

SAFETY PROGRAM[1][2]

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking precautions to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school [facilityplant](#), special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention, ~~and~~ emergency procedures, ~~and~~ [traffic, bicycle and pedestrian safety](#).

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

[The Facilities Director, alone or in conjunction with public safety officials, will conduct at least one annual inspection tour of all school buildings and grounds to identify potential safety problems.](#)

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

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

CROSS REFS.: EEAEC, Student Conduct on School Buses
EBCA, Emergency Plans

Adopted at School Committee Meeting of February 2, 2017

SOURCE: Lincoln

SAFETY PROGRAM

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SOURCE: MASC – Updated 2022

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

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

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

File: EBA

SAFETY INSPECTION POLICY

~~The Facilities Manager, alone or in conjunction with public safety officials, will conduct at least one annual inspection tour of all school buildings and grounds to identify potential safety problems. Based on that tour, the Facilities Manager should report to the Superintendent on any problems that have been identified along with their resolution. A continuing process of school safety inspection and reporting will be written into the Facility Manager's job description.~~

CROSS REF.: ~~EB, Safety Program~~

~~Approved at School Committee Meeting of July 23, 1984
Reaffirmed at School Committee Meeting of January 21, 1985
Revised at School Committee Meeting of February 2, 2017~~

SOURCE: ~~Lincoln~~

PEST MANAGEMENT

The Lincoln Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings ~~and grounds~~.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

OVERVIEW AND GOALS

- A. The Facilities ~~Director, Manager,~~ in coordination with the Administrator for Business and Finance ~~Business Administrator~~ shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard.
 2. Reduce loss or damage to school structures or property.
 3. Minimize the risk of pests from spreading in the community.
 4. Enhance the quality of facility use for school and community.
 5. Minimize health, environmental and economic risks.

RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.
- B. If pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year, or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home via email to all parent(s) and/or guardians listed in the LPS database with students in the affected building at least five (5) days prior to application (emailed notices were accepted by the Commonwealth of MA. 333 CMR 14, Protection of children and families from harmful pesticides, dated 11/01/2010).

RECORD KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (Food Services, ~~Facilities and Maintenance~~~~Buildings and Grounds~~, etc.) will participate in sanitation and pest exclusion procedures appropriate to their roles, For example: keeping doors closed, repairing cracks, ~~proper handling/removal of food waste~~~~removing food waste within 12 hours~~, keeping lids on garbage ~~and compost~~ receptacles and keeping vegetation properly ~~cut~~.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

Voted at February 4, 2002 School Committee Meeting
Revised at School Committee Meeting of February 7, 2019

SOURCE: [Lincoln/MASC](#)

FIRST AID

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

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

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

1. The school nurse, assistant nurse, or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician, or Principal or their designee[3] may make arrangements for immediate transport to a hospital of injured or ill individualsstudents[4][5], contacting the parent/— or guardian or emergency contact in advance if at all possible/applicable. [6][7][8][9][10][11]
4. All accidents must be reported. The Superintendent will communicate the process by which all student, employee, or visitor accidents will be reported.
The teacher or dent is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
Any witness of an employee or visitor accident (including the Employees or visitor) will make out a report on an official form providing details about the accident other staff member to whom a student is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
Any witness of an employee or visitor accident (including the Employees or visitor) will make out a report on an official form providing details about the accident
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent Administrator of Student Services [12][13] and, if the Superintendent deems appropriate, to the School Committee. The Superintendent will communicate the process by which all accidents are reported. All accidents involving

| [SOURCE: MASC—Updated 2022](#)

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

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

The Superintendent and designated administrators will work with public safety officials to develop and maintain plans that meet the requirements of state [and federal](#) law for preparedness in case of fire, civil emergencies, and natural disasters. Emergency drills will be carried out in our schools [in conjunction with](#) by Town of Lincoln and Hanscom Air Force Base public safety officials, as well as the district administrator ~~s and school liaison officer~~ serving as co-chairs of the District [Emergency Response Team](#) ~~Safety and Security Committee~~.

The Superintendent and designees shall annually review emergency response plans with local police and fire officials. Submittal of emergency plans, including an Emergency Medical Response Plan, shall be carried out in accordance with state laws and regulations.

