

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SAFETY PROGRAM**

**Category: SUPPORT SERVICES**

**File No.: EB**

**Adopted:**

**Revised: 3/20/07**

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 every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

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

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

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

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

**SOURCE: MASC**

**LEGAL REF: M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00**

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: FIRST AID**

**Category: SUPPORT SERVICES**

**File No.: EBB**

**Adopted: 3/9/05**

**Revised:**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

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

At each school, procedures are on file in each health office for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.
4. In extreme emergencies, the school nurse, school physician or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the superintendent and the school committee.

**SOURCE:** MASC Policy Revised: January 18, 1996

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

**CROSS REF.:** JLC, Student Health Services and Requirements

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL-BASED PUBLIC ACCESS DEFIBRILLATION PROGRAM**

**Category: Support Services**

**Adopted: 6/15/04**

**File No.: EBB-1**

**Revised:**

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**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**



**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL  
SCHOOL DISTRICT**

**86 Powder Mill Road      Southwick, MA 01077  
(413) 569-5391**

**SCHOOL-BASED PUBLIC ACCESS DEFIBRILLATION PROGRAM**

**Policy Approval:**

Approved by Medical Director:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by School Physician:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by School Nurse:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by School Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson

Review and revision of this policy shall occur as needed, but at least every two years.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **SCHOOL-BASED PUBLIC ACCESS DEFIBRILLATOR PROGRAM**

### Introduction

A public access defibrillation program (PAD) provides for the best and quickest response possible in the event of a cardiac arrest or sudden cardiac death (SCD) that occurs during school hours or during after school activities. Trained responders would be able to appropriately deliver early defibrillation to victims. The use of an Automated External Defibrillator (AED) is intended to maximize the chance of survival by initiating the appropriate care during the critical minutes before emergency service providers (EMS) arrive and assume responsibility for the care of the victim.

### I. Goals and Objectives

The goals of this Public Access Defibrillator program are to improve the chances of survival for persons suffering a cardiac arrest by:

- Promoting public awareness of AED use in the community as part of broader state and national initiatives.
- Implementing a CPR/AED training program for a number of designated school personnel.
- Meeting established medical guidelines and the legal requirements of the Massachusetts General Laws c.112 Section 12V ½ (See Appendix IX).
- Strengthening the school districts connection to local EMS
- Implementing training for students to learn CPR/AED skills in the curriculum.

The public access defibrillation program (PAD) is intended to make automated external defibrillation available for use only by individuals who have successfully completed a course in CPR and AED use that meets or exceeds the standards established by the American Heart Association or the American Red Cross. This program requires that any such person responding to an emergency, contact EMS and provide a report of the incident to the AED program director who must report the event to the medical director.

### II. System Organization

The **AED Medical Director** is a physician licensed to practice in Massachusetts and practices in the area served by the school district, is knowledgeable about EMS protocols established in Massachusetts law, is familiar with CPR and AED action sequences and meets the criteria established by M.G.L c. 112 Section 12 V ½. He/she will:

- Oversee the medical aspects of the PAD program in coordination with the School Physician and Program Director
- Review and approve the PAD policy and procedures

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

In the case of an event the medical director and program coordinator must review the incident and evaluate the response making any quality-improvement adjustments that are identified.

- Maintain a relationship with local EMS
- Oversee all aspects of the PAD program with the program director including training, compliance, maintenance, and evaluation in keeping with the requirements of M.G.L c. 112 section 12V1/2.

The **School Physician** must be knowledgeable about the PAD program that is implemented and agree to the established policy.

The **Program Coordinator** is an employee of the Southwick-Tolland-Granville School District who will have primary responsibility for the PAD program development, implementation and maintenance. The coordinator will:

- Have primary responsibility for the PAD program development and implementation.
- Function as the primary liaison between the program participants (e.g. the medical director, school physician, the school nurse and administration).
- Coordinate all aspects of the program.
- Will be notified any time defibrillator pads are attached to a patient and maintain documentation regarding the use and deployment of the AED.
- Via established procedures, sees to the procurement of new pads, batteries, etc. as needed.
- Coordinate initial CPR/AED training, and regular recertification and refresher training as required by the American Red Cross or American Heart Association as well as training that may be required on an ad hoc basis.
- Maintains an up-to-date list of documentation of training of all targeted responders in the school system.
- Assist and consult with the School Nurses or Site Leaders on issues relating to training and quality assurance specific to the AED devices, site drills and refresher training.

