

## **SUPPLEMENTAL SERVICES GOALS**

Education is the district's central function, and all supplemental services shall be provided, guided, and evaluated by this requirement. Supplemental services are essential to the successful function of a school system. Management of ancillary operations is therefore an important responsibility of the district administration.

In order to provide supplemental services that are truly supportive of the educational program, the Committee establishes these goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public;
2. To provide safe transportation for students to and from school;
3. To provide nutritious meals for students.

*Adoption: 1/18/1996*

*First reading 2004 revision: February 14, 2005*

*Second reading: March 7, 2005*

*Adoption: April 11, 2005*

*Proposed reconsideration: April, 2010*

***Hull Public Schools***

## **SAFETY PROGRAM**

The goal of the School Committee is to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events. 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.

The Committee will comply with safety requirements established by governmental authorities and will expect that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools: instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the Hull Public Schools. It will be the responsibility of the Superintendent to ensure that appropriate staff members are kept informed of and implement the current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

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

*Adoption: 1/18/1996*

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***Hull Public Schools***

## PEST MANAGEMENT POLICY

The Hull Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the Hull Public Schools will implement integrated pest management procedures for 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.

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

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

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

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method) will be sent home in writing with students in the affected building at least 5 days prior to application

IV. RECORD-KEEPING

- A. The district will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides 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 (School Nutrition, Buildings, and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC

LEGAL REF: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

*First reading: February, 2002*

*Second reading: March, 2002*

*Adoption: April, 2002*

*Proposed reconsideration: April 2007*

***Hull Public Schools***

**FIRST AID  
(AND EMERGENCY CARE)**

First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accordance with School Committee policy. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.

Each Principal is charged with overseeing the immediate care of ill or injured persons within their building. The school nurse or other qualified staff member will administer emergency aid.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member, made known to the staff. Each school and bus will be equipped with first aid equipment.

All staff in each building will be trained in the Heimlich maneuver and three additional staff members will be trained in epipen administration in each building at the start of each school year. In addition, yearly CPR certification training will be provided to at least three staff members in each building.

Students who are too ill to remain in class should report to the nurse's office. The nurse will decide whether the student will remain in school or be sent home. Before the student is allowed to go home, the nurse is required to communicate with the parent/guardian or emergency contact person and arrange for dismissal before the student leaves school. The nurse shall keep a log of students receiving first aid and emergency care.

The Principal must be notified at once of all accidents or illness of any significance. A detailed accident report should be completed after the incident. Information should include name of injured, date, time of day, place, extent of injury, first aid given, and disposition of case.

Transportation of students home or to a source of medical attention is the joint responsibility of the school authorities and the parents. In the event the parent or other responsible person is not available, the school shall assume this responsibility.

*Adoption: 1/18/1996*

*First reading 2008 revision: June 9, 2008*

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*Adoption: August 18, 2008*

*Proposed reconsideration: August, 2013*

***Hull Public Schools***

## **EMERGENCY PLANS**

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

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

Building Principals will conduct drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their roles and responsibilities for building evacuation.

*CROSS REF: Crisis Emergency Manual (draft 3/05)*

*Adoption: 1/18/1996*

*First reading 2004 revision: February 14, 2005*

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*Adoption: April 11, 2005*

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***Hull Public Schools***

## FIRE DRILLS

All schools shall conform to the following fire drill regulations:

1. The Principal in charge of each school shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved; such plan shall be presented to and approved by the head of the fire department.
2. Fire drills will be conducted at least four times each school year. The first fire drill will take place during the first 3 days of school.
3. The Principal shall see that each class instructor or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his duties before he assumes such duties.
4. Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after entering such school.
5. The Fire Chief, or person designated by him, shall visit each school at least four times each year for the purpose of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advance warning to the school personnel other than the person in charge of the school at the time.
  - a. Records. A record of all fire drills shall be kept on the premises and persons in charge of such occupancies shall file written reports at least twice a year with the Fire Chief giving the following information:
    1. Time of drill.
    2. Date of drill.
    3. Weather conditions when occupants were evacuated.
    4. Number of occupants evacuated.
    5. Total time for evacuation.
    6. Other information relevant to the drill.
  - b. Evacuation. Fire exit drills shall include complete evacuation of all persons from the building.

