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**SECTION E
SUPPORT SERVICES**

1. Support Services: (Voted 6/30/83, #83-325; 2/28/84, #84-69)

Definition:

Support Services are defined as: Student Services, Buildings and Grounds, Accident Prevention and Emergency Plans, Transportation Management, Food Services Management, Office Services and Data Management.

Goals:

Annually, the goals for support services should be presented to the School Committee as part of the Superintendent of Schools' administrative goals for the following academic year. The Assistant Superintendent for Administration and Finance shall assist the Superintendent of Schools in preparing these goals related to support services.

Evaluation:

Evaluation of support services shall be the responsibility of the Assistant Superintendent for Administration and Finance who annually shall evaluate both program and personnel in this area. As a result of the evaluation, annual goals may be established for the support services area.

SECTION E
SUPPORT SERVICES

2. Student Services:

a. Student Safety and Well-Being : (Voted 6/30/83, #83-325):

In accordance with state statutes, the School Committee prohibits any teacher, employee, or agent of the School Committee from inflicting corporal punishment on any pupil. This prohibition does not preclude any of the above personnel from using such reasonable force as is necessary to protect pupils, other persons and themselves from assault by a pupil.

In order to protect the safety and welfare of students, and in compliance with state statutes, the School Committee requests all teachers, administrators, or guidance counselors to report any instances of physical or sexual abuse to the Assistant Superintendent for Integrated Student Services.

In order to provide for the safety of students and school personnel, the School Committee directs staff to develop appropriate Accident, First Aid, and Emergency Regulations in conformance with current statutes covering accident prevention and liability. Additionally,

1. The Assistant Superintendent for Administration and Finance shall have general oversight of system-wide safety procedures and practices to include, but not be limited to, inservice training of building service personnel, student and staff insurance programs, plant inspection, fire prevention, and driver and vehicular safety programs.
2. The Assistant Superintendent for Instruction, working with the principals and headmaster, shall be responsible for the supervision of a safety program in each school, to include programs for children by police and fire officials and general staff instruction in classroom safety procedures.
3. The Director of Child Health Services shall develop and supervise first aid and emergency procedures for each school.

E 2 a. 1. Student Safety Patrols: (Voted 1/19/70, #70-22)

In the interest of the safety of students, the Brookline School Committee disapproves of the concept of student safety patrols.

E 2 b. Physical Restraint:

(Voted 2/27/03, #03-12 and #03-13; 2/14/13, #13-12; 12/17/15, #15-84; 4/28/16, #16-24)

General Policy Statement

The purpose of this policy is to ensure that our students are free from the unreasonable use of physical restraint, and that any use of physical restraint complies with applicable law, in particular, 603 C.M.R. 46.00, which governs the use of physical restraint on students in public schools. Any use of physical restraint shall comply with this policy and with applicable law, including 603 CMR 46.00. Nothing in 603 CMR 46.00 or this policy precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

“Physical restraint” means direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. “Physical escort” means a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Physical restraint may not be used as a means of discipline or punishment, or as a response to property destruction, disruption of school order, a student’s refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is permitted only as an emergency procedure of last resort.

This policy will be annually reviewed and provided to program staff and made available to parents of enrolled students.

This policy does NOT address timeout as a disciplinary measure which is addressed by the PSB Student Discipline Policy, Section J(8) of the PSB’s Policy Manual.

Conditions for Implementation

Only personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. During the administration of a restraint, a staff member shall

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continuously monitor the physical status of the student, including skin temperature and color, and respiration.

A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). No restraint shall be administered in such a way that the student is prevented from breathing or speaking. Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student. Restraint may not be utilized when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

With the exception of time-outs (see below), if a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal, or the approval of the principal's designee. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint._

Prohibited Types of Physical Restraints

The following forms and uses of physical restraint are **prohibited at all times**:

- Mechanical restraint. Any use of mechanical restraint is prohibited. Mechanical restraint means the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
- Medication restraint. Any use of medication restraint is prohibited. Medication restraint means the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting in not medication restraint.

- Prone restraint. Any use of prone restraint is prohibited. Prone restraint means a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.
- Seclusion. Any use of seclusion is prohibited. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02 and this policy.

Types of Physical Restraints with Specific Additional Limitations

Use of the following form of physical restraint is **limited as follows**:

- Time out. Time-out means a behavioral support strategy that is consistent with PSB written procedures and protocols in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed. A time-out in excess of 20 minutes of duration shall not be except upon the principal's approval (or principal's designee approval), which shall be based on the individual student's continuing agitation.

Written Procedures

The Superintendent shall develop and implement written procedures to implement 603 CMR 46.00 and this policy, including:

- methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student;
- methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure;
- a description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations;
- a statement prohibiting medication restraint, mechanical restraint, prone restraint, seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- a description of training requirements, reporting requirements and follow-up procedures;
- a procedure for receiving and investigating complaints regarding restraint practices;
- a procedure for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6);

- a procedure for implementing the reporting requirements as described in 603 CMR 46.06;
- a procedure for making reasonable efforts to orally notify a parent of the use of restraint on a student as soon as possible but not later than within 24 hours of the restraint, and for sending written notification to the parent within three school working days following the use of restraint to an email address provided by the parent for the purpose of communicating about the student, or by regular mail to the parent postmarked within three school working days of the restraint; and
- If the program uses time-out as a behavioral support strategy, a procedure for the use of time-out that includes a process for obtaining principal approval, or the principal's designee approval of time-out for more than 20 minutes based on the individual student's continuing agitation.

Staff are required to comply with such written procedures and with all requirements of 603 CMR 46.00 with regard to the above. Such written procedures shall be annually reviewed and provided to program staff and made available to parents of enrolled students.

Training

In the first month of each school year, all school staff will receive training with respect to the district's restraint policy and 603 C.M.R. 46.00, including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. New hires during the year will be trained within the first month of their employment.

Each school will identify specific staff to serve as school-wide restraint team to ensure proper administration of physical restraint. These individuals must participate in an in-depth training with respect to restraint and implementation of this policy and 603 C.M.R. 46.00.

Complaints

The Office of Student Services shall make available to parents, guardians, and the public information about the complaint procedures associated with this policy.

Reporting

Data related to this policy including the frequency and nature of restraints used, will be reported monthly by each school principal/headmaster to the Deputy Superintendent for Student Services. The Deputy Superintendent for Student Services will report this data annually to the School Committee for review.

E 2 c. Student Health Services and Requirements: (Voted 6/30/83, #83-325)

The Public Schools of Brookline shall employ one school physician and registered nurses as required by statute.

Prior to admission to the Public Schools of Brookline, the parents, guardian (or student) shall provide to the principal proof of such immunizations as required by law. The immunization form shall be given to all parents/students at the time of registration. Students will be excluded from school after two weeks, if records of immunization are not presented. At the time of admission, the parent, guardian (or student) shall complete, or cause to have completed, a Confidential Health History and a private physician's School Health Examination Form, available through the Health Office. Each year, the parent or guardian shall complete an Emergency Contact Information Sheet which shall be returned to the Principal's office within 30 days of the opening of school in September.

Immunization Record and Requirements: (Voted 2/27/90, #90-62; 11/19/91, #91-419)

The Commonwealth of Massachusetts mandates, in its school immunization law (MGL 76 S. 15) that no child, unless exempt for health or religious reasons, shall be admitted to school without a physician's certificate stating that the child has been immunized against the following communicable diseases:

1. Measles, mumps, rubella: 1 dose of MMR
2. Diphtheria, pertussis, tetanus: original series and appropriate boosters.
3. Poliomyelitis: original series and appropriate boosters.

(The Massachusetts Department of Public Health has guidelines which recommends dates.)

The Brookline School Committee further requires a second dose of measles vaccine, preferably MMR, before entry into 7th grade, provided that the Commonwealth of Massachusetts provides the vaccine. Proof of immunity by blood test may be substituted for a second dose.

Additionally, documentation of a Lead Screening Blood Test must be presented (before entry into Kindergarten) at the time of registration. Any test done between ages 6 months to 5 years is acceptable.

Documentation that these immunization requirements have been fulfilled must be provided to the school nurse or physician before a pupil is allowed to enter school. This applies to pupils entering school for the first time in Kindergarten or transferring from other school systems in Grades K-12. Only physician certificates or previous school record of the necessary immunizations are acceptable.

It is the responsibility of the parent, guardian, and/or student to provide an immunization record at the time of registration. In the event that a student cannot produce the proper documentation at the time of registration or prior to the entry into 7th grade, the student

shall be excluded from attendance at school until such documentation is provided. Such student and his/her parents may elect to be reimmunized by his/her private physician or at the Brookline Department of Health, and thereby be admitted to the school immediately upon providing proof of such immunization. If the Commonwealth of Massachusetts will not provide vaccine for such immunization at the Brookline Department of Health, the cost shall be borne by the student and/or his/her parents or guardians, except for 7th graders, as previously stated.

Student Insurance Program:

The student accident insurance plan, with a deductible of \$25.00, is available to administrators, teachers, pupils, clerks, and nurses on a voluntary basis. Substitute teachers, clerks, and nurses are also eligible. Interscholastic sport insurance (including football) is also provided, and the premium is paid by the town.

