pick up any names of missing students or additional students.
- All unassigned teachers report to command center.

REMAIN CALM

Physically challenged students will be assisted by assigned staff.

REVERSE

EVACUATION

- Move students/staff inside.
- Report to classroom.
- Take attendance (by name), report any missing or additional students.
- Wait for further instructions.

Physically challenged students will be assisted by assigned staff.

KEEP CONTROL

**MODIFIED
LOCKDOWN**

- In this case lock all doors. This may be called when the school has a perceived danger outside of the school building.
- Staff will be assigned to exterior doors to prevent any one from leaving or entering the school building.
- Take attendance (by name), report any missing or additional students.
- The school will function as normal inside.
- Wait for further instructions.

Revised Fall 0f 2016

QUINCY PUBLIC SCHOOLS BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call your school's principal and authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact Quincy Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery
- White powder
- Protruding wires/tinfoil
- Excessive securing material

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Who Should Be Contacted

School Principal Director Of Security	Superintendent Quincy Police
--	-------------------------------------

BOMB THREAT CHECKLIST

Date: Time:

Time Caller: _____ Phone Number Where Hung Up: _____

Phone Number Where Call Received: _____

ASK CALLER

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What time will it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat

Information About Caller

- Where is the caller located? (background and noise level) _____
- Estimated age? _____
- Is voice familiar? If so who does it sound like? _____
- Other points? _____

Caller's Voice: <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	Background Sounds: <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA System <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery	Threat Language: <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
---	--	--

Other Information: _____



Quincy Public
Schools Security
Department

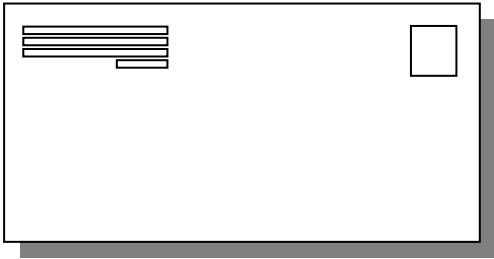
SUSPICIOUS LETTER/PACKAGE

If a letter or package appears suspicious, isolate it and call 911.

LETTER AND PARCEL BOMB RECOGNITION POINTS

- | | |
|--|--|
| <ul style="list-style-type: none"> • Excessive Postage • Incorrect Titles • Titles but No Names • Misspelling of Common Words • Oily Stains or Discoloration • No Return Address • Excessive Weight • Rigid Envelope • Lopsided or Uneven Envelopes | <ul style="list-style-type: none"> • Protruding Wires or Tinfoil • Visual Distractions • Foreign Mail, Air Mail and Special Delivery • Restrictive Markings such as Confidential, Personal, etc. • Hand Written or Poorly Typed Addresses • Excessive Securing Material such as Masking Tape, String, etc. |
|--|--|

Letter and Package Bomb Indicators



**Treat It
as Suspect!
Isolate It!**

BUILDING CLOSURE/LOCK DOWN

Crisis such as power outages, intruders, weapons, hostage situations and hazardous materials spills sometimes necessitate school lock-down.

- Clear halls of students to nearest classroom.
- Lock doors, do not leave for any reason.
- Stay away from windows and doors.
- Stay on floor if necessary.
- Take attendance; record any missing or additional students.
- Keep calm; remain quiet.
- Wait for instructions from administration.

All unassigned personnel report to nearest classroom and wait for instructions.

FIGHTS

Notify Main Office Immediately (send someone)

- Walk briskly to fights – Do Not Run.
- Ask for assistance from nearby staff members (use hand signals if necessary).
- Instruct combatants to disperse.
- **All staff are urged to use caution when taking an active role in ceasing any hostile activities.**
- Advise spectators to disperse immediately. **Assign other staff this role.**
- Yell out combatants' names and identify yourself and order them to stop. Do not step between combatants. Separate all combatants, refer to an administrator.
- Administrator will call their security personnel to location of the fight.