LEGAL REF: 527 CMR: BOARD OF FIRE PREVENTION REGULATIONS

*First reading: February 14, 2005*

*Second reading: April 11, 2005*

*Adoption: May 9, 2005*

*Proposed reconsideration: May, 2010*

***Hull Public Schools***

## FIRE DRILL REPORT

A record of all fire drills shall be kept on the premises and the Principal of each school shall file written reports at least twice a year with the Fire Chief giving the following information:

Time of drill: \_\_\_\_\_ Date of drill: \_\_\_\_\_

Weather conditions when occupants were evaluated: \_\_\_\_\_

Number of occupants evacuated: \_\_\_\_\_

Total time for evacuation: \_\_\_\_\_

Other information relevant to the drill: \_\_\_\_\_

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(Print name of person filling out report)

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(Signature of person filling out report)

*First reading: April 11, 2005*

*Second reading: May 9, 2005*

*Adoption: May 23, 2005*

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**Hull Public Schools**

## EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as is possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted;
2. Driving, traffic, and parking conditions;
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools with the consultation of such sources as public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

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

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***Hull Public Schools***

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

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

Within the separate schools, the building administrator, in concert with the Facilities Manager, is responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

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***Hull Public Schools***

## **BUILDING AND GROUNDS SECURITY**

School district buildings constitute one of the great investments of the Hull Public Schools. It is deemed in the best interest of the district to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Committee requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

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

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate security 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.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

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

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Committee, by the Superintendent of Schools and his/her staff, and by the Principal of the school.

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

The building Principal is responsible for enforcing this policy.

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***Hull Public Schools***

## SECURITY

The Hull School Committee recognizes Hull Public School's responsibility to maintain order and discipline on school property and in school vehicles. The Hull School Committee also desires to afford students and staff privacy in respect to the records maintained by Hull Public Schools. The School Committee recognizes the value of video surveillance, motion detectors, alarm systems and other security devices and measures in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students, staff and visitors to district property, and to safeguard district facilities and equipment. The students and staff of Hull Public Schools recognize that their security and safety depends upon the capacity of Hull Public Schools to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

Having carefully weighed and balanced the rights of privacy of students and staff against Hull Public Schools obligation to maintain order and discipline, the Hull School Committee authorizes the use of video cameras surveillance and other security devices and measures as necessary in school vehicles and on school grounds as follows:

1. Hull Public Schools shall notify its students and staff that video surveillance and other security devices and measures may occur on any school property or on any school vehicle. Hull Public Schools shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment and other security devices and measures on school grounds and on other District property shall be supervised and controlled by the building Principal or his/her designee;
3. The use of recordings from surveillance equipment and other security devices and measures shall be subject to the other policies of the Hull Public Schools including policies concerning the confidentiality of student and personnel records;
4. Surveillance and other security devices and measures shall only be used to promote the order, safety and security of students, staff and property; however, recordings may become part of a student's educational record or a staff member's personnel record. Hull Public Schools shall comply with all applicable state and federal laws related to record maintenance and retention.
5. Through the use of surveillance and other security devices and measures, if it has been found that injury has occurred to students, staff or visitors or that damage or vandalism has occurred to school property, student(s) or staff in violation of Hull School Committee policies, administrative regulations, building rules or law, violators shall be subject to appropriate disciplinary action and if warranted, prosecuted to the full extent of the law.

