

E - BUSINESS MANAGEMENT  
*SN Excludes fiscal management.*

EA*	Goals and Objectives
EB	<a href="#">Safe Schools</a>
EBB	<a href="#">Student Safety</a> (Also JGF)
EBBC	<a href="#">Emergency Drills</a>
EBBG	<a href="#">Emergency Plans</a>
EBC	<a href="#">Use of School Equipment</a> (Cf. KGB)
EBH	<a href="#">Use and Renting of Buildings</a> (Cf. KG, KGA, KGB)
EBK	<a href="#">Public Access Defibrillation Program (PAD)</a>
EC*	Equipment and Supplies Management
ECA	<a href="#">Buildings and Grounds Security</a>
ECAD	<a href="#">Use of Security Cameras on School Property</a>
ECF	<a href="#">Energy Conservation</a>
ECH	<a href="#">Maintenance, Control and Disposal of Hazardous Chemicals</a>
ECHA	<a href="#">Handling of Cleaning Agents and Chemicals in School Kitchens</a>
ED	<a href="#">School Bus Policy</a>
EDAA	<a href="#">Use of School-Owned Vehicles</a>
EDAF	<a href="#">Motor Vehicle Idling on School Grounds</a>
EDC	<a href="#">Emergency Plans</a>
EDEA	<a href="#">Custodial Services</a>
EE	<a href="#">Food Services Management</a>
EED	<a href="#">Health and Wellness</a> (Also IDBC, JGJ)
EF*	Data Management <i>SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Reports" in Index.</i>

## BUSINESS MANAGEMENT

### SAFE SCHOOLS

The School Committee encourages the creation and maintenance of a safe and secure learning environment for students and staff. Such an environment facilitates learning and teaching and preserves the physical and emotional well-being of students and staff. Additionally, the School Committee recognizes the importance of effective communication and the requirement to notify members of the public, students, and staff of the School Department's standards and procedures to assure school building security and safety of students and school personnel.

The Committee directs the Superintendent to meet with administrators and town police and fire officials to develop a comprehensive School Safety and Emergency Operations Plan for the district and each school building. Additionally, the Superintendent will complete an assessment of current safety standards and procedures on an annual basis and report such findings to the School Committee. The School Department's School Safety and Emergency Operations Plan shall be reviewed annually with the North Reading police and fire chiefs and developed in accordance with accepted standards and approved by the School Committee. The School Department will also publish a set of emergency protocols to guide staff in the understanding and implementation of safety issues.

Additionally, each School Council will review the School Safety and Emergency Operations Plan. Said plan will be disseminated to staff and made available to students and parents. All staff members will be trained in the implementation of the School Safety and Emergency Operations Plans and emergency protocols. The Committee shall annually, as part of the budget process, identify safety and security needs and request appropriations as needed for maintenance of safety or security personnel, devices, or equipment for all school buildings.

First Reading March 25, 2002  
Approved April 22, 2002  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

### STUDENT SAFETY

The School Committee expects that proper attention will be paid to the safety of students on school property during the normal school day, during the participation in school sponsored extracurricular activities and athletics on school property, and at school functions scheduled away from school property. The School Committee recognizes it is the responsibility of the parents to supervise students on their way to and from school, at bus stops, and at school functions scheduled away from school property, unless school bus transportation is provided. Students riding on the school bus to and from school, and to and from school functions scheduled away from school property will be subject to the rules and regulations developed for their safety.

The safety of students shall be secured through close supervision and through special attention to the following:

1. Maintaining a safe school environment,
2. Observing safe practices on the part of school personnel and students, particularly in those areas of instruction, extra-curricular activities, and athletics which offer special hazards,
3. Offering safety education to students in health and physical education and as necessary in laboratory courses and shop courses and athletics,
4. Providing first-aid care for children in case of accident or sudden illness,
5. Practicing the implementation of the Emergency Operations Plan including fire drills and other emergency responses, and
6. Working with local police and fire officials to develop traffic plans, fire/emergency drills, and other appropriate plans that emphasize student safety.