The **School Nurse** for each building serves as the **Site Leader** and is responsible for:

- The day-to-day operation and accountable for site-specific aspects of the AED program in the building.
- Checking AED equipment and accessories and documenting in accordance with maintenance procedures.
- Maintaining a current list and documentation of training for all targeted responders in the building.
- Coordination and documentation of site-specific drills and refresher training in the absence of or by arrangement with the program coordinator
- Maintaining documentation regarding the use of the AED, requests for deployment or attachment of pads to a patient.
- Notifying the program coordinator as soon as possible any time the defibrillator pads are attached to a patient.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**The school nurse must have a designated back up person, in the building, at all times when the school is open.** In most instances this will be a member of the administrative team, the athletic department or a PE teacher. The sequence of responsible persons will be established within each building in consultation with the building principal and the SERT Team.

The **SERT Team** in each building will

- recommend the number and identity of targeted responders and assist the program coordinator with developing a plan for training and retraining.
- support the implementation of the program in the building
- support and assist in planning for the inclusion of CPR and AED training in the student curriculum.

### **III. Training**

The program coordinator will coordinate and document the initial CPR/AED training as well as retraining/refresher and skills review. Site-based training will include a review of site-specific emergency communication and response plans as well as the use of AED devices. At least once every school year, site-based training will include (1) a site drill and (2) skills review for the individual targeted responders. The site-based training will be coordinated and documented by the school nurse and program coordinator.

School District personnel may participate in the AED program as targeted responders after submission of current documentation in accordance with these policies and procedures. Each targeted responder is:

- Required to have and submit to the Site Leader or School Nurse current documentation of successful completion of a course in basic life support that includes CPR and the use of AEDs according to the standards and guidelines of the American Heart Association or the American Red Cross.
- Responsible for being familiar with the Southwick-Tolland-Granville School District and the site-specific PAD Program Policies and Procedures.
- Required to sign a Targeted Responder Acknowledgement (Appendix II) at least once each year, and
- Expected to attend the site-based training and achieve a satisfactory skills evaluation each year.

The Program Director or Site Leader will maintain the following documentation for each targeted responder: (1) current documentation of CPR and AED training that meets the requirements of this policy; and (2) a Targeted Responder Acknowledgement Form (Appendix II) that is signed by the responder and the evaluator at least once a year.

This AED program will include efforts to develop and implement CPR/AED training for students. Each school will support consideration of planning for and inclusion of training in selected curriculum area(s) for students at its school. This may be a joint effort between a building's administration, curriculum committee and SERT team.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **IV. Procedures**

### **Location and Mobility of Device(s):**

The AED device will be located at the locations identified in Appendix III. The building's SERT Team in conjunction with the administration, the site leader and the program coordinator will determine the location of the AED device. The same group will determine guidelines for the transport and responsibility of the device during after school events, athletic events and transporting the unit outside on school grounds. Anyone who removes an AED from a building is responsible for returning it to its proper placement in the building when the event is over and for making sure the device's location is made known to other groups who are having activities at the same time.

### **Maintenance:**

Refer to the AED manufacturer's Operating Instructions Manual for detailed maintenance information. The Site Leader or designee responsible for an AED will perform and document:

#### Daily and after each use (See Appendix IV)

- Check readiness display and confirm battery indicator (this will be specified in this policy as indicated by the manufacturer's instructions for the device).
- Visually inspect the AED: proper location, cleanliness, for tampering.
- Initial daily log (Appendix IV)

#### Monthly and after each use (Appendix V)

- Inspect AED case, connectors, battery according to the Operator's Checklist (Appendix VI)
- Check station against AED Station Inventory and restock as needed.
- Enter date, print and sign name on monthly log (Attachment V)

#### After each use:

- Inspect exterior of device for dirt or contamination, cleaning if needed according to the Operating Instructions.

Whenever the results of inspection require action (per the Manufacturer's Operating Instructions or these procedures) document in the AED General Log (VII) and notify the program coordinator. If the unit is in need of immediate service or supplies notify the program coordinator immediately.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **Use of AED**

### **1. Early access to EMS (911)**

- Assess responsiveness – tap victim and shout “Are you OK?”
- If unresponsive, activate the Emergency Medical System (EMS)
  - If alone, activate **911** and get the AED (Note different pads for child/infant, **see # 3 below**).
  - If not alone, stay with the victim and assign someone to activate EMS by calling **911** and get the AED.