GANGS/GROUP VIOLENCE

- Report gang identifiers (clothing, signs, colors, street names, pagers) to the main office.
- Report strangers to the office. (See Visitors-Strangers/Intruders in this building emergency procedures policy.)
- **Report all rumors of violence/threats to the main office immediately. Immediate Action – Lock Down Procedure**
- Clear halls of students to appropriate classrooms when instructed to do so.
- Report to office any students who are in your class but are not on your class list.
- Report any missing students to the office.
- Move to a safe area within your classroom. **Lock your classroom door/secure all windows.**
- Stay away from doorway and windows.
- Keep calm. Remain with students.
- Do NOT release students until instructed to do so.
- Wait for instructions from administration.

All unassigned personnel report to the office immediately.

Use hand signals if necessary.

PHYSICALLY OUT-OF-CONTROL STUDENT

- Notify the office and/or administration immediately.
- Secure other staff for help until Administrators/others arrive.
- Administrators will assess situation and call Director of Safety-Security or 911, if necessary
- Assure safety of other students and staff.
- Move uninvolved students out of room immediately if possible.
- Keep space between you and out-of-control student, if possible.
- **Remain calm and speak in slow, calm voice.**
- Administrator/QPD/Director of Safety-Security/School Resource Officer will attempt to contain the student and assure the students safety.
- Use hand signals if necessary (see below).

USE PHYSICAL RESTRAINT ONLY TO THE EXTENT NEEDED TO PROTECT PERSONS. THE STAFF MEMBER MUST MAKE THIS JUDGMENT. ONCE RESTRAINED, STUDENT SHOULD CONTINUE TO BE REASONABLY RESTRAINED UNTIL POLICE ASSUME CONTROL.

Do not:

- Threaten if threatened.
- Threaten with police or legal action.
- Laugh or joke with the out-of-control student.

After the Incident:

Complete an incident report as soon as possible.

Use hand signals if necessary.

SUSPECTED:

UNDER THE INFLUENCE OF DRUGS/ALCOHOL/OTHER

(Symptoms may include: slurred speech, erratic behavior, sleepiness, odor of alcohol, glassy eyes, unsteady on feet.)

- Notify office immediately by intercom, note, or messenger and request immediate administrative and medical assistance.
- Continue to observe student until help arrives.
- If possible, confiscate any visible contraband and give to administrator.
- Teacher should keep students calm, reassure students and refer any related information to the office.

USE PHYSICAL RESTRAINT *ONLY* TO THE EXTEND NEEDED TO PROTECT PERSONS. THE STAFF MEMBER MUST MAKE THIS JUDGMENT.

Report all related rumors to the main office immediately

LOCK DOWN: (IF INSTRUCTED)

- Clear halls of all students.
- Keep students in classroom.
- Keep students calm and orderly, maintain regular classwork.

Wait for further instructions. Keep students calm and orderly.

Use hand signals if necessary.

VIOLENCE-WEAPONS/HOSTAGE SITUATION

LOCK DOWN PROCEDURE

- Immediately report situation to the main office.
- Move students to a safe area away from the crisis area.
- Lock doors and windows.
- Account for students.
- Wait for instructions.
- **Hold all students in place until otherwise instructed.**

If taken Hostage:

- If possible, get word to the office (via word or hand signals to passerby).
- If possible, remove students from the area.
- Do **not** try to disarm intruder.
- **Keep calm. Follow intruder's instructions.**
- Direct students to be quiet and to sit away from intruder, windows, and exits.
- Be aware police may be able to hear what is taking place and may enter the room at any time.
- Follow police instructions.

Use hand signals if necessary.

VISITORS IN BUILDING

Visitors will be greeted and offered assistance by staff.

- **Visitor policy is posted at entrance of each building.**
- Visitor reports directly to designated area to sign in, receive visitor pass and destination slip (an ID may be requested).
- Visitor must return the pass and sign out when leaving.

INTRUDER

A person not wearing a visitor pass will be considered an intruder.