LEGAL REF.: M.G.L. 69:8A
§ 363B of Ch. 159 of the Acts of 2000

Adopted at School Committee Meeting of December 14, 2017

SOURCE: [Lincoln](#)

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 police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:~~

~~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.~~

~~A determination of EMS response times to any location on the campus.~~

~~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.~~

~~A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.~~

~~Safety precautions to prevent injuries in classrooms and on the school campus.~~

~~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.~~

~~The location of all available Automated External Defibrillators (AEDs), whether the location is fixed or portable, and a list of personnel trained in its use.~~

~~The Superintendent shall annually review the response sequence with local police and fire officials.~~

~~Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.~~

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

SOURCE: MASC—Updated 2022

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

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

EMERGENCY CLOSINGS

The Superintendent may close the schools, [delay the start of the school day](#), or dismiss ~~schools~~[them](#) early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening ~~time~~[hour](#) or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the students [and staff](#):

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and, [if necessary](#), with school officials from neighboring towns. Students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with [School Committee policy in district procedures for reporting for to work](#).

[SOURCE: MASC Updated 2022](#)

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

PANDEMIC RESPONSE POLICY

In the event of a pandemic [or other broad-based health emergency](#), at a minimum, executive orders from the Governor, guidance from the US Centers for Disease Control and Prevention, from the MA Department of Elementary and Secondary Education (DESE), the Lincoln Board of Health, and any other relevant governing agency will be followed. Additionally, a representative group from LPS District Administration, Lincoln Educators Association and School Committee may develop, review, and approve specific protocols/procedures which would be posted on the LPS District Website.

The aforementioned guidance and protocols/procedures will take precedence over any School Committee policies. This will be true for the period of time that the executive order, guidance, or pandemic related protocols/procedures are in effect. At such time as the parties are no longer subject to any of the above directives, the School Committee policies will revert back to their former roles.

Adopted at School Committee Meeting of September 9, 2021

[SOURCE: Lincoln](#)

FACE COVERINGS

The _____ District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to ensure students remain in a full-time classroom learning environment.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth is strongly recommended to be worn by individuals who remain unvaccinated or are otherwise immunocompromised in school buildings, and on school grounds, even when social distancing is observed.

Individuals who are vaccinated are not required to wear a mask, but may do so if desired.

Students and staff returning from 5 day quarantine following a positive COVID test must follow strict mask use, other than when eating, drinking, or outside, and conduct active monitoring for symptoms, through day 10 of exposure.

Masks will be required in all school health offices.

Guidance Statements: Massachusetts Department of Public Health
<https://www.mass.gov/info-details/covid-19-mask-requirements-mask-requirements-in-certain-locations> <https://search.mass.gov/?q=school+health+offices>
Center for Disease Control and Prevention—Guidance for Covid-19 Prevention in K-12 Schools
Updated February 25, 2022
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>
https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=Massachusetts&data-type=Risk
Massachusetts Department of Elementary and Secondary Education—Fall 2021 Covid-19 Guidance
February 9, 2022; updated February 28, 2022
<https://www.doe.mass.edu/covid19/on-desktop/2022-0209mask-requirement-update.pdf>

SOURCE: MASC—March 4, 2022

BUILDINGS AND GROUNDS MANAGEMENT

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

~~The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. They will work with other municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.~~

~~The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.~~

~~Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.~~

SOURCE: MASC—Updated 2022

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

BUILDINGS AND GROUNDS SECURITY

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

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

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. [Hours of access will be determined by the Superintendent in consultation with principals and the Facilities Director.](#) An adequate key [and access](#) [15] control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

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

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

SOURCE: MASC - Updated 2022

VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to them and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

Parents/guardians and students will be made aware of the legal implications involved. Reimbursement maywill be sought for all or part of any damages.

SECURITY/SURVEILLANCE CAMERAS IN/ON SCHOOL BUILDINGS AND ON SCHOOL BUSES^[16]

HOLD 10/26/2022

Have Rob decide which version is best. Replace pronouns in Lincoln policy if kept^{[17][18]}

Any permanent installation of cameras in or on buildings on the Ballfield Road Campus must be approved in advance by the School Committee.

Camera Placement

- Camera installations may only be located in public areas such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways, points of entry to or from a building, and buses. The purpose of these installations is to monitor public areas where the potential for criminal activity or violations of the Code of Conduct is greatest (false fire alarm pulls, graffiti, vandalism, behavioral issues, and in some cases, personal belonging theft, etc.).
- Cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff and students (e.g., rest rooms, locker rooms, private offices, department offices, conference rooms, staff lounges).
- Exception would be that as part of an investigation, a camera may be placed in any location to investigate suspected or alleged criminal activity or serious violations of the Code of Conduct.