An explanatory letter, issued annually, gives the details on coverage for both ordinary and interscholastic sports accidents. All eligible persons are covered during the September enrollment period.

Subsequent enrollments are made throughout the year. A representative of the firm will call at the schools, upon notification, to receive rosters and premiums. These may also be received by check payment. Coverage is provided when the money has been accepted by the school and the name has been entered on the roster.

E 2 d. Administration of Medications in Schools and Delegation of Administration of Prescription Medications: (New Policy Voted 11/10/11, #11-72)

The purpose of this policy is to provide minimum standards for the safe and proper administration of medications to students in the Public Schools of Brookline (“PSB”), consistent with G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, *et seq.*

I. MANAGEMENT AND APPLICATION OF THE MEDICATION ADMINISTRATION PROGRAM

This policy applies to the administration of all prescription medications, “over the counter” medications, investigational new drugs, and herbal, vitamin or holistic supplements or remedies (herein, collectively referred to as, “medications”) by PSB personnel to students during school or during school sponsored day or overnight field trips, and to the self-administration of such medications, drugs and supplements or remedies by PSB students during school or at such school sponsored events.

The PSB Coordinator of School Health Services shall manage and supervise the medication administration program in the PSB. The school nurse shall manage and supervise the medication administration program in each school [210 CMR 210.003(A)(1)].

II. POLICY FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

Medications will be administered to students at school only when such administration is determined by the Coordinator of School Health Services, after consultation with the school physician, to be medically necessary to permit a student to access his or her educational program.

A. Responsibility for Policy and Procedure Development and Approval

The Coordinator of School Health Services, in consultation with the school physician, shall develop and propose, for approval by the School Committee, policies and procedures for the administration of medication and self administration of medication within the PSB. These policies and procedures shall be consistent with the provisions of G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, and shall be reviewed and revised as needed, but at least every two years [105 CMR 210.003(A)].

B. Documentation of the Administration of Prescription Medication

Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours. The medication administration record shall be maintained by the school nurse and shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization. [105 CMR 210.009]

C. Response to Medication Emergencies

Consistent with 105 CMR 210.005(F)(4), the school nurse shall develop procedures for responding to medication emergencies, including any reaction or condition

related to medication administration, which poses an immediate threat to the health or well-being of the student. Such procedures shall include maintaining a list of persons, with their telephone numbers, to be contacted as appropriate, including, but not limited to, the student's parent/guardian, school nurse, licensed prescriber and other persons designated in the student's medication administration plan. Such persons may include other school personnel, the school physician, clinic or emergency room staff, ambulance services and the local poison control center.

D. Storage of Prescription Medications

Consistent with 105 CMR 210.003(A)(4), the coordinator of School Health Services shall develop procedures for the proper storage of medications at school.

E. Reporting and Documentation of Medication Errors

Consistent with 105 CMR 210.005(F)(5), the school nurse shall develop procedures and forms for documenting and reporting medication errors.

F. Self Administration of Medication

Consistent with 105 CMR 210.006, students may self administer medications at school, provided the requirements of 105 CMR 210.006 are met. The Coordinator of School Health Services shall develop procedures for the self administration of medications at school.

G. Dissemination of Information to Parents/Guardians

An outline of the school's medication policies shall be made available to parents/guardians upon request. [105 CMR 210.003(A)(6)] Such outline shall be posted on the PSB website and shall be available in accessible format in each school clinic.

H. Dispute Resolution

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

In the event of a dispute concerning the administration of a medication, the disputing party shall make a written request for review of the dispute to the Coordinator of School Health Services, who will investigate the matter and, following consultation with the school nurse and the school physician (as defined in 105 CMR 210.002), issue a decision. The decision of the Coordinator of School Health Services shall be final.

III. POLICY REGARDING THE DELEGATION OF PRESCRIPTION MEDICATION ADMINISTRATION

A. Delegation and Supervision

During such time as the PSB continues to be registered with the Department of Public Health pursuant to the applicable provisions of 105 CMR 700.000 and is otherwise in compliance with the requirements of 105 CMR 210.000, the school nurse may delegate

the administration of (1) non parenteral prescription medications to students during school sponsored day or overnight field trips and/or (2) epinephrine by auto injector (“epi-pen”) to students in life threatening situations at school when a nurse is not immediately available, or during school sponsored day or overnight field trips to PSB administrative and teaching staff, licensed health personnel, health aides and secretaries; provided that such personnel meet the requirements of 105 CMR 210.004(B)(2), are trained and tested for competency in accordance with 105 CMR 210.100(A)(4); are supervised by the school nurse in accordance with 105 CMR 210.005(G); are listed on the student’s medication administration plan developed in accordance with 105 CMR 210.005(E); and the requirements of 210.005(G)(5) pertaining to each student have been met. The school nurse may rescind the delegation of specific personnel at any time [210.005(G)(1)].

B. Training of School Personnel

School personnel who are responsible for administering prescription medications at school shall be trained in accordance with 105 CMR 210.007. An updated list of school personnel who have been trained in the administration of medications shall be maintained by each school nurse and shall be made available to parents/guardians upon request.

C. Decision-Making Authority

The school nurse, in consultation with the Coordinator of School Health Services and the school physician, shall have final decision-making authority with respect to delegating the administration of medications to PSB personnel in each school.

D. Responsibility and Compliance

All PSB health personnel are responsible for understanding their responsibility and obligations under this policy.

Refs: G.L. c. 94C, s. 7(g); 71, s. 54B; 105 CMR 210.000

DPH Registration Date:

Reviewed by School Physician:

Approved by Coordinator of School Health Services:

Approved by School Committee:

PROCEDURES FOR THE ADMINISTRATION AND SELF ADMINISTRATION OF MEDICATIONS AT SCHOOL

The Coordinator of School Health Services, in consultation with the school physician, has developed and proposed, for approval by the School Committee, the following procedures for the administration of medications in the Public Schools of Brookline (“PSB”). These procedures are intended to be and shall be construed as consistent with the provisions of G.L. c. 94C, s. 7(g); G.L. c. 71, s. 54B, and 105 CMR 210.000, and shall be reviewed and revised as needed but at least every two years [105 CMR 210.003(A)].

A. Introduction

Medications will be administered to students only when such administration is determined to be medically necessary to permit a student to access his/her educational program.

B. Medication Orders

1. Prior to administering medication to a student, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse from the licensed prescriber. A verbal order must be followed up with a written order within three (3) school days. A faxed order must be sent directly from the licensed prescriber’s office to the nurse. When possible, the medication order shall be obtained, and the medication administration plan shall be developed, before the student enters or re-enters school.

2. Medication orders from a licensed prescriber shall contain (a) the student’s name; (b) the name and signature of the licensed prescriber and his/her business and emergency phone numbers; (c) the name, route and dosage of medication; (d) the frequency and time of medication administration; (e) the date of the order and discontinuation date; (f) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential; and (g) specific directions for administration.

3. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate: (a) any special side effects, contraindications and adverse reactions to be observed; (b) any other medications being taken by the student; (c) the date of the next scheduled visit, if applicable.

C. Special Medication Situations

1. For short-term medications, i.e., those requiring administration for ten school days or fewer, a pharmacy-labeled container may be used in lieu of a licensed prescriber’s order; however, if the school nurse has a question, she may request a licensed prescriber’s order.

2. For “over-the-counter” medications, i.e., nonprescription medications, the school nurse shall follow the Board of Registration in Nursing’s protocols regarding the administration of over-the-counter medications in schools which shall include, at a minimum, (a) a written order by a licensed prescriber; (b) written consent of the parent or guardian and (c) a pharmacy-labeled container for dispensing.

3. Investigational New Drugs may be administered at school with (a) a written order by a licensed prescriber; (b) written consent of the parent or guardian; and (c) a pharmacy-labeled container for dispensing. If the school nurse has a question, she/he may seek consultation and/or approval from the school physician to administer the drug in the school setting.

4. Herbal, vitamin, or holistic supplements and remedies will not be administered at school unless they are listed in the Physician’s Desk Reference for Nutritional Supplements and the school nurse has received (a) a written order by a licensed prescriber stating that the administration at school of such supplement/remedy is medically necessary to permit the student to attend school or to access the curriculum; (b) written consent of the parent or guardian; and (c) a pharmacy-labeled or sealed manufacturer’s labeled container for dispensing.

