

LExINGTON SCHOOL COMMITTEE MEETING
Tuesday, December 16, 2014
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

7:30 p.m. Call to Order and Welcome:

Public Comment – (Written comments to be presented to the School Committee; oral presentations not to exceed three minutes.)

7:40 p.m. Superintendent's Announcements:

7:45 p.m. School Committee Member Announcements:

7:55 p.m. Agenda:

1. Vote to Proceed with Planning an Elementary World Language Program (30 minutes)
2. Feedback on November 4, 2014, Lexington Learns Together Program (5 minutes)
3. School Committee Discussion of SMMA Proposed Elementary and Middle School Master Plan Options (60 minutes)
4. School Committee Policies (30 minutes)
 - a. Review and Approve in Form Section E of Policy Manual: Support Services
 - b. Review and Approve in Form Section F of Policy Manual: Facilities Development

10:00 p.m. Consent Agenda (5 minutes):

1. Vote to Accept a \$10,425 Donation from the *Friends of Lexington Music, Art and Drama Students* (FoLMADS) to Provide Financial Assistance to the LHS Students Who Will Be Participating in the Choral Department's Cultural Tour of China in April of 2015
2. Vote to Accept a \$1,000 Donation from Raytheon to the LHS Robotics Club
3. Vote to Accept a \$250 Donation to the Nick Barnett Science Olympiad Team
4. Vote to Accept a \$100 Donation from Lueders Environmental
5. Vote to Approve School Committee Minutes of September 16, 2014
6. Vote to Approve School Committee Minutes of September 17, 2014
7. Vote to Approve School Committee Minutes of September 23, 2014
8. Vote to Approve School Committee Minutes of October 7, 2014
9. Vote to Approve School Committee Minutes of November 3, 2014
10. Vote to Approve School Committee Minutes of November 18, 2014
11. Vote to Approve School Committee Minutes of November 19, 2014

10:05 p.m. Executive Session:

Exemption 3 – To Discuss Strategy with Respect to Collective Bargaining Regarding All Bargaining Units

The next scheduled meetings of the School Committee are as follows:

- Wednesday, December 17, and Thursday, December 18, 2014 – 7:00 p.m., School Administration Building, Gymnasium – School Committee Interviews of Superintendent Finalists
- Friday, December 19, 2014 – 4:00 p.m., Town Offices Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue

All agenda items and the order of items are approximate and subject to change.



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Carol A. Pilarski
Assistant Superintendent for Curriculum, Instruction,
and Professional Learning

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To: Dr. Paul B. Ash
Members of the Lexington School Committee

From: Carol A. Pilarski

Re: Elementary World Language

Date: December 16, 2014

This memorandum serves as a reminder that two motions will need to be made regarding the future implementation of an Elementary World Language Program and the concurrent lengthening of the school day, as was recommended by the World Language Committee in its report of June 10, 2014. The support of the two motions proposed below will have budgetary implications for academic years beginning in FY16, as well as in future years. The budgetary impact will need to be considered in all future deliberations.

It should be noted that specific funding amounts cannot be detailed or even estimated at this time, since the two suggested Task Forces have not as yet been established to study the design of such a program or the costs related to the program and the extension of the school day.

Motion Number 1:

We, the Lexington Public School Committee vote to endorse the implementation of an *Elementary World Language Program* in the FY18 academic year based on the recommendation of the World Language Committee that current programming not be compromised and that the school day be lengthened by approximately 2 hours.

Motion Number 2:

We, the Lexington Public School Committee vote to endorse the establishment of the two Task Forces outlined in the World Language Report of June 10, 2014: The *Elementary World Language Design Team* and the *Implementation Task Force*.

I have included below, the Elementary World Language Committee’s recommendations and possible timetables, as were suggested in the June 10, 2014 report.

I. Recommendations:

- The committee wholeheartedly endorses the reinstatement of an Elementary World Language Program in the Lexington Public Schools;
- The committee feels strongly that the reinstatement of such a program should be established without compromising the highly effective curricular and instructional programs currently in place in our elementary schools; and
- The above two recommendations would require a lengthening of the school day and subsequent extensive discussions centered on a re-design of the current schedule for our elementary schools. This task clearly represents a highly complex and multi-faceted challenge that would need to include the voices of many stakeholders. In order to ensure high quality, success, and continued sustainability for this program, a thoughtful design and implementation plan must be established. We strongly believe that such a process would require at a minimum three years of planning.

II. Suggested Implementation Plan, Timetable, and Next Steps

- **December 2014:** Superintendent and School Committee vote to endorse the following next steps and implementation timetable.
- **January 2015 – August 2015:**
 1. The Superintendent will establish an *Elementary World Language Program Design Team* to study, develop, and design the world language program requirements; determine associated expenses, including staffing, materials, supplies, and professional learning. In the process, this committee would address the following unanswered questions:
 - Which language(s) will be taught? Spanish, French, Mandarin?
 - If multiple languages were to be offered, how would the possible unbalanced demand for one language over another, impact scheduling?
 - At which grade level/s will we begin instruction in the first year of implementation?