Signage and Notification

- Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the building and grounds may be under video surveillance. The posted signs will read, "Surveillance Cameras in Use."
- The District shall notify students, staff, and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications, including a notice in the student handbook.

Limited Access to Recordings

- The Superintendent or his/her expressly authorized designee(s) shall oversee video surveillance.
- Viewing the recordings is to be performed only by authorized personnel that have been expressly designated by the Superintendent or his/her designee. All viewing will be preauthorized by the Superintendent.
- There will be no monitoring of live video images, except for managing building entry/access and as directed by the Superintendent or his/her designee(s) in the case of an emergency, safety concern, or in the course of an investigation. Information systems and/or maintenance staff will periodically view live and recorded video for system testing and maintenance. Review of the recordings will occur only in support of an active investigation.
- The intent is not to use the surveillance system to recover missing items such as cell phones, clothing, and other personal items.
- A request form for viewing will be completed by the requesting administrator. It will include, but may not be limited to, the following details: the person(s) requesting viewing the data, reason for the

request, and the date, time and location(s) to be reviewed. All requests will be authorized by the building Principal and the Superintendent. If a request is made for the export of video information,

1 of 3

~~such request will be made in writing. When a request is received, every effort will be made to export and save the requested video until a determination is made by the Superintendent of Schools that said video meets the criteria of this policy. If the request is deemed not to be in accordance with this policy, said video will be deleted with no further appeal available for its release. If the request is deemed to meet the criteria of the policy, a copy of the video will be exported and provided to the Superintendent or the Superintendent's designee(s) for use consistent with this policy.~~

- ~~• No sound is to be monitored or recorded in connection with the building or bus video surveillance system.~~
- ~~• Surveillance system misuse shall be addressed on a case-by-case basis by the Superintendent.~~
- ~~• Information obtained through video surveillance may be used for disciplinary investigations, security or law enforcement purposes, troubleshooting, and training.~~
- ~~• All access to recordings will be logged by the Executive Administrative Assistant to the Superintendent.~~

Short Term Data Storage

- ~~• Video recordings (with the exception of those segments that evidence a crime being committed) will be maintained for approximately fourteen (14) consecutive days and then deleted. All recordings shall be treated as confidential and the property of Lincoln Public Schools. Recordings or copies of recordings shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release except as noted below.~~
- ~~• Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with any ongoing investigation by that agency. Notification to the Superintendent's office shall take place for duplication of data.~~

Requirements of Camera Systems

- ~~• Any camera system shall include an auditable log of access.~~
- ~~• All video recordings on networked video systems will be encrypted at rest and in transit.~~
- ~~• Access to recordings will require authentication and appropriate security practices will be followed to ensure the integrity and security of recordings.~~

Tenants and Licensees

- ~~• Tenants and licensees of the Lincoln Public Schools must abide by the security/surveillance cameras policy set forth by the Lincoln School Committee.~~
- ~~• Prior approval from the School Committee is required before installing any permanent camera systems in school buildings.~~
- ~~• No recorded video will be accessed without the Superintendent or designee present.~~

Cameras on Buses

- ~~• Camera systems on buses provided under the district's transportation contractor will be owned and operated by the contracted bus provider.~~
- ~~• Camera systems on buses will not be networked without the permission of the Superintendent or designee.~~
- ~~• Recordings will be physically secured in vehicles with a lock.~~

- ~~The contracted bus provider will only access the video system to respond to their own personnel needs or to respond to a request from the Lincoln Public Schools.~~[19]

~~Adopted at School Committee Meeting of February 15, 2018~~

~~SOURCE: Lincoln~~

SECURITY CAMERAS IN SCHOOLS

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

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

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

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

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

Tenants and Licensees

- Tenants and licensees of the Lincoln Public Schools must abide by the security/surveillance cameras policy set forth by the Lincoln School Committee.
- Prior approval from the School Committee is required before installing any permanent camera systems in school buildings.
- No recorded video will be accessed without the Superintendent or designee present.

Cameras on Buses

- Camera systems on buses provided under the district's transportation contractor will be owned and operated by the contracted bus provider.