When activating EMS, provide location, telephone number nature of emergency and what aid is being provided.

### **2. Early CPR**

- Check ABC’s (Airway, Breathing, Circulation)
- If not breathing, provide rescue breathing
- If no circulation and:
  - If AED is immediately available, attach pads and attempt early defibrillation if indicated.
  - If AED is not immediately available, perform CPR and prepare to attempt defibrillation when AED arrives.

### **3. Early Defibrillation**

#### **NOTE:**

**USE PEDIATRIC AED PADS IF VICTIM IS < 8 YEARS OLD OR < 55 LBS.  
REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST**

- Power on AED
- Attach AED electrodes to victim’s bare chest
- Allow AED to analyze (do not touch victim)
- Clear victim during analysis (“I’m clear, you’re clear, everyone’s clear.”)
- If advised to shock (do not touch victim)
  1. Clear victim (“I’m clear, you’re clear, everyone’s clear.”)
  2. Press shock button
  3. Continue to follow AED prompts until EMS arrive

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **4. Early Advanced Care**

- EMS takes charge of victim upon their arrival.
- Provide victim information to EMS: name, age, known medical problems, details of incident, victim condition and aid provided (incl. number of shocks administered)
- Electrodes remain in place on victim (detached from device). EMS may replace the electrodes or have an adapter. School's AED remains with representative of the school who returns device to the site leader or program coordinator.

### **Post-Incident:**

Any time defibrillator pads are attached to a patient and when otherwise appropriate.

- Targeted responder notifies site leader or program coordinator.
- AED responder must complete the event summary form (Appendix VIII) and return it to the Site Leader or Program Coordinator. The responder may provide the information to the Site Leader or Program Coordinator to complete the form. One copy is retained and a copy is forwarded to the Medical Director. Any additional information relating to the incident is documented by the site leader or program coordinator .
- The AED is taken out of service and the data downloaded or printed. The Program Coordinator will retain one copy of the data report and forward one copy to the Medical Director.

Before AED is entered back into service the Site Leader or Program Coordinator will:

- Inspect and clean the unit if necessary, restock the AED station (according to "Maintenance " above.)
- The Medical Director will conduct a post-incident review (including quality improvement) and debrief program staff and those involved in the incident. As appropriate, the Medical Director will also ensure patient outcome monitoring. If the responder(s) require emotional support, the Medical Director may assist the program director in providing a means to that support.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **APPENDIX I** **CONTACT INFORMATION**

Medical Director: Brian P. Sutton, M.D.  
School Physician: George E. Reynolds, M.D.  
Program Coordinator: Mary Ellen Reed-Yopak, M.S., R.N.

### **Site Leaders:**

Southwick-Tolland Regional High School:	Dawn Turgeon, M.S., R.N.	413-569-6171 x 183
Powder Mill Middle School:	Catherine Caruso-Draghetti, R.N.	413-569-5951 x 109
Woodland Elementary:	Renee Wiater, BSN, R.N.	413-569-6598 x 185

# SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

## APPENDIX II

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### Targeted Responder Acknowledgement and Skills Evaluation

Name: \_\_\_\_\_

At least once during each school year the targeted responder must:

- (1.) Sign this acknowledgement, and
- (2.) Review and be evaluated for AED skills by the Medical Director or his/her designee.

This will be kept on file by the Program Coordinator or Site Leader.

I, \_\_\_\_\_, have read and understand the STGRSD School-Based PAD policies and procedures (including any site-specific policies). I agree to follow such policies and procedures, realizing they may be updated at times. In any given situation I will follow the guidelines of my CPR/AED training to the best of my ability.

Signature (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Evaluation Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have evaluated the above candidate and have determined he/she meets or exceeds the skills performance criteria (see Skills Checklist).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Affiliation/Title: \_\_\_\_\_

**Evaluation Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have evaluated the above candidate and have determined he/she meets or exceeds the skills performance criteria (see Skills Checklist).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Affiliation/Title: \_\_\_\_\_

**Evaluation Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have evaluated the above candidate and have determined he/she meets or exceeds the skills performance criteria (see Skills Checklist).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Affiliation/Title: \_\_\_\_\_

