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SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The Falmouth Public Schools 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 Falmouth Public Schools will comply with safety requirements established by governmental authorities and will insist 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 will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent or designee will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent or designee to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

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

CROSS REFS.: EEAE, School Bus Safety Program
GBGB, Staff Personal Security and Safety
IHAM, Health Education
JLI, Student Safety

INTEGRATED PEST MANAGEMENT

Structural and landscape pests can pose significant health and other problems to people as well as affect property and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of the School District to incorporate integrated pest management (IPM) procedures into the District maintenance and housekeeping program for control of indoor and outdoor pest problems.

Definitions

- **Pests** are populations of living organisms (animals, plants, insects and/or plant diseases) that interfere with use of school facilities for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat or is a nuisance to people, property or the environment.
- **Integrated pest management**, or IPM, is a strategy that focuses on long-term prevention or suppression of pest populations using a combination of tactics that minimize the effects of pest management activities on human health and the health of other, non-target organisms. Integrated pest management 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. An IPM plan is a decision-making process following a set of detailed procedures describing how particular pest problems will be avoided or managed.
- **Pest management tactics** may involve the activities of all users of a school facility—teachers, students, administration, and parents—not just staff responsible for pest management because how a school facility is used has great bearing on the types of pest problems which may occur.

Development of IPM Plans

The District will appoint or contract with an IPM coordinator whose duties include the development and implementation of a pest management plan. Objectives of the IPM plan will include:

- Elimination of significant threats caused by pests to the health and safety of students, staff or the public.
- Prevention of loss or damage to school structures or property by pests.
- Protection of environmental quality inside and outside school buildings.

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.

Essential IPM Principles

Pest management plans will be based on the following principles:

- Whenever possible, prevention of pests as a strategy to hinder their establishment and therefore reduce the need for pesticide use.
- Knowledge of the pest's identity, biology and life cycle will establish the basis for selection of appropriate management strategies.
- Monitoring of pest numbers and record keeping will be used to identify pests and sites requiring management action.
- Management strategies will be selected after consideration of the full variety of available options. Strategies will include all practical non-chemical, biological and chemical management measures.
- When necessary, monitoring results will be used objectively to determine action thresholds (the defined level of unacceptable numbers of a particular pest) at which least toxic chemical controls will be employed.

- Educational activities will be conducted to enhance the cooperation and understanding among staff, students, and the public.

Pesticide Use in School Facilities

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities and good sanitation practices. When it is determined that a pesticide must be used in order to meet pest management objectives, the least toxic material, adequate for the job, will be chosen and whenever possible, applied at times which will minimize human exposure. If pesticide is being used, notification of pesticide applications will be provided as per the Children's Protection Act of 2000.

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. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

Cooperation with IPM Coordinator

The District will provide administrative support to assist the IPM Coordinator in developing an IPM program that relies on minimal pesticide use. Such support will include efforts to promptly address any structural, horticultural, or sanitation changes recommended by the Coordinator to reduce or prevent pest problems. Furthermore, the District will assist the Coordinator in developing and delivering materials and programs for staff, students, and the public to educate them about the importance of good sanitation and pest control.

Facilities Planning

Pest management concerns will be addressed by the District during facilities planning and design. Pest management-related modifications to facilities will include (but are not limited to) selection of well-adapted and pest tolerant plant varieties for outdoor plantings, proper placement and types of lighting to reduce pest entry into buildings, and pest-resistant design of roofing, doorways, ventilation systems, and trash storage containers.

Contractual Agreements

The District will ensure that contractor selection is determined not solely according to price, but also by the contractor's ability to offer satisfactory IPM services as an alternative to traditional pest control services. If IPM plans are employed, they should be based on the IPM principles outlined above.

Legal Requirements

All pesticide use, storage, handling, and disposal will be conducted in accordance with Massachusetts statutes, FIFRA, the Code of Federal Regulations in 40CFR, Occupational Safety and Health Administration regulations, school District policies and procedures, and local ordinances.