- Camera systems on buses will not be networked without the permission of the Superintendent or designee.
- Recordings will be physically secured in vehicles with a lock.[20]
- The contracted bus provider will only access the video system to respond to their own personnel needs or to respond to a request from the Lincoln Public Schools.[21]

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

SOURCE: MASC – Updated 2022

REQUEST TO VIEW VIDEO FOOTAGE

Name of person making this request: _____ **Date:** _____

Person's role: _____

Location of camera, date, and time of incident for which this request is being made:

Location: _____ Date: _____ Time: _____

Reason for the request and description of incident:

Signature of Building Principal: _____ **Date:** _____

If this request is being made by someone other than the building principal, this form should be submitted to the building principal for initial approval.

Once completed, submit this form to Superintendent for final approval.

Response:

___ Request is approved. _____ Request is not approved.

Signature of Superintendent: _____ **Date:** _____

Follow up steps taken to access video:

| SOURCE: Lincoln

USE OF SCHOOL EQUIPMENT

School equipment will be available for use by staff and students on the campus to support educational and extracurricular activities. No fee or rental shall be charged to a student for the use of a school-owned musical instrument, other equipment, or books and supplies, but the Superintendent or designee may assess a charge in the event of damage or loss.

Community groups and other organizations that use the school facilities, as specified in Policy [KFB](#), Use of School Buildings, may use the furniture and other basic equipment in the spaces to which they have been granted access. The use of computing, audiovisual equipment, or items of extraordinary value in the school buildings, by the community groups and other organizations, will be allowed at the discretion of the Superintendent. The Superintendent may levy fees and require deposits for the use of such equipment. The Superintendent or designee may assess a charge in the event of damage or loss to the equipment.

The School Committee wishes to be of assistance, whenever possible, to other town departments. Therefore, permission to use school equipment by other town departments outside of the school grounds may be granted by the Superintendent or designees upon request by those departments. Additionally, the Superintendent or designee may grant permission for the use of school equipment outside of school grounds to support educational and extracurricular activities by students of the Lincoln Public Schools. Otherwise, the use of school equipment outside of the school grounds is not allowed.

CROSS REF.: [KFB](#), Use of School Buildings

Adopted at School Committee Meeting of November 6, 1981
Reaffirmed at School Committee Meeting of November 4, 1985
Revised at School Committee Meeting of February 1, 2018
Revised at School Committee Meeting of October 25, 2018

[SOURCE: Lincoln](#)

~~AUTHORIZED USE OF SCHOOL-OWNED MATERIALS~~

~~The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.~~

~~School equipment may be utilized by staff when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.~~

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

~~SOURCE: — MASC — Reviewed 2022~~

STUDENT TRANSPORTATION SERVICES

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

The school district may contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors, 7D contractors and school districts, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations.

School Bus Routes are planned with the following considerations:

- Authorized School bus stops will be at convenient intervals and at centralized locations.
 - Students are not entitled to street-by-street or door-to-door pickup and/or delivery.
 - The distance over the most direct public ways between an eligible student's residence and the nearest school bus stop shall not exceed one (1.0) mile, in accordance with state law.
- School Buses will not travel on private ways, dead end streets, use three point turns, or turn around on any public cul de sac without a safe turning radius.
- Measurement of the distance between an eligible student's residence and the nearest school they are entitled to attend will be from the property line of the student's residence to the Main Entrance of the School. When the measurement appears marginal or in dispute, the official school measuring device shall be the final method of determining the distance.
- The Official School/Student Handbook may have other safety requirements for students riding buses that students and their parents/caregivers must read and follow.
- In executing this policy the School Department will be governed by reason, concern for the safety of the students in all grades walking on public ways, and fiscal prudence.

[22][23]The superintendent of schools is responsible for execution of transportation policy and regulations adopted to implement the policy.

Transportation contractors must submit a list of bus drivers and substitute drivers to the Superintendent of Schools for approval.

Bus contractors are subject to all statutes of Massachusetts governing buses, drivers, inspections, and licensing.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, Walkers and Riders

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

WALKERS AND RIDERS^[24]
Revision from Lincoln Business Office

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws (MGL Chapter 71, section 68).