***School Committee Policy***

# SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

## APPENDIX II (CONT.)

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### SKILLS CHECKLIST

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Activity	Critical Skills	Date	Date	Date
Assess Responsiveness; Activate Internal response system and EMS; Get AED	Taps victim and shouts, "Are you OK?" Demonstrates knowledge of site-specific steps to activate internal emergency response and EMS, and to retrieve or dispatch AED to victim.			
Early CPR	Demonstrates assessment of ABC's. If no breathing, provides rescue breathing. If no circulation (Pulse) attempts early defibrillation or begins CPR until AED arrives.			
Use of AED	Powers on AED. Attaches electrodes to victim's chest correctly. (removes clothing and uses razor if chest hair is significant). Stops CPR and allows AED to analyze. Clears victim ("I'm clear, you're clear, we're all clear".) If advised to shock, clears victim again, and Presses Shock Button. Continues to follow AED prompts until EMS arrives.			
Transfer to EMS	Demonstrates knowledge of appropriate transfer of care and information to EMS.			
After AED use	Notifies Site leader of event and returns AED to Site Leader not to station. Completes or provides information for event summary (Attachment VIII).			

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **APPENDIX III**

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### **Location of AED(s)**

#### **Site: Southwick-Tolland High School**

Specific location to be determined with building SERT Co.

Should not be locked in a room.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **APPENDIX IV**

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### **AED Daily Log Record Comments**

Be certain to date and sign any comments.

(On front side this page will have a chart per the manufacturer.) **DAILY CHECKLIST.**

# SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

## Appendix V

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### AED Monthly Log

SCHOOL: \_\_\_\_\_ YEAR: \_\_\_\_\_ AED SERIAL #: \_\_\_\_\_

<i>Month</i>	<i>Date</i>	<i>Name print)</i>	<i>Signature</i>
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Sign and date after:

- Inspecting the device using the Checklist in accordance with the maintenance information in the Manufacturer's Operating Instructions. Contact the Program Coordinator regarding any action required, repair or replacement parts.
- Inspect the station for items listed in the AED Station Inventory, checking all expiration dates. Re-stock or replace any items as necessary. Inform the Program Coordinator of needed supplies.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **Appendix VI**

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### **Operator's Checklist**

This page will be the Manufacturer's checklist.  
(It may be side one of Appendix IV. Will determine based on manufacturer's instructions.)



# SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

## Attachment VIII

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### EVENT SUMMARY FORM

Location of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

PAD Medical Director: \_\_\_\_\_

PAD Program Coordinator: \_\_\_\_\_

Site Leader: \_\_\_\_\_

Victim's name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Was the event witnessed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of witness(‘): \_\_\_\_\_

Name of trained rescuer(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Internal response plan activated?: Yes \_\_\_\_\_ No \_\_\_\_\_

Was **911** called? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes name of caller: \_\_\_\_\_

Was circulation assessed? Yes \_\_\_\_\_ NO \_\_\_\_\_

Was CPR administered before AED arrived? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of CPR rescuer(s): \_\_\_\_\_

Were shocks administered?: Yes \_\_\_\_\_ NO \_\_\_\_\_ Total number of shocks: \_\_\_\_\_

Did victim.....

Regain circulation? Yes \_\_\_\_\_ No \_\_\_\_\_

Resume breathing? Yes \_\_\_\_\_ No \_\_\_\_\_

Regain consciousness? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the procedure for transferring patient care to local EMS agency executed?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, Please explain: \_\_\_\_\_

---

Any problems encountered? \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

**Return completed form to Site Leader**

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# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **Appendix IX**

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

### **Medical Emergency Communication and Response Plan**

(To be attached. Will be the school specific emergency plan.)

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **Appendix X**

Southwick-Tolland-Granville Regional School District  
School-Based Public Access Defibrillator Program

**Massachusetts General Law c. 112 Sections 12 and 12V1/2**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: EMERGENCY PLANS**

**Category: SUPPORT SERVICES**

**File No.: EBC**

**Adopted: 3/9/05**

**Revised:**

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 Southwick-Tolland-Granville Regional School District will maintain an Emergency Management Plan and update and test it annually.*

Copies of all emergency plans are available in the office of the superintendent.

The superintendent, business manager and all building principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Revised: May 4, 1998

SOURCE: MASC Policy

CROSS REF.: EBCD, Emergency Closings  
EBCE, School Closings and Cancellations

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: EMERGENCY CLOSINGS**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EBCD**

**Revised:**

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

In making the decision to close schools, the superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

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

The superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with school committee policy in reporting for work.