- Which additional grade level/s will be added incrementally into the progression?
- Would additional classroom space be required?
- In what ways might the choice of the World Language impact the availability of qualified teaching staff?
- In light of current research, what would be the number of minutes per week and/or number of days per week required to implement a high quality World Language program?

2. The Superintendent and other administrators will work with the Lexington Education Association to discuss and negotiate wages, hours, and working conditions associated with the lengthening of the school day by approximately two hours. (The *Implementation Task Force*). In addition to providing the time required for a high quality world language program, the extra time may allow for increased collaborative planning, professional learning opportunities, and necessary modifications to schedules that address the changing educational needs of our schools and community. Considerations would include topics such as changes to the school day, contract negotiations, adjustment of transportation schedules, and more.

- **September 2015 – November 2015:**
 - Public Discussion and Hearings for Community Input
 - Regular Update Reports to School Committee from both the *World Language Design Team* and the *Implementation Task Force*
- **December 2015 – May 2016:** School Committee reviews the required budget to support the collaborative recommendation of the *Elementary World Language Design Team* and the *Implementation Task Force*.
- **May 2016:** School Committee endorsement of the proposed plan
- **August/September 2017:** Launch the first year of the Elementary World Language Program



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To: Dr. Paul B. Ash
Members of the Lexington School Committee

From: Carol A. Pilarski

Re: Lexington Learns Together: Feedback

Date: December 16, 2014



LEXINGTON
learns together

As you will recall, on November 4, 2014, Election Day, the district's full-day Professional Learning Day, a very special educational event was held for Lexington administrators and teachers: *Lexington Learns Together*. The day was designed to showcase and highlight the work of Lexington educators and to give our faculty the opportunity to gather in one place, on one day, to share innovative ideas, stories of success, and their collective passion for teaching and learning.

I am both humbled and inspired to report to you that this day was hugely successful and far exceeded any personal expectations I had (and trust me, my expectations were high!). Clearly, the organizational scope of the day was not an undertaking I could aspire to do alone. It was the result of strong, collaborative teamwork. I am so grateful to so many for the success of the day and would like to publicly thank, first and foremost, all of the faculty and administration who worked so diligently to prepare and offer learning sessions for their colleagues. A special thank you is also extended to Len Swanton, the Professional Learning Committee, Ann Tenhor, Betsy Peterson, the entire technology

staff, Sean Hagan, Jeff Leonard, Kristen McGrath, and my most dedicated and able assistants, Jane McLaughlin, and Kristen Cronin for the commitment and joy they brought to making this endeavor a reality.

The day's program began with a brief introduction and an energizing musical repertoire from Lexington students (thank you to music teacher, Jason Ianuzzi, students in the Musical Outreach Club, and the Saxophone Quintet!) and several staff members. Lexington High School teachers, Anne Carey, Rina Faber-Mazur, and Matthew Willis performed a lyrically modified selection from *Avenue Q* entitled "I Wish I Could Go Back to College." The performance met with a standing ovation from an auditorium filled with nearly 800 staff members and presented the perfect segue and kick-off to the *Lexington Learns Together* Day. . . "we were all going back to college for the day!"

A total of 86 course selections were offered on a variety of topics that were highlighted by teachers as significant to their practice. There were 121 presenters who facilitated 133 sessions for 780 staff members. Of these, every teacher/ administrator was asked to choose 3 offerings.

Several days after the event, a survey was issued to the staff asking for feedback. The results were incredibly impressive. The survey consisted of the following highlighted questions:

1. **In terms of providing LPS educators with an innovative way to share and learn from one another, what was your overall impression of the day?**
 - *On a Likert scale of 1 – 5, participants were asked to rate the day. The average score was 4.73.*

2. **What are two to three "take-aways" that you have had from participation in your selected sessions? How might these impact your daily work with students or colleagues?**
 - *Enabling transformative change in a school district requires that a district become a "learning district." Presenting to your colleagues about a topic you are passionate about is totally energizing! Collaborating with colleagues to put on a session was a great way to deepen our professional relationships.*
 - *This was a wonderful way to connect with other educators around topics of mutual interest.*
 - *The most valuable was the host of expert teachers that we have in Lexington as resources. Each session provided me with something I could use immediately in my practice.*
 - *The opportunity to have choice in how to invest in my professional learning time was so empowering. It allowed me to approach each session with an enthusiasm I would not have had otherwise.*

3. **As a result of Lexington Learns Together, what topics or interests are you inspired to learn more about, and would perhaps like to see offered in future**

professional learning opportunities (e.g. workshops, courses, discussion groups)?