The Committee shall provide transportation for students as follows:

- Registration is mandatory for all students seeking to ride the school bus to and from school.
- Transportation is provided for free to students K-8 who are
 - Kindergarten through grade 6 residing more than two miles from school, or
 - Required to ride district provided transportation under their Individual Education Plan (IEP), or
 - Participating in the METCO program.^{[25][26]}
- All other K-8 students may choose to ride the school bus on a space available basis as follows:
 - Students eligible for free or reduced lunch, under the federal school lunch program, shall not be required to pay the fee; and provided further, that a school committee may choose to exempt families at other income levels as it may determine. (see Financial Assistance Policy) MGL Chapter 71, section 68.
 - All sStudents in gGrade 7 and 8 and or K-6 students who reside under two miles from school are required to pay a non-refundable fee before the start of the school year. and are non-refundable.
 - After January 1 of each school year, prorated fees are calculated for newly registered riders
 - Fees are voted by the School Committee and published on the district website.
 - The School Committee reserves the right to revise fees as necessary.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

~~Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school district for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one-half miles from school, and (b) students who live more than one mile from the nearest bus stop. Transportation must be provided for students with special needs whose IEP require^{[27][28]}s it.~~

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

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

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

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

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

~~Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.~~

~~SOURCE: MASC Updated 2022~~

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

~~CROSS REF.: EEA, Student Transportation Services~~

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

SCHOOL BUS SAFETY PROGRAM

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

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

SOURCE: MASC Updated 2022

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

~~BUS DRIVER EXAMINATION AND TRAINING~~

~~The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.~~

- ~~1. — Courteous and careful drivers will be required.~~
- ~~2. — Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.~~
- ~~3. — Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.~~
- ~~4. — The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.~~
- ~~5. — The contractor will notify school officials as soon as possible of any change of bus drivers.~~

~~SOURCE: — MASC — Reviewed 2022~~

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

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

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

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

~~This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.~~

SOURCE: MASC – NEPN Code updated 2022

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

STUDENT CONDUCT ON SCHOOL BUSES[29][30][31][32]

Bus transportation to and from school is a privilege for all pupils.

The bus shall be considered an extension of the school and students should conduct themselves while on the bus in a manner consistent with the Code of Conduct (JICDA). Students are expected to comply with the requests of the bus driver and/or bus monitor at all times. ~~The driver has the authority and responsibility to maintain orderly behavior of students on the bus.~~

The school principal will handle all discipline and may suspend ~~deprive [33]students/pupils of~~ bus riding privileges for a reasonable length of time if rules are violated. In such cases, it shall become the responsibility of the parents/guardians of students involved to see that their students get to and from school safely and on time. In addition to being suspended from the bus, students are subject to discipline up to and including expulsion for serious misconduct on school buses. When a riding privilege is removed, parent/guardians of a student being suspended from the bus will be notified by telephone and receive written notice indicating the reason for suspension, the dates of the suspension, and the date for a reentry meeting and return to school bus transportation privileges.

CROSS REF.: EEA, Student Transportation Services
 JC, Student Discipline
 JICDA, Code of Conduct

Adopted at School Committee Meeting of January 26, 1981
Reaffirmed at School Committee Meeting of September 28, 1981
Revised at School Committee Meeting of January 21, 1985
Revised at School Committee Meeting of June 16, 2011

SOURCE: Lincoln

File: EEAEC (also JCC)

STUDENT CONDUCT ON SCHOOL BUSES

~~The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.~~

~~To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their students face the loss of transportation privileges in accordance with regulations approved by the School Committee.~~

SOURCE: — MASC — Updated 2022

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

BUS RULES FOR KINDERGARTEN DROP-OFF^[34]^[35]^[36]^[37]

The bus is an extension of school. Therefore, bus riders will be subject to the same rules and expectations as in school. For kindergarten riders the following special rules will apply:

