

Line Item	Lincoln Policies Reviewed	MASC Policies Reviewed	Recommendation
1	EB Safety Program	EB SAFETY PROGRAM	Keep Lincoln, modify word "plant" to facility. Add wording from MASC regarding pedestiran and bicycle safety. Add wording from MASC policy ECAF on safety and security in general. Added sentence about annual inspection from Lincoln policy EBA. Update cross-references.
2	EBA Safety Inspection Policy		Add sentence about annual inspection performed by Facilities Director into EB. Remove as separate policy.
3	EBAD Pest Management	EBAB PEST MANAGEMENT	Keep Lincoln (substantially same as MASC), but remove references to "grounds" as town provides treatments to grounds and school staff handle buildings. Added references to composting. Update to EBAB - not EBAD
4		EBB FIRST AID	Propose adopting. Modify "student" to "individual" - to include potential for first aid performed on staff. Removed some procedural details as these laws often change.
5	EBC Emergency Plans	EBC EMERGENCY PLANS	Keep Lincoln with the updated name of the Emergency Response Team.
6	EBCA-A Administration of Naloxone (Narcan)		HOLD - Rescind once Section J is updated, and fold into JLCD.
7		EBCD EMERGENCY CLOSINGS	Propose adopting. Last paragraph, add "and if necessary" regarding gathering input from school officials from neighboring towns. Clarify that closure can occur for non-teaching related legal reasons.
8	EBCF PANDEMIC RESPONSE POLICY **LISTED AS BPR ON WEBSITE		Keep, but move from Section B to Section E. Added clarification to other health emergencies.
9		EBCFA FACE COVERINGS	Don't adopt. This area is in flux. School can update their face covering procedures more quickly as necessary.
10		EC BUILDINGS AND GROUNDS MANAGEMENT	Don't adopt. Covered in part by ECA.

11		ECA BUILDINGS AND GROUNDS SECURITY	Recommend adopting. Clarify hours of access determined by Superintendent.
12		ECAC VANDALISM	Recommend adopting. Change "will" to "may" in first paragraph. Change "school department" to "school district".
13	ECAF Security/Surveillance Cameras in/on School Buildings and on School Buses	ECAF SECURITY CAMERAS IN SCHOOLS	Propose adopting MASC, but add language around tenants/licensees/buses from Lincoln's policy. Also moved into paragraph to policy EB.
14	EDC Use of School Equipment	EDC AUTHORIZED USE OF SCHOOL-OWNED MATERIALS	Keep Lincoln.
15	EDCB Library Loan Policy		HOLD - Recommend keeping until we put Section J in place. Policy JQ in the MASC manual covers library materials as well as other materials that students may borrow from the school, such as textbooks and technology devices. Recommend rescinding this very specific policy in favor of a more general one.
16		EEA STUDENT TRANSPORTATION SERVICES	Propose adopting with modifications.
17		EEAA WALKERS AND RIDERS	Propose adopting with modifications to align with Lincoln procedures as guided by the business office. Incorporates general fee language from Lincoln policy EEC.
18		EEAE SCHOOL BUS SAFETY PROGRAM	Don't adopt. Incorporated in part into EEA, covered by law, and should be included in our contract with bus company.
19		EEAEA BUS DRIVER EXAMINATION AND TRAINING	Don't adopt. Incorporated in part into EEA, covered by law, and should be included in our contract with bus company.
20		EEAEB DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS	Don't adopt. Incorporated in part into EEA, covered by law, and should be included in our contract with bus company.
21	EEAEC Student Conduct on School Buses	EEAEC (also JICC) STUDENT CONDUCT ON SCHOOL BUSES	Keep Lincoln. Third paragraph, change "pupils" to "students", and "parents" to "parents/guardians". Update "return to school" to "return to bus riding privileges". Added cross-references.