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

APPROVED: 2/12/02

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent or designee and, if the Superintendent deems appropriate, to the School Committee.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

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 plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent or designee has developed and will maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted at least every three (3) years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire and Emergency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

LEGAL REF: M.G.L. 69:8A Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings
JL, Student Welfare
JLC, Student Health Services and Requirements

REVISED: 8/28/12

SOURCE: Falmouth School Committee

DISTRIBUTION OF POTASSIUM IODIDE

Upon recommendation of the Massachusetts Department of Public Health and the Massachusetts Emergency Management Agency, the Falmouth Public School District agrees to act in collaboration with the Falmouth Department of Health in the distribution of Potassium Iodide (KI) tablets to families and employees in the event of a nuclear emergency. Annually, the health office in each school, under the direction of the Office of Pupil Personnel, will designate a day to act as a distribution center for KI tablets and accompanying information.

SOURCE: Falmouth School Committee

REVISED: 1/6/2014

APPROVED: 3/25/2014

EMERGENCY CLOSINGS

The Superintendent or designee 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 or designee has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent or designee will consider many factors, including the following principal 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 affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent or designee will weigh these factors and take action to close the schools only after consultation with public works and 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. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

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

CROSS REF.: EBC, Emergency Plans

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 or designee. He/she 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 will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

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

CROSS REF.: EBAB – Integrated Pest Management

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

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

Funds and valuable records will be kept in a locked, secure place.

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

SOURCE: Falmouth School Committee

PHOTO IDENTIFICATION BADGES

To support a learning environment that is safe for students and employees by clearly identifying adults, the School Committee authorizes the use of photo identification badges for all employees in any and all schools as the Superintendent deems necessary and appropriate.

Such school badges will be required of all employees both during and after the regular student day. Other guidelines may apply to evening hours, vacations, and other times as developed by the Superintendent or his/her designee.

This system will provide one original and replacement badges as necessary at no cost to each employee.

DATE: October 9, 2001

SOURCE: Falmouth School Committee

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 the 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.

SOURCE: Falmouth School Committee

SECURITY CAMERAS ON SCHOOL PROPERTY

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, designated by the superintendent, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Cross Reference: EEAEF Use of Video Camera Surveillance on Buses

Adopted: March 8, 2016

ENERGY CONSERVATION AND MANAGEMENT POLICY

As the School Committee of the Falmouth Public School District, we believe one of our responsibilities is to insure that every effort is made to conserve energy and natural resources, while exercising sound financial management, to provide additional classroom resources. We are motivated by our responsibility for the best use of tax dollars and our belief that public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The implementation of this policy is the joint responsibility of the School Committee members, administrators, teachers, students and support personnel, and its success is based on cooperation at all levels. The Principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the Principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis. Every employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer.”

Curriculum will be available to assist every student to participate in the energy management program in the district as an “energy saver.”

Administrative procedures shall be adopted to implement our energy program and reviewed periodically. The Superintendent and/or his/her agents shall develop short and long-range strategies in the areas of facilities management dealing with energy awareness and conservation.

DATE: 10/02/79

REVISED: 4/03/00

SOURCE: Falmouth School Committee

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 may be granted by the Superintendent or designee 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 or designee to assure the user's responsibility for, and return of, all school equipment.

SOURCE: Falmouth School Committee

TRANSPORTATION POLICY

It is the intent of the Falmouth School Committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts, and regulations of the Registry of Motor Vehicles and the Department of Education pertinent to transportation of pupils, and the aforementioned laws will govern any areas not covered by specific declaration of policy.

I. Type of Service

Transportation shall be provided by contract with private bus owners or as leased school transportation vehicles.

II. Eligibility

The School Committee shall provide regular day school transportation to and from school for all elementary pupils in kindergarten through fourth grade, residing more than one (1) mile from school and for all other pupils in the fifth through twelfth grades who live one and one quarter (1 1/4) miles from the school of attendance. Pupils attending private schools are eligible for transportation in accordance with M.G.L. C. 76, ~ 1, paragraph 2 as provided to students enrolled in Falmouth schools.