D. Parent/Guardian Consent

Prior to administering medication to a student, the school nurse shall ensure that written authorization has been received from the parent/guardian, which contains: (a) the parent or guardian’s printed name, signature and a home and emergency phone number; (b) a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented; (c) approval to have the school nurse or school personnel designated by the school nurse administer the medication; (d) persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

E. Medication Administration Plan

1. The school nurse, in collaboration with the parent/guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.

2. Prior to initial administration of the medication, the school nurse shall assess the child’s health status and develop a medication administration plan, which shall include: (a) the name of the student; (b) a medication order from a licensed prescriber that meets the requirements of Section C (1)(a); (c) signed authorization of the parent or guardian that meets the requirements of Section C(2), including home and emergency telephone numbers; (d) any known allergies to food or medications; (e) the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented; (f) any possible side effects, adverse reactions or contraindications; (g) the quantity of medication to be received by the school from the parent or guardian; (h) the required storage conditions; (i) the duration of the prescription; (j) the designation of

unlicensed school personnel, if any, who will administer epi-pen to a student in the absence of the nurse, and plans for back up if the designated personnel are unavailable; (k) plans, if any, for teaching self-administration of the medication; (l) with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication; (m) when appropriate, the location where the administration of the medication will take place; (n) a plan for monitoring the effects of the medication; and (o) provisions for medication administration in the case of field trips and other short-term special school events. Efforts shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to other PSB personnel in accordance with PSB policy and 105 CMR 210. Written consent from the parent or guardian for the individual who will administer the medication shall be obtained.

F. Procedures for Administration of Medications at Schools

The Coordinator of School Health Services and each school nurse shall ensure that each school has the following procedures and systems in place that comply with the PSB Policy for the Administration of Medications at School and 105 CMR 210.000, et seq.:

1. Procedures to ensure the positive identification of students receiving medications at school;
2. A system for appropriate documentation and record keeping;
3. A system for documenting observations by the nurse or school personnel and communicating significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent/guardian and/or licensed prescriber;
4. Procedures for the receipt and safe storage of prescription medications;
5. Access to a current pharmaceutical reference by the school nurse, such as the Physician's Desk Reference (PDR);
6. Procedures for responding to medication emergencies in compliance with 105 CMR 210.005(F)(4); and
7. Procedures for documenting and reporting medication errors in compliance with 105 CMR 210.005(F)(5). The procedures shall specify persons to be notified in addition to the parent/guardian and nurse, including the licensed prescriber or school physician if there is a question of potential harm to the student. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication (a) within appropriate time frames; (b) in the correct dosage; (c) in accordance with accepted practice; or (d) to the correct student. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

G. Procedures for Self-Administration of Medications at Schools

“Self administration” of a medication means that a student is able to consume or apply a medication in the manner directed by the licensed prescriber, without additional assistance or direction. A school nurse may permit self administration of a medication by a student provided the following requirements are met:

1. the student, school nurse, and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self administered, and the school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication;
2. the student’s health status and abilities have been evaluated by the school nurse, the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, as necessary, the school nurse observes initial self-administration of the medication, and the nurse deems self-administration safe and appropriate
3. there is written authorization from the student’s parent/guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;
4. if requested by the school nurse, the licensed prescriber provides a written order for self-administration;
5. the student follows a procedure for documentation of self-administration of medication;
6. the school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student’s health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, such policy shall include, whenever possible, provision of a backup supply of the medication which shall be kept in the school clinic or other, readily available location;
7. consistent with 105 CMR 210.006(B)(9), the school nurse develops and implements a plan to monitor the student’s self administration, based on the student’s abilities and health status; and
8. with parent/guardian and student permission, as appropriate, the school nurse informs appropriate teachers and administrators that the student is self-administering a medication.

H. Documentation and Record-Keeping

Each school shall maintain a medication administration record for each student who is administered medication at school. Such record shall include a daily log and a medication administration plan, including the medication order and parent/guardian

authorization. The medication administration plan shall include the information as described in 105 CMR 210.005(E).

The daily log shall contain: (a) the dose or amount of medication administered; (b) the date and time of administration or omission of administration, including the reason for omission; and (c) the signature of the nurse or designated school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to providing a signature. .

The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

All documentation shall be recorded in ink or into a permanent electronic log, and shall not be altered.

With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records related to self administration of medication shall be filed in the student's cumulative health record. When the parent/guardian or student, where appropriate, objects, these records shall be regarded as confidential medical information and shall be kept confidential to the extent permitted by law, except as provided in 105 CMR 210.000.

I. Response to Medication Emergencies

The response to medication emergencies shall be consistent with the PSB's policy for handling all health emergencies and shall include, at a minimum, maintaining a list of persons, in addition to the parent/guardian, school nurse, licensed prescriber and other persons designated in the medication administration plan, to be contacted as appropriate, with their telephone numbers. Such persons may include other school personnel, the school physician, clinic or emergency room staff, ambulance staff and the local poison control center.

J. Administration of Epinephrine to Individuals Experiencing Life-Threatening Allergic Reactions

During such time as the PSB is registered with the Department of Public Health for such purpose and appropriate approval of the School Committee has been provided pursuant to 105 CMR 210.100, the school nurse may train PSB personnel to administer epinephrine to students in life threatening situations during the school day when a nurse is not immediately available, or during field trips. The training program shall be managed by the Coordinator of School Health Services and/or the school nurse, in consultation with the school physician, in accordance with 105 CMR 210,100.

The school nurse shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of 105 CMR 210.004(B)(2).

The school personnel authorized to administer epinephrine by auto injector shall be trained and tested for competency by the Coordinator of School Health Services or the school nurse in accordance with standards and curriculum established by the Department of Public Health. The Coordinator of School Health Services or school nurse shall

document the training and testing of competency of school personnel authorized to administer epinephrine. A training review and informational update shall be provided twice a year by the Coordinator of School Health Services, school nurse, or a designee.

The training shall include, at a minimum: (a) procedures for risk reduction; (b) recognition of the symptoms of a severe allergic reaction; (c) the importance of following the medication administration plan; (d) proper use of the auto-injector; (e) requirements for proper storage and security; (f) notification of appropriate persons following administration; and (g) record keeping.

The school shall maintain and make available, upon request by parents or staff, a list of those school personnel authorized and trained to administer epinephrine by auto injector in an emergency when the school nurse is not immediately available.

Epinephrine shall be administered only in accordance with an individualized medication administration plan satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009(A)(6), which shall be updated annually, and which shall include: (a) diagnosis by a physician that the child is at risk of a life threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine; (b) written authorization by a parent or legal guardian; (c) home and emergency number for the parent(s) or legal guardian(s), as well as the names(s) and phone number(s) of any other person(s) to be notified if the parent(s) or guardian(s) are unavailable; (d) identification of places where the epinephrine is to be stored, following consideration of (i) the need for storage at one or more places where the student may be most at risk and in such a manner as to allow rapid access by authorized persons including possession by the student when appropriate; and (ii) in a place accessible only to authorized persons that is secure but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse; (e) a plan for comprehensive risk reduction for the student, including preventing exposure to specific allergens; and (f) an assessment of the student's readiness for self-administration and training, as appropriate.

When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (E-911), followed by notification of the student's parent(s)/guardian(s) or, if the parent(s)/guardian(s) are not available, other designated person(s), the school nurse, the student's physician, and the school physician, to the extent possible. Because of the danger of biphasic reactions, the student should be transported by trained emergency medical personnel to the nearest emergency medical facility.

Following the administration of epinephrine to a student, the school nurse shall review the incident with the Coordinator of School Health services and the school physician, if appropriate, to determine the adequacy of the response and to consider ways of reducing future risks for the particular student and the student body in general;

The school nurse shall also develop procedures for (a) the proper disposal of used epinephrine injectors; (b) submitting a written report to the Department of Public Health each time epinephrine is administered on a form obtained from the Department; and (c) permitting access to the Department of Public Health to records related to the administration of epinephrine in compliance with 105 CMR 210.100.

K. Proper Storage of Medications

1. A parent/guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students (if required by the self administration agreement) to the school nurse or other responsible person designated by the school nurse.

2. The medication must be delivered and stored in their original pharmacy or manufacturer labeled container in such manner as to render them safe and effective.

3. The school nurse or other responsible person receiving the medication shall document the quantity of the medication that is delivered.

4. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons, provided that the nurse is notified in advance by the parent or guardian of the arrangement and of the quantity of medication being delivered to the school.

5. With the exception of emergency medications, which shall be kept in a secure but unlocked cabinet during the school day, all prescription medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

6. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.

7. Parents or guardians may retrieve medications from the school at any time by making arrangements to do so with the school nurse.

8. No more than a thirty (30) school day supply of a prescription medication for a student shall be stored at the school.

9. Where possible, all unused, discontinued or outdated medications shall be returned to the parent/guardian and the return shall be appropriately documented. Medications may be destroyed in accordance with any applicable policies of the DPH by the school nurse if they are not picked up by the parent/guardian within ten school days of the termination of the medication order, the medication's expiration date, or transfer of the child to another district.