Staff:

- **Take two staff members with you when approaching the intruder.**
- Meet person and direct him/her to designated visitor area.
- If there is a problem, **DO NOT ESCALATE THE SITUATION.** Ask another staff member to notify the office for assistance.
- Use hand signals, if necessary.

OUT-OF-CONTROL ADULT

- Explain appropriate behavior.
- Request adult to calm down and inform them that police may be called.
- Call 911 if adult does not comply.

Once Police officers respond to scene, they will secure the situation.

Use hand signals if necessary.

FIRE/EXPLOSION

- Update and post evacuation routes in each room annually.
- Evacuate immediately if in danger.
- Report the situation immediately to the office and/or call 911. If fire or smoke is present, pull fire alarm and remain close to the floor.

Evacuation

- Take student rosters, paper and pencil, and procedure chart.
- Exit building through nearest safe exit based on classroom floor plans.
- Take any unattached students with your class and note their attendance.
- Take students to designated areas.
- Stay with students.
- Take roll to determine if any students are missing.
- A designated person will pick up any names of missing students.
- All unassigned teachers should report to command center.

Physically challenged students will be assisted by assigned staff.

Assigned staff will:

- Notify office of location of student

Wait for further instructions. Keep students calm and orderly.

EXPOSURE TO BLOOD BORNE PATHOGENS/BODY FLUIDS

- Practice Universal Precautions.
- Have gloves and plastic bag available.
- Report incident to office immediately.
- Avoid direct physical contact with blood or other body fluids (wear gloves if possible).
- Keep other students away from exposed area.
- Observe Universal precautions when giving First Aid.
- Wash affected skin immediately with soap and water.
- Notify office/custodian regarding clearing area.
- Clean contaminated area immediately with bleach/water 1:10 solution or approved germicide.
- Dispose of contaminated materials according to exposure control policy.
- Report to Health Services if any direct contact with blood.

HAZARDOUS MATERIALS

- Report materials leak/odors to the main office. Be prepared to describe the type of material (odor, color, amount, etc.).
- Administrator will notify Quincy Fire Department.
- Avoid contact.
- Remove students from area.
- Stay upwind from affected areas.

Evacuation: (if instructed)

- Take student rosters, paper and pencil, and procedure chart.
- Exit building through nearest safe exit based on classroom floor plans.
- Take any unattached students with your class and note their attendance.
- Take students to designated areas.
- Stay with students.
- Take roll to determine if any students are missing.
- A designated person will pick up any names of missing students.
- All unassigned teachers should report to command center.

Physically challenged students will be assisted by assigned staff.

BUILDING LOCKDOWN: (if instructed)

- Clear halls of all students.
- Move to safe place.
- Stay away from doors and windows.
- Close door.
- Turn off fans. Seal around doors and vents with clothing, towels, etc.
- Report to office.
- Report any missing students to administration or contact the main office.
- Do not release students.

Wait for further instructions. Keep students calm and orderly.

EARTHQUAKE

REMAIN CALM

- Stay indoors or outdoors, wherever you are, duck and cover until tremors stop.
- Take cover under desks and tables, against inside walls, or under doorways.
- Stay alert for possible aftershocks.

**If gas is smelled, move everyone out immediately.
Notify Administration**

Evacuation: (if instructed)

Avoid downed electrical (interior)/power lines (exterior) and open gas lines.

- Take student rosters, paper and pencil, and procedure chart.
- Exit building through nearest safe exit based on classroom floor plans.
- Take any unattached students with your class and note their attendance.
- Take students to designated areas.
- Stay with students.
- Take roll to determine if any students are missing.
- A designated person will pick up any names of missing students.
- All unassigned teachers should report to command center.

Physically challenged students will be assisted by assigned staff.

Wait for further instructions. Keep students calm and orderly.

EMERGENCY CLOSINGS – File 5.2.3

In case of unusually severe weather conditions or other emergencies, the superintendent may close any or all of the schools for all or part of the day.