III. Riding Limits, Routes, Bus Stops, and Walkers

- a. Bus routes shall be established by the Director of Transportation under the direction of the Superintendent or his/her designee, in cooperation with bus contractors so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation. The distance is not to exceed one (1) mile of the pupil's residence.
- b. Bus routes shall be structured so that the total time a student shall spend on the bus in a given day shall be minimal.
- c. Authorized bus stops shall be located and so designated at convenient intervals in places where pupils may be loaded and unloaded, cross highways and await arrival of buses with the utmost safety allowed by road conditions.

IV. Administration of Program

- a. The Superintendent shall be responsible for execution of transportation policy and regulations adopted to implement the policy.
- b. General supervision of the transportation service is a business management function. The Business Manager has delegated direct supervision to the Director of Transportation.
- c. Transportation contractors shall submit a list of bus drivers and substitute drivers to the Director of Transportation for approval by the School Committee.
- d. Bus contractors are subject to all statutes of Massachusetts governing busses, drivers, inspections, and licensing.

V. Supervision of Riders

Bus drivers have the responsibility for the safety of children riding to and from school. Bus drivers have full authority over the bus and its passengers en route to and from school and during loading and unloading in accordance with state law and administrative rules and regulations.

VI. Insurance

- a. Transportation contractors shall carry insurance as specified by the Commonwealth of Massachusetts and the Falmouth School Committee. The minimum requirement for school buses is \$300,000 per injury and \$500,000 per accident exclusive of the contracts in force.

- b. The minimum requirements for station wagons and sedans if \$50,000 per injury and \$100,000 per student.

Exceptions to these policies may be made by the school committee at the recommendation of the Superintendent or his/her designee. This will apply particularly to any students who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

APPROVED: May 24, 1977

REVISED: March 6, 1979

SOURCE: Falmouth School Committee

SCHOOL BUS SAFETY PROGRAM

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

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

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

CROSS REF.: EB, Safety Program

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND
COMMERCIAL VEHICLE DRIVERS**

The Falmouth Public Schools shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

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

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol
Testing Programs
49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 Qualifications of Drivers

STUDENT CONDUCT ON SCHOOL BUSES AND BUS STOPS

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.

SOURCE: Falmouth School Committee

USE OF VIDEO CAMERA SURVEILLANCE ON BUSES

The Falmouth School Committee approves of the installation of video camera boxes on all buses serving daily education routes for the Falmouth Public Schools. Under this process several cameras will be rotated so that one active camera is on each bus periodically within thirty school days. The objective of this system is to improve the safety of student behavior and the effectiveness of driver behavior.

Written notification will be provided to parents, students, and drivers by the School Department.

The Superintendent will develop procedural guidelines for the implementation of the camera surveillance to ensure proper use of cameras and handling of videos by appropriate personnel.

The Superintendent or his/her designee will monitor the effectiveness of the use of surveillance cameras.

SOURCE: Falmouth

APPROVED: August 22, 2000

SOURCE: Falmouth School Committee

**PROCEDURAL GUIDELINES FOR
VIDEO CAMERA SURVEILLANCE FOR BUSES**

- This program is designed to install video camera boxes on all buses running regular education daily routes for the Falmouth Public Schools. There will be two (2) or three (3) cameras, whichever number is enough to provide one active camera on each bus at least once within thirty (30) school days.
- The objective of placing cameras is to improve the safety of student behavior and the effectiveness of driver behavior.
- Written notification will be provided to parents and students through the schools, and to drivers through the bus company, stating these guidelines for use of video equipment to monitor bus behavior. A sign will be installed in each bus stating that surveillance camera may be used.
- Cameras will be placed only by the manager of the bus company, without the knowledge of drivers or students, at the direction of the school administration. Neither students nor drivers will know the specific buses carrying cameras on a specific day, and drivers will not allege the presence of a camera at any specific time.
- Videos produced on one day will be routinely spot-checked by the Transportation Coordinator and if behavior infractions are noticed disciplinary action may be taken even without a specific complaint. Tapes will be more carefully diagnosed if a reported issue on that bus is being resolved and will be routinely erased and reused. After an issue has been resolved, the tape will be erased as soon as possible.
- The only people eligible to view tapes are the Transportation Coordinator, the manager of the bus company, school administrators, or adults and drivers who are specifically involved with a problem being resolved. (Adults include caregivers of students or students who have reached 18.)