Refs: G.L. c. 94C, s. 7(g); 71, s. 54B; 105 CMR 210.000

Reviewed by School Physician:

Approved by Coordinator of School Health Services:

Approved by School Committee: 11/10/11

E 2 d.1 Naloxone (also known as Narcan) Use in the Public Schools of Brookline**Purpose**

(New Policy Voted 12/1/16, #16-17)

To recognize and respond to a potential life threatening opioid overdose, the Public Schools of Brookline shall maintain a system-wide plan for addressing potential life threatening opioid overdose reactions. The Coordinator of School Health Services shall be responsible for the development and implementation of the Naloxone administration program in the school setting in accordance with Massachusetts Department of Public Health (MDPH) regulations and published directives. The school physician shall provide oversight to monitor the program and ensure quality improvement and quality control. The system-wide plan shall include, at a minimum, consistent with the law, the following:

1. Stocking of Naloxone. The Public Schools of Brookline is authorized to stock Nasal Naloxone for purposes consistent with this policy.
2. Standing orders for Naloxone. The standing order for Nasal Naloxone issued by the school physician authorizes the school nurse to administer nasal Naloxone in the setting of a suspected opioid overdose.
3. Training of nursing staff. All nursing staff and other staff as determined by the Superintendent, shall be trained and authorized as required by MDPH regulations and directives.
4. Integration of opioid overdose-related emergencies into Building based general Medical Emergency Response Plans.
5. Coordination of emergency-related opioid overdose with local emergency response services.
6. On an annual basis, the Coordinator of Student Health Services shall provide a report on the usage of Naloxone to the Superintendent.

Refs: MA General Laws, Chapter 71, Section 96

E 2 e. Communicable Diseases: (Revised Policy)

MGL Ch. 71, S.55 provides in relevant part that any child who might expose others to a disease dangerous to the public health shall not attend any public school. The Public Schools of Brookline (PSB) may require physician certification relating to this. A physician's note may be required. If there is disagreement, the School Physician's consultation will be sought.

Subject to E2c.1, paragraph 1 below, all cases of established or suspected communicable diseases, with the exception of HIV/AIDS, must be reported immediately to the principal and nurse in order that preventive measures may be taken as necessary. Parents of other children will be notified if indicated.

PSB's Administration, in collaboration with the Brookline Health Department, will create detailed procedures regarding the handling of all communicable disease issues.

E 2 e. 1. School Attendance Policy for Students with HIV/AIDS:

Consistent with the policy and Mass Department of Public Health guidelines (originally promulgated in 1985, revised in 1991 and 1993), the PSB adopts the following policy on School Attendance by children diagnosed with HIV/AIDS:

School Attendance

Students with AIDS or HIV infection (from here on, called HIV/AIDS) pose no known risk of transmission of HIV infection through the kind of casual contact that typically occurs in a school setting. Updated policies (1991, 1993; MDPH, CDC) state that students with HIV/AIDS have the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV/AIDS infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity, except on rare occasions as specified in the procedures related to this policy.

Alternate Education Plan

Children diagnosed with HIV/AIDS who are unable to attend school, in the same manner as other students with severe medical problems, shall have an appropriate alternative education plan.

Attendance by Siblings

Siblings of children diagnosed as having HIV/AIDS shall attend school without any restrictions.

Staff Training

School nurses, or other appropriate staff, will, at the beginning of each academic year, provide training about Standard Precautions to all staff with student contact. The details of this training will be included in the Administrative Procedures.

Disclosure and Confidentiality

No one, except the student and/or the student's parent(s) or guardian(s), necessarily need to know of a student's AIDS diagnosis or HIV infection. Families are not obligated to disclose this information. As with any medical information, the diagnosis of AIDS is confidential. Since individuals with AIDS or HIV infection typically pose no public health threat to others by their presence in the school, their medical information must be treated confidentially.

The privacy of students with HIV or AIDS is protected under the general state privacy law (M.G.L. c. 214, s. 1B), which protects against unwarranted invasion of privacy. In addition (M.G.L. c. 111, s. 70F) prohibits health care providers and facilities, including school-based clinics, from disclosing HIV test results, or the fact that a test has been performed, without a specific, informed, written consent of that person or the responsible parent or guardian. If a health care provider or facility discloses a student's HIV anti-body test result without specific, informed, written consent, that provider or facility violates state law (M.G.L. c. 111, s. 70F).

Reasons to Disclose

There are several medical reasons that a student and/or his or her parent/guardian may wish to disclose the diagnosis to the school nurse or school physician, even though they are not obligated to do so. These reasons, along with recommended disclosure protocols, shall be included in the procedures related to this policy.

Privacy of Records

Licensed physicians, nurses, social workers, and psychologists (according to FERPA, M.G.L. c. 111, s. 70F as well as c.112, s.135A and c.112, s.129A) have a duty to protect HIV/AIDS -related and other private information. Therefore patient health-care records maintained by schools are considered education records and are thus subject to the Family Education Rights and Privacy Act (FERPA) rules, and not the privacy portions of Health Information Portability and Accountability Act of 1996 (HIPAA). Confidential HIV/AIDS information will be kept in a separate locked file. When a school wants or needs health information from outside health-care providers, schools will need to adhere to the disclosure requirements of the outside health-care providers, which are HIPAA-governed, to gain access to the information.

Schools and HIV/AIDS Prevention Education

Education about HIV/AIDS may be most appropriate when carried out within a more comprehensive school health education program and should be developmentally appropriate. The School Administration will include such information as part of its health education curriculum.

Originally approved: 11/21/85, #85-481; 2/26/91, # 91-54

Accepted under 1st Reading 6/22/06, #06-75

Revision approved by the Brookline School Committee: 9/14/06, #06-83

E 2 f. Reporting Suspected Child Abuse or Neglect: (Voted 1980; 1987; 10/27/92, #92-441; 2/14/13, #13-11)

Pursuant to M.G.L. c. 119, s. 51A, any Public Schools of Brookline employee (“Mandated Reporter”) who, in his or her professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from (1) abuse inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse; (2) neglect, including malnutrition; (3) physical dependence upon an addictive drug at birth, shall immediately report such suspected abuse or neglect to the Department of Children and Families (“DCF”) orally and, within 48 hours, file a written report with the DCF detailing the suspected abuse or neglect; or (4) being a sexually exploited child; or being a human trafficking victim as defined by G.L. c. 233, s. 20M.

Such Mandated Reporters may instead notify the Principal or Headmaster or his/her designee, who shall become responsible for notifying the DCF in this manner.

The Superintendent or his/her designee shall develop procedures for reporting suspected child abuse and neglect that are consistent with G.L. c. 119, s. 51A, for informing teachers, administrators and other professional staff of the mandated reporting requirements, and for providing appropriate staff with training in recognizing and reporting suspected child abuse or neglect.

Refs: G.L. c. 119, s. 51A

G.L. c. 71, s. 37L

E 2 g. Service Animals in Schools (Voted June 16, 2011, #11-49)

The School Committee recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school related activities.

I. Definition

Service animal: For the purpose of this policy, “service animal” shall mean any dog that is individually trained to do disability related work or tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal may also include a miniature horse, if the horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute disability related work or tasks under this Policy. (Section 35.104)

II. Permitted Access

Use of a service animal by a qualified student or employee with a disability will be allowed in school and at school related activities when it is determined that such use is required because of the student or employee’s disability; and when it is readily apparent that the animal is trained to do work or perform tasks for such student or employee. (Section 35.136(f)) Use of service animals in schools and at school related activities by other individuals, such as parents/guardians, visitors, and independent contractors, shall be consistent with the provisions of the Americans with Disabilities Act (“ADA”).

III. Procedures

The parent/guardian of a student who seeks to bring a service animal to school, or an employee who seeks to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 Building Coordinator and the Assistant Superintendent for Student Services, will determine whether or not to permit the service animal in school. In the case of a student or employee who attends or works at more than one school, the written request shall be made to the building principal of one school, and the building principal’s determination shall apply to all such schools. Other building principals will be so notified by the Superintendent or his/her designee.

Before a service animal shall be permitted in school or on school property, the student’s parent/guardian or the employee seeking such permission must provide the building principal with:

- A. A description of the work or tasks the service animal is expected to perform in assisting the person with a disability; and
- B. Current certification from a veterinarian that the service animal is in good health and has received appropriate vaccination against rabies.

IV. Exclusion

The building principal may remove or exclude a service animal from the school or school property if:

- A. The presence of the service animal poses a direct and immediate threat to the health and safety of others;
- B. The service animal is out of control and the student, employee or handler does not take effective action to control the animal;
- C. The service animal is not housebroken.

If a service animal is properly excluded under this section, qualified students and employees with disabilities shall be given the opportunity to participate in the services, programs, or activities of the PSB without having the service animal on the premises. (Section 35.136(c))

V. Appeals

If a decision is made to remove or exclude a service animal, that decision may be appealed to the Superintendent.

Legal References:

- 42 U.S.C. § 12101 et seq.
- 28 C.F.R. Part 35

SECTION E
SUPPORT SERVICES

3. Buildings and Grounds

a. School Safety and Security: (Voted 6/30/83, #83-325; 9/10/98, #98-81)

The Brookline School Committee recognizes that safety is everyone's proper concern, and when home, school, and community cooperate by instruction and example, accidents are reduced. It shall be the policy of the Brookline School Committee to guard against accidents by taking every possible precaution to protect the safety of all students, employees, visitors, and others present on school property or at school-sponsored events.

To carry out this policy, the principal or headmaster shall develop the appropriate rules and regulations in accordance with State and local ordinances. With regard to community and/or after school hours use of buildings, users will comply with this policy.

E 3 b. Buildings and Grounds Management: (Voted 2/28/84, #84-69)

In order to protect, operate, and improve the buildings under their control, the Brookline School Committee directs staff to develop and implement regulations for managing the use of buildings, and to coordinate grounds care with the Park Department. This shall include Building and Grounds Security, Maintenance, Custodial Services, Traffic and Parking Controls, Records and Reports.

