

**SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE****Operation and Maintenance**

The Superintendent and/or designee is charged with the responsibility for administering plant operations in the most efficient and economical manner possible, while placing high priority on health and safety of students and conservation of natural resources.

The Board, through the Superintendent and his/her staff, has the responsibility of protecting the District investment in plant and facilities through a systematic maintenance program.

It is expected that the program shall include periodic preventive maintenance activities, long-range maintenance schedules and emergency repair procedures. It is further expected that all maintenance work will be carried out in a manner that will cause the least interference with the educational program.

**Construction and Remodeling of School Facilities**

Plans and specifications for the erection, enlargement, repair or remodeling of facilities of the School District shall be submitted to the Commissioner when the contemplated construction costs of such work are ten thousand dollars (\$10,000) or more, and for all projects affecting the health and safety of students.

Plans and specifications submitted to the Commissioner shall bear the signature and seal of an architect or engineer licensed to practice in the State of New York. The architect or engineer who sealed the plans and specifications shall also certify that the plans and specifications conform to the standards set forth in the State Uniform Fire Prevention and Building Code (9 NYCRR Parts 600 through 1250) and the State Energy Conservation Construction Code (9 NYCRR Parts 7810 through 7816).

For remodeling or construction projects costing five thousand dollars (\$5,000) or more, the District shall assure compliance with the requirements of the State Uniform Fire Prevention and Building Code (9 NYCRR 600 through 1250) and Part 155 of the Commissioner's Regulations, and shall retain the services of an architect or engineer licensed to practice in New York State.

For remodeling or construction projects costing less than five thousand dollars (\$5,000), the District shall assure compliance with the requirements of the State Uniform Fire Prevention and Building Code (9 NYCRR Parts 600 through 1250) and Part 155 of the Commissioner's Regulations.

**Inspections**

The administration of the School System shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board of Education informed of the results of such inspections in a timely fashion.

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**SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)****Comprehensive Public School Building Safety Program (Rescue)**

To ensure that all school facilities are properly maintained and preserved and provide suitable educational settings, the Board of Education requires that all occupied school facilities which are owned, operated or leased by the District comply with the provisions of the Comprehensive Public School Safety Program and the Uniform Code of Public School Building Inspections, Safety Rating and Monitoring as prescribed in Commissioner's Regulations. For this reason, the School District shall develop a Comprehensive Public School Building Safety Program in accordance with Commissioner's Regulations.

The program shall be reevaluated and made current at least annually, and shall include the following:

- a) A five (5) year capital facilities plan which will include an appraisal of the following: the educational philosophy of the District, with resulting administrative organization and program requirements; present and projected student enrollments; space use and State-rated student capacity of existing facilities; the allocation of instructional space to meet the current and future education program and service needs, and to serve students with disabilities in settings with nondisabled peers; priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.
- b) A District-wide building inventory, which will include information pertaining to each building including, but not limited to:
  1. Type of building, age of building, size of building;
  2. Rated capacity, current enrollment;
  3. List of energy sources and major systems (lighting, plumbing, electrical, heating); and
  4. Summary of triennial Asbestos Inspection reports.
- c) An annual visual inspection of each occupied building and assignment of a safety rating score. The inspection committee must include a state certified code enforcement official, the District's Facility Director or designee, and a member of the District's Health and Safety Committee.
- d) A building condition survey shall be conducted for all occupied school buildings once every five (5) years by a team that includes at least one (1) licensed architect or engineer.

(Continued)

**SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)**

- e) A District-wide monitoring system which includes:
  - 1. Establishing a Health and Safety Committee;
  - 2. Development of detailed plans and a review process of all inspections;
  - 3. Procedures for a response in writing to all inquiries about building health and safety concerns, a copy of which will be sent to the District's Health and Safety Committee for oversight, and a copy kept on permanent file.
  