The administration shall prepare appropriate regulations for the implementation of this policy.

First Reading January 29, 1979  
Approved February 8, 1979  
First Reading June 4, 1984  
Approved June 11, 1984  
First Reading March 25, 2002  
Revised May 13, 2002  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

### EMERGENCY DRILLS

Each school will develop in conjunction with the Superintendent's Office and the local police and fire departments a building based Emergency Operations Plan to outline responses to specific levels of emergencies, including fire. Specific emergency responses may include "shelter in place," "lock-down," and "evacuation/relocation."

Fire drills shall be held periodically during the school year to familiarize students and staff with proper procedure for exiting buildings in case of fire or other emergencies. The administration shall develop procedures for such drills and is responsible for their implementation.

First Reading May 21, 1984  
Approved June 4, 1984  
First Reading March 25, 2002  
Approved April 22, 2002  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

## EMERGENCY PLANS

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

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

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

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

Plans shall be submitted at least every 3 years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus. Building Principals will meet all requirements for conducting fire drills and Emergency Response drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC

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

First Reading, November 19, 2012  
Approved December 3, 2012

## BUSINESS MANAGEMENT

### USE OF SCHOOL EQUIPMENT

Equipment owned by the School Department may be used for all school sponsored activities (see KGA Reg.) with appropriate permission and supervision.

In general, all non-school related organizations shall be required to furnish their own equipment when renting school buildings or grounds. In limited cases, School Department equipment may be available to outside groups with appropriate prior permission and supervision. In such cases an equipment user fee may be assessed.

First Reading June 20, 1983  
Approved July 21, 1983  
Revised September 10, 2001  
Approved September 24, 2001  
Reviewed February 27, 2012

BUSINESS MANAGEMENT

USE AND RENTING OF BUILDINGS

Reference the following policies:

KG COMMUNITY USE OF SCHOOL FACILITIES

KGA USE OF SCHOOL BUILDINGS AND GROUNDS

KGA-R USE OF SCHOOL BUILDINGS AND GROUNDS,  
FEES AND REGULATIONS

KGB USE OF SCHOOL EQUIPMENT

## BUSINESS MANAGEMENT

## PUBLIC ACCESS DEFIBRILLATION PROGRAM (PAD)

A Public Access Defibrillation (PAD) program provides an opportunity for trained responders in the North Reading Public Schools to deliver early defibrillation to victims of cardiac arrest. Use of an Automatic External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before emergency medical services (EMS) providers arrive and assume responsibility for the care of the patient. This policy is designed to direct trained responders in the North Reading Public Schools to deliver early defibrillation to victims of sudden cardiac arrest.

The procedures, applicable standards and operating guidelines for the PAD program and the acquisition, installation, use and maintenance of AED in the North Reading Public Schools will be in accordance with the requirements of the Massachusetts Department of Public Health (MDPH), Massachusetts General Law Title XVI, the American Heart Association and the North Reading Fire Department / Emergency Medical Services.

Following the applicable standards and guidelines, it is expected that at least one AED will be located in each of the school buildings of the North Reading Public Schools. Only staff trained and certified in Cardio-Pulmonary Resuscitation (CPR) and the use the AED is authorized by the School Department to use an AED. All certified CPR / AED staff must maintain certification that meets or exceeds the standards established by the American Heart Association and participates in practice drills annually. This policy does not create an obligation to use the AEDs nor to create any expectation that either an AED or trained employees will be present at every event.

Legal Reference: MGL Title XVI, Chapter 112.

First Reading August 27, 2007  
Approved September 10, 2007  
Reviewed February 27, 2012



## BUSINESS MANAGEMENT

### BUILDINGS AND GROUNDS SECURITY

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

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

Access to school building and grounds outside of the regular school hours will be limited to personnel whose work requires it or by individuals or groups that have received prior approval from the school department. Funds and valuable records will be kept in a safe place and under lock and key. Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation.

