

## **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 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 August 2016

LEGAL REF.: M.G.L. 71:55C  
603 CMR 36:00

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

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## PEST MANAGEMENT POLICY

The Ipswich 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 Facilities Manager 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.
- D. Facilities Director will provide written information for administrators to send home and post.

### 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 cut.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:68; 132B;

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **FIRST AID**

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

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 nurse deems 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. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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. Reports will be kept at the school level in the nurse's office.
5. 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 August 2016

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

CROSS REF.: JLC, Student Health Services and Requirements

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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, natural disasters, or intruders.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, 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.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. 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 drills and Emergency Response drills (at least once per year) 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 August 2015

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: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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, when appropriate, 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.

SOURCE: MASC

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

ADOPTED: FEBRUARY 1, 2018

## **CRISIS PLAN ACTIVATION AND MEDIA COVERAGE**

The Superintendent is authorized to activate a crisis plan upon confirmation of a student death or other serious incident stressful to students and/or faculty.

In order to provide a sensitive and planned response to any school tragedy, the Superintendent's Office will provide factual and background information as is appropriate to the community and media outlets.

During the crisis period, the media will be prohibited access to any school during this period so that the personal needs of students can be best facilitated and family privacy can be honored.

The School Committee recommends that a crisis plan be developed for each school to include contingency plan for family members on the school district.

Adopted: May 18, 1989

SOURCE: Ipswich

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018



## **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 municipal 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 August 2016

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

ADOPTED: FEBRUARY 1, 2018

## **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.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it or in cases of facility rentals. 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 security personnel may be approved in situations where special risks are involved.

SOURCE: MASC August 2016

CROSS REF: KF, Community Use of School Facilities

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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

## **SECURITY CAMERAS IN SCHOOLS**

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, 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, and School Resource Officer). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

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

**SOURCE: MASC**

**Adopted: August 2015**

**REVISED: JANUARY 9, 2018**

**ADOPTED: FEBRUARY 1, 2018**

## **ENERGY CONSERVATION**

1. The Ipswich School Committee encourages and supports an Energy Conservation and Educational Program to substantially lower the consumption of all types of energy.
2. The Superintendent is encouraged to develop energy conservation recommendations by a method which will be in the best interest of the school system. The School Committee also recognizes the school's responsibility to promote energy conservation as being in the best interest of society as a whole.
3. It is the responsibility of each school employee and student to actively participate in conservation efforts in order to reduce energy consumption so the maximum available funds are used directly for the educational process.
4. It is the School Committee's intent to comply with Federal and State Energy Conservation Guidelines.

Adopted: 9/17/81

Reviewed by Policy Subcommittee: September 16, 1996

SOURCE: Ipswich

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

**PROTECTION OF VALUABLE AND/OR HISTORICAL ART PROPERTY  
IN THE POSSESSION OF THE IPSWICH SCHOOL SYSTEM**

The Ipswich School Committee recognizes that in a historical community such as Ipswich, the school system may be involved in and may be in possession of historical and/or artistic properties of considerable value. The School Committee also recognizes the need to promote education while preserving the community's heritage.

To this end, all property, including property of artistic and historical value, should be properly maintained and secured. In order to protect such items, an inventory should exist; and security should be provided proportional to the value of the merchandise and the resources of the school system. In cases where such properties may be loaned to any other agencies, private or public, it is the administration's responsibility to see that appropriate insurance and/or safeguards are in place prior to and after release from the custody of the Ipswich School System. The School Committee should be provided timely notice if the property is no longer in the immediate possession of the Ipswich School System.

Adopted: June 14, 1984  
Adopted Revision: June 5, 1997

SOURCE: Ipswich

REVIEWED: JANUARY 9, 2018  
ADOPTED: FEBRUARY 1, 2018

## **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 building administrator upon request by responsible parties or organizations.

School equipment may be utilized by staff 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. The school building administrator will be responsible for tracking the inventory.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

SOURCE: MASC August 2016

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

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SOURCE: MASC August 2016

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018



## **STUDENT TRANSPORTATION SERVICES**

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

The school system may contract for transportation services. Contracts will be awarded on a competitive bid basis by the School Committee. Bus contractors and other transportation 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/van design and equipment
2. Inspection of buses/vans
3. Qualifications and examinations of 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 Director of Finance and Operations, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L. 4:4; 40.5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71:B4; 71B:5; 71:B8; 74:8A; 76:1; 76:12Bi; 76:14

Adopted: June 15, 1989

Revision Adopted: July 11, 2002

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

SOURCE: MASC/Ipswich

## **WALKERS AND RIDERS**

Ipswich resident 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. Free transportation is required only for students attending up to and including grade 6 (a) living at least two miles from school, (b) who live more than one mile from the nearest bus stop, and (c) students with special needs or physical disability for whom transportation must be provided.

Additionally, the Committee will provide transportation for students as follows:

Kindergarten – grade 6:           Students living less than two miles from school are eligible to purchase a bus pass on a space available basis.

Grades 7 -12:                       Students living more than two miles from school shall be provided transportation for a fee.

Parents shall be responsible for transportation of students attending a school in the district other than the school to which they are assigned based upon residence.

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 may be transported regardless of the mileage limits listed following a determination by the Superintendent in consultation with a school safety officer.

SOURCE:    MASC August 2016

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

CROSS REF.:     EEA, Student Transportation Services

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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.

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

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **BUS DRIVER EXAMINATION AND TRAINING**

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. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years and copies of CORI and fingerprint records
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

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

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 Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC August 2016

LEGAL REFS.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)  
49 C.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

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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.
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

REVISED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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 Ipswich School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Ipswich 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 Ipswich 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

SOURCE: MASC 2010

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

## **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/her parents or guardians.

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

SOURCE: MASC August 2016

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

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018



## **CONTRACTORS AND OTHER THIRD PARTY INSURANCE**

The Ipswich Public Schools require all persons and companies from outside the school department performing work and/or services for the Ipswich Public Schools be required to carry workmen's compensation and minimum liability insurance in accordance with the insurance requirements for the Town of Ipswich.

Certificates of Insurance naming the Town as an additional insured shall be required of all outside entities working on or with Town property. The amount shall be set consistent with the insurance requirements of the Town of Ipswich.

Certificates of insurance are to be on file in the Central Office before any work and/or service is performed. Nothing in this policy shall be construed to mean that the school committee gives up its right to set higher limits at times depending on the nature and sensitivity of the work and/or service to be performed. This policy shall be in force for any job no matter how small the task performed by non-town employees. Consultants and tutors are excluded from this policy.

Adopted: March 16, 1989

Revision Adopted: October 31, 1996

Revision Adopted: October 2, 2003

REVIEWED: JANUARY 9, 2018

ADOPTED: FEBRUARY 1, 2018

SOURCE: Ipswich