- f) Procedures to ensure the safety of the building occupants while a construction/renovation project is taking place. These procedures will include:
  - 1. Notification to parents, staff and the community at least two (2) months in advance of a construction project of ten thousand dollars (\$10,000) or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, such notice shall be provided as far in advance of the start of construction as is practicable;
  - 2. A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo ID badges;
  - 3. An opportunity for the District's Health and Safety Committee to conduct a walk-through inspection of newly renovated or constructed areas to confirm that the area is ready to be reopened for use; and
  - 4. An emergency plan which will address potential concerns with the capital project including, but not limited to, evacuation procedures, fire drills, and structural failures.

**School Facility Report Cards**

The School District shall prepare an annual School Facility Report Card for each occupied school building.

The School Facility Report Card for each building shall be reviewed annually by the Board of Education. The Board shall report in a public meeting on the status of each item set forth in Commissioner's Regulations for each facility located in the District.

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**SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)**Fire Inspection:

Education Law Section 807-a  
8 New York Code of Rules and Regulations (NYCRR)  
Section 155.4

Health Inspection:

Education Law Section 906

Asbestos Inspection:

40 Code of Federal Regulations (CFR) Part 763, Subpart E  
Education Law Article 9-A

Plans and Specifications:

Education Law Sections 408, 408-a and 409  
8 New York Code of Rules and Regulations (NYCRR)  
Sections 155.1 and 155.2

Structural Safety Inspections:

Education Law Sections 409-d, 409-e, 3602 and 3641(4)  
8 New York Code of Rules and Regulations (NYCRR)  
Sections 155.1, 155.3, 155.4(b)(1) and 155.6

Non-Instructional/Business  
Operations

**SUBJECT: HAZARDOUS WASTE AND HANDLING OF TOXIC SUBSTANCES BY  
EMPLOYEES**

The Board of Education recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes.

The management of hazardous waste from its point of generation to the ultimate disposal is regulated through specific Federal and State laws.

The Board directs the Superintendent to adopt rules to ensure District implementation of applicable Federal and State laws pertaining to the identification, transportation, treatment, storage, and disposal of hazardous wastes.

Environmental Protection Agency  
40 Code of Federal Regulations (CFR) Parts 261 and 262  
6 New York Code of Rules and Regulations (NYCRR)  
Part 371

Adopted: 3/22/07

**SUBJECT: SMOKING/TOBACCO USE****School Grounds**

Tobacco use shall not be permitted and no person shall use tobacco on school grounds at any time. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within the District's preschool, nursery school, elementary or secondary school's legally defined property boundaries as registered in the County Clerk's Office; as well as all District vehicles, including vehicles used to transport children or school personnel.

For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew and/or snuff) in any form.

**Posting/Notification of Policy**

In compliance with the New York State Clean Indoor Air Act, the District will prominently post its Smoking/Tobacco Use policy and signs prohibiting **all** forms of tobacco products in District buildings and other appropriate locations; and will supply a copy upon request to any current or prospective employee. The District will also designate a school official to tell individuals who smoke in a non-smoking area that they are in violation of the New York State Public Health Law, Education Law, the federal Pro-Children Act of 1994 and District policy.

The District shall also ensure that this policy is communicated to staff, students, parents/guardians, volunteers, and visitors as deemed appropriate in order to orient all persons to the District's "No Smoking" Policy and environment.

**Prohibition of Tobacco Promotional Items/Tobacco Advertising**

Tobacco promotional items (e.g., brand names, logos and other identifiers) are prohibited:

- a) On school grounds;
- b) In school vehicles;
- c) At school-sponsored events;
- d) In school publications;
- e) On clothing, shoes, accessories, gear, and school supplies in accordance with the District Code of Conduct and applicable collective bargaining agreements.

This prohibition of tobacco promotional items shall be implemented in accordance with the Code of Conduct and applicable collective bargaining agreements.

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**SUBJECT: SMOKING/TOBACCO USE (Cont'd.)**

In addition, tobacco advertising is also prohibited in all school-sponsored publications and at all school sponsored events.