First Reading March 25, 2002  
Approved April 22, 2002  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

## USE OF SECURITY CAMERAS ON SCHOOL PROPERTY

The School Committee recognizes its responsibility to promote school safety and foster a safe and effective learning environment for students and staff, as well as that of the general public who have occasion to use school facilities. In an effort to promote safe and secure school facilities, the School Committee supports the use of security cameras in its schools or on school grounds as part of an overall security plan. Security cameras will only be utilized in public areas within the schools and on school property where there is no “reasonable expectation of privacy.” Use of video-only security cameras will be restricted to major exterior entrances and exits, large gathering spaces including corridors, cafeteria, lobbies and libraries and school parking lots. No video cameras will be placed in classrooms, locker rooms, restrooms, staff dining areas or private offices. Audio recording shall not be utilized by the School District.

To further the School Committee’s objective, the School District’s Safety and Security Committee shall meet as appropriate to review the school safety and security plan and to develop, implement and review district and school level safety practices. The School Safety and Security Committee shall also make recommendations to the Superintendent regarding the implementation and use of security cameras and other security measures as authorized by the School Committee.

A video recording used for security purposes in school buildings and/or on school property, shall be the sole property of the North Reading Public Schools. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings shall only be made by authorized school personnel and law enforcement officials. Under no circumstances will the District’s video recording be duplicated, transmitted and/or removed from the District’s premises unless in accordance with a court order and/or subpoena.

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District’s use of security cameras.

Students and staff will receive additional written notification, as appropriate, regarding the use of security cameras in the school and/or school grounds. Such notification may include, but is not limited to, publication in student / parent handbooks and employee handbooks.

First Reading March 24, 2008  
Approved April 28, 2008  
Reviewed February 27, 2012

BUSINESS MANAGEMENT

ENERGY CONSERVATION

The School Committee encourages and supports an energy conservation and education program to promote more efficient use of electricity, fuel oil, and water. Such a program should not result in temperatures and light below State and Federal standards. It will be the responsibility of the Director of Finance and Operations and Supervisor of Buildings and Grounds to implement, direct, monitor, evaluate, and report system energy conservation efforts.

First Reading June 4, 1984  
Approved June 11, 1984  
Reviewed November, 2001  
Revised, First Reading February 13, 2012  
Approved February 27, 2012

## BUSINESS MANAGEMENT

MAINTENANCE, CONTROL AND DISPOSAL OF HAZARDOUS CHEMICALS  
USED IN CLEANING AND MAINTAINING BUILDINGS AND GROUNDS

Recognizing the need for the use of a variety of chemicals in order to provide a clean environment in school buildings, the School Committee has established the following criteria:

1. Chemicals will be purchased in sufficient quantity for a single academic year.
2. Flammable and volatile chemicals will be stored in a fire-rated storage cabinet in a location approved by the local fire official. Permits must be obtained from Fire Chief.
3. Chemicals that cannot be disposed of in septic systems will be stored in tanks and disposed of according to regulations of the Commonwealth of Massachusetts Department of Engineering. A copy of regulations will be available in each school. Quality
4. Chemicals that exceed their life expectancy shall be disposed of according to State and Federal regulations.
5. All poisonous materials will be kept under control at all times and all storage facilities will be locked at all times.
6. All associated personnel will receive training in the proper use of all chemicals, etc., according to the Right to Know Law.
7. The provisions of the Act Protecting Children and Families from Harmful Pesticides (Integrated Pest Management) will be followed.