APPROVED: August 22, 2000

SOURCE: Falmouth School Committee

LATE BUS SERVICE

Late bus service is the transportation for students from school to the vicinity of home who have stayed after school for academic, athletic, intramural, disciplinary reasons and student activities.

The School Committee shall provide within its budgetary limitations transportation to support such academic, occupational, student activities, athletic, disciplinary and intramural programs which normally function after regular school hours.

DATE: 5/24/77

REVISED: 3/06/79

SOURCE: Falmouth School Committee

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

1. The activity has the approval of the Superintendent of Schools or designee.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more, and must be an approved VIPS (Volunteer in Public Schools) volunteer.
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.

SOURCE: MASC

POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Falmouth School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Falmouth School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO VEHICLE IDLING

PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500

FOR SECOND AND SUBSEQUENT OFFENSES

M.G.L. C. 90, § 16b AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Falmouth School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFERENCES: M.G.L. c 71:37H, c 90:16B and 540 CMR 27.00

APPROVED: July 27, 2010

SOURCE: MASC

USE OF SCHOOL OWNED VEHICLES

To conform to the Internal Revenue Code, the Federal Tax Reform Act of 1984 as amended by P.L. 99-44, this policy governs the use of municipal vehicles under the jurisdiction of the Falmouth School Committee. The law defines the personal use by an employee of a vehicle furnished him/her by a municipality (employer) as a fringe benefit and governed as follows:

1. The vehicle used must be owned or leased by the Town of Falmouth and provided to one or more employees in connection with duties.
2. The School Committee requires the employee to commute to and/or from work in the vehicle.
3. The School Committee's policy is that the vehicle may not be used for personal purposes other than commuting or "de minimis" personal use. The vehicle can only be used for business purposes associated with the responsibilities of the employee's position.
4. Except for such "de minimis" personal use, the vehicle would not be used for any personal purpose other than commuting.
5. The employee required to use the vehicle for commuting is not a control employee of the municipality.

DATE: 1/21/86

SOURCE: Falmouth School Committee

FREE AND REDUCED PRICE FOOD SERVICES

The school system 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 parents or guardians.

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; 15:1L; 69:1C; 71:72

**PRINTING AND DUPLICATING PROCEDURES
(COPYRIGHTED MATERIALS)**

The School Committee realizes that Title XVII of the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Committee further realizes that severe penalties are provided for unauthorized copying of audio-visual or printed materials unless the copying falls within the bounds of the “fair use” doctrine.

Any duplication of copyrighted materials by Falmouth Public Schools employees must be done with the permission of the copyright holder or within the guidelines of “fair use” as set forth in Federal regulation.

All school district staff will receive in writing, and will comply with, district regulations that detail the duplication of copyright materials and standards for “fair use” of copyright materials. These will be reviewed annually.

DATE: 10/25/77

REVISED: 3/11/03

SOURCE: Falmouth School Committee

COPYRIGHT PROCEDURES

It is the intent of the Falmouth Public School District, its School Committee, staff and students, to adhere to the provisions of current copyright laws and congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relative federal legislation and guidelines related to the duplication other retention, and use of copyrighted materials.

Specifically:

- Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Unlawful copies of copyrighted material may not be used with district-owned equipment, within district-owned facilities, or at district-sponsored functions.
- The legal and insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.
- Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with the provisions regarding fair use and public display as stated below, and are further expected to be able to provide their supervisor, upon request, the justification for materials that have been used or copied.
- Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:
 - The materials have been purchased from an authorized vendor by the individual or the district and a record of the purchase exists.
 - The materials are copies covered by a licensing agreement between the copyright owner and the district or the individual employee.
 - The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

Definition of "Fair Use"

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, four standards must be met for any of the foregoing purposes:

- A. **The Purpose and Character of Use:** The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. **The Nature of the Copyrighted Work:** Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **The Amount and Substantiality of the Portion Used:** In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. **The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work:** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Staff Responsibility

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the library/media personnel for advice and should get the permission of the Principal or his/her administrative designee on questionable cases. Library/media personnel will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

LEGAL REFS.: P.L. 94-553 Federal Copyright Law of 1976
 (U.S. Code, Title 17)