Announcement of the suspension of a school session because of unusually severe weather conditions or other emergencies shall be given by radio at intervals beginning at 6 a.m. over radio stations WJDA, WBZ and such other stations as are designated by the school committee, and Channels 4, 5, 7, and Quincy Cable.

The principal shall arrange for the dismissal of pupils who fail to get the "no school" announcement and arrive at school.

The length of school sessions and specific school hours shall be as determined by the school committee. In emergencies, temporary changes may be made by the superintendent.

The principal shall make provision for additional supervision as may be necessary.

No pupil shall be admitted to or remain in a school building unless provision for proper supervision has been made.

Current practice codified: 1990

Adopted:

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

Student Handbooks

PROCEDURES:

1. A No School signal is broadcast over television, and radio stations
2. Efforts will be made to place the call before 6:00 a.m.

Early school dismissal procedures for organizing police, transportation, and crossing guards, must be established by each principal.

Adopted: Revisions September 2004:

BUILDINGS AND GROUNDS MANAGEMENT- File 5.3

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

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

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

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

Adopted: Date of Manual Adoption
LEGAL REF.: M.G.L. 71:68

VANDALISM – File 5.3.1

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

Every citizen, staff member, student, and member of the police department is urged by the school committee to cooperate in reporting any incidents of vandalism to property under control of the school department.

Any student found guilty of willful destruction of school property will be subject to the financial cost of repair or replacement and will also be subject to suspension or expulsion from the school system.

Current practice codified 1990

Adopted: Date of Manual Adoption

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

Student Handbooks

VANDALISM– File 5.3.1 (continued)

The custodian and/or principal, whoever discovers the vandalism/ break-in, graffiti, must report the incident by means of a telephone call to the office of director of plant facilities. This report must include the date and time of discovery, a description of the damages involved, and a list of all items of equipment that are known to be missing at the time of the report.

This oral report must be followed by a detailed, typewritten report from the principal of the school to the Director of Plant Facilities. It must be signed by both the principal and senior building custodian. The report must be in the possession of the Director of Plant Facilities no later than the close of the day that the vandalism/break-in was reported. A copy of the report is to be forwarded to the following:

1. Superintendent of Schools

If athletic or technology equipment is found to be missing, a copy of the report shall be forwarded accordingly to either the Athletic Director, the Transportation Director or to the Director of Information Technology & Media Services.

FURTHERMORE, UPON DISCOVERY OF ANY VANDALISM/BREAK IN, THE QUINCY POLICE DEPARTMENT MUST BE NOTIFIED.

Adopted: Revisions: September 2004

TRAFFIC AND PARKING CONTROLS – File 5.3.2

PARKING ON SCHOOL PROPERTY

All employees of the Quincy Public Schools may have a Quincy Public Schools parking decal if they wish. The sticker is to be affixed to the windshield on the lower right corner.

Regulations:

1. Motor vehicles are to be towed if they are a hazard to public or student safety or if they damage school property -- parked in areas designated for school personnel. -- impede normal operation of the school.
2. Towing ordered by:
 - Chief of Police
 - Chief of Fire
 - Superintendent of Schools
 - Director of Security

Adopted: Revisions: September 2004

QUINCY PUBLIC SCHOOLS PEST MANAGEMENT - File: 5.3.3

The Quincy Public Schools is committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the school system will implement integrated pest management procedures for all of its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education, and evaluation.

All Quincy Public Schools pest management procedures will comply with Massachusetts Chapter 132B, "An Act for the Protection of Children and Families from Harmful Pesticides."

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. Overview and Goals.

- A. The Quincy Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard
 2. Reduce loss or damage to school structures or property
 3. Minimize the risk of pests from spreading in the community
 4. Enhance the quality of facility use for the school and the community
 5. Minimize health, environmental and economic risks.

II. Restrictions on Use of Pesticides and Herbicides

- A. When pesticides or herbicides are used they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. Notification of Pesticide and Herbicide Use

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff, and students and will also be posted in a common area.

- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the produce name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or a round a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method) will be sent home in writing with students in the affected building at least five days prior to application.

IV. Record Keeping

- A. The Quincy Public Schools will keep a record of pesticides and herbicides used, amounts and locations of treatments, and will keep any Material safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. Staff Responsibilities and Education

- A. Designated staff at each of the Quincy Public Schools (Principal or Assistant Principal, Head Custodian, School Nurse and Cafeteria Manager) will participate in sanitation and pest exclusion procedures appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within twelve hours, keeping lids on garbage receptacles and keeping vegetation property cut.
- B. Ongoing education of all appropriate Quincy public Schools staff will be a priority to ensure a safe and clean environment.

Legal Reference: Chapter 132B, "An Act to Protect Children and Families from Harmful Pesticides."
Approved: 2/11/2004

MATERIAL RESOURCES MANAGEMENT

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT – File 5.4.1

CARE OF PROPERTY

All employees and other persons using school property shall take the same responsibility to protect it as they would if it belonged to them personally.

LOAN OF SCHOOL EQUIPMENT

School equipment will not be available to outside organizations except under very special circumstances.

PRIVATE EQUIPMENT

Any equipment brought into the schools by outside or related organizations which cannot be kept in an assigned space, under lock and key, is to be considered school property and as such the school assumes no responsibility to the individual or group furnishing the equipment.

Current practice codified 1990

Adopted: Prior to 1990

TRANSPORTATION SERVICES MANAGEMENT

STUDENT TRANSPORTATION SERVICES – File 5.5.1

School bus transportation has become a major function of our school operation, and as such, it requires special attention in order that the greatest benefit will accrue from the money expended. It is important to make known the major objectives, which serve as a guide in the management of pupil transportation.

These are included in the following:

1. To furnish transportation to those pupils whose health or distance from school make this service essential.
2. To provide the safest possible school bus transportation.
3. To operate our school transportation system as efficiently and economically as possible.
4. To adopt and maintain a system flexible enough to meet the requirements of and to partake in the full educational program.
5. To maintain conditions on the buses which are to the best interests of the pupils from a mental, moral, and physical consideration.
6. To promote a sympathetic understanding by the public of the entire transportation program including safety, efficiency, and high standards in service.

The school committee is initially concerned with providing the safest kind of school bus operation possible. Next in importance to the safety of the pupils is efficiency in service and punctuality during operation. Therefore, in order to properly carry out the policies of the school committee, cooperation must be had on the part of the bus contractor, the school administrators, the drivers, the pupils, and their parents.

The school committee, in addition to state statutes governing school bus operation, those of the Department of Public Utilities, and the Massachusetts Department of Motor Vehicles, has set up operational rules and regulations. All parties concerned should be familiar with these rules and regulations.

The local radio stations, television stations, and the newspapers are used for emergency and no-school announcements.

STUDENT TRANSPORTATION SERVICES –5.5.1 (Continued)

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 school committee when it deems this action in the best interest of the students and the city.

Current practice codified 1990

Adopted: Date of Manual Adoption

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
Plan for Bus Transportation, School Year 1988-89

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.

NOTE: For further information, refer to the "Plan for Bus Transportation: (current issue).

SCHOOL TRANSPORTATION SERVICES – File 5.5.1 (continued)

The plan for Quincy School Bus Transportation is as follows:

- A. Kindergarten students will continue to be bused as they have been to date. Generally, kindergarten students from previously closed elementary school districts will be transported to their present school district.
- B. Students in grades 1-5 who live more than three-quarter (.75) mile from their school will be transported. Reasonably traveled and safe routes will be determined with assistance of parents and the respective principal.
- C. Elementary students (grades 1-5) who are now transported because of the closing of their former home district school will not be transported unless they meet the mileage criteria as set forth in item B, above. Should there be school closings in the future, the mileage criteria given above shall apply.
- D. There will be no Quincy Public School transportation provided for regular day middle and high school students.
- E. Transportation will not be provided for students who elect to enroll in full or partial programs in a school other than their home school, such as open enrollment.
- F. Students certified in special education and who have the provision for transportation written into their Individual Education Plans and any students assigned outside their home school district for certain special programs will have transportation provided.
- G. Transportation provided by the Quincy Public Schools shall be considered a privilege and not a right.
- H. Students may have the privilege of transportation revoked if they fail to obey the Bus Rules for Students as approved by the School Committee on February 7, 1990.
- I. Transportation of similarly situated non-public school students within the City shall be in accordance with the criteria for transportation for public school students within the City.