- *To name just a few: Executive functioning skills; Social Thinking; Cultural proficiency; Standards-based grading; argumentative writing; self-determination conversation regarding students with disabilities; PBIS and social/emotional behaviors; Google docs and Google Drive; Wellness: relaxation, mindfulness, yoga; technology workshops.*

4. Is there anything else you would like us to know about your experience at Lexington Learns Together?

- *It was a great day!*
- *Loved it!*
- *I loved the beginning of the day! You helped to set a great tone to the day.*
- *Best Professional Development ever!*
- *It was a magnificent event - I haven't heard a single negative word about it from anyone. Only positive raves! What kind of district event ever gets that kind of reaction!*
- *It was the most incredible Professional Learning Day that I have had the pleasure of participating in over my 20 years of working in Lexington. Thank you for this well-planned, uplifting and highly informative experience.*
- *It was wonderful! As a new person to the district, I am so impressed at your dedication to your employees. I feel really lucky to work here. Thank you!*
- *Thank you! Thank you! Thank you! It was, by far, the best professional development day yet! Thank you for creating such a relevant and important experience.*
- *I would like to commend the entire planning team for the management of this enormous undertaking. It was truly a culmination of many years of investment in professional development of Lexington's teachers, a culture of trust and sharing, and a motivating leadership team that inspires us all to give 100% to our profession. Thank you!*
- *I felt energized and motivated after such a wonderful day of learning, conversations, and work with practical applications to my classroom today!*
- *I thoroughly enjoyed this experience. It was amazing to discover how much my colleagues know. I learned a lot! I love being a student for once. Please do this again!*
- *It was perhaps the best PD ever . . . so inspirational and informative with topics that really matter to our Lexington community. This really is a special place to work! Thank you!*
- *PLEASE, PLEASE do it again! This was the most valuable learning experience I have had in 8 years.*

- *I thought this was a great day and hope this will be a recurring event. The sessions I attended were very well delivered by knowledgeable and enthusiastic staff.*
- *I participated in a workshop that was better than any other workshop or course I have ever taken anywhere, including experts who have been brought into our district and workshops outside the system. It was incredible! This was an inspiring and thought provoking day. I left with renewed energy for my work back in the classroom. A thousand thanks to the amazing team who made this happen.*
- *It was a grand slam! The ultimate BEST professional development that has ever been offered in one day, under one roof! The energy level was sky high, the excitement and enthusiasm resonated throughout the high school the entire day.*

5. Based on your experience of facilitating a session in Lexington Learns Together, is it something you would want to do again in future years?

- *100% responded Yes!*

6. As a facilitator, is it something that you would encourage a colleague to do in the future?

- *99% responded Yes!*

I chose these remarks from the feedback responses as representative of what was being shared by staff. All in all, these comments were frequently repeated throughout the survey. It is clear that our staff overwhelmingly appreciated the opportunity to spend the day learning from each other and very much would like to repeat this event in the future. What has happened as a result of the day, is that several of our schools have had mini versions of Lexington Learns Together.

I look forward to sharing further with you at Tuesday evening's meeting and answering any questions you might have.

SECTION E
SUPPORT SERVICES

EB	SAFETY PROGRAM	Formatted: Font color: Accent 1
EBAB	PEST MANAGEMENT POLICY	Formatted: Right
EBB	FIRST AID	Formatted: Font color: Accent 1
EBC	EMERGENCY PLANS	Formatted: Font color: Accent 1
EBCD	EMERGENCY CLOSINGS	Formatted: Font color: Accent 1
EBCE	SCHOOL CANCELLATION POLICY	
EC	BUILDINGS AND GROUNDS MANAGEMENT	Formatted: Font color: Accent 1
ECA	BUILDINGS AND GROUNDS SECURITY	Formatted: Font color: Accent 1
ECAA	SECURITY CAMERA POLICY	
ECAC	VANDALISM	Formatted: Font color: Accent 1
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS	Formatted: Font color: Accent 1
EEA	STUDENT TRANSPORTATION POLICIES (L)	
EEA	STUDENT TRANSPORTATION SERVICES (MASC)	
EEAA	WALKERS AND RIDERS (L)	
EEAA	WALKERS AND RIDERS (MASC)	
EEAC	TRAFFIC SAFETY AND MITIGATION	
EEAE	SCHOOL BUS SAFETY PROGRAM	Formatted: Font color: Accent 1
EEAEA	BUS DRIVER EXAMINATION AND TRAINING	
EEAEA-1	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS	
EEAEC	STUDENT CONDUCT ON SCHOOL BUSES	Formatted: Font color: Accent 1
EEAEC-R	BUS CONDUCT REGULATIONS	
EEAG	STUDENT TRANSPORTATION IN PRIVATE VEHICLES	
EEAJ	MOTOR VEHICLE IDLING ON SCHOOL GROUNDS	Formatted: Font color: Accent 1

| **EFC/efd** **MEAL CHARGE POLICY** [\(L\)](#)

| [EFCA](#) **FREE AND REDUCED PRICE FOOD SERVICES**
~~(MASC)~~

EGAP **PREPARATION OF COPYRIGHTABLE AND COPYRIGHTED MATERIAL POLICY**

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File: EB

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 School Committee will guard against such occurrences by taking ~~every possible~~ precautions to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as 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 will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

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

SOURCE: MASC

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

~~NOTE: In addition to the subcategories of code EB (all of these file locations relate to safety) there are several other places in the NEPN classification system where policies pertaining to safety may be filed, as indicated by the cross references above.~~

PEST MANAGEMENT POLICY

The ~~_____~~ Lexington Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District 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 ~~_____~~ Lexington 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 parent/guardians, 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."

