

SUPPORT SERVICES GOALS

The Lynn School Committee views the business operations of the school system as essential to the central function of the public schools, which is education.

The Committee recognizes that it serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a good educational program.

The School Committee expects the operation and maintenance of the school plant, equipment and services to set high standards of safety, to promote health of students and staff, to reflect the aspirations of the community.

The Committee will establish an effective and economical maintenance program in hopes of assuring long and fruitful use of school sites, plants and equipment.

LEGAL REFS.: M.G.L. 44:33; 71:37

SAFETY PROGRAM

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 Lynn 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 they 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. Instruction will be given in 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 this 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.

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

CROSS REFS.: EEAC, School Bus Safety Program
GBE, Staff Health and Safety
IGAE, Health Education

NOTE: Cross references should be checked and updated (11/17/22)

PEST MANAGEMENT POLICY

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

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

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

I. OVERVIEW AND GOALS

- A. The Lynn Public Schools 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.

II. 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.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardian, staff and students and will also be posted in a common area.
- B. When 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 in writing with students in the affected building at least 5 days prior to application.

IV. 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.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage 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.

LEGAL REF.: M.G.L. 71:68; 132B

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 school physician 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 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 will be developed 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/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

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

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

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

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

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

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

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

EMERGENCY CLOSINGS

No outdoor school sponsored activities will be allowed during thunderstorms.

In event of a serious snow storm, ice storm, or threat of a hurricane, the Superintendent, in consultation with the appropriate person in the highway department or department of public safety, may cancel school for the day or postpone the opening time of school. The closing of schools due to emergency, snow or other causes is broadcast over radio stations: WEEL, WESX, WBZ, WHDH, WEZE, WCVB and television stations: channels 4, 5, and 7. Parent/guardians will also be informed at the beginning of the school year of other methods of communicating school closings. No school in elementary grades includes kindergarten. If there is no school in kindergarten in the morning, there will be no afternoon session, either.

In addition, the Superintendent may close school early on the grounds of weather hazards. The Superintendent will keep the Chairperson of the School Committee informed of developments and decisions during days of weather emergencies. Parents retain their responsibility for the safety of their children on bad weather days when school may be in session.

OPEN AND CLOSED SCHOOL YARDS

Open Lots:

- Ward 1: Sisson-Pickering and Wyoma Square City Lot (\$5)
- Ward 2: Lynn English, KIPP, Ingalls and Manning Field Lot
- Ward 3: Marshall Middle, Hood, Brickett
- Ward 4: Harrington, KIPP and MBTA Garage
- Ward 5: Johnson Street Lot and MBTA Garage
- Ward 6: Lynn Tech, Tech Annex, Drewicz, Connery, School Admin. Building
- Ward 7: Lynn Classical, Breed Middle, Callahan and Lincoln-Thomson
- Additional Proposed: Barry Park, Great Woods Rd., Penny Brook Rd., Dog Park

Closed Lots:

- Ward 1: Lynn Woods and Shoemaker
- Ward 2: Ford
- Ward 3: Aborn
- Ward 4: None
- Ward 5: Fecteau-Leary and Cobbet
- Ward 6: Washington, Sewell-Anderson and Tracy
- Ward 7: Fallon

Car Removal Policy Proposal:

- If ban is lifted **BEFORE** 9 PM residents have two hours to remove cars from lots.
- If ban is lifted **AFTER** 9 PM residents will have until 6 AM the next day to remove cars.

BUILDINGS AND GROUNDS MANAGEMENT

The Lynn 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 supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. They will work with other city departments, 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. Pursuant to Chapter 378 of the Acts of 2014, the Facilities Division of the Department of Inspectional Services shall be responsible for the custodial, maintenance and ground services for all public buildings and facilities, including public schools in the city of Lynn, which also includes the ordinary maintenance of plumbing and plumbing fixtures and electrical wires and fixtures in all municipal buildings. The facility division shall include custodial and maintenance employees and supervisors and shall be under the direct supervision of the Director of Buildings and Grounds.

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 personal property.

Within the separate schools, the Principal will be responsible to communicate with the Inspectional Services Department regarding the proper care, maintenance, and cleanliness of buildings, equipment and grounds, subject to the provisions of Chapter 378 of the Acts of 2014.

LEGAL REF.: M.G.L. 71:68; Chapter 378 of the Acts of 2014

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the City. 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. 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.

VANDALISM

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

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

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

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

SECURITY CAMERA SYSTEM POLICY

I. PURPOSE

The Lynn Public School Committee supports the use of video cameras throughout the Lynn Public School District for purposes of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

II. GENERAL STATEMENT OF POLICY

A. Signage and Notification:

1. Appropriate signage will be posted at major entrances to school buildings that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited, to employee handbooks and student handbooks.
2. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: **Surveillance Cameras in Use for Security Purposes.**

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas include school grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeterias, auditoriums, lobby and main entries and main office areas.
2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

C. Use of Video Recordings

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The Lynn Public Schools Security Camera System will be in operation and may be monitored by school personnel and or law enforcement personnel throughout the year.

3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials and/or law enforcement personnel.