Adopted: Revisions: September 2004

WALKERS AND RIDERS – File 5.5.2

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 two 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.

The school committee may, by majority vote, make exceptions when a significant safety problem makes it advisable to do so.

Prior to the elimination of a bus route, notice will be given to the parents of students affected by the elimination of that route, and a discussion of the elimination of that bus route will be scheduled at a regular or special meeting of the school committee. A vote may be taken regarding the issue at the meeting.

Adopted: Revisions: September 2004

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

CROSS REF: EEA, Student Transportation services

SCHOOL BUS SCHEDULING AND ROUTING – File 5.5.3

The Superintendent is authorized to put into place alternative snow routes during emergencies. These alternative snow routes will be developed through the Transportation Office in conjunction with building principals, the Parent-Teacher organizations, and after consultation with the Quincy Police Department and the Department of Public Works.

Adopted: December 7, 1994

NOTE: For further information, refer to the bus plan for the current year.

SCHOOL BUS SAFETY PROGRAM – File 5.5.4

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 a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with State and Federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

Adopted: Date of Manual Adoption

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
All Student Handbooks

BUS EVACUATION DRILLS

To satisfy regulations as set by the Massachusetts Department of Education, it is necessary to have bus evacuation drills twice a year for every student in the Quincy Public Schools. Every bus driver is well versed in the direction of such drills. Also, each teacher in the school system has been sent a pamphlet concerning safe bus riding practices.

Approved: Prior to 1990

BUS DRIVER EXAMINATIONS AND TRAINING – File 5.5.5

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 (3) years of continuous driving experience.

All requirements for bus driver examination, training, and licensing are in compliance with Mass. General Laws.

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.

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.

Adopted Revisions: September 2004

LEGAL REFS: Highway Safety Program Standard No. 17
M.G.L. 90:78; 90:8A

BUS DRIVER EXAMINATION AND TRAINING– File 5.5.5 (continued)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.

BUS DRIVER EXAMINATION AND TRAINING– File 5.5.5 (continued)

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 Quincy. 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.

Established by law

BUS DRIVER EXAMINATION AND TRAINING – File 5.5.5 (continued)

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

STUDENT CONDUCT ON SCHOOL BUSES – File 5.5.6 and 10.8.3**BUS/MOTOR VEHICLE CONDUCT:**

- A. Motor Vehicle: Unauthorized use or misuse of motor vehicle during school hours is prohibited. Also, student parking on school grounds in faculty and staff spaces is prohibited. Illegally parked vehicles may be ticketed/towed at owner's expense.
- B. Bus Rules: Violation of bus rules to and from school, field trips, physical education, and athletic buses.
1. Previous to loading:
 - a. Students must be on time.
 - b. Students must wait until the bus comes to a complete stop before attempting to enter.
 - c. Bus riders should not move toward the bus until the bus has come to a complete stop.
 - d. Riders will not crowd and push getting on the bus.
 2. While on the bus:
 - a. Students must keep hands and head inside the bus.
 - b. Opening and closing windows is not permitted except by the driver.
 - c. Students must assist in keeping the bus safe. Students will not litter in the bus.
 - d. There must be no shouting or inappropriate language.
 - e. Students must treat bus equipment well. Any damage to equipment will be paid for by the offender.
 - f. Students must not leave books, lunches, or other articles on the bus.
 - g. Students must sit in assigned seats if applicable.
 - h. Students must keep books, packages, coats, and all other objects out of the aisle.
 - i. Students must not leave or change seats while the bus is in motion.
 - j. Students must not throw anything out of the bus window.
 - k. Riders are expected to be courteous.
 - l. There must be absolute quiet when approaching a railroad crossing stop.
 - m. In case of a road emergency, students are to remain on the bus unless requested to leave by the bus driver.
 - n. Smoking or use of tobacco products is never allowed on the bus.
 - o. Pupils shall have written permission to leave the bus at other than designated stops.
 - p. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations will not be allowed to ride on the bus.
 - q. Pupils will not eat while the bus is in motion.
 - r. Students are not to block the rear (emergency) door unless instructed to do so.
 - s. No unauthorized student will be allowed to ride a school bus without written permission from a principal or the transportation department.
 - t. Use, influence, possession, sale of alcoholic beverages or illegal or non-prescribed drugs or drug paraphernalia on school buses is forbidden.