*First reading: June 9, 2008*

*Second reading: June 30, 2008*

*Adoption: August 18, 2008*

*Proposed reconsideration: August, 2013*

***Hull Public Schools***

## **VANDALISM**

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

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

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages. Penalties may be imposed per the Student Handbook.

*CROSS REF: Student Handbook*

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***Hull Public Schools***

## **BUILDING AND GROUNDS MAINTENANCE**

The Committee will develop and execute a continuing program of maintenance of all district-owned buildings and grounds.

The Superintendent will carry out the above policy through providing for:

1. Buildings and grounds improvement and additions as established by capital outlay line items approved by the Committee;
2. An adequate custodial program for all schools;
3. Improvement and maintenance of school grounds and fields;
4. Repairs, including repairs of equipment and painting; and
5. Determination of obsolete equipment.

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***Hull Public Schools***

## **BUILDING AND GROUNDS MAINTENANCE**

District-owned buildings will be operated with as much efficiency as possible.

All repairs and/or maintenance work of any nature will be channeled through the office of the Facilities Manager. Personnel assigned to a building are not to contact service people directly. In the event of a breakdown or malfunction, the business office is to be notified. In the event that this problem develops after office hours or during time when school is closed, the head custodian, building Principal or the Superintendent should be contacted.

In the interest of achieving the goals of the School Committee's policy, the following guidelines regarding maintenance have been established:

### Everyday Repairs

1. All requests for classroom repairs will be made to the school Principal.
2. A work order will be written and signed by the Principal. When the work is complete, a copy of the order will be returned to the department office or other designated person.
3. The Principal will make a determination if the problem is within the scope of his/her custodians or should be referred to the office of the Facilities Manager or an outside vendor to perform the appropriate service.
4. Requests made directly to the custodians for routine maintenance or repairs will be honored.

### Emergency Repairs

1. Any staff member with a request for emergency repairs that are beyond the capacity of the school custodial staff will be made directly to the building Principal who will immediately forward requests for emergency repairs to the Facilities Manager

### Technology Repairs

1. Any staff member with a technology request will complete a technology request work order and give it to the technology specialist located in your building.
2. The technology specialist will resolve the problem if he/she is able to do so.
3. If the technology specialist is unable to resolve the problem, he/she will forward the request to the IT Director who will assign a district specialist to resolve the problem.

### Requests for Improvements

Requests for improvements may be made in writing by the building Principal and transmitted to the Facilities Manager.

Maintenance Schedules

The following are responsibilities of building Principals:

1. To oversee the operation of the school plant and require that personnel assigned to the buildings will keep it in a clean, healthful, and pleasant condition, free from dust and dirt;
2. To order the necessary supplies as they are needed for the operation of the building;
3. To make continuing checks on the use of utilities and supplies to assure that needless waste does not occur; and
4. To make routine checks for hazardous conditions including air quality. Checks will include safety of equipment, operation of equipment, and prevention of hazardous situations caused by carelessness.

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***Hull Public Schools***

## **CUSTODIAL SERVICE**

Custodians shall bring to the attention of the Principal or the Facilities Manager 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 names of any persons 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 is duly authorized. The custodians have charge of maintaining, heating, cleaning, and ventilating of buildings and care taking of grounds and property. The Principal shall confer regularly with the Facilities Manager to plan repairs and cleaning of the building. The custodians shall receive and coordinate the delivery of packages received at each school according to procedures established by the Chief Business and Financial Officer. The custodians are responsible for ensuring that all life safety equipment (including but not limited to lights, entrance signs, toilets, etc.) are in working order in preparation for annual building, health, fire, plumbing and electrical inspections. The custodian shall display the U.S. flag on the building grounds on every school day when weather permits.

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***Hull Public Schools***

## **TRAFFIC AND PARKING CONTROLS**

Driving and parking on school property are privileges granted by the Committee to persons who have reasons to be in the schools or on school property.

The school administration will develop in cooperation with local traffic authorities and traffic regulations, a plan for accommodating the flow of traffic on school roadways.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration, consistent with School Committee policy.

