

## SECTION E: SUPPORT SERVICES

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## 1. SCHOOL SAFETY DRILLS

Principals are responsible for the training and instruction of their students in fire and other forms of school safety by means of building evacuation drills and appropriate instructions so that students may be able to leave the building quickly without confusion. Evacuation drills shall be held in each school at least four times per year and at other times as directed by the Superintendent. A record of these drills is kept by the principals and placed on file with the Superintendent at the end of each year.

Each building principal will have up-to-date evacuation and lockdown plans for their building. Teachers, students and parents should be aware of the details of the plans, which could be used in emergency situations, including:

- Fire or explosion;
- Gangs/group violence;
- Hazardous material spill and/or exposure;
- Homicide;
- Bomb threat or suspicious device;
- Suspicious person or kidnapping;
- Utilities malfunction;
- Intruders in the building;
- Weapons/hostage situation

In all cases, the procedures outlined in the “School Crisis Staff Procedures Handbook” should be utilized in the appropriate circumstances. All building employees should be familiar with their responsibilities in these situations.

### **527 CMR 10.09**

Adopted: May 11, 2005

## 2. SCHOOL CLOSINGS AND CANCELLATIONS

The Superintendent shall be responsible for closing schools or delaying opening times because of hazardous weather conditions or other emergencies. In cases of inclement weather, when the schools are open, parents are to use their own discretion about sending their children to school without penalty (i.e., grades, attendance, etc.).

The Superintendent shall establish procedures for ensuring that parents, students and employees are provided with adequate notice when he/she closes schools or delays opening times. These procedures shall be communicated to all members of the school community.

Adopted: April 14, 2004

### 3. BUILDING SECURITY

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

All schools will post signs requiring any person not employed in the school district to report to the main office upon entering the building. Any person trespassing on school property (buildings and grounds) will be reported to the police.

During the school day, all schools will employ a front door lock, required that all visitors and parents be provided with access to the building by someone in the main office. Upon admission to the building, all visitors and parents must report to the main office to sign-in and obtain a “visitor’s badge” before going anywhere else in the building.

Adopted: December 14, 2005

## 4. BUILDING MAINTENANCE

Principals and full-time Assistant Principals shall have general charge of the school grounds, buildings and property. They shall see that they are kept in a neat and clean condition and shall report necessary repairs, alterations or changes in writing to the Superintendent or designee. They shall see that the custodians perform their duties and shall report any neglect of such duties and their recommendation for appropriate disciplinary action in writing to the Superintendent or designee.

### Custodians

Custodians shall bring to the attention of the Principal necessary repairs and replacements, shall perform their duties in such a way as not to interfere with the educational program within the school, shall report to the Principal the name of any person who injures school property, shall make all minor repairs and perform all duties required by the Principal, and shall not admit any person or persons when school is not in session unless said person or persons are duly authorized. The custodians shall have charge of heating, cleaning, and ventilating of buildings and caretaking of grounds and property. The Principal shall confer with the Superintendent or designee to plan major repairs. The custodian shall display the U.S. flag on the building or grounds on every school day when weather permits.

### **M.G.L. Chapter 71, Section 69**

Adopted: December 14, 2005

## 5. CONSERVATION

### Energy Conservation

It is the policy of the Beverly Public Schools to promote energy conservation throughout the district. To this end, the School Department shall continuously implement plans to:

1. Participate in energy-saving programs, endorsed by state and federal governmental agencies.
2. Make use of alternative sources of power including renewable sources (e.g. solar power).
3. Draw attention to energy conservation by encouraging and supporting appropriate educational programs and activities.

### Recycling

It is the policy of the Beverly School Committee to support and encourage every effort of staff and students to collect and dispose of all materials consumed and recyclable in an appropriate manner.

The School Committee shall support the purchases of products made from recycled and recyclable materials.

Adopted: August 24, 2005

## 6. AUTHORIZED USE OF SCHOOL-CONTROLLED MATERIALS

The School Committee wishes to be of assistance, whenever possible, to other city departments and community organizations. Therefore, permission to use school-controlled equipment (i.e., projectors, computer and other technology, etc.) may be granted by the Superintendent upon request by responsible parties or organizations.

Staff members may use school-controlled equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for and return of all school equipment, as well as the measures that will be taken if school equipment is damaged while in the possession of staff members, other city departments or community organizations.

Adopted: January 13, 1997

Revised: April 14, 2004

## 7. STUDENT TRANSPORTATION SERVICES

### Eligibility

Beverly Public Schools transportation will be furnished as follows:

#### *Grades K – 6*

- A pupil shall be furnished transportation to and from school each day in accordance with MA Law. The measured distance shall be the shortest, commonly traveled route measured from the nearest door of the assigned school to a point where the nearest walkway or driveway to the residence of the pupil abuts city property. Transportation will be furnished at regularly scheduled times.

#### *Grades 7 – 12*

- Secondary students can access transportation through a fee-based system, if available. Students purchasing transportation will be provided bus passes that must be carried daily and shown to the bus driver upon request.

#### *Private Schools (located within the limits of the City of Beverly)*

- The rules governing private school pupils shall be the same, grade for grade, as for public school pupils.

### Routes

Parents who have concerns about their child's transportation route must submit those concerns in writing to the Transportation Director. He/She will take each case under advisement and make a decision on its validity and notify the parent. In some cases, the Supervisor may consult with the School Business Administrator and/or the Safety Officer of the Beverly Police Department.

Pupils are NOT allowed to ride other than their assigned buses except with a written request from a parent sent to the Principal. The Principal will confer with the Director of Transportation before granting said request.

### Authorized Use of School Buses

School buses are to be used for school use only. However, the school department may make vehicles available to transport a community group, including, but not limited to, senior citizens, YMCA groups, and city recreation groups, and may charge such group for such transportation an amount sufficient to cover the cost thereof.

School buses will not be used for out-of-state trips unless the Beverly School Committee grants specific approval. School buses may be used for in-state trips at the discretion of the Superintendent of Schools.

**M.G.L. Chapter 71, Section 7A, 7B, 7C, 68; Chapter 71B, Section 4 & 8; Chapter 74, Section 8A; Chapter 76, Section 1; Chapter 159A, Section 32**

Adopted: May 11, 2005

## 8. School Bus Safety

All rules and regulations of conduct that are enforced in school apply to students traveling in school buses. The school system is responsible for the conduct of its students while using the transportation system as much as when they are in a school building.

Each bus rider shall be properly seated and no standees will be permitted while the bus is in motion. Furthermore, drivers will be obligated to refuse all passengers in excess of the rated capacity of their buses.

In compliance with State rules and regulations, students will participate three times each year in bus safety instruction; specifically, vehicle evacuation drills.

### **M.G.L. Chapter 90, Section 7B**

Adopted: April 14, 2004

## 9. FOOD SERVICES

It is the policy of the Beverly School Committee to provide meals for students in all schools and to provide free or reduced price meals to children identified as qualified through criteria established by the National School Lunch Program (N.S.L.P.). The cost of reduced price meals will reflect current N.S.L.P. policies. The Food Services program will operate in compliance with all applicable state and federal laws and regulations.

**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. Chapter 15, Section 1G, 1L; Chapter 71, Section 72**

Adopted: May 11, 2005