D. Data Storage:

1. All video recordings are stored in the school Principal's office or the School Security and Emergency Planning Office in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 30 days.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes. No sound is to be monitored or recorded in connection with video surveillance systems.
3. Any video recordings used for security purposes in school buildings or grounds are the sole property of the Lynn Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with permission of the Superintendent or his/her designee.

BUILDINGS AND GROUNDS MAINTENANCE

The Lynn School Committee shall have general charge and superintendence of the schools, shall keep them in good order and shall, at the expense of the city, procure a suitable place for the schools.

The School Committee, when it is deemed necessary, initiates requests for renovations, additions to existing buildings or for new buildings.

The maintenance and repair program must be viewed as a continuing long-term effort to maintain the appearance and functioning efficiency of the building and sites. The maintenance, repair and cleaning of school facilities (building and sites) is the direct responsibility of the Inspectional Services Department.

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

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Lynn 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.

TRANSPORTATION SERVICES

It is the responsibility of the Lynn Public School Department to provide safe, economical transportation to all eligible students living in the Lynn Public School District. Vehicle routes shall be established over the most direct roads feasible for vehicle travel to serve those entitled to transportation service. Where an alternative route may be selected without sacrifice of efficiency and economy, preference will be given to that route serving the larger number of students more directly. Routes will be designed to employ as nearly as practical the full carrying capacity of each vehicle trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

1. All elementary students, with the exception of desegregation students, who live two miles or more from the assigned school will be transported.
2. All secondary students who live two miles or more from their assigned school may either be issued an MBTA pass or receive contracted transportation, at the discretion of the Transportation Department.
3. Desegregation students who live one mile or more from their assigned school will be transported.

Eligibility will be determined using the computer in the Transportation Department. Lynn Public Schools will not be required to transport to an address other than the residence of the student.

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.

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF.: EEA, Student Transportation Services

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 will contract for transportation services. Contracts will be awarded on a competitive bid basis by the Lynn School Committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. specifications for school bus design and equipment
2. inspection of buses
3. qualifications and examinations of bus drivers
4. driving regulations
5. small vehicle requirements, if applicable
6. insurance coverage
7. adherence to local regulations and directives as specified in bid contracts.

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

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

SCHOOL BUS SAFETY PROGRAM

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

1. 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.

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

BUS DRIVER EXAMINATION AND TRAINING

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

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

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

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

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

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

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

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

STUDENT CONDUCT ON SCHOOL BUSES

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

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

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the 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 Lynn Public School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Lynn 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 by the Lynn Public School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

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

FOOD ALLERGY POLICY

The Lynn Public Schools recognize the need to have protocols in place which reduce the risk of exposure to allergens for students who have food allergies, while protecting their right to participate in all school activities. These protocols may be adapted to non-food allergens such as insects, latex, fragrances and other materials. In the event of exposure, comprehensive district emergency response protocols will be enacted which will include procedures for the administration of epinephrine to manage a life threatening allergic reaction.

Goals for the policy include:

- Individually manage food allergies by a) Identifying children with food allergies b) Developing individual health care plans, medication plans and allergy action plans. c) Helping students move towards self- managing their own food allergies.
- Prepare for food allergy emergencies by a) Establishing communication systems specific to each setting and identified in the (MERP) Medical Emergency Response Plan for each building. b) Making sure staff can get to epinephrine auto-injectors quickly and easily. c) Making sure that epinephrine is used when needed and someone immediately contacts emergency medical services. d) Identifying the role of each staff member in an emergency. e) Preparing for food allergy reactions in children without a prior history of food allergies. f) Documenting the response to a food allergy emergency.
- Provide professional development on food allergies for staff by a) Providing general training on food allergies for all staff. b) Providing in-depth training for staff that have frequent contact with children with food allergies. c) Providing specialized training for staff that are responsible for managing the health of children with food allergies on a daily basis.
- Educate children and family members about food allergies by a) Teaching all children about food allergies. b) Teaching all parents and families about food allergies.
- Create and maintain a healthy and safe educational environment by a) Creating an environment that is as safe as possible from exposure to food allergens. b) Developing food handling policies and procedures to prevent food allergen contact. c) Making outside groups aware of food allergy policies and rules when they use school program facilities before or after hours. d) Creating a positive, supportive and respectful climate.
- Ongoing monitoring, evaluating and updating of protocols.

References:

FDA Food Safety Modernization Act. Public L No. 111-353

***Managing Life Threatening Food Allergies In Schools.* Malden, MA: Massachusetts Department of Education; 2002**

***Safe at School and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life Threatening Food Allergies.* Alexandria, VA: National School Boards Association; 2011**

***Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs.* US Department of Health and Human Services Centers for Disease Control and Prevention 2013**

FREE AND REDUCED PRICE FOOD SERVICES

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 their parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

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

INSURANCE MANAGEMENT

The Lynn School Committee believes that an adequate and comprehensive insurance program must be maintained to cover the property and equipment under its control and individuals discharging responsibilities for the school department. It will seek adequate appropriations for such coverage..

LEGAL REFS.: M.G.L. 40:5; 71:37B; 258:1 et seq.
 Chapter 512 of the Acts of 1978