E 3 c. Buildings and Grounds Security: (Voted 1/17/77, #77-25; 2/28/84, #84-69)

In order to ensure the protection of school buildings and grounds, the School Committee authorizes the Superintendent of Schools or his/her designee (the Assistant Superintendent for Administration and Finance, the Headmaster, Principals of the elementary schools, Director of School Plant) to act under the following rules and regulations for use of areas under the jurisdiction of the Brookline School Committee.

Section 1

No person shall injure, mutilate, or destroy any property or equipment, real or personal, belonging to the Town of Brookline under the jurisdiction of the School Committee.

Section 2

No person shall park or operate a motor vehicle on property under the jurisdiction of the School Committee, except while attending functions at, or doing business in, the adjoining school building; such parking shall be only at designated locations and not in conflict with faculty or school personnel parking and not in violation of Article 18 Sec. 26 of the Town By-Laws. There shall be no overnight parking of vehicles on any School Committee property, except for vehicles under the direct control of the School Committee, or by special permit issued by the Superintendent of Schools or his designee. Violation of any of the aforesaid rules and regulations is punishable under the provisions of the General Laws, Ch. 45, Sec. 24; Ch. 90 Sec. 20C; and Article

18, Sec. 26 of the Town By-laws. In addition, any vehicle found in violation of this section or Section 3 may be towed, in accordance with the town regulations of the Brookline Traffic Rules and Regulations, Article 5A.

Section 3

No person shall refuse or neglect to obey any rule, posted by sign, concerning the use of any area under the jurisdiction of the School Committee, nor shall they refuse or neglect to obey any reasonable direction of a police officer or School Committee employee during the time they are on School Committee property.

Section 4

No person shall remain upon school property during the periods when school is not in session, except for periods approved by the School Committee or its designee.

Section 5

No person or persons shall congregate in doorways or recess areas of school buildings for purposes of loitering or any other activity not specifically authorized by the School Committee or its designee.

Section 6

No person shall, on property under the jurisdiction of the School Committee, canvass donations without written permission from the School Committee or its designee, utter any profane or abusive or indecent language, act in an obscene or indecent manner, or in any other manner disturb the peace, drink or be under the influence of or have possession of any intoxicating beverage or illegal drugs. No person shall have any instrument of gambling or play any game of chance on school property.

Section 7

No person shall sell or offer for sale any merchandise of any description and without limiting the generality of the foregoing, any food or soft drinks on property under the jurisdiction of the School Committee, without a written permit from the School Committee or its designee.

Section 8

The Brookline Police Department is hereby authorized to enforce all the above rules and regulations.

E 3 d. Insurance Management: (Voted 2/28/84, #84-69)

The School Committee assigns responsibility for insurance management to the Assistant Superintendent for Administration and Finance, who shall have full authority for administering all insurance plans, except property insurance, for the Brookline Public Schools.

The property of the Brookline Public Schools is insured under policies budgeted for and held by the Town. Although final approval in insurance decisions rests with the Board of

Selectmen, the Assistant Superintendent for Administration and Finance shall monitor and provide advice with regard to these town held policies.

Other insurance matters under the jurisdiction of the School Committee are dealt with under appropriate headings elsewhere in this manual, for example, employee insurance plans and student insurance plans.

E 3 e. Buildings and Grounds Maintenance: (Voted 2/28/94, #84-69)

The School Committee will comply with appropriate state, federal, and local fire and health codes. The Assistant Superintendent for Administration and Finance, assisted by the Director of Public Buildings, and in cooperation with the school building principals, shall annually prepare a list of repair and modernization items for approval by the School Committee in its budget.

School Committee approved projects, both budgeted annual repair and modernization items and emergency items, will be carried out by the Director of Public Buildings, under the supervision of the Building Commissioner. Every attempt will be made to complete repairs on a timely basis with the least possible interruption to students, instructional staff, and educational programs. Grounds maintenance is carried out by the Department of Public Works, after consultation with the Assistant Superintendent of Administration and Finance.

E 3 f. Buildings and Grounds Inspection: Fire Prevention: (Voted 6/30/83, 83-325)

The School Committee will comply with appropriate state, federal, and local fire and health codes. School buildings shall be in full compliance with current state codes. Annually, the Director of Public Buildings shall visit each school and, with the school principal, prepare a list of any safety hazards, needed repairs and improvements and a list of corrective recommendations for Buildings and Grounds which shall be presented to the School Committee prior to the preparation of the budget for the next fiscal year. The school principal/headmaster shall conduct a monthly fire prevention inspection of the school building to ensure compliance with the regulations.

FIRE PREVENTION RULES AND REGULATIONS

(Voted 6/30/83, #83-325)

The Principals and Director of Public Buildings shall be responsible for the interpretation and enforcement of the following rules and regulations related to fire prevention. Teachers and custodians shall direct any questions relative to these rules to the building principals.

1. Paper of all types and other combustible materials to be removed from all walls and in all corridors and stairwells, except on bulletin boards in specified areas, to help prevent possible rapid spread of fire. Paper of all types and other combustible materials to be removed from all doors used as egress from a room and doors connecting classrooms; this is to include an area of at least two feet around such door openings. Paper and other combustible material suspended from wires across rooms and from all light fixtures shall be prohibited. The minimum amount of papers on

classrooms walls, as may be necessary to encourage students' progress, shall be allowed. This may be determined by teachers, keeping in mind the purpose of this regulation. Papers on display shall be secured on all four corners.

2. Cardboard known as "tri-wall" may be used in classrooms on a limited basis, provided it has been coated with a fire-retardant paint meeting Underwriters Laboratories Fire Tests and government paint specifications, or provided it has been purchased treated with fire-retardant material. Location and use of cardboard and like material should be so as to minimize obstructions and combustibility.

3. All overstuffed furniture and similar material such as cushions, pillows and mattresses shall be prohibited unless approved by the Fire Department and/or Director of Public Buildings. All new material of this type will comply with Fire Department regulations. Existing furnishings shall be treated with fire-retardant materials where Fire Department deems applicable.

4. Rugs may be used in classrooms provided a certificate has been presented to and approved by the Head of the Fire Department as to the flammability rating of same. Locations of rugs shall be such that they are out of the path of travel to all exit doors. They are to be bound at edges to prevent fraying and minimize the possibility of children tripping in the event of emergency evacuation.

5. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure in the event of a fire or other emergency. Therefore, all chairs, desks, and furniture shall be kept out of same to provide this continuous and unobstructed way of exit travel. All doors to adjoining classrooms are to be kept free of obstruction to travel. All furniture in classrooms are to be kept away from all exit doors. All smoke screen doors are to be kept closed and not wedged in an open position.

6. Aisles in auditoriums shall be kept clear at all times, and tables used for movies and lighting, etc. should never be placed in aisles, if possible. When curtains, drops, or scenery are used in auditoriums, they shall be flame-proofed and a certificate presented to the Brookline Fire Department for final approval. Particular attention should be given to outside groups bringing in equipment for use in our halls such as evergreens, cornstalks, straw, etc. which are strictly prohibited in public buildings.

7. Where extra lighting is to be used, such as spotlights, footlights, and floodlights, same must be approved by the Director of Public Buildings, prior to date of use. Extension cords when used shall be approved by Fire Department and/or Director of Public Buildings. Extension cords used in conjunction with projectors or other appliances shall be removed immediately after use. No hot plates or other appliances used for cooking or heating shall be allowed except in such instances as approved by Fire Department and Director of Public Buildings in writing. Approved hot plates used for instructional purposes shall be procured from and returned to Principal or

his/her designee on a daily basis. School owned equipment used in Unified Arts and Science Department areas which have been approved are not included in the above.

8. The storage of flammables should be in a locked metal cabinet suitably vented and, if the amount being stored warrants, a locked storage vault should be provided. The storage facility must be under the control of a competent school official, and only authorized personnel are to be allowed access. Faculty members should not allow students to fuel individual devices nor to transport any flammable materials from one location to another. All school personnel should be thoroughly instructed as to the hazard involved in a particular flammable liquid. No fuel container should be allowed to remain in any classroom, but must be returned immediately to the permanent storage facility. Duplicating machines shall not be kept, used, or stored in any stairwell, hall, or corridor of any school. They shall be kept locked in a ventilated room at the end of each day. Permits shall be obtained for use and storage of all flammable liquids from the Head of the Fire Department. Vent flues should never be obstructed or used as storage areas for any furniture or other materials. Containers shall be provided for the collection of rubbish in all schools. There shall be no barrels or rubbish containers or other combustible materials left or stored in any corridor or under any stairwell, or under any stairs of a school. Boiler room doors shall be closed at all times. Unnecessary materials, especially combustibles, shall be removed from all boiler rooms. Custodian rooms, storage areas, work closets shall be kept clear of all unnecessary combustibles. Work closets shall be kept locked at all times.