1. A Kindergartener may not give ~~their~~his/her bus driver directions on where to stop or for whom. Drivers are specifically directed not to follow the instructions given by any kindergartener, no matter what the circumstance. When in doubt, the responsibility for a safe ride rests with the driver.^[38]^[39]
- ~~2. Drivers will not accept notes, verbal directions, or special arrangements for dropping off kindergarten riders in any place other than their designated bus stop. The only exception to this rule^[40]^[41]^[42] is when an occasional and temporary bus pass is issued from the school office, and this pass is provided to the school and the schoolchild's teacher gives the note to the driver instructing the child to be dropped off at a different designated bus stop. Drivers will be instructed not to drop a child off at any place other than the designated stop, and an authorized adult must always be present to receive the child. Drivers will be instructed not to drop a child off at any place other than the designated stop, and an authorized adult must always be present to receive the child. The only exception to this rule is when a child brings a note to school allowing him/her to visit a friend on designated "visiting days." This note must be given to the driver by the child's teacher in order for it to be honored.~~
- ~~3.~~
- 4.2. Kindergarten riders will not be allowed to get off their buses unless an authorized adult is waiting at the designated stop for each child. If no adult is waiting, drivers will honk their horn to announce their arrival. If after a period of waiting and no adult appears, the child will be driven back to school. The bus driver will call 1) the bus company who will alert, ~~and~~ 2) school to alert the Principal or ~~their~~her designee that no adult was at the bus stop and the child is being returned to school. The school will continue to attempt to make telephone contact with the family to alert them that their child is ~~in~~ en route back to school.
- ~~5.3.~~ A Kindergarten rider may exit the school bus with ~~his sister or brother~~their sibling, provided the sibling is in third grade or above. If a kindergartener and ~~his/her~~their 1st- or 2nd-grade sibling are not met by adult at the designated area, both children will be returned to school following procedures detailed in #3 above.

Adopted at School Committee Meeting of June 5, 2000
Revised June 2012

File: EEAG

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School sponsored buses and vans are the preferred mode of transportation for students participating in co-curricular or extracurricular activities. However, in limited circumstances or when buses and vans are not available, private vehicles driven by Lincoln Public School employees or parents/guardians may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided the following conditions are met:

1. The activity has the approval of the Superintendent of Schools or their designee.
2. All drivers have completed the district's requirements of the CORI check and have provided proof of a valid driver's license.
3. The owner of the vehicle being used in transporting students is assuming the responsibility for having personal liability insurance coverage on their vehicle.
Liability coverage in the amount of \$100,000-\$300,000 is recommended.
4. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a release statement or provide written consent to this effect indicating their permission to transport in private vehicles.

Adopted at School Committee Meeting of February 15, 2018

| [SOURCE: Lincoln](#)

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

- ~~1. The activity has the approval of the Superintendent of Schools.~~
- ~~2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000–\$300,000 or more.~~
- ~~3. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.~~

SOURCE: MASC Reviewed 2022

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

540 CMR 27.00 governs the operation and idling of all motor vehicles on school grounds. The purpose of 540 CMR 27.00 is to restrict unnecessary idling time and to govern the time during which a motor vehicle can idle on school grounds, in order to improve and protect school campus air quality. Enforcement of 540 CMR 27.00 is to be undertaken by local law enforcement authorities.

No motor vehicle operator shall cause or allow any motor vehicle operated by them on school grounds to idle unnecessarily, except for any of the following reasons: active traffic conditions; active, no standing, queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such an air~~such air~~ intake system, unless the Lincoln Public _____ School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

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

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

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

LEGAL REFS.: M.G.L. c. 71:37H, MGL c. 90, § 16B~~e. 90:16B~~ and 540 CMR 27.00~~540 CMR~~

Lincoln Public Schools

| [27.00](#)

TRANSPORTATION FEES

Look at with EEAA[43][44]

~~All K-6th grade students living more than two miles from school ride the bus for free. All K-6th grade students living less than two miles from school have to pay to ride. All students entering grades 7 or 8, irrespective of distance from school, are charged a transportation fee. . It is the policy of the School Committee that 7th and 8th grade students and all K-6 students residing within 2.0 miles of the Lincoln School shall pay an annual fee of \$275 for transportation to and from school, should they elect to ride buses provided by the School Department provided there is space on a bus to accommodate their request. For families with more than one child purchasing transportation the fees will be \$275 for the first child, \$200 for the second child and \$100 for the third child, with a family cap of \$575. The standard of 2.0 miles shall be measured as the distance traveled on public roads from a student's front door to the door of the Main School Brooks Building entrance on Ballfield Road. Fees are voted by the School Committee and published on the district website. The School Committee reserves the right to revise fees as necessary.~~