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***Hull Public Schools***

## **ENERGY CONSERVATION**

The Committee believes that measures should be taken to conserve energy resources and to curtail expenditures of funds.

The Committee directs the administration, supported by the school staff, to implement all operating procedures to reduce energy consumption in the schools as approved by the Committee. The Committee further directs the administration and the staff to continually assess the consumption of energy and make recommendations for improved use of energy resources.

*Adoption: 1/18/1996*

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*Adoption: May 23, 2005*

*Proposed reconsideration: May, 2010*

*Hull Public Schools*

## **MAINTENANCE AND CONTROL OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND EQUIPMENT**

In an effort to reduce educational costs and to promote individual responsibility for public property, the Committee shall establish the following policy:

1. All students shall be issued the necessary textbooks and other instructional materials (workbooks, manipulatives, supplementary texts, etc.) for their course work.
2. Adequate receipted records shall be kept on all textbooks, instructional materials and/or equipment issued to students and will indicate the condition of the materials and/or equipment at the time it was issued (good, new, fair).
3. Students who fail to return issued textbooks, instructional materials and/or equipment are required to pay the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it unable to be issued to another student will be instructed to retain the textbook and will be required to pay the cost of its replacement.

*Adoption: 1/18/1996*

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*Proposed reconsideration: June, 2010*

***Hull Public Schools***

## **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment such as projection screens, audio/visual, computers, etc. may be granted by the Superintendent upon request by responsible parties or organizations.

Staff members may use school 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.

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***Hull Public Schools***

## **STUDENT TRANSPORTATION SERVICES**

The major purpose of the Hull Public School's transportation services is to aid students in arriving at and returning from school and selected school-sponsored activities in an efficient, safe, and economical manner.

The Hull Public Schools will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment;
2. Inspection of buses;
3. Qualifications and examinations of bus drivers;
4. Driving regulations;
5. Small vehicle requirements, if applicable;
6. Insurance coverage;
7. Adherence to local regulations and directives as specified in bid contracts; and
8. Background checks.

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1;76:12Bi; 76:14

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***Hull Public Schools***

## WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

Reimbursement to the Hull Public Schools for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the Committee will provide, at a minimum, transportation for students consistent with state guidelines, which are at present:

1. Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent;
2. Grades 1 - 5: Students living more than one mile from school;
3. Grades 6 - 8: Students living more than one and one-half miles from school; and
4. Grades 9 -12: Students living more than two miles from school.

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

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

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***Hull Public Schools***

## **SCHOOL BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed in the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard;
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations;
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements; and
4. Formal classroom instruction on school bus safety will be provided at the elementary school and other grade levels when appropriate.

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

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***Hull Public Schools***

## **BUS DRIVER EXAMINATION AND TRAINING**

The Superintendent will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required;
2. Each driver will file with the bus contractor a medical certificate and proof of freedom from tuberculosis;
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses;
4. The contractor will furnish the Superintendent, and subject to review by the School Committee upon request, with a list of names of drivers and their safety records for the last three years; and
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
6. CORI checks are required for all drivers.

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

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***Hull Public Schools***

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

*Adoption: 1/18/1996*

*First reading 2005 revision: April 25, 2005*

*Second reading: May 9, 2005*

*Adoption: May 23, 2005*

*Proposed reconsideration: May, 2010*

***Hull Public Schools***

## **STUDENT CONDUCT ON SCHOOL BUSES**

Good behavior in the buses is essential to health, welfare and safety of all passengers. Any act or disregard for the rules that distracts the driver endangers the lives of all concerned. School buses are considered an extension of the school day; all safety rules must be observed.

### Procedures for Drivers and Parents:

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. The Principal will report the incident in writing to the parent concerned, with a copy to the Superintendent;
2. In case of a repetition of misconduct by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Principal's office; and
3. After a second offense and a conference with parents, if any subsequent incident of misconduct occurs, bus privileges may be denied or suspended for the student and the responsibility for transportation will then rest with the parent.
4. Students will not be allowed to change buses.