E 3 g. School Damage Reward: (Voted 5/19/69, #69-192; 2/28/84, #84-69)

As authorized by MGL Ch. 276, S. 10, the Brookline School Committee offers a reward of \$250.00, payable from funds in the School Committee's budget, to any person who furnishes information leading the apprehension and conviction of anyone who makes a bomb threat to a school, sets fire to a school, breaks and enters a school.

E 3 h. Custodial Services: (Voted 2/28/84, #84-69)

The Assistant Superintendent for Administration and Finance is responsible for the management of custodial services. Regulations governing the hours, wages, and working conditions of building service employees are contained within the contract between the School Committee and the Building Service Employees (AFSCME Council 93, AFL-CIO).

E 3 i. Traffic and Parking Controls: (Voted 1/19/76, #76-5; 2/28/84, #84-69)

No person shall park or operate a motor vehicle on property under the jurisdiction of the School Committee, except while attending functions at, or doing business in, the adjoining school building. Such parking shall be only at designated locations and not in conflict with faculty or school personnel parking, and not in violation of Article 18, Section 26 of the Town By-Laws. There shall be no overnight parking of vehicles on any School Committee property, except for vehicles under the direct control of the School Committee, or by special

permit issued by the Superintendent of Schools or his/her designee. Violation of any of the aforesaid rules and regulations is punishable under the provisions of the General Laws, Ch. 45, Sec. 24; Ch. 90, Sec. 20C, and Article 18, Sec. 26 of the Town By-Laws. In addition, any vehicle found in violation of this Section or Section 3 may be towed, in accordance with the town regulations of the Brookline Traffic Rules and Regulations, Article 5A. The School Committee authorizes the staff to post "NO PARKING" signs at appropriate school sites. Such signs shall read as follows:

NO PARKING
WITHOUT PERMISSION
OF
SCHOOL DEPARTMENT

Violators
Will Be Towed
At Owner's Expense.

E 3 j. Motor Vehicle Idling on School Grounds (Voted September 23, 2010, #10-64)

It is the policy of The Public Schools of Brookline that a No Idling Policy applies to all school buses operating in the school district and all vehicles operating in the school zone. The policy includes the following provisions:

- School bus drivers will shut off bus engines upon reaching destination, and buses will not idle for more than five minutes while waiting for passengers. This rule applies to all bus use including daily route travel, field trips, and transportation to and from athletic events. School buses should not be restarted until they are ready to depart and there is a clear path to exit the pick-up area.
- Post signage expressly prohibiting the idling of all vehicles for more than five minutes in the school zone.
- District's schools will provide an indoor waiting space for drivers who arrive early and need to keep warm.
- Transportation operations staff will evaluate and shorten bus routes whenever possible, particularly for older buses with the least effective emissions control.
- All school district bus drivers will complete a "no idling" training session at least once. All bus drivers will receive a copy of the school district's No Idling Policy at the beginning of every school year.

Exceptions to this policy are appropriate only when running an engine is necessary to operate required safety equipment such as flashing lights or perform other functions that require engine-assisted power (e.g., waste hauling vehicles, handicap accessible vehicles, etc.).

E 3 j. Buildings and Grounds Records and Reports: (Voted 2/28/84, #84-69)

Buildings and Grounds records and reports shall be kept by the Director of Public Buildings, under the supervision of the Building Commissioner. These records shall include building plans, work in progress, energy consumption data, and general operating and maintenance procedures.

**SECTION E
SUPPORT SERVICES**

4. Accident Prevention and Emergency Plans:

a. Accident Prevention Guidelines: (Voted 9/24/79, #79-349; 6/30/83, #83-325)

Each elementary school principal and the headmaster of the High School shall be responsible for the supervision of a safety program in his/her school to include but not be limited to:

- a. encouraging the fire authorities to assist staff by presenting talks and demonstrations on fire prevention and safety during school hours,
- b. encouraging staff to teach safety principles in classroom activities in the gym, on the playground, and in the industrial arts areas and in such other areas as are deemed appropriate.
- c. encouraging the police authorities to teach students the principles of safety with respect to walking and bicycling in traffic and travel to and from school.

Staff shall cooperate fully with the Police Department to maintain and extend traffic control at difficult school crossings. In order that there is a contingency plan for enforcing the safety measures at school crossings, the principal of each school will designate staff members to check crossings related to his/her school to which crossing guards are assigned, and will instruct the designees to notify the police department, on his/her behalf, in the event a crossing is not covered.

No child shall be permitted to leave school other than at the regular time without a written note from his/her parent or guardian.

In order to prevent accidents and to avoid unnecessary liability, principals are asked to caution all members of the staff (teachers and civil service employees) to use "due care" in what they require or permit pupils to do either during or after school hours.

Firefighter assignment for events in the schools shall be required only in those situations where specific activity poses a clear and distinct fire hazard. Such situations would include use of flammable decorations or scenery, or use of open flame or high heat equipment.

Police detail for events held in the schools shall be kept to a minimum, consistent with adequate protection of the health, welfare, and safety of the people using the building and of the School Department's property. The following will be considered in making assignments:

- a. Where special custodial personnel are assigned specifically to cover an event or function, such as to necessitate the collection of custodial service charges or rental fees, special duty police probably would not be assigned, except under unusual circumstances;

b. Where custodial personnel, although present in the building, are not specifically assigned to a function, a circumstance under which neither the rental fee nor the custodial service charge would be levied on the group sponsoring the function, and yet a large number of people are attending the function, a police detail probably would be assigned.

c. Where a large event, such as a rock concert or rally is held, attracting large numbers of people, and even though custodial personnel are specifically assigned to the function, police detail will be made; any Class II group sponsoring the function will be charged both the custodial service charge or rental and the cost of the police detail.

If any group specifically requests police detail, arrangements will be made by the office of the Director of School Plant to provide such detail, regardless of whether the School Department deems it necessary, and the user will pay such costs, as outlined in policy related to community use of school buildings.

Specific classroom safety procedures (science, industrial arts, for example) may be found with the curriculum coordinators of those areas.

General Accident Reports (Voted 2/28/84, #84-69; 3/27/84, #84-121)

The principal shall submit to the central office within 24 hours a report of the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions of the form.

a. In cases of assault by pupils, the principal shall file a detailed report of such incidents with the School Committee.

b. In cases of suspected child abuse or neglect, the teacher, guidance counselor, or administrator shall immediately inform the principal, who shall take appropriate action.

Accidents to Teachers

In the case of an accident to a teacher, the Director of Personnel will notify the Mass. Teachers' Retirement Board, as required by the MGL Ch. 32, Sec. 7. A copy of such notification will be sent to the teacher for his/her guidance in communication with the Retirement Board.

Civil Service Personnel

The supervisor shall submit to the school payroll office within 24 hours a report on the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions on the form. The payroll office will communicate all information to the Town Personnel office that may involve a worker's compensation claim against the town.

E 4 b. Emergency Plans: (Voted 2/28/84, 84-69)

In order to carry out the overall policy on safety programs, the School Committee directs staff to develop appropriate Emergency Plans in accordance with state and local ordinances to cover the following contingencies: Disaster Planning, Fire Drills, Bomb Threats, Emergency Closings.

1. Disaster Planning (New Policy)

Unfortunately, areas of this country have been faced with numerous catastrophic disasters, both natural and man-made. Such disasters may happen which affect Brookline while schools are in use. Therefore, it is essential that the Superintendent shall develop, distribute throughout the system to relevant stakeholders, and annually test disaster plans, for each of our school facilities, that cover a comprehensive array of potential situations.

The Superintendent will develop these plans in collaboration with all other relevant public and private agencies, including but not limited to the town administrators, local and state police and fire departments, and local and state health administrations and facilities.

Adopted by Brookline School Committee: 12/8/05, #05-129.

(Note: The Policy Review Subcommittee members (including the Superintendent) agree that the first set of comprehensive plans should be available for the School Committee's review no later than June 22, 2006.)

2. Fire Drills

It shall be the duty of the Superintendent of Schools to see that each principal gives such instruction to his/her assistants as will prepare them to act prudently and promptly in case of fire in the school building, and so train the pupils that at the given signal, they will leave the school in order and speedily. The fire alarm signal shall be given at least once each month during the school year.

- a. There should be a definite plan for the complete, safe, quiet, and orderly vacating of the building to a reasonable distance when an emergency occurs.
- b. The fire alarm system and fire extinguishing equipment should be checked daily by the senior building custodian (or under his/her direction) who should ascertain that they are properly maintained. All means of egress, including corridors and fire escapes should be kept free from obstruction at all times.
- c. Fire drills should be held on different days and at different hours of the day.
- d. Discretion should be used about holding fire drills when the weather is extremely cold or stormy.

- e. An auditorium fire drill should be held as early as possible in the year and at intervals throughout the year.
- f. Schools having two or more separate buildings should have separate fire drills.
- g. Fire drills should be held without warning to teachers or students.
- h. Specific provisions should be made to assist handicapped students.
- i. Occasionally an obstruction fire drill should be held. (The obstruction should be a sign, not a physical barricade.)
- j. Control rather than speed is important during fire drills.
- k. Provision should be made to warn children in showers and in dressing rooms as to whether it is a fire or a fire drill, and if a fire, which exit to use.
- l. A record of all fire drills should be kept by the principal stating date, time of day, elapsed time, type of drill, and quality of performance.
- m. All personnel should leave during a fire drill.
- n. Students should not wait to don outer clothing during a fire drill.
- o. If possible, teachers should carry the register or class roster during a fire drill.