Revised: January 18, 1996

SOURCE: MASC Policy

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

CROSS REF.: EBC, Emergency Plans

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: FACILITIES, BUILDINGS AND GROUNDS MANAGEMENT**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EC**

**Revised:**

The school committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires. The Southwick-Tolland-Granville Regional School Committee maintains a standing facilities subcommittee. The minimum membership shall be no fewer than two members.

The supervision over the care and safekeeping of property used by the school district will be the general responsibility of the superintendent. He/she will work with the school committee, 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.

Adoption date: January 1996

SOURCE: MASC Policy

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: BUILDINGS AND GROUNDS SECURITY**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: ECA**

**Revised:**

Public school buildings and grounds are one of the greatest investments of our towns. It is deemed in the best interest of the school district 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. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

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

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

Adoption date: January 1996

SOURCE: MASC Policy

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: VANDALISM**

**Category: SUPPORT SERVICES**

**File No.: ECAC**

**Adopted: 3/9/05**

**Revised:**

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

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

The superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

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

Revised: January 18, 1996

SOURCE: MASC Policy

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EDC**

**Revised:**

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 used by staff members 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.

Adoption date: January 1996

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL BUS SAFETY PROGRAM**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAE**

**Revised:**

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

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

Adoption date: January 1996

SOURCE: MASC Policy

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: BUS DRIVER EXAMINATION AND TRAINING**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAEA**

**Revised: 12/16/08**

The school committee requires the following of personnel hired to drive school transportation vehicles:

1. Courteous and careful drivers.
2. Each driver will file a medical certificate with school officials.
3. No person under 18 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver training program will be hired.
5. The Southwick-Tolland-Granville Regional School District School will maintain a list of names of drivers and their safety records for the last three years.
6. In case of any change of bus drivers, the STGRSD Transportation Supervisor will notify school officials as soon as possible.

Adoption date: January 1996

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½  
Highway Safety Program Standard No. 17

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAEA-1**

**Revised:**

The district shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REF.: 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

OR

The district shall comply with the Department of Transportation's regulations for the drug and alcohol testing of school bus drivers and commercial vehicle drivers employed by the district. 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.

Adoption date: April 15, 1997

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT CONDUCT ON SCHOOL BUSES**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAEC (also JICC)**

**Revised:**

The school committee requires written rules of conduct on school buses from each school building.

Adoption date: January 1996

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT CONDUCT ON SCHOOL BUSES**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAEC-R (also JICC-R)**

**Revised:**

## Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. he/she will report the incident in writing to the parent concerned, with a copy to the superintendent.
2. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the superintendent's office.
3. After a second offense and a conference with the superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

## Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

## Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying other passengers or disturbing their possessions
  - Talking to the driver
  - Throwing objects within the bus or out of windows
  - Climbing over seats
  - Opening or closing windows
  - Leaning out of windows
  - Littering the bus
6. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read.

SOURCE: MASC Policy

*School Committee Policy*

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: BUS STOP PROCEDURE FOR ELEMENTARY  
STUDENTS**

**Category: Students**

**Adopted: 5/17/16**

**File No.: EEAED**

**Revised:**

## K – 2 Bus Stop Standard Procedure:

Kindergarteners must be met at their bus stop by a responsible adult. If there is no adult present to retrieve a kindergarten student, the child will be brought back to the school. Students beyond the kindergarten level will be released from the bus unless the bus driver has concern for the child's safety. Bus drivers will have the discretion to determine if a child should be returned to the school.

## Grades K-2 Bus Stop Exception:

Occasionally, a child's designated bus stop is in a location that requires an adult to drive to the bus stop to retrieve his or her child (e.g., bus drop off is not in the child's own neighborhood – it may be a parking lot of a business). When this is the case for a student in grades K-2 and the adult is not present at the bus stop, the child will be brought back to the school.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: USE OF VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL TRANSPORTATION VEHICLES**

**Category: Students**

**Adopted: 6/20/2017**

**File No.: EEAEF**

**Revised:**

To ensure the provision of a safe and secure environment for students, it is the policy of the Southwick-Tolland-Granville Regional School District to utilize video and audio recording devices on any or all school transportation vehicles (i.e. school buses, vans, mini-vans) used to provide transportation for District students. This authority shall extend additionally to all vehicles contracted by the District for the transportation of its students.

The presence of video and audio recording devices on school transportation vehicles shall be announced by signage displayed prominently on the vehicle. No additional notice of video & audio recording devices on school grounds shall be required. After its initial adoption, the District shall provide notice of this policy annually to students and parents in the respective student/parent handbooks and also any beginning of the year bus letters that may go home. Drivers will be notified annually or upon hire.