### Loading and Unloading at Bus Stop:

1. Riders must be on time. Bus drivers will not wait;
2. Riders will enter or leave the bus at regular stops only;
3. Students are to approach the bus in an orderly fashion and only when the bus has come to a complete stop;
4. Orderly behavior and respect for private property will be required; and
5. The riders, when entering or leaving the bus, must follow instructions and directions of the driver, including the assignment of seats when necessary.

### Required Conduct Aboard the Bus:

1. Riders must remain in seats or in place when the bus is in motion;
2. Whistling and shouting are not permitted;
3. Profanity and obscene language are forbidden;
4. Smoking is prohibited;
5. The following disturbances are prohibited:
  - a. Pushing or wrestling
  - b. Annoying other passengers or disturbing their possessions
  - c. Talking to the driver, except in emergencies
  - d. Throwing objects within the bus or out of windows
  - e. Climbing over seats

- f. Opening or closing windows
- g. Leaning out of windows
- h. Littering the bus
- i. Bullying or other abusive behaviors

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

Failure to comply and cooperate may result in the loss of bus privileges. While on the bus, students are subject to all the rules and regulations of the School Committee.

Whenever parents request that their child board a bus (other than the one assigned) that child must receive a written approval from the Principal. An approval pass will be issued and then shown to the bus driver.

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

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***Hull Public Schools***

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

1. The activity has the approval of the Superintendent of schools.
2. The owner of the vehicle being used in transporting students must have personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle.
5. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation.

## STUDENT SELF-TRANSPORTATION

Parents who seek permission for their son/daughter to provide their own transportation to district sponsored “non-athletic” activities shall file their request, in writing, with the Superintendent stating, specifically, the nature of their request.

In all cases, parents requesting permission for their son/daughter to self-transport shall be required to affirm and verify that:

1. The vehicle to be used is equipped with seatbelts, which are operable, and in good repair. Seatbelts shall be used at all times when the vehicle is in operation.
2. The vehicle and driver shall be insured and properly licensed by the Commonwealth of Massachusetts.
3. No other student “passengers” may be carried by the student under this policy and these rules without specific permission of the Superintendent.
4. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy.

*Adoption: 1/18/1996*

*First reading 2008 revision: June 9, 2008*

*Second reading: June 30, 2008*

*Adoption: August 18, 2008*

*Proposed reconsideration: August, 2013*

***Hull Public Schools***

**STUDENT TRANSPORTATION IN PRIVATE VEHICLE RELEASE**

*Dear Parent/Guardian:*

During the school year many of our students are involved in community service projects and various other school related activities that may take them to off campus destinations. These off campus activities add a valuable component to our curriculum and provide the participating students with many exceptional, varied and rewarding learning experiences. Signing this form will allow your student to transport him/herself and others, or travel with another student or students to these locations.

*Please read the attached policy, fill in the statement(s) that apply to your student, and sign below.*

*I give my child, \_\_\_\_\_ permission to drive him/herself to \_\_\_\_\_.*

I am the owner of the private vehicle and hereby confirm that it meets the liability insurance coverage that is specified in Hull School Policy EEAG.

*I give my child, \_\_\_\_\_ permission to drive other students to \_\_\_\_\_.*

I am the owner of the private vehicle and hereby confirm that it meets the liability insurance coverage that is specified in Hull School Policy EEAG.

*I give my child, \_\_\_\_\_ permission to ride in an "approved" student's car to \_\_\_\_\_.*

I am the parent/guardian of the student who will be transported in another student's private vehicle, an hereby confirm that I have been fully informed as to the means of transportation and give my permission for my son/daughter to travel to off campus school related destinations with another "approved" student.

If any, please indicate special instructions regarding transportation that is specific to your child.