3. Bomb Threats

The Principal/Headmaster is in charge of carrying out the following procedures in the event of a bomb threat in his/her building. If the call advising of a bomb threat is initially received in the central office, the Superintendent or the senior staff member in the office at that time shall immediately notify the principal of the building in question.

When a bomb threat is received, the following procedures, recommended by the State Department of education are in order:

- a. Immediately evacuate the school.
- b. Immediately notify the Fire and Police Departments.
- c. Conduct search of building under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.
- d. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

- e. After a thorough search has been conducted and nothing found, the principal/headmaster of the school should be notified by the senior member of the local protective department that re-entry will be permitted.
- f. If the principal/headmaster deems it advisable to dismiss the students for the remainder of the day, s/he shall contact the Superintendent to obtain such permission.
- g. Investigation should be made by the local police department, assisted by the State Fire Marshal's office, if requested.

4. Emergency Closings

The decision to close school is based on the judgment of the Superintendent of Schools, or in his/her absence, the senior staff member in charge. If time permits, the Superintendent or his designee shall consult with the Headmaster or Principal, Fire Chief, Police Chief, and the Director of School Plant.

E 4 c. Medical Emergencies, First Aid: (6/30/83, #83-325)

In case of an accident to or sudden illness of any student, employee, or visitor, whoever is on the scene should:

1. Provide appropriate assistance to the injured or ill person.
2. Notify medical personnel (school nurse, trained instructional aide, school physician, or emergency unit as appropriate).
3. Notify the school principal or headmaster to ensure that the parent or person designated on the Student Emergency Contact Information Sheet is contacted. (Student Emergency Contact Information Sheets are available in the Principal's office or in the nurse's office in elementary schools, and in Deans offices at BHS.) The Athletics Director shall also be contacted and be responsible for carrying out procedures above, if this the emergency involves a High School Athletics event. Upon being notified of such accident, the Principal, Headmaster or Athletic Director shall assume overall responsibility for the case until such time as no further care is deemed necessary or until responsibility has been assumed by the parent, an authorized physician, the Brookline Emergency Services Unit, or a hospital.
4. Contact the police emergency number 911 when school is not in session, and when events and activities are being conducted on school property.

The School Physician is available at 730-2335 from 8:30 am-5:00 PM. Detailed guidelines on managing medical emergencies are available through the office of the School Physician (730-2335) and should be posted in each school to provide more specific assistance to persons confronted with an accident or sudden illness.

E 4 d. Prevention and Management of Sports Related Head Injuries: (2/16/12 #12-10)

The purpose of this Policy is to provide standards for the prevention and management of sports-related head injuries in the Public Schools of Brookline (the “PSB”), consistent with G.L. c. 111, s. 222 and 105 CMR 201.000, *et seq.* This Policy shall apply to PSB students who sustain head injuries or concussions during participation in PSB sponsored extracurricular athletic activities.

I. DESIGNATION OF RESPONSIBLE ADMINISTRATOR

The Headmaster/Building Principals shall designate a staff person with administrative authority within each school who shall be responsible for the implementation of this Policy and the related procedures (the “Head Injury Response Coordinator” or “HIRC”). At the conclusion of each school year, the HIRC shall provide a report to the Superintendent of Schools, identifying the number of sports-related head injuries/concussions sustained by students during the school year and, for each such injury, the sport in which the injury was sustained.

This Policy and the related procedures shall be consistent with the provisions of G.L. c. 111, s. 222 and 105 CMR 201.000, and shall be reviewed and revised at least every two years.

II. TRAINING AND INSTRUCTION**A. Annual Training**

All PSB student athletes and their parents, employees, consultants and volunteers identified in 105 CMR 201.007 shall complete annual training in the prevention and recognition of sports-related head injuries and associated health risks, including second impact syndrome, consistent with 105 CMR 201.006(A)(2). Documentation of such training shall be maintained by the HIRC.

B. Instruction for Coaches, LATs, Trainers and Volunteers

All PSB Coaches, Licensed Athletic Trainers (“LATs”), Trainers and Volunteers who participate in PSB extracurricular athletic activities shall be instructed (1) to teach form, techniques, and skills; (2) to promote protective equipment use to minimize sports related head injuries; and (3) to prohibit student athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or other sports equipment as a weapon.

III. PHYSICAL EXAMINATIONS OF STUDENTS

All student athletes must annually provide documentation of a physical examination conducted by a licensed physician prior to participating in any PSB extracurricular athletic activity.

IV. REVIEW AND REPORTING PROCEDURES

Each school shall ensure that appropriate and timely medical or nursing review is conducted of: (1) current information regarding a student athlete’s history of head injuries and concussions prior to each sports season consistent with 105 CMR 201.006(A)(4) and

(5); (2) all student athlete “Pre-Participation” forms for extracurricular athletic activities; and (3) all student athlete “Report of Head Injury” forms received.

Each school shall ensure that the Procedures for Identifying and Reporting Head Injuries related to this Policy are followed.

V. POST HEAD INJURY/CONCUSSION PROCEDURES

Each school shall ensure that the Post Head Injury/Concussion Procedures related to this Policy are followed.

VI. NOTICE TO STUDENT ATHLETES AND PARENTS

A. General Information

Each school shall provide students and parents with information pertaining to the annual training requirement set forth in Section II(A); the procedure for notifying parents when a student athlete has been removed from play for a head injury or suspected concussion sustained during an extracurricular athletic activity; the protocol for obtaining medical clearance set forth in the procedures related to this Policy; and the responsibilities of parents/guardians pertaining to the completion of Pre-Participation and Report of Head Injury Forms, when warranted.

B. Student Handbooks

PSB Student/Parent handbooks shall contain information regarding this Policy and the related procedures and where they may be obtained.

C. Communicating with Parents with Limited English Proficiency

Each school shall ensure that parents/guardians with limited English proficiency are provided the information contained in Section VI(A) of this Policy.

D. Parent Outreach

Each school shall take steps to ensure that parents/guardians of student athletes comply with their responsibilities under this Policy and the related procedures.

VII. COMPLIANCE AND PENALTIES

All PSB personnel and student athletes who participate in PSB extracurricular athletic activities are responsible for understanding their responsibilities and obligations under this Policy.

PSB personnel who fail to comply with the provisions of this Policy may be subject to discipline, up to and including termination of employment. Failure of PSB students and/or families to comply with the provisions of this Policy may result in discipline of the student, up to and including exclusion from participation in extracurricular athletic activities.

Refs: G.L. c. 111, s. 222; 105 CMR 201.000, *et. seq.*

SECTION E SUPPORT SERVICES

5. *Transportation Services Management (Revised Policy)*

Policies covering Student Transportation Services shall be formulated to ensure maximum safety and to achieve minimal budgetary impact. Transportation services shall be managed under the direction of the Superintendent, or his/her designee, and shall be carried out in accordance with the general laws of the Commonwealth.

Student Transportation Services

The School Committee provides transportation free of charge to resident students in Gr. K-6 attending the Public Schools of Brookline (PSB) who reside 1.5 miles or more in walking distance from their homes to their assigned schools. PSB may provide transportation to students in Gr. 7-12, on a space available basis, and may charge a fee for such transportation, provided that the fees offset the costs incurred by the school system.

PSB may provide transportation to students in Gr. K-8 who voluntarily elect to attend a school other than the one to which they would ordinarily be assigned, on a space available basis, and provided that the fees charged will offset the costs incurred by the school system.

All fees mentioned above will be determined by an annual vote of the School Committee, and must be prepaid.

Exceptions

Exceptions to the above include:

1. students who are in a Special Education placement, and who are entitled to transportation by law (IDEA, MGL Ch. 71B);
2. students who are eligible for transportation under MGL Ch. 74, Sec. 8A (attending occupational training schools);
3. students who are eligible for transportation under MGL Ch. 76 Sec. 1 (attending private schools);
4. students who are eligible for free or reduced lunch under the federal school lunch program, and
5. students who are eligible for transportation under McKinney-Vento Homeless Assistance Act.

Such transportation will be provided in vehicle(s) approved by the Superintendent, or his/her designee.

Collaboration

When practical, PSB will collaborate with the MBTA in the implementation of their Student Pass Program by distributing information and cards supplied by the MBTA, according to their guidelines. There will be no cost incurred by the school system in connection with the implementation of the MBTA Student Pass Program, unless one of the above exceptions applies.

Originally voted:

6/18/79, #79-397; 10/29/79, #79-398; 10/6/81, #81-461; 6/30/83, #83-325

Revision Approved by the Brookline School Committee: 4/26/07, # 07-37

_____ POLICY MANUAL OF THE PUBLIC SCHOOLS OF BROOKLINE _____

E 5 b. Use of School/Town-Owned Vehicles, Mileage Reimbursements, and Car Allowances **(Revised Policy)**

The School Committee recognizes that some staff positions require travel within the Town of Brookline (the Town). The School Committee may provide such staff with either the use of a school-owned vehicle, reimbursement for mileage for the use of a private vehicle, a car allowance, or may arrange for the use of a Town-owned vehicle.