Safe and Drug-Free Schools and Communities Act  
20 United States Code (USC) Section 7101 et seq.  
Pro-Children Act of 2001, as amended by the No Child  
Left Behind Act of 2001, 20 United States Code (USC)  
Sections 7181-7184  
Education Law Sections 409 and 3020-a  
Public Health Law Article 13-E

NOTE: Refer also to Policies #3280 -- Public Use of School Facilities  
#3410 -- Code of Conduct on School Property  
#7310 -- School Conduct and Discipline  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)  
#8211 -- Prevention Instruction  
*District Code of Conduct on School Property*

**SUBJECT: ENERGY/WATER CONSERVATION AND RECYCLING OF SOLID WASTE**

The Board of Education recognizes the importance of energy and water conservation and is committed to the analysis, development, and initiation of conservation measures throughout the District for the purpose of reducing energy consumption.

**Recycling**

The Superintendent and/or designee will develop a program for the source separation and segregation of recyclable or reusable materials in the District. This District-wide recycling plan shall include:

- a) A conservation education program to teach students about their social responsibility for preserving our resources, and involvement of all students and personnel in a comprehensive effort to reduce, reuse and recycle waste materials;
- b) A concerted effort to purchase recycled items and biodegradable rather than non-biodegradable products;
- c) Separation of waste into appropriate categories for the purpose of recycling, including mercury-added consumer products; and
- d) A cooperative effort with community recycling programs.

Environmental Conservation Law Sections 27-2101-27-2115  
General Municipal Law Section 120-aa



**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)/  
SCHOOL DISTRICT NUTRITION ADVISORY COMMITTEE****School Food Service Program (Lunch and Breakfast)**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

**Restriction of Sweetened Foods in School**

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

**Food Substitutions for Children with Disabilities**

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

(Continued)

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)/  
SCHOOL DISTRICT NUTRITION ADVISORY COMMITTEE (Cont'd.)**

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

**Food Substitutions for Nondisabled Children**

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

**School District Nutrition Advisory Committee**

In accordance with Education Law, the District will establish a Child Nutrition Advisory Committee. The Committee will include, but not be limited to, a representative of the School Board; the food preparation staff; the physical education departments; the school nurse or health staff; a registered dietitian, if available; the faculty of the District; the parent-teacher associations in the District; the students enrolled in the District; and the parents/guardians of students enrolled in the District. If, due to special circumstances, it is impossible or impracticable for all recommended groups to have members on the Committee for representation, the District may approve a Committee that, to the greatest extent possible, represents the interests of the aforementioned groups.

Prior to the start of school in the fall, the District will send in a newsletter written notice to all parents/guardians of enrolled students of the existence of the School District Nutrition Advisory Committee and supply information as to how interested parents/guardians may participate on the Committee. The District will also, to the extent practicable, give notice to all parents/guardians and students through its regular newsletters or other regular forms of written communication as to the scheduled dates of all meetings of the Advisory Committee.

The Committee will study all facets of the current nutritional policies of the District including, but not limited to:

- a) The goals of the District to promote health and proper nutrition;
- b) Vending machine sales;

(Continued)

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)/  
SCHOOL DISTRICT NUTRITION ADVISORY COMMITTEE (Cont'd.)**

- c) Menu criteria;
- d) Educational curriculum teaching healthy nutrition;
- e) Educational information provided to parents/guardians regarding healthy nutrition and the health risks associated with obesity;
- f) Opportunities offered to parents/guardians to encourage healthier eating habits to students;  
and
- g) The education provided to teachers and other staff as to the importance of healthy nutrition.

In addition, the Committee shall consider recommendations and practices of other districts and nutrition studies.

## Child Nutrition Act 1966

42 United States Code (USC) Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946

42 United States Code (USC) Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973

29 United States Code (USC) Section 794 et seq

Individuals with Disabilities Education Act (IDEA)

20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Part 15B

Education Law Sections 915, 918, 1604(28), 1709(22),

1709(23) and 2503(9)(a)

8 New York Code of Rules and Regulations

(NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)

**SUBJECT: DISTRICT WELLNESS POLICY****Preamble**

On June 30, 2004, the President of the United States signed Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004. Section 204 of this law requires school districts participating in the National School Lunch Program and/or School Breakfast Program to develop a local wellness policy that addresses student wellness and the growing problem of childhood obesity, by the School Year following July 2006.