File: EBB

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 or her.
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 and, if the Superintendent deems appropriate, to the School Committee.

| **SOURCE: MASC**

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

CROSS REF.: JLC, Student Health Services and Requirements

File: EBC

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

| Building Principals will meet all requirements for conducting fire-emergency 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.

| ~~SOURCE: MASC~~

CROSS REF.: EBCD, Emergency Closings

| ~~NOTE: The cross reference on the above policy is to a related statement in this manual.~~

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 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 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 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. The Superintendent is responsible for disseminating information about closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

| SOURCE: MASC

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

CROSS REF.: EBC, Emergency Plans

File: EBCE

SCHOOL CANCELLATION POLICY

PURPOSE AND SCOPE

It is the general policy of the Lexington School Committee that schools shall be kept open in accordance with the established school calendar. The Superintendent shall, however, have the authority to close any school or schools whenever conditions in his/her judgment are such as to endanger the health and/or welfare of the pupils.

In case of inclement weather, the Superintendent shall exercise his/her best judgment as to whether or not the schools shall be kept open. The Superintendent will consider a delayed opening ~~of either one (1) or two (2) hours~~ as a response to inclement weather or other emergency conditions. A decision to open with a delay will be communicated to the public and to the staff in the same manner as a no-school announcement.

~~Voted 2/01/94~~

~~Reformatted: 10/02~~

~~SOURCE: Lexington~~

File: EC

BUILDINGS AND GROUNDS MANAGEMENT

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

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. 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.

| **SOURCE: MASC**

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

| **~~NOTE: State law (M.G.L. 71:16) gives regional school districts the power to acquire property and construct buildings. Therefore, the content of this policy might be slightly different for such a district.~~**

File: ECA

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 the Department of Public Facilities, the Department of Public Works, the Fire and Law Enforcement Departments and with insurance company inspectors.

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

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of watchmen-security personnel may be approved in situations where special risks are involved.

~~SOURCE: MASC~~

File: ECAA

SECURITY CAMERA POLICY

The Lexington Public Schools (LPS) strives to maintain a safe and secure environment for its students, staff, visitors, and facilities.

In pursuit of this objective, the Lexington School Committee (LSC) authorizes the use of electronic surveillance 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 and local law enforcement agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

LPS 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 LSC policies will be subject to disciplinary action. Violations of the law will be referred to law enforcement agencies and the recorded video evidence will be provided to law enforcement agencies.

The LSC will be notified by the Superintendent prior to the installation of security cameras in LPS buildings and on its property.

LPS shall ensure that proper procedures 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 LPS. 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 camera shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.

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

~~First Reading: September 20, 2011~~
~~Second Reading: October 25, 2011~~
~~Date Approved by School Committee: November 8, 2011~~

~~SOURCE: Lexington~~

File: ECAC

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: MASC~~

File: EDC

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 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.

| ~~SOURCE: MASC~~

STUDENT TRANSPORTATION POLICIES

1. School children in grades K-6 shall be transported without charge if they live two miles or more from the school to which they are assigned.
2. Students who are not entitled to transportation between home and school free of charge may purchase a ticket to ride the bus for the school year in accordance with ~~following schedules~~ approved by the Lexington School Committee.

	INDIVIDUAL	FAMILY CAP
Before July 1 and families new to Lexington	\$225	\$450
On or Before July 31	\$245	\$490
Late Payment: After July 31, subject to availability on existing routes and at existing stops	\$365	\$730
Hayden Recreation Center	\$ 70	\$ 140

~~Students whose families move to Lexington after the last day of the school year will be entitled to purchase bus tickets at the price of \$225 ticket/\$450 family cap within thirty (30) days of entering school. All other Lexington families who purchase tickets after July 31st the designated registration period will be subject to availability of space on existing routes at existing stops. Procedures for requesting a waiver of the bus fee for financial reasons shall be made available to all interested persons.~~

3. Distances will be measured from the sidewalk or public way in front of or nearest to the homeowner's property, to the closest entrance door of the school to the homeowner's property.
4. The responsibility of escorting children across the street when sidewalks are only on one side and/or where the bus stop is on the opposite side of the street shall rest with the parents of the ~~youngster~~ child involved.

~~5. The procedure for handling behavior problems, including bad language, on school buses shall be published in each student handbook, as follows:~~

~~a. First Offense — A letter and the Bus Conduct Form shall be sent from the principal of the School the student attends to the parents advising the parents of the misdemeanor.~~

~~b. Second Offense — Bus privileges may be revoked for a two week period and parents shall be so notified by the principal of the school the student attends.~~

~~e. Third Offense — Transportation privileges may be taken away from the student for the remainder of the school year, and the parents shall be so notified by the principal of the school the student attends.~~

~~Revised February 2003~~

~~SOURCE: Lexington~~

~~5. 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~~

~~6.~~

~~7. CROSS REF.: EAAA, Walkers and Riders~~

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File: EEA

STUDENT TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system 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

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.