Fees and Payment Schedules

- ~~No student eligible for free or reduced lunch, under the federal school lunch program, shall be required to pay the fee; and provided further, that a school committee may choose to exempt families at other income levels as it may determine. (see Financial Assistance Policy) MGL Chapter 71, section 68.~~
- ~~Fees are voted by the School Committee and published on the district website.~~
- ~~Fees are payable before the start of the school year and are non-refundable.~~
 - ~~Invoices will be issued to fee paying parents for transportation fees due for the school year by August 5th [45]~~
 - ~~An invoice will indicate that the student(s) have a confirmed space on a bus.~~
 - ~~Every effort will be made to issue these invoices prior to August 1 of each school year.~~
 - ~~In some cases, it may not be possible to confirm space on a bus by that date.~~
 - ~~In those cases, every effort will be made to determine and confirm space availability prior to the opening of school, but this cannot be guaranteed.~~
 - ~~Invoices shall be paid via online bank or personal check for the total amount and sent to the Business Office.~~
- ~~The School Committee reserves the right to revise fees as necessary.~~
- ~~_____~~

Exceptions and Modifications

- ~~1. This policy does not apply to METCO students, preschoolers, or students in grades K-6 who live beyond the 2.0 mile [46] boundary described in Chapter 71 Section 68 of the Massachusetts General Laws.~~
- ~~2. After April September 1, the cost of fees for families new to the district will be pro-rated from the first day their child rides the bus.~~

- ~~3. Families unable to pay these fees will be charged a reduced rate based on federal guidelines. Families may request an application for reduced fees through the Business Office Superintendent's[47] office.~~
- ~~4. The following factors will be considered when allocating seats on a fee basis, if space is available, at the discretion of the Superintendent.
 - ~~• students living farthest from school will receive preference,~~
 - ~~• siblings will receive preference, and~~
 - ~~• younger students will receive preference over older students.~~~~

Sign up, Deadlines, Payments Schedules, and Penalties

- ~~1. On or before JuneApril 15 of each school year, parents wishing to have their student(s) ride the bus for a fee shall inform the School Business Administrator of their intent to use bus services for the following September.~~
- ~~2. On or before June April 15 of each school year, parents wishing to have the bus fee waived or reduced shall file an application with the Superintendent, and shall be notified of the Superintendent's decision on or before June 30.~~
- ~~3. Invoices will be issued to fee paying parents for transportation fees due for the school year. An invoice will indicate that the student(s) have a confirmed space on a bus. Every effort will be made to issue these invoices prior to August 1 of each school year. In some cases, it may not be possible to confirm space on a bus by that date. In those cases, every effort will be made to determine and confirm space availability prior to the opening of school, but this cannot be guaranteed. Invoices shall be paid via bank or personal check for the total amount and sent to the Business Administrator.~~

- ~~4. Fees are payable before the start of the school year and are non-refundable.~~
- ~~5. Families that request a ride after JuneApril 15 will be placed on a list for later consideration.~~
- ~~6. Students who have lost the privilege to be removed barred from riding the bus because of improper behavior or other compelling cause will no longer be permitted to ride the bus without benefit of a refund.~~
- ~~7. All students must have a bus pass in order to ride the bus. Bus passes are issued to students K-6 residing 2.0 or more miles from the school and to those who have requested bus service and paid their invoice.~~

Exceptions and Modifications

- ~~— This policy does not apply to METCO students, preschoolers, or students in grades K-6 who live beyond the 2.0 mile [48] boundary described in Chapter 71 Section 68 of the Massachusetts General Laws.~~
- ~~— After April September 1, the cost of fees for families new to the district will be pro-rated from the first day their child rides the bus.~~
- ~~— Families unable to pay these fees will be charged a reduced rate based on federal guidelines. Families may request an application for reduced fees through the Business Office Superintendent's[49] office.~~
- ~~— The following factors will be considered when allocating seats on a fee basis, if space is available, at the discretion of the Superintendent.
 - ~~— students living farthest from school will receive preference,~~
 - ~~— siblings will receive preference, and~~
 - ~~— younger students will receive preference over older students.~~~~

~~All decisions related to any of the foregoing matters will rest with the Superintendent of Schools.~~

~~Voted at School Committee Meeting of February 8, 1999~~

~~Reaffirmed at School Committee Meeting of December 6, 1999~~

~~Revised Cost and Policy Voted and Reaffirmed at School Committee Meeting of July 19, 2001~~

~~Revised and Voted at School Committee Meeting of January 8, 2003~~

~~Revised and Voted at School Committee Meeting of February 12, 2004~~

UNIVERSAL FREE SCHOOL MEALS

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs, and to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program.