Use of a School-Owned Vehicle

The Superintendent of Schools and the Director of School Plant shall be issued an appropriate vehicle by the School Department to facilitate the functioning of their duties. Environmental impact will be an important consideration in the purchase of all vehicles. Other School Department staff may be authorized by the Superintendent to use a school-owned vehicle in order to conduct school-related business. With the exception of the vehicles that are issued to the Superintendent and Director of School Plant, these vehicles shall be garaged on Town property when not in use for school-related business.

Reimbursement for Mileage for Use of Private Vehicles

The School Committee may authorize reimbursement to other school staff for the use of private vehicles, for school-related business only, in accordance with the terms of any relevant collective bargaining agreement, or by way of reimbursement, which shall be limited to the Town's current mileage rate. No other reimbursement agreements will be made without a specific vote by the School Committee.

Car Allowances

The Deputy and Assistant Superintendents, the Director of Personnel, and the Headmaster shall receive a monthly car allowance as specified in their employment contracts, or at the current Town mileage rate per mile, whichever is greater, as compensation for using their personal cars for school-related business.

Authorized Use of School/Town-Owned Vehicles

1. No School/Town-owned vehicle shall be used by any unauthorized person. An Unauthorized Person is defined as any person who is not specifically authorized to use a particular School/Town owned vehicle by someone having authority to grant such authorization. This restriction includes, but is not limited to, members of the family of the school employee.

2. The School/Town-owned vehicle issued to an employee shall be used for business use only, and shall not be for personal use, other than for commuting to and from work, when explicitly permitted by the School Committee, or de minimis personal use. Employees using Town/School owned vehicles in violation of this policy will not be indemnified by the Town for damages arising out of any action or proceedings that arise as a consequence of such use, and may be held individually liable for any damages arising from such use.
3. No School/Town-owned vehicle shall be used for commuting to and from work, unless such use is specifically authorized in writing by the School Committee.
4. All School/Town-owned vehicles shall be operated in a safe and lawful manner. Any employee who is found responsible for, or convicted of, a moving violation will have his/her access to all school-owned vehicles reviewed. Any employee who is convicted of Driving Under the Influence (DUI) of alcohol or a controlled substance in violation of M.G.L. Ch. 90, Sec. 24 while operating a School/Town vehicle will be prohibited from using any School/Town vehicle, and may be subject to discipline, up to and including termination from his/her job. In all cases of an accident, the driver will promptly report in writing to the appropriate authorities.

Originally Voted: 2/21/76, #76-45; 1/22/79, #79-24 and 25; 9/22/81, #81-438; 6/29/82, #82-270; 6/30/83, # 83-325; 6/17/04, #04-71

Revision Approved by Brookline School Committee: 6/5/07, # 07-55

**SECTION E
SUPPORT SERVICES**

6. Food Services Management: (Voted 2/5/73, #73-27; 2/28/84, #84-69)

The Brookline School Committee endorses a major objective of the National School Lunch and Child Nutrition Program, which is to provide nutritious meals to all school children.

School Food Services

The schools shall provide a Type A Lunch to all school children in the Town of Brookline, Grades 1-12 inclusive. Whenever feasible, the staff shall also endeavor to serve the wider Brookline community. Additional services may include lunch programs for Senior Citizens and non-public school students, and breakfast programs in schools where there is a need. Parents shall be notified through the local newspaper of the lunch menu and of the nutritional benefits of the Food Services Program.

Program Management

The Brookline Public Schools shall maintain a qualified professional food services staff. Supervisors are responsible for efficient program management. They shall maintain equipment and facilities in excellent repair, make maximum use of federally-donated commodities, provide in-service training to all employees, adopt efficient scheduling practices, and maintain accurate records and reports.

E 6 a. Free and Reduced Price Food Services:

(Voted 2/2/76, #76-42; 9/19/78, #78-392, 2/28/84, #84-69)

The Brookline School Committee shall provide free and reduced-price meals to those who are eligible under the policy established by the Director of the Massachusetts Bureau of Nutrition Education and School Food Services. Eligibility procedures shall be administered by the principal of each school.

The Brookline School Committee authorizes the Assistant Superintendent for Administration and Finance to disseminate applications for eligibility for free and reduced-price meals, and to fulfill the requirement of publicly announcing this policy to the students and their parents.

The Brookline School Committee directs staff to exercise utmost discretion in the solicitation of participants for the free and reduced-price meals programs.

E 6 b. Meal Charge Policy: (Voted 7/9/18, #18-65)

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district and to protect the solvency of the food service revolving fund. The goals of this policy are to:

- Establish a consistent district policy regarding meal charges and collection of charges.
- Ensure all families and students are treated with dignity regarding meal accounts.
- Ensure compliance with the United States Department of Agriculture (USDA) regarding meal charges and balances.

II. SCOPE OF RESPONSIBILITY:

PSB employees are responsible for supporting and meeting all compliance requirements of the Food Service Program provided by School Committee Policy, administrative directive, or USDA/Department of Elementary and Secondary Education (DESE) regulation or guidelines. The Food Service Department is 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 with the help and assistance of the school principal when appropriate, as determined by the school principal.

III. ADMINISTRATION

The Superintendent, along with the Deputy Superintendent of Administration and Finance will provide administrative guidance and direction on the collection of school breakfast and lunch fees. The administrative guidance and direction will provide for the following:

- 1) **Meal Charges and Allowances** for Free, Reduced, and Paid Lunch Students and employees;
- 2) **Balances Owed:** Collection of Balances owed will follow the School Committee's policy, *Student Fees, Fines, and Charges*.
 - a) **Checks Returned for Non-Sufficient Funds:** Fees and Penalties will follow the direction of the Town Treasurer. Second requests will follow M.G.L. Chapter 93 §40A.
 - b) **Balances Owed with no response by Parent/Guardian or Employee:** If the payment is not received, the Superintendent or his/her designee may take action, if published and notice provided, unless or until prohibited by state law or regulation.

- c) **Other remedies available to the Superintendent or designee:**
- i) Employees carrying a negative account balance may be prevented from using their point of sale system account until the negative account balance is paid.
 - 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 participating in graduation activities.
- 3) **Point of Sale System:** All school cafeterias will 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/guardian upon request.
- a) **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.
- b) **Unclaimed Funds:** All refunds pursuant to Section III. 3(a) above must be requested within one year of withdrawal or graduation, as applicable. Thereafter, such funds will be deemed unclaimed funds. Unclaimed funds will then become the property of the Public Schools of Brookline Food Service Program.

Legal Reference: 7 CFR 210, Office of Management and Budget Circular A-87
M.G.L. Chapter 71: Section 72. Sale of lunches
M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools; transportation of children; school building committee representation
M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty
M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment

Policy Cross Reference:
Student Fees, Fines, and Charges

E 6 c. Vending Machines: (Voted 2/28/84, #84-69)

In general, vending machines shall be prohibited in areas accessible to students. The School Committee will approve exceptions to this policy where such machines can be supervised by food service personnel to ensure that the food provided is nutritious, and that the waste is properly disposed of.

E 6 d. Offer vs. Serve: (Voted 6/9/92, #92-202)

It shall be the policy of the Brookline Public Schools to approve "Offer vs. Serve" as a method of service in all schools, as outlined in the National School Lunch and School Breakfast Program Regulations. This policy is designed and intended to reduce plate waste and food costs, without jeopardizing the nutritional integrity of meals served.

Breakfast:

Students at all grade levels may be allowed to reject any one of the required four components. The School Food Service Department may claim the breakfast as reimbursable if students select three or four components. All four components will be offered to all students daily in schools participating in the School Breakfast Program.

Lunch:

Students at all grade levels have the option of choosing three, four, or five of the required meal components, and allowing the school food service department to claim the lunch as a reimbursable meal. Students also have the choice of accepting smaller portions of one or two items, provided they accept full portions of at least three items. All five components will be offered to all students daily.

All student meals served, regardless of a child's eligibility status (i.e. free, reduced, or full-paying), shall meet "Offer vs. Serve" requirements.

SECTION E
SUPPORT SERVICES

7. *Office Services and Data Management:* (Voted 2/28/84, #84-69)

Office services for the Brookline School Department, including postage, printing and duplicating, clerical services and record keeping, are administered by the office of the Assistant Superintendent for Administration and Finance.

The data processing operation for the School Department is combined with the data processing operation for the Town in a department called Management Information Services (MIS). This department is administered by a Director, who is responsible to a 7-member Computer Coordinating Committee, with 3 members representing the School Department and 4 members representing the Town government. The representatives may be elected officials or Town employees. The Chair of the Committee shall be a member of the Board of Selectmen.

The members are: a member of the School Committee, the Assistant Superintendent for Administration and Finance, the Assistant Superintendent for Curriculum and Instruction, the Executive Secretary of the Town, the Town Comptroller, the Director of Planning, and one member of the Board of Selectmen.

The employees of the MIS Department are classified as School Department employees and are listed in the staff count of the School Budget. The MIS budget is funded in approximately equal parts by the School and Town.