SOURCE: — MASC

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; 76:12B; 76:14

CROSS REF.: — EEA, Walkers and Riders

NOTE: For additional information, refer to Guidelines to School Transportation Services in Massachusetts, published by the Department of Education in 1975.

NOTE: Regional school districts should refer to M.G.L. 71:16C before formulating a policy in this area.

Special publications that offer procedures and informational details can be referred to as a source of additional information, as in the policy above.

File: EEAA

WALKERS AND RIDERS

Students in grades K-6 who live in excess of two miles from their districted school are entitled to Town paid transportation. K-6 students who live two miles or less from their districted school and all students in Grades 7-12 will not be transported at Town expense, but may apply for transportation for a fee, on a space available basis.

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

CROSS REF.: EEA, Student Transportation Services

SOURCE: Taken from letter to parents from Elaine Celi, April 2010

File: EEA

WALKERS AND RIDERS

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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 school system 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 transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

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Grades 1–3: Students living more than one mile from school.

Grades 4–6: Students living more than one and one-half miles from school.

Grades 7–12: Students living more than two miles from school.

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Exceptions to these guidelines may be made at the discretion of the Superintendent. 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.

SOURCE: — MASC

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

CROSS REF.: — EEA, Student Transportation Services

NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.

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TRAFFIC SAFETY AND MITIGATION

I. PURPOSE/POLICY:

The School Committee and administration strive to ensure overall safety of students, employees, and community members while on school property. The School Committee encourages walking, bicycling, school bus, car pool, and other means of mass transit to access school property. In addition, the School Committee is aware of and understands that traffic conditions on school property and subsequently residential streets abutting school property affect the neighborhoods' livability.

The goal of the School Committee Traffic Safety and Mitigation Policy is to improve safety by affecting driver behavior and the quality of life for residents, pedestrians, bicyclists, and motorists. In addition, it is to ensure that school traffic plans do not hinder quick response time for emergency service vehicles including fire trucks, police cars, ambulances, and large vehicles such as school buses and trucks used for providing essential municipal, school, and resident services.

The School Committee is responsible for traffic safety and mitigation on school property. Principals are responsible for following School Committee policy and for the safe and proper transfer of students to/from home. The principal's jurisdiction is the management and operations of school grounds and school owned/contracted vehicles. Visitors, parents, guardians, and designated care-givers are responsible for following all posted policies, regulations and guidelines for traffic safety and mitigation on and around school property.

Traffic safety and mitigation improvement can be achieved through education, enforcement, and engineered traffic calming programs. Traffic calming is defined as a combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.

II. SCOPE OF RESPONSIBILITY:

The superintendent will monitor the implementation of the policy and provide support to principals and the transportation coordinator who are responsible for implementing the policy and establishing student to parent transfer procedures for the school buildings. Traffic plans, signage, and direction are part of this policy and must follow Manual on Uniform Traffic Control Devices (MUTCD) standards. The School Superintendent or designee is appointed to the Traffic Safety Advisory Committee.

Any changes to posted traffic plans for each school building must be reviewed by the Traffic Safety Advisory Committee before being approved by the School Committee and implemented by the building Principal.

III. ADMINISTRATION

The following shall be enforceable at all times, but with diligence during school hours, commencing 7:00 a.m.-6:00 p.m. on days Lexington Public Schools is in session, including summer school programs:

1. Traffic and parking regulations promulgated by the Commonwealth of Massachusetts and the Town of Lexington must be followed and are enforceable by the Lexington Police Department on school property. *This will apply to all modes of transportation (e.g., vehicle or bicycle).*

File: EEAC

2. All school traffic plans shall use the *Lexington Public Schools Standard Signage and Pavement Markings Guide* and shall be MUTCD compliant.¹
3. Violations of traffic regulations or safety and mitigation policies may be subject to fines and other penalties permitted by law.
4. School traffic plans, policies, and guidance will be posted on the district web site for each school location and reviewed annually by the principal and the school department's liaison to the Traffic Safety Advisory Committee.
5. School hours will be posted on district calendars and web sites.
6. Instructions given by school designated traffic personnel must be followed. School traffic personnel are identified as any individual wearing a garment that meets the requirements of ANSI 107 (OSHA) and using hand-signaling devices, such as STOP/SLOW paddles, to control traffic through specified temporary traffic control zones.

The following actions are prohibited:

- Parking, standing, or waiting to drop off or pick up students in designated bus lanes.
- Domesticated animals on school property under town by-law § 187-96 during arrival and dismissal and unrestrained animals at any time on school property. All owners are responsible for cleaning up after their animals if they are brought on school property.
- Jaywalking. Use all painted crosswalks for crossing driveways and in parking lots. Avoid illegal or reckless pedestrian crossing of a roadway or driveway.
- Exiting a vehicle in a non-curbside lane (driver's side).
- U-turns on school property.
- Double-parking.
- Blocking an intersection in a neighborhood or on school property.
- Dropping off or picking up passengers in a driveway or traffic lane.
- Horn honking, except as a warning of imminent danger.