All recordings are considered confidential and will only be viewed on an “as needed” basis by those individuals authorized by federal and state law and this policy.

After a recording on a school transportation vehicle has been made, the District will retain the recording in a secure location. Digital recordings shall require password protection to access software to view files. The District may access recordings for the purpose of investigating complaints against students, staff, and the public. Recordings may be used as evidence in the discipline/prosecution of students, staff and the public. Recordings used for said purpose shall be retained by the District until the final resolution of any discipline/prosecution, including the time period for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action will be erased and the recorded media reused at the direction of the Superintendent or designee. Access to recordings shall be limited to the following individuals, unless expressly granted to another by the Superintendent of Schools.

- Superintendent of Schools
- Transportation Supervisor or designee
- School Business Manager or Chief Fiscal Officer
- School Principals
- Special Education Director
- Law Enforcement Officers
- Students and/or Parents of Students directly involved in a particular incident or complaint (subject to following considerations\*)
- District Counsel

Any request for the viewing and/or listening of a recording must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and/or listen

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

to the recording is considered authorized pursuant to federal and state law and this policy. A recording shall only be viewed if there is a report of a serious incident as determined by the Superintendent or designee, or a complaint relative to conduct. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who review a recording.

\*Video and audio recordings used as part of disciplinary or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act (“FERPA”). Release of such video and audio recordings will only occur pursuant to disclosure requirements of FERPA and such recordings may not be released to parents without the express, written permission of the parents of all identifiable students. Only the portion of the video and/or audio recording which is relevant to the incident or complaint will be reviewed or released in accordance with state and federal law and this policy.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EEAG**

**Revised:**

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 personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Adoption date: January 1996

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL  
          GROUNDS**

**Category: SUPPORT SERVICES**

**Adopted: 4/27/10**

**File No.: EEAJ**

**Revised:**

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

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

## **NO IDLING**

### **PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500**

### **FOR SECOND AND SUBSEQUENT OFFENSES**

### **M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Southwick-Tolland-Granville Regional 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 References:* M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: FOOD ALLERGY POLICY**

**Category: SUPPORT SERVICES**

**Adopted: 10/2/07**

**File No.: EFAB**

**Revised:**

The Southwick-Tolland-Granville Regional School District recognizes the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. The school district administration has developed and implemented a policy and protocol to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community on management of student allergies, and to plan for the needs of students with allergies. The schools are committed to working with allergic students and their parents to address the students' emotional and social needs in addition to their health needs.

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

## **Family's responsibility**

- Notify the school of the child's allergies each new school year.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including classroom, in the cafeteria, during school sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of a child on a written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage parents to have allergic child wear Medic Alert necklace or bracelet.
- Educate the child in the self-management of their food allergy including:
  - ❖ safe and unsafe foods
  - ❖ strategies for avoiding exposure to unsafe foods
  - ❖ symptoms of allergic reactions
  - ❖ how and when to tell an adult they may be having an allergy-related problem
  - ❖ how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child after a reaction has occurred.
- Provide emergency contact information
- Parents are strongly encouraged to inform the bus or van driver, and any substitute driver when possible, about their child's allergy.

## **School's responsibility**

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

## ***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

- Assure that all staff who interact with the student on a regular basis (including bus, van, and substitute drivers) understand food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- All staff members who interact with the student on a regular basis will be trained on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan. The training will be provided annually at the start of the school year.
- Appropriate staff members will be trained regarding the administration of an Epi-pen, as outlined in the Department of Public Health regulations. All staff members will be informed of the location of the Epi-pens.
- Work with the district transportation administrator to assure that school bus/van driver training includes symptom awareness and what to do if a reaction occurs.
- Enforce a "no eating" policy on school buses. Exceptions will be provided for those students with diabetes who may need a snack to treat a hypoglycemic episode or for circumstances where students are traveling for long periods of time. Students will be informed of this policy at the beginning of each school year, and said policy will be included in each school handbook.
- Discuss field trips with the family of food allergic child to plan appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against allergic child seriously.
- Substitute teachers, when applying for employment, will be provided information on the management of student allergies. This information will address prevention efforts, information about common allergies, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan.
- An Individual Health Care Plan and Allergy Action Plan that addresses management will be developed for each student with an allergy. A copy of the Allergy Action Plan will be provided to the classroom teacher and substitutes for all preschool to grade 5 students and to all core subject teachers for middle school students. The protocol will address how much information about student allergies will be provided to other personnel, such as specialists, as needed. The implementation of the District protocol and of the individual plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