The District will participate in the National School Lunch Program, the Massachusetts Universal Free Meals Program, and other food programs that may become available to assure that all students in the schools receive healthy, nutritious school meals.

In accordance with guidelines for participation in these programs, the District will provide universal free meals to all students in the District.

Students seeking additional meals or a la carte items will be charged accordingly for those additional items. The School Committee will set all fees for the Food Services Program with the exception of Catering Services which are outside of the program and based on food and labor costs at a minimum. [Please see Policy EFD for details on food charges.](#)

Each student in the District is entitled to (1) free breakfast and (1) free lunch.(where provided by the District.)

- It remains important that families complete the annual Household Application for Free and Reduced Price Meals. This form allows the school district to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/ services, (as determined by each school district), state and federal grant eligibility, and more.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for universal free school meals for all students in the District.

CROSS REF: EFD, SCHOOL NUTRITION PROGRAM CHARGE POLICY

[EFE](#), Civil Rights Complaint Policy for Child Nutrition Programs

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760);
Child Nutrition Act of 1966; P.L. 89-642, 80 Stat. 885, as amended;
USDA School Meal Program Guidelines May 2017; M.G.L. [71:72](#); [15:1G](#); [69:1C](#);
Chapter 28 of the Acts of 2023 7053-1909

Adopted at School Committee Meeting of September 28, 1981

Approved at School Committee Meeting of September 12, 1983

Revised at School Committee Meeting of January 21, 1985

Revised at School Committee Meeting of December 17, 2015

SCHOOL NUTRITION PROGRAM CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs. and minimizing any impact on students with charges for a la carte purchases.

The District provides free meals to all students (one free meal per meal service period.). However, unpaid charges for additional meals, or a la carte items place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student balances.

Charges and Balances

Each student will be allowed to take one regular meal per meal service period. Students may want to receive additional meals, or to purchase a la carte items. Students will pay for additional meals at the regular rate approved by the School Committee. Students must have cash or money on their meal charge account to purchase a la carte items including but not limited to a second entrée, snack, dessert, or an additional beverage. Charging a la carte items is not allowed. Student Accounts will be maintained by the District Food and Nutrition Program as prescribed by the District and delineated in the Student Handbook.

The parent/guardian is responsible for any meal charges incurred beyond the free meals provided. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Payments for additional food purchases beyond the regular meal will be made to the District Food and Nutrition Program. Parents will be notified of account balances or deficits at regular intervals as prescribed by the District. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact for assistance.

Parents/Guardians may pay in advance for anticipated purchases beyond the free meal allowed during each meal service period. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without a positive balance in their account on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's account status. Parents/guardians will receive

automated low-balance notices. If notices do not result in payment, the food service manager shall turn the account over to the business office.

Refunds

1. Positive balances of graduating students with a sibling in the district, will automatically transfer to the sibling's account after graduation. If there is no sibling in the district, a refund of balances greater than \$5.00 will automatically be mailed to the parents/guardians after the students have graduated.

Meal Assistance Gift Account: Established by the School Committee will be used to hold unclaimed meal charge account balances, account balances less than \$5.00, and used to pay delinquent accounts when authorized by the Superintendent.

2. Refunds of withdrawn students will be made at the end of the school year, or upon written request to the Food Services Director (email, postal, or in person) within 60 days of the receipt of the request.

Delinquent Accounts/Collections

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017,

Chapter 28 of the Acts of 2023

CROSS REFS: JQ, Student Fees, Fines & Charges

EFE, Civil Rights Complaint Policy for Child Nutrition Programs

SOURCE: MASC - Updated 2023

CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS

The Lincoln School District is committed to complying with Civil Rights Requirements in all of its programs, including the USDA Food and Nutrition Services and DESE School Food and Nutrition Programs, and specifically the Civil Rights Requirements outlined in Food and Nutrition Programs Instruction 113-1 and the 2016 MoU between USDA FNS Civil Rights Division and the Massachusetts DESE Office for Food and Nutrition Programs.

Any person alleging discrimination in the District's School Food and Nutrition Program based on race, color, national origin, age, sex, or disability, either written or verbal, has the right to file a complaint. The designee at the District/school level will provide assistance to the individual(s) including but not limited to explaining the steps in the complaint process, and maintain a complaint log, as required by law.

LEGAL REF.: [FNS 113-1: Civil Rights Compliance and Enforcement](#)

SOURCE: MASC 2023