First Reading June 6, 1988

Approved June 13, 1988

Reviewed and Revised December 10, 2001

Reviewed February 27, 2012

## BUSINESS MANAGEMENT

### HANDLING OF CLEANING AGENTS, CHEMICALS, AND SUBSTANCES USED IN CLEANING DISHES, UTENSILS AND SURFACES IN KITCHENS AND DINING AREAS

Recognizing the need for the use of a variety of cleaning liquids and substances in order to provide a sanitary environment in the kitchens and dining areas, the School Committee has established the following criteria:

1. All associated personnel will receive training in the proper use of all chemicals, substances, etc., according to the Right to Know Law.
2. The Act Protecting Children and Families from Harmful Pesticides (Integrated Pest Management) will be followed.
3. Biodegradable cleaning products are encouraged whenever possible.
4. All cleaning products should be kept in closed containers when not in use. Caps and bottle tops should be checked frequently.
5. For the protection of the kitchen staff, rubber/latex gloves should be worn whenever a strong solution is being used. Eye protection is also recommended.
6. Products containing bleach and ammonia must never be combined.

First Reading June 13, 1988

Approved June 20, 1988

Reviewed and Revised December 10, 2001

Reviewed February 27, 2012

BUSINESS MANAGEMENT

SCHOOL BUS POLICY

Reference the following policies:

JGG BUS TRANSPORTATION

JGGA TRANSPORTATION OF KINDERGARTEN CHILDREN

JGGB CONDUCT ON BUSES

JGGC BUS ASSIGNMENTS

BUSINESS MANAGEMENT

USE OF SCHOOL VEHICLES

1. School-owned vehicles may be authorized only for transporting people or material to and from school-related activities by school employees.
2. Permission to use a school department vehicle must be obtained from a principal and confirmed by the Superintendent of Schools or his/her designee.
3. A Request for Use of School Vehicle form must be completed, approved and processed in the Business Office.

Note: This policy does not apply to maintenance vehicles. Use of maintenance vehicles is regulated by the Director of Finance and Operations and the Supervisor of Buildings and Grounds.

First Reading July 12, 1977  
Approved July 20, 1977  
Reviewed June 1, 1987  
Reviewed November, 2001  
Revised, First Reading February 13, 2012  
Approved February 27, 2012

## BUSINESS MANAGEMENT

## MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

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

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

**NO IDLING****PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500****FOR SECOND AND SUBSEQUENT OFFENSES****M.G.L. C. 90, § 16B AND 540 CMR 27.00**

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

*Legal References:* M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

First Reading February 8, 2010  
Approved February 22, 2010  
Reviewed February 27, 2012



## BUSINESS MANAGEMENT

### EMERGENCY PLANS

Advanced planning for emergencies and disasters is essential to provide for the safety of students and staff. Such planning also strengthens the morale of all concerned to know that plans exist and that staff and students have been trained in the implementation of the plan.

The Superintendent will develop and maintain comprehensive district and building School Safety and Emergency Operations Plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, threats to safety, and natural disasters. Building principals and administrators will meet all requirements for conducting fire and emergency drills to give students and staff practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

The Superintendent will meet annually with the local fire and police chiefs to review and update the plan as needed. Additional updates will be considered when major construction modifies or adds to the existing buildings. The details of the plan will be disseminated to staff, students, and parents on an annual basis.

First Reading March 25, 2002  
Approved April 22, 2002  
Reviewed February 27, 2012

BUSINESS MANAGEMENT

CUSTODIAL SERVICES

The School Committee directs the administration to develop and enforce cleaning standards for the custodial and grounds services of the school system.

Each building and/or ground site in the school system will receive periodic review and evaluation based on established standards. The administration shall develop standards for such reviews.

At least once annually, the administration shall present an evaluation to the School Committee.

First Reading February 8, 1988  
Approved February 22, 1988  
Reviewed November, 2001  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

## FOOD SERVICES MANAGEMENT

The school lunch program is an integral part of the total education program and as such shall be governed by the same principles and types of control as any other division of the school system

Food service shall include hot lunches and may include breakfasts where authorized through participation in the National School Lunch Program.

As required for participation in the National School Lunch Program, the Committee agrees to the following regulations:

1. "Type A" lunches will be available, and
2. Free or reduced price meals will be provided for students who qualify.