In an effort to support safe arrival and dismissal of all students and employees, the Principal may:

- Require submission of license plate numbers upon request for all vehicles driven by visitors, parents, employees, students, and family-designated drivers;
- Use license plate information to grant permission and privileges, provide notice or educational material, or assess authorized fines, penalties, to owners and operators;
- Assign parking spaces for employees; (Visitor and handicap parking will be designated on the posted plan for the school.)

¹ <http://mutcd.fhwa.dot.gov/>

File: EEAC

- Remove illegally parked vehicles or other obstructions from traffic flow areas and invoice the owner of the vehicle or obstruction for the removal cost;
- Restrict cars from standing, parking, or idling in the pick-up zone prior to the designated time;
- Require use of placard or other signs to identify vehicles picking up students in designated vehicle lanes;
- Establish written transfer procedures for a child from the school house to the parent or other authorized designee;
- Restrict students from being loaded into vehicles in undesignated areas;
- Discourage the use of cell phones in the drop-off or pick-up lane/zone; (All drivers, regardless of age or license status, are banned from texting while behind the wheel.²)
- Remove privileges of parents to pick up their student should the owner/operator behavior be deemed unsafe to other motorists, employees, or students.

LEGAL REFS.: Manual on Uniform Traffic Control Devices (MUTCD) - FHWA; State Supplement: Massachusetts Amendments to the 2009 MUTCD (January 2012) (PDF, 1.9MB)
State Traffic Control Detailed Drawings, Policies, Design Manuals: Massachusetts DOT Highway Division Manuals
No Idling: 540 CMR: REGISTRY OF MOTOR VEHICLES (Chapter 386 of the Acts of 2008)
Town By-Laws: § Chapter 46. Engine Operation Of Stopped Vehicles
Animals on School Grounds: Town By-Laws: §187-96 Prohibited activities, Clause L.
Restraint of dogs required; licenses: Town By-Laws: §9-2.
Parking: Town By-Laws: §135-5.0, General Regulations, 5.1, Off-Street Parking and Loading.

~~First Reading: September 20, 2011~~
~~Second Reading: October 25, 2011~~
~~Date Approved by School Committee: November 8, 2011~~

~~SOURCE: Lexington~~

² ~~<http://www.dmv.org/ma-massachusetts/safetv-laws.php#Cell-Phones-and-Texting>~~

File: EEAE

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~~ review of safe arrival and dismissal rules for all students will be provided.

~~SOURCE: MASC~~

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

File: EEAEA

BUS DRIVER EXAMINATION AND TRAINING

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~~The School Committee 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 school officials a medical certificate and proof of freedom from tuberculosis.~~
- ~~3. — No person under 18 years and only persons of high character will be allowed to operate school buses.~~
- ~~4. — Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.~~
- ~~5. — The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.~~
- ~~6. — The contractor will notify school officials as soon as possible of any change of bus drivers.~~

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~~SOURCE: — MASC~~

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

File: EEAEA-1

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

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~~The District 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 District 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.~~

~~SOURCE: MASC~~

~~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 Qualification of Drivers~~

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STUDENT CONDUCT ON SCHOOL BUSES

The ~~School Committee~~ Lexington Public Schools 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~~ procedures published in the student handbooks.

~~SOURCE: MASC~~

~~NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.~~

BUS CONDUCT REGULATIONS

Lexington Public School Committee considers the school bus an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Lexington Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety. The right of a pupil to school bus transportation is a qualified right, dependent of good behavior. In cases where a pupil seriously or continuously misbehaves, the principal or designee of the school will notify parents. The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well-being of students.

STUDENTS WHO RIDE A SCHOOL BUS ARE EXPECTED TO BE FAMILIAR WITH THE FOLLOWING:

At Your Bus Stop

- Arrive at your bus stop on time.
- Pupils shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk, and display manners that indicate consideration and safety for others.
- Pupils shall never approach a school bus until it has completely stopped and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should board and alight first from the bus.
- In crossing the roadway after alighting from the bus, cross only in front of the bus when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.

On Your Bus

- All students are issued a bus pass that they must show each day upon entering the bus. A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked.
- The bus driver has full authority as well as responsibility for control of the conduct of pupils while they are on the bus. Pupils should not annoy the operator or distract his/her attention from driving. The bus drivers should be treated with courtesy and respect at all times.
- The safety of students, and particularly those who suffer from life threatening allergies, is a major concern. It is because of this that food (including any type of candy or gum) and drinks are strictly prohibited from consumption on the school bus. All food, drink, and candy must remain contained while on the school bus.
- Vandalism, destruction, or defacing of property will not be tolerated.
- Pupils who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
- Due to the width of the school bus aisle (12" at the knees and 15" at the waist/chest) and the height of the seat backs (44" from the floor to the top of the seat back), no large instruments (e.g., cellos, French horns), large projects or large objects may be brought on the bus. In addition, a child must be able to carry and contain any and all items between his/her legs or on his/her lap. Cellos, French horns, large projects, or other large objects cannot be accommodated in the one seat in which a child is sitting. Do not block the aisle. Find a seat quickly. No saving seats. Two or three children permitted in a seat, no more.
- Stay seated while the bus is moving. Wait until the bus stops before getting up.