Thus, the Mechanicville School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Mechanicville School District that:

- a) The School District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- b) All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- c) Foods and beverages sold or served at school will meet the nutrition recommendations of the New York State Education Guidelines for Nutrition.
- d) Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe and pleasant settings and adequate time for students to eat.
- e) Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

**To Achieve These Policy Goals:****Healthy Schools Team (HST)**

The School District and/or individual schools within the District will create, strengthen, or work within existing Healthy Schools Team (HST) to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The team also will serve as resources to school sites for implementing those policies.

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)****Nutritional Quality of Foods and Beverages Sold and Served on Campus**School Meals

All school food authorities (SFAs) regardless of the menu planning option selected must serve meals meeting the Dietary Guidelines and certain nutrient standards and use production records and standardized recipes. SFAs may opt to implement the Offer vs. Serve provision for breakfast and/or lunch, which is designed to minimize plate waste by allowing children to not take foods they do not intend to consume. Under Offer vs. Serve, meals must be priced as a unit, all required components of the menu planning options must be available from the beginning of the meal service to the end and the person responsible for recording meal counts must be familiar with what food items constitute a reimbursable meal. While SFAs may select different menu planning options for different buildings, SFAs cannot use a combination or blend of options within a building.

Breakfast

All school food authorities (SFAs) regardless of the menu planning option selected must serve meals meeting the Dietary Guidelines and certain nutrient standards and use production records and standardized recipes. SFAs may opt to implement the Offer vs. Serve provision for breakfast and/or lunch, which is designed to minimize plate waste by allowing children to not take foods they do not intend to consume. Under Offer vs. Serve, meals must be priced as a unit, all required components of the menu planning options must be available from the beginning of the meal service to the end and the person responsible for recording meal counts must be familiar with what food items constitute a reimbursable meal. While SFAs may select different menu planning options for different buildings, SFAs cannot use a combination or blend of options within a building.

Free and Reduced Priced Meals

Application guidelines are sent to parents yearly. Parents are encouraged to participate. Children on Free and Reduced lunches are overtly identified and receive the same quality of meals as does the other student population. Children from households that meet Federal income guidelines are eligible for free meals or reduced price meals. Reduced price meals cost each eligible student \$.25 for lunch and \$.25 for breakfast (Elementary School only). To apply for free or reduced price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the application, sign it and return it to your child's school principal as soon as possible.

Meal times and Scheduling

The following is the schedule for our lunch program:

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**Elementary School

Kindergarten	11:10 a.m. - 11:40 a.m.
Grade 1	11:20 a.m. - 11:50 a.m.
Grade 2	11:55 a.m. - 12:25 p.m.
Grade 3	12:05 p.m. - 12:35 p.m.
Grade 4	12:40 p.m. - 1:10 p.m.
Grade 5	12:55 p.m. - 1:25 p.m.

Middle School

Grade 6	11:03 a.m. - 11:30 a.m.
Grade 7	11:47 a.m. - 12:14 p.m.
Grade 8	12:31 p.m. - 12:55 p.m.

High School

Grade 9/10	11:47 a.m. - 12:14 p.m.
Grade 11/12	11:03 a.m. - 11:30 a.m.

**Qualifications for School Food Service Staff**

The minimum qualifications for our Food Service Director/School Lunch Manager are:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree relating to culinary or restaurant management, or a closely related field; or
- b) Graduation from high school or possession of a high school equivalency diploma and four years experience in culinary or restaurant management involving large quantity food service; or
- c) Six years of experience in culinary or restaurant management involving large quantity food service; or
- d) An equivalent combination of training and experience as defined by the limits of a), b), and c).

NOTE: One year of training in a culinary institute or technical school is equivalent to two years of college or experience.