22	EEAEF Bus Rules for Kindergarten Drop Off		<p>HOLD - We want to update procedures for Boston resident families and ensure these are communicated.</p> <p>Planning to keep Lincoln. Update pronouns. Update language to clarify "drop area" as "bus stop". Update grammar.</p>
23	EEAG Student Transportation in Private Vehicles	EEAG STUDENT TRANSPORTATION IN PRIVATE VEHICLES	Keep Lincoln.
24		EEAJ MOTOR VEHICLE IDLING ON SCHOOL GROUNDS	Propose adopting. Brandon confirmed we have appropriate signage.
25	EEC Transportation Fees		Propose rescinding, but move fees discussion to EEAA. Specific fees should be removed and referenced to website.
26	EFC Policy on Free and Reduced Price Lunch Program	EFC FREE AND REDUCED PRICE FOOD SERVICES	Propose adopting MASC with modifications.
27		EFD MEAL CHARGE POLICY	Propose adopting with modifications.
28		EFE CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS	Propose adopting.

## **SAFETY PROGRAM**

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 safe, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

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 facility, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention, emergency procedures, 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.

Upon recommendation of the Superintendent, 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  
EBC, Emergency Plans  
ECA, Buildings and Grounds Security  
ECAC, Vandalism  
ECAAF, Security Cameras in Schools

Adopted at School Committee Meeting of February 2, 2017

## 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 .

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, in coordination with the Administrator for Business and Finance 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 , 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 , 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

## **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 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 may make arrangements for immediate transport to a hospital of injured or ill individuals, contacting the parent/guardian or emergency contact in advance if at all possible/applicable.
4. All accidents to students, employees, or visitors must be reported as soon as possible to the Superintendent, or by a process dictated by the Superintendent.

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 Town of Lincoln and Hanscom Air Force Base public safety officials, as well as the district administrators serving as co-chairs of the District Emergency Response Team .

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  
                              § 363     of Ch. 159 of the Acts of 2000

Adopted at School Committee Meeting of December 14, 2017



## **EMERGENCY CLOSINGS**

The Superintendent may close the schools, delay the start of the school day, or dismiss schools 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 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 personnel to report for duty, which might result in inadequate supervision of students or other legal requirements for closure.

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 district procedures for reporting to work.

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

## **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 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 district , 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 may be sought for all or part of any damages.

## SECURITY CAMERAS IN SCHOOLS

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.
- 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.

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

SOURCE: MASC – Updated 2022

## **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 KF , 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.: KF, 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

## 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.

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](#), published by the Department of Education in 1975.



**WALKERS AND RIDERS**  
**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.
- 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 students in grade 7 and 8 and 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.
  - 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.

## **STUDENT CONDUCT ON SCHOOL BUSES**

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 school principal will handle all discipline and may suspend bus riding privileges for a reasonable length of time if rules are violated. In such cases, it shall become the responsibility of the parent /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 bus transportation privileges.

CROSS REF.: EEA, Student Transportation Services  
JIC, 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

## **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

## **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 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 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 and [540 CMR 27.00](#)

## **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 the Food Services Director 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 Services Director. 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 Services Director 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

## **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



Lincoln Public Schools

[Combined F Policies Link](#)

Policy Review

03/11/2024

Line Item	Lincoln Policies Reviewed	MASC Policies Reviewed	Recommendation
1		FA FACILITIES DEVELOPMENT GOALS	Recommend adopting.
2	FCD Retirement of Facilities	FCB RETIREMENT OF FACILITIES	Keep Lincoln. Update coding from FCD to FCB. Take off cross reference.
3		FF NAMING NEW FACILITIES	Hold. Wait until we are finished with all facility work to decide.
4		FFA MEMORIALS	Hold. Wait until we are finished with all facility work to decide.

## **FACILITIES DEVELOPMENT GOALS**

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

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school district and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

LEGAL REFS:       M.G.L. 70B  
                      963 CMR 2.00

## **RETIREMENT OF FACILITIES**

As long as space is needed by the schools its use is determined by the Committee. When it is determined that the space is not needed for immediate school use, then the disposition of the available space remains a School Committee decision. In all cases of space determination, the requirements of the school program shall take precedence over all other requests.

LEGAL REFS.: Ch. 40, Sec. 3; Ch. 71, Sec. 68

Approved April, 1978

Reaffirmed at School Committee Meeting of September 28, 1981

Revised at School Committee Meeting of January 21, 1985

Reaffirmed at School Committee Meeting of February 1, 2018