File: EEAEC-R (also JCC-R)

- ~~• Pupils shall not open windows without permission. Do not throw anything out of the window. Do not put your hands, arms, or any parts of your body out the window at anytime. Do not open the rear exit emergency door unless there is an emergency or the driver directs you.~~
- ~~• There shall be no pushing, striking, or general fooling. Pupils are not allowed to use profane or abusive language.~~

Behavior

~~The procedure for handling behavior problems, including bad language, on school buses shall be as follows:~~

- ~~a. First Offense: A letter and the Bus Conduct Form shall be sent from the principal of the school or transportation coordinator to the parents of the student advising the parents of the offense.~~
- ~~b. Second Offense: Bus privileges may be revoked for a two-week period, and parents shall be so notified by the principal of the school the student attends.~~
- ~~e. Third Offense: Transportation privileges may be taken away from the student for the remainder of the year, and the parents shall be so notified by the principal of the school the student attends. There are no refunds if privileges are revoked.~~

SOURCE: Lexington

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The School Committee does not encourage the use of private vehicles to transport students to and/or from school activities. However, in rare instances when private transportation appears to be the most viable option, the Superintendent's permission must be requested in advance. Under no circumstances will the Superintendent authorize the transporting of students by other students in private vehicles. Except as specifically noted below, school committee members, administrators, and employees are strictly prohibited from transporting students to and/or from school and/or school activities, unless the student is the child of the individual. In urgent and/or emergency situations (e.g., a bus breaks down and no spare bus is available), the Superintendent and police department will be contacted to ensure the safe transportation of students.

If any student does not use the transportation provided by the school district, he/she assumes full responsibility and risk.

Permission for use of private vehicles must be requested sufficiently in advance of the event to allow the Superintendent to grant or deny permission. The Superintendent will make her/his decision based upon a number of factors, including but not limited to, proof of sufficient insurance coverage, driver's safe driving record, distance, time of day, weather conditions, and number of students involved.

Notwithstanding the prohibition contained in paragraph I above, the Committee authorizes the Home to School Liaison to transport students to their home in emergency situations only. The Home to School Liaison must obtain prior approval from the Superintendent in each instance where it is deemed necessary to transport a student, and the Superintendent will review the factors listed above in making his/her decision.

Should private transportation be approved, all drivers will be subject to the district's CORI policy.

~~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.~~
- ~~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.~~
- ~~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~~

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 and 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 _____ School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The _____ 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 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 _____ 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 REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00
Lexington Town Bylaw Chapter 46

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MEAL CHARGE POLICY

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The School District: Responsible for supporting the Food Service Department in collection activities.

The Parent/Guardian: Immediate payment.

ADMINISTRATION

1) Free and Reduced Lunch Students

- a) Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal everyday. A la carte items are not part of the USD A program.
- b) Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of six (6) reduced priced meals which will be known as the "account cap." Reduced lunch status allows a child to receive reduced priced meals at a reduced amount determined by the Department of Elementary and Secondary Education, Nutrition, Health & Safety Programs.

2) All Other Students:

- a) **Elementary students:** will be allowed to charge up to a maximum dollar equivalent of three (3) meals which will be known as the "account cap."
 - (1) These meals will include anything on the menu.
 - (2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - (3) When the child reaches the "account cap" they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk

File: EFC/efd

- (4) This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
 - (5) Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.
- b) **Middle School Students:** will be allowed to charge up to a maximum dollar equivalent of two (2) meals which will be known as the "account cap."
- (1) These meals will include anything on the menu.
 - (2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - (3) When the child reaches the "account cap" they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk
 - (4) This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
 - (5) Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions may become a cash basis transaction.
- c) **High School Students:** will not be allowed to charge any school meals causing their school lunch account to go into a deficit balance.
- 3) **Balances Owed:** Collection of Balances owed will follow the School Committees' policies Student Fees, Fines, and Charges and Demand for Payment. This will apply to any account balances above the "account cap" at any time or after May 1, and any payments made by check that are returned to the district by the bank with notice of "insufficient funds." Balances may be checked at any time by logging into the <https://www.mvnutrikids.com> system or e-mailing the Food Service Director. All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to elementary students whose accounts are low.
- a) **Checks Returned for Non-Sufficient Funds (NSF):** When a check is returned to the Treasurer's Office for "NSF," a letter will be sent to inform the parent(s) from the Food Service Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the Town of Lexington and sent to the Food Service office. The penalty fee and the amount of the check will be deducted from the child/children's lunch account immediately upon notice from the bank and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 §40 A.
 - b) **Balances Owed with No Response by Parent/Guardian:** If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:
 - 1) Delay the issuance of report cards, transfer cards, and class assignments until obligations are met.
 - 2) Prohibit participation of the student in the program.
 - 3) Prohibit participation of student or other students in the student's household from participating in any future fee based program until or unless outstanding balances are resolved.
 - 4) Prohibit student participation in senior activities or graduation exercises.
 - 5) Referral to small claims court and/or District Attorney's Office.