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**

Our Food Service Director is nationally certified as a Serve Safe Instructor. The Food Service Helpers in our cafeteria attends training in Serve Safe. When hiring staff for the cafeteria, our school looks for staff that have experience in food handling techniques as required under State Law.

**Sharing of Foods and Beverages**

Students are encouraged not to share foods to minimize the risk of allergic reactions. HST will be sending a flyer out with opening day packets in September to educate athletes in the risk of sharing water bottles with other athletes.

**Foods and Beverages Individually Sold in Buildings**Guidelines for Beverages Sold

- a) Federal Regulation: Part 210.11 of the National School Lunch Program and Part 220.12 of the School Breakfast Program regulations prohibit certain foods from being sold in food service areas during the breakfast or lunch period.
- b) Foods of Minimal Nutritional Value: A food that provides less than five percent of the USRDA for eight specified nutrients per serving, and/or 100 calories. The nutrients specified are protein, vitamins A and C, niacin, riboflavin, thiamin, calcium and iron. The prohibited foods specifically include carbonated soda water, water ices, (excluding ices containing fruit or fruit juice), chewing gum, hard candy, jellies and gums, marshmallow candies, fondants (soft mints, candy corn), licorice, spun candy (cotton candy) and candy coated popcorn.
- c) New York State Law: This law regarding the sale of non-nutritious foods is even more stringent. Chapter 647 of the Laws of 1987 prohibits the sale of the above mentioned items, including all candy, from the beginning of the school day until the end of the last scheduled meal period in all parts of the building, in all public schools, regardless of whether or not the school participates in the Federal Child Nutrition Programs. A public school cannot sell or serve soda or candy of any type in the student store or from a machine located anywhere in the building before the last lunch period ends.

Guidelines for Foods Sold

As per the above guidelines, schools can sell:

- a) Twinkies, Ring Dings, Little Debbie's, etc;
- b) Any item marked as a cookie in stores;
- c) Potato chips, corn ships, pretzels, etc;

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**

- d) Ice cream which includes some candy, e.g. snickers ice cream bars;
- e) Candy decorated cakes, choc. chip cookies;
- f) Canned juices, juice drinks, Snapple;
- g) USDA approved spritzers;
- h) Coffee, tea, iced tea;
- i) Fruit rollups;
- j) USDA approved "gummy" fruit candy.

The following items, schools cannot sell in any part of building from beginning of school day until the end of last scheduled lunch period: soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy, candy coated popcorn and all other candies.

**Consider Limiting portion sizes for Foods and Beverages Sold**

The School follows the New York State Education Guidelines for Nutrition. The specific amounts are:

- a) 1 serving meat/meat alternate (1 1/2 oz. for K-3 and 2 oz. for 4-12);
- b) 2 serving of fruit/vegetable totaling 3/4 cup;
- c) 1 serving grains/breads (8 per week) dessert items do not count;
- d) 1 serving fluid milk.

The guidelines for qualification as a Meat/Meat Alternate are:

- a) Ounce for ounce of lean meat, poultry, fish and cheese = 2 oz.
- b) Cooked dry beans or peas - 1/2 cup = 2 oz.
- c) Peanut butter - 4 tbs. = 2 oz.
- d) Yogurt - 8 oz. = 2 oz.

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**

- e) One whole large egg = 2 oz.
- f) Peanuts, soy nuts, tree nuts or seeds can only contribute 1/2 to the total meat/meat alternate requirement.

Meat/Meat Alternates also include:

- a) Textured vegetable protein or alternate protein products such as veggie burgers, veggie hot dogs, tofu, tempeh, etc. when the APP and VPP meet certain nutrition standards as per the final rule dated March 9, 2000.
- b) Bacon does not qualify as a meat/meat alternate.

**Guidelines for Fundraising Activities:**

- a) Students may not sell or solicit on school property during the designated school days except as part of an approved fundraising activity. Fundraising activities must be approved for all school organizations.
- b) In accordance with federal regulations, candies, cookies, etc., may not be sold for fundraising purposes during school hours. All approvals for this type of fundraising will be with the express understanding of the organization and sponsor