Students shall also be permitted to bring their lunches from home and to purchase beverages and incidental items.

First Reading May 7, 1984  
Approved May 21, 1984  
Reviewed November, 2001  
Reviewed February 27, 2012

## BUSINESS MANAGEMENT

### HEALTH AND WELLNESS

The North Reading Public Schools recognize the importance of creating a school environment and culture that promotes health and wellness in students and staff. The overall health and wellness of students and staff contribute to the general well-being, mental and physical capacity and learning ability of each student and allows them to fully participate in the educational process. The School Department has the responsibility to equip students with the knowledge, skills and habits that will contribute to life-long health and wellness.

The North Reading Public Schools will develop, adopt and implement a broad plan for a comprehensive school wellness program. The wellness program for students will be designed to respond to demonstrated needs and support child and adolescent development. The plan will include specific learning goals and objectives for health, nutrition and physical education and include activities and programs designed to promote student and staff health and wellness. The plan will also establish nutrition guidelines and regulations that are consistent the Child Nutrition Act, the National School Lunch Act, the Healthy, Hunger-Free Kids Act of 2010, and comply with the current U.S. Department of Agriculture guidelines for Americans.

The comprehensive school wellness program will incorporate the following components:

Health Education: A comprehensive and sequential program of health education that is designed to promote healthful living, wellness and safety and teach positive decision making will be offered in all grades K-12. The health education program will be an integral part of a coordinated school health program and be consistent with the Massachusetts State Frameworks.

Physical Education: A sequential, developmentally appropriate physical education curriculum will be offered to all students in grades K-12. Consistent with the Massachusetts Curriculum Frameworks, the program will help to develop the knowledge, skills and attitudes necessary to foster a life-long respect for the importance of physical activity. Physical education will be taught by well-prepared specialists who are certified by the state to teach physical education and offered to students on a regular basis.

Nutrition and Food Services: Students will be provided with the knowledge and skills to make healthy choices about nutrition. The School Lunch Program will comply with the standards set by the Child Nutrition Act and the National School Lunch Act. Additionally, the schools will aim to comply with the current US. Dept. of Agriculture guidelines for Americans including vending machines, a la carte, beverage contracts, fund-raisers, concession stands, student stores and other activities that involve food. The School Lunch Program will ensure that profit generation will not take precedence over the nutritional needs of students and will aim to be self-supporting.

School Health Services: The programs, policies, protocols and services to appraise, protect and promote health and wellness are provided to all students and staff and coordinated by the school nurses, physician and Office of Pupil Personnel Services.

Counseling and Psychological Services: Coordinated by the Office of Pupil Personnel Services, ongoing assessment of psychological / counseling needs of the school community will be conducted through a variety of means including at-risk surveys, collaboration with community agencies and appropriate staffing.

Healthy School Environment: School facilities and environment are designed to promote health and wellness of students and staff through a variety of programs, practices and policies and are managed through a systematic, environmental management system. Programs designed to build a positive school environment and support student and staff safety will be offered.

Health Promotion for Staff: Programs on health and wellness are offered to staff on an ongoing basis. Programs will include professional development and employee assistance and wellness programs.

Family and Community Involvement: Frequent communication is made to parents on topics related to student health and wellness. Community forums on health-related topics and parent education are offered on a regular basis. Support is provided to students and staff through formal and informal networks and partnerships between the school and various community and regional agencies.

The Superintendent will organize a Comprehensive School Health and Wellness Advisory Committee that will oversee the development, implementation and evaluation of the comprehensive school wellness program. Membership on the School Health and Wellness Advisory Committee will be drawn from the School Department, parents, students and community. Furthermore, the Superintendent will report on benchmark indicators of health and wellness on an annual basis.

Legal References:

Child Nutrition Act

National School Lunch Act

Healthy, Hunger-Free Kids Act of 2010

First Reading June 12, 2006

Approved June 26, 2006

Revised, First Reading February 11, 2013

Approved March 4, 2013