STUDENT CONDUCT ON SCHOOL BUSES – File 5.5.6 and 10.8.3 (Cont.)

- C. Booster Buses: Misconduct of a student or students on booster buses will be reported to school administration by chaperones and addressed as would any violation of school rules as addressed herein, and in the "Student Rights and Responsibilities" brochure.

Additional rules pertaining to booster buses are as follows:

1. A minimum of two (2) chaperones are needed to properly monitor one booster bus. One chaperone will be a security officer and the other will be assigned by the Principal or Athletic Director.
2. Students will be assigned to a specific booster bus when they buy their respective tickets. Rosters will be developed reflective of such assignments and given to respective chaperones/student leaders.
3. No tickets will be sold after 2:30 P.M. on the day of (or preceding) the tournament game in question.

Revised: October 2008
Approved: Prior to August 1990

LEGAL REFS.: M.G.L. 269:17-19
Student Handbooks
Negotiated Agreements

FOOD SERVICE MANAGEMENT – File 5.6

Under agreement with the Massachusetts Department of Education, the Quincy Public Schools offer the following Child Nutrition Programs to students: National School Lunch Program, School Breakfast Program, After School Snack Program and Summer Food Service Program for Children.

Free and Reduced Meal Applications are provided to each student at the beginning of each school year. Households may submit one application for all children attending Quincy Public Schools. Applications may be submitted at any time during the school year either to a student's school or directly to the Food Service Office. Students from families that receive Food Stamps or Transitional Assistance are eligible for free meals and may be automatically approved through Direct Certification by the Massachusetts Departments of Education and Transitional Assistance.

School Breakfast is served 15 minutes before the regular start of the school day at all schools each day, beginning the first Monday of the school year. Lunch is served at all schools each day that school is in session with the exception of early release days (Tuesday) at the Elementary Schools and the day before Thanksgiving at all schools.

Menus are distributed monthly to Elementary School students, are published in the Patriot Ledger and Quincy Sun and can be viewed on Cable TV and the Quincy Public Schools website, www.quincypublicschools.com.

After School snacks may be provided free of charge to students attending certain Quincy Public Schools sponsored programs after the regular school day at the elementary and middle school level.

The Summer Food Service Program for Children provides lunches and snacks free to children age 18 and under during the summer school vacation period at designated sites throughout Quincy.

Legal Refs: National School Lunch Act, as amended (42 USC 1751-1760)
 Child Nutrition Act of 1966, PL 89-642 as amended
 Chapter 7 Code of Federal Regulations Parts 210, 220, 250

INSURANCE MANAGEMENT – File 5.7

The school committee will maintain a comprehensive insurance program that will cover the property and equipment under its control and for individuals discharging responsibilities for the school department. In its discretion, the school committee may opt for self insurance coverage as a means of satisfying the above insurance program requirement. The Committee may also authorize and participate in an insurance program for staff members and students.

Adopted: Date of Manual Adoption
Revised: April 2008
LEGAL REFS: M.G.L. 40:5; 71:37B; 258:1 et seq.
Chapter 512 of the Acts of 1978