2 of 4

File: EFC/EFD

- 4) At the first of May the food service program must begin to close the books for the school year. As a result the point of sale system will be blocked from accepting deficit account balances including the account cap limits.
 - i) Parents/Guardians will be sent a written request for "Payment in Full." (The deposit requests will be mailed home.)
 - (1) Students who forget money or have a zero balance will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit +milk
 - (2) This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.
 - ii) All charges not paid before the end of the school year will be carried forward into the next school year.
 - iii) Seniors must pay all charges before receiving their cap and gown.
 - iv) All seniors will receive a notice in May of remaining money in their lunch account. They will receive a letter to elect to move money into a sibling lunch account or to elect to receive a refund. All refund requests will be sent to the food service office and then forwarded to the Business Office for payment.
- 5) All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Program or the school district's Food Service Management Company shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the Business Office will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals.
 - a) **Blocks on Accounts:** A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or set dollar cap. The School Business Manager may instruct the Food Service Director to place a block on a student's account due to non-payment of district fees or other collection issues.
 - b) **Refunds**
 - i) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.
 - ii) Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.
 - c) **Unclaimed Funds:** All refunds must be requested within one year. Unclaimed funds will then become the property of the Lexington Public School Food Service Program.

NOTE: All funds collected by the Food Service Management Company are the property of the Lexington Public Schools under the authority of the School Committee. All funds are deposited into a bank account controlled by the Lexington Town Treasurer. It is from this fund that the Food Service Management Company is paid for goods and services required to operate the program.

3 of 4

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.~~

~~The Superintendent will follow USDA National School Lunch Program rules and regulations in regards to eligibility for free milk, free meals, and reduced price meals.~~

~~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.~~

~~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.~~

~~SOURCE:—MASC~~

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

~~Note: The complete policy statement adopted by the Committee and reviewed by the Massachusetts Dept. of Elementary and Secondary Education is on file in the Superintendent's office.~~

PREPARATION OF COPYRIGHTABLE AND COPYRIGHTED MATERIAL POLICY

~~I. PURPOSE AND SCOPE~~

The Lexington Public Schools, in order to protect and benefit from copyrightable material prepared, developed or produced by its employees in the course of their employment, shall copyright all such material, and shall release such material only under a valid licensing agreement executed by the Superintendent of Schools.

~~H. APPLICATION~~

~~A. Any original written, photographed or video- or audio-taped material or production prepared, developed or produced by a Lexington Public School employee in the course of* his/her employment shall be marked "Copyright, Lexington Public Schools, 2002(Year)," except that an employee may request that the Superintendent of Schools permit him/her to copyright material him/herself. Such permission must be in writing. If permission is given, the Superintendent of Schools may require the staff member to give the Lexington Public Schools a percentage of the royalties, roughly equal to the percentage of time spent developing the materials in the course of employment.~~

~~A.~~
B. The Superintendent of Schools shall be notified in writing immediately upon the copyrighting of any material or production under Section A of these procedures.

C. Any material or production copyrighted by the Lexington Public Schools may be released outside the Lexington Public Schools only upon the execution of a legally binding licensing agreement between the Lexington Public Schools and the person or entity seeking to use such copyrighted material.

D. If financial or other assistance is provided by any person or entity other than local, state or federal government in connection with the preparation, development or production of any copyrightable material, the Superintendent of Schools and such person or entity shall agree in writing prior to such preparation, development or production whether the Lexington Public Schools or such person or entity shall have the right to copyright the finished product.

*..."in the course of" means during school time and/or using school equipment and/or on school premises.

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Adopted 4/83
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SOURCE: Lexington

SECTION F
FACILITIES DEVELOPMENT

FA FACILITIES DEVELOPMENT GOALS

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FA-E FACILITIES DEVELOPMENT GOALS

FCB RETIREMENT OF FACILITIES

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FF NAMING NEW FACILITIES

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FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. ~~In developing new school projects that may advance the quality of facilities, the Master Plan will be updated to make very effort to include and extend these improvements across schools. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions.~~ Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Architects retained by the Committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

SOURCE: MASC

LEGAL REF.: 963 CMR 2.00

~~**NOTE: Because many towns currently are not contemplating extensive building programs and because School Committees have limited authority over school building projects initiated by the town, little space has been devoted in the Massachusetts Policy Reference Manual to policies in that area.**~~

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FACILITIES DEVELOPMENT GOALS

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Facilities

~~(1) — Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, disability or national origin of any such student.~~

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~~(2) — The goal of each school shall be to provide males and females with equal facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.~~

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SOURCE: MASC

LEGAL REF.: 963 CMR 2.00

File: FCB

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs

SOURCE: MASC

~~NOTE: Regional school districts have the statutory authority to acquire property. Thus, the content of a policy in this area might vary slightly from that in the sample policy above. Regional school districts should cite M.G.L. 71:16 at this code.~~

File: FF

NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

The same process applies to naming spaces within a school building. As a matter of protocol, no space will be named after a current employee of the Lexington Public Schools or the Town of Lexington.

SOURCE: MASC

~~**NOTE: Regional school districts have the statutory authority (see M.G.L. 71:16) to acquire property. Thus, the content of a policy in this area might vary slightly from that in the sample policy above.**~~