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NON-INSTRUCTIONAL SERVICES
(7000 SERIES)

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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 and Grounds

The School Committee has sole authority over the naming or re-naming of buildings, interior facilities and grounds of the Belmont Public Schools. The SC recognizes that the names of school facilities must be undertaken with care and scrutiny.

This policy is intended to ensure that names and/or other wording associated with school facilities will promote and/or be consistent with the goals of the Belmont Public Schools and is based upon the belief that it is important the students and the public know of the many contributions of civic, business, and other leaders in Belmont and beyond, and that this knowledge will further educational goals within the school system.

The naming process should be inclusive of students, families, community, and staff. When naming a school facility, preference is to be given to those persons or organizations who, and events which, had a substantial impact upon the education of Belmont's students or persons or events that reflect the increasing diversity of Belmont's student population. This guidance shall not preclude consideration of names of persons of local, state, and national or international significance. Names of persons employed by the school or town at the time of the dedication shall not be considered.

The School Committee reserves the right to remove a name at any time if it is in the best interest of the district or donor to do so, or to protect the reputation of the district and/or the donor.

In order for a building, interior facility, or school grounds to be named, the following procedure shall be followed:

1. Prior to naming or renaming of a building, interior facility, or school grounds a public announcement of the intent and the dates upon which a) the School Committee will hold a public discussion of the written requests and b) the final vote will be taken shall be publicly announced by the Chair at a regularly scheduled meeting.
2. Submission of a name for a school building, interior facility, or grounds may be made by any member of the school community or Belmont residents or the Superintendent and must be made in writing to the Chairperson of the School Committee. Requests must be received prior to the date upon which the SC will hold a public discussion of the requests. Requests received after that date, shall not be considered.
3. The written request should specify the intent of the requestor and the reasons why this particular name would fit with the facility. It should offer appropriate background information on the person or organization in the request.
4. For any naming request accompanied by a financial contribution, a gift agreement between the donor and the SC must be approved at the same time as the name is voted. The standard agreement must specify the specific building, interior facility, or grounds to be named,

the duration of the naming period, as well as payment terms. These agreements will be considered for the public record and kept on file by the SD for access by the public.

5. The SC will introduce, discuss, and vote according to the following practice, permitting room on the agenda:

a. Upon receipt, the written request(s) will be sent to all SC Members, announced at the next SC meeting, and made available to the public for review.

b. The request(s) will then be presented as an agenda item at the following full SC meeting.

c. At the following meeting, the request(s) will be presented as an agenda item and voted upon.

d. The timeline may be extended if there is not sufficient time on the agenda for adequate discussion.

Updated 4.26.2022

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.

7006. Student Transportation Services and Other Transportation

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.

The Belmont Public School District will strive to support safe walking, biking and other physically active forms of transportation to and from school. The district will strive to decrease vehicular congestion and idling in school zones. The Belmont Public Schools will support safety and active transportation via formal participation through the Massachusetts Department of Transportation's Safe Routes to School program or MADOT's recommended programs, which include the elements of education, encouragement, enforcement, engineering, equity, and evaluation.

Legal References:

MGL 71: 7 A

71: 68

71B: 8

76: 1

MGL. 90: 16B

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6C: 33

6C: 10

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