### **Student's responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain food to which they are allergic.

### **Classroom management procedures**

- Appropriate accommodations may be made in the classroom.
- Procedures will address education of parents and student and planning for special events involving food. The protocol will allow for age-appropriate classroom rules. For preschool to grade 4 students, the classroom teacher, in collaboration with the nurse and with input from parents of the

### ***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

food allergic child, will develop classroom specific protocol regarding management of food in the classroom.

### **Kitchen and cafeteria procedures**

- All kitchen staff will only use latex-free gloves
- The school kitchen will prepare all products in a manner that will minimize the risk of cross contamination of foods. The preparation area and all utensils will be washed in hot, soapy water immediately after the completion of the task.
- All food products will be clearly labeled as to ingredients.
- Peanut/nut-free table (or areas of tables) will be provided as needed and will be clearly identified. Allergy tables are to be positioned in a manner that minimizes the isolation of allergic students. When feasible, other students will be encouraged to sit at allergen-free tables if appropriate measures are in place to minimize cross-contamination of the allergen-free tables.
- The staff on lunch duty will ensure that the allergen-free table(s) and chairs will be washed before lunches begin and after each group finishes. The same tables will be used each day and will be clearly marked as allergen-free. Volunteers and/or substitutes will be informed which tables are allergen-free.
- Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). They should also be aware of any bullying or teasing behavior toward a food-allergic student and report any such incidents to the administrator.
- Students will be discouraged from sharing any food or utensils throughout the cafeteria.

### **Procedure for handling epinephrine**

- Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine.
- The school nurse shall register with the Department of Public Health, and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210.
- All staff members will be informed of the location of the Epi-pens.

### **Emergency response procedures**

- All staff members supervising students with life-threatening allergies must have means of communication to call for assistance.
- The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school during the school day and must accompany food allergic student on field trips. The protocol must provide for the management of anaphylaxis in individuals with unknown allergies, including an authorization for administration of epinephrine by the school nurse signed by the school physician.

The implementation of the District protocol and of the individualized plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: FREE AND REDUCED PRICE FOOD SERVICES**

**Category: SUPPORT SERVICES**

**Adopted: 3/9/05**

**File No.: EFC**

**Revised:**

The school district will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the school committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

SOURCE: MASC Policy

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: ELEVATOR & LIFT USAGE**

**Category: SUPPORT SERVICES**

**Adopted: 1/5/2016**

**File No.: EFG**

**Revised:**

The elevator in the Powder Mill School as well as the lifts located in the Powder Mill and Regional School auditoriums are to be used to accommodate individuals needing assistance travelling to or between different levels within the buildings. The student who requires the use of the elevator or lift must make a request to the School Nurse and complete an elevator use form. This form must be signed by the parent or guardian and then submitted to the Principal or Assistant Principal for final approval. It may be necessary to provide a doctor's note to verify the need for the elevator.

Once approved, the student or staff member will be issued an elevator key and training will be provided. Prior to Grade 7, students must be accompanied by a staff member when using the elevator or lift. All other students must be accompanied by an "elevator buddy" when using the elevator or lift. The key must be returned to the nurse when it is no longer needed. If the key is lost, the student will be charged for the replacement.

The elevator/lift key can be issued for short term situations (less than three days), a long-term situation that might last several months, or a year-long permission depending on medical circumstances and documentation.

Expected elevator/lift use procedures:

- Do not leave the elevator/lift entrance/exit until the door is completely open or closed
- Use the elevator/lift telephone for emergencies only
- Do not allow unauthorized individuals in the elevator/lift
- Take full responsibility for any damage to the elevator
- Do not overload the elevator
- Watch your step when entering and exiting the elevator/lift
- Do not interfere with the opening or closing of doors
- In the event of a fire alarm, go to the nearest designated safe room with a staff member during the evacuation

The elevator/lift is for staff, student and community use. It should not be used as a freight elevator. If there are extenuating circumstances, permission for alternative use may be granted only by the Principal or the Supervisor of Buildings & Grounds.

All elevators and lifts will be inspected by the Massachusetts Department of Public Safety on an annual basis. All maintenance work will be completed by licensed and insured elevator maintenance companies.