\_\_\_\_\_  
\_\_\_\_\_

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy.

I have read and understand the attached policy.

\_\_\_\_\_  
*Signature of parent/guardian*

\_\_\_\_\_  
*Date*

***First reading: June 9, 2008***

***Second reading: June 30, 2008***

***Adoption: August 18, 2008***

***Proposed reconsideration: August, 2013***

***Hull Public Schools***

## **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The School Committee recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or his or her designee;
  - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students;
  - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip;
  - c. Drivers must have a current drivers license and proper insurance.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the Superintendent.

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*Second reading: May 9, 2005*

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*Proposed reconsideration: May, 2010*

***Hull Public Schools***

## **TRANSPORTATION IN PRIVATE VEHICLE LIABILITY ADVISORY**

The school's insurance does not cover volunteers who transport students to and from school sanctioned or sponsored events of business. If you volunteer to assist the school in transporting yourself and other students or staff to school-sponsored events in your own vehicle, please be aware that drivers are responsible for proper licensing, and vehicles must be properly inspected and insured as required by the Commonwealth of Massachusetts. Drivers should seek the advice of insurance providers as to appropriate coverage. Also, the vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy.

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*Proposed reconsideration: August, 2013*

*Hull Public Schools*

## **FOOD SERVICES**

Schools shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Education, or any other entity with proper jurisdiction over the program.

The food services shall be limited to providing school meals at school functions including students and/or staff, and community use of school facilities approved by the Principal and the office of the Superintendent.

The cafeteria vendor, in each school where cafeteria facilities exist, shall provide nutritionally adequate and attractive meals available to all pupils. Prices of the meals shall be fixed in accordance with the provisions of the Federal School Lunch Program and the School Committee.

Sanitary conditions in all phases of food preparation and serving shall be rigidly maintained at all times. The cafeteria vendor shall be responsible for the training of all food handlers in personal hygiene and techniques of sanitation.

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*Hull Public Schools*

## **FREE AND REDUCED PRICE FOOD SERVICES**

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

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

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 69:1C; 71:72

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*Proposed reconsideration: May, 2010*

***Hull Public Schools***

## **VENDING MACHINES**

It is recognized that the placement of vending machines on public property can serve the public convenience. Vending machines shall be placed on school property upon adequate notice to and approval of the School Committee having jurisdiction over said property.

The installation and use of vending machines in the schools will be controlled (including times of use and offerings in the machine) so that they will not offer competition to the school lunch program or encourage students in poor eating habits.

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*Hull Public Schools*

**DATA MANAGEMENT  
(Public Use of School Records)**

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this school district.

The Superintendent shall keep or cause to be kept all suitable records of his/her activities and those of the schools, and compile or cause to be compiled, execute, submit, and file all reports, certificates, and other documents required of the Superintendent by law or by the Committee, including an annual report in form suitable for publication in the annual Hull Town Report. It shall be the duty of the individual Principal to supervise the keeping of enrollment, attendance, and other records, and preparation of reports. These records shall be kept secure from loss or damage. Parents and guardians shall be kept informed of their children's progress by means of formal report cards, progress reports, informal notes, and by personal conferences when deemed necessary.

All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.

If the Superintendent finds the information to be public in nature, he or she shall direct that it be released for reproduction on the premises at a nominal fee. The party requesting the information will be notified immediately when the information is available.

If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall not release such information.

If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Committee, an opinion from the School Committee's Attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Attorney and shall notify such person immediately upon receipt of an answer from the School Committee's Attorney.

Information supplied to the School Committee by the staff will be presented in one of the following forms:

1. Memoranda that will not be supplied to the public. Pertinent factual information will be set forth in Appendices and will be treated as Public Records; and
2. Reports that are prepared in response to specific School Committee directives will be treated as Public Records.

LEGAL REF.: M.G.L. 4:7

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***Hull Public Schools***