

INDEX
NON-INSTRUCTIONAL SERVICES
(7000 SERIES)

- 7000 Non-Instructional Service Goals
- 7001 Buildings and Grounds Management
- 7002 Buildings and Grounds Security
- 7003 Dedication of Buildings and Facilities
- 7004 Use and Rental of School Department Property
- 7005 Use of Lighted Athletic Field
- 7006 Student Transportation Services
- 7007 Food Service Program
- 7008 Maintenance and Control of Equipment
- 7009 Energy Conservation
- 7010 Data and Records Management, Retention and Disposa
- 7011 Administrative Technology

Non -Instructional Services

7000

Non-Instructional Services Goals

The Belmont Public Schools will provide facilities, programs and services that support the educational goals of the district and promote the health and safety of students and staff.

Buildings and Grounds Management

The Belmont Public Schools is committed to the provision of a physical environment that is safe and well maintained. The Superintendent will ensure that district facilities are operated in an effective and efficient manner in order to comply with applicable federal, state and local laws, regulations and codes, and in accordance with the needs of the Belmont Public Schools and the community.

Pursuant to state law, each building Principal is responsible for ensuring proper care, maintenance and cleanliness of his/her building, equipment and grounds.

Legal References:

MGL 71: 59B
71: 68
132:6C-6I

Buildings and Grounds Security

The Superintendent shall ensure that adequate security is provided for district facilities and property. Access control systems will be established for district facilities. Each Principal is responsible for the management of this system within his/her building.

Dedication of Buildings and Facilities

The School Committee has sole authority over the naming or re-naming of buildings, interior facilities and grounds of the Belmont Public Schools. Dedication of a school facility is an honor bestowed on an individual whose work or service has contributed significantly to the Belmont Public Schools or to the Belmont community and who is not a school or town employee at the time of the dedication. The School Committee may consult community groups on such dedication.

The School Committee shall develop procedures to implement this policy.

Use and Rental of School Department Property

Buildings and facilities of the Belmont Public Schools are available for use by school related groups and other organizations so long as such use does not interfere with the educational programs and activities of the district. The Superintendent shall establish and administer procedures governing the use of school buildings and athletic fields and facilities.

Priority for requests to use school facilities will be given to organizations whose mission is directly related to the Belmont Public Schools; Belmont municipal departments, boards and committees; and Belmont youth organizations that (1) are open to all members of the Belmont community and (2) operate on a non-profit basis (including scout organizations and town wide sports programs). Such organizations shall pay the costs of custodians but will be exempt from rental fees.

Other organizations may rent available space in school buildings in the following order and shall pay the costs of any custodian plus a rental fee as set forth in the fee schedule approved annually by the School Committee:

1. Belmont non-profit
2. Belmont for profit
3. Non Belmont non-profit
4. Non-Belmont for profit

Any organization renting available building or facilities space shall obtain and present satisfactory evidence of comprehensive general liability insurance in an amount determined by the Superintendent prior to the use of the building. The Superintendent may waive this requirement at his/her discretion.

Legal References:

MGL 71:71

Procedure:

Use of Lighted Athletic Field

Scheduling for use of the Multi-purpose Field and Track at the High School shall be by the office of the Director of Physical Education, Athletics and Student Activities. Use of lights at the field shall be in accordance with a 2001 agreement between the School Committee and Zoning Board of Appeals.

Student Transportation Services

The Belmont Public Schools shall provide transportation to and from school at town expense in accordance with provisions governing the transportation of students set forth in the Massachusetts General Laws. The School Committee at its discretion may make transportation to and from school available to other Belmont Public School students. Such transportation may be subject to a fee. The provision of transportation to and from school is a privilege that may be revoked if abused.

The School Committee at its discretion may make transportation available for programmatic events and extracurricular activities. Such transportation may be subject to a fee.

The Superintendent shall develop appropriate procedures relating to the provision of student transportation.

Legal References:

MGL 71: 7 A
71: 68
71B: 8
76: 1

Food Service Program

The Belmont Public Schools shall maintain a food service program to provide well-balanced meals to all its students. The district participates in the National School Lunch Program to provide free and reduced price lunches to eligible students. The Superintendent shall ensure that the food services program conforms to all applicable federal and state laws and regulations and that notice of program eligibility guidelines and applications for free and reduced price meals are made available to all members of the school community.

The Nursing Coordinator shall work with the Food Services Supervisor to accommodate those students with documented dietary restrictions who have a nursing health care plan.

Legal References:

National School Lunch Act, 42 USC 1751-1769, as amended

Child Nutrition Act 42 USC 1771-1791, as amended

M.G.L.; 69:1C;

71:72

Belmont Wellness Protocols

Belmont Nursing Protocols

Maintenance and Control of Equipment

The Superintendent shall ensure that equipment, including any vehicles owned by the Belmont Public Schools, is periodically inspected and maintained in good working order. The Superintendent may place reasonable restrictions on equipment use.

Energy Conservation

The Belmont Public Schools shall promote the wise use of energy, water and other natural resources. To this end, the district shall:

1. Support conservation and efficiency in the use of electricity, gas, oil, water and other resources;
2. Maintain and enhance present resource conservation measures;
3. Develop initiatives to make infrastructure improvements which take advantage of technological advances that conserve resources;
4. Work to educate staff and students about the benefits of and opportunities for resource conservation and the use of alternative sources of energy.

Data and Records Management, Retention and Disposal

The Superintendent shall develop procedures to ensure appropriate data and record management, retention and disposal. Such procedures shall conform to all applicable federal and state laws and regulations.

Legal References:

MGL 66

Massachusetts Secretary of State Records Management Unit:

Guidelines for documentation and record retention

Belmont E-mail retention guidelines

Administrative Technology

The Belmont Public Schools shall maintain sufficient technological equipment, hardware, software and support services to ensure effective administration of the district and compliance with reporting requirements of the Massachusetts Department of Elementary and Secondary Education.

The Superintendent shall oversee the acquisition and maintenance of equipment and software and the development of applicable procedures, guidelines and training required to implement this policy.

Legal References:

MGL 69:1I

Massachusetts Department of Elementary and Secondary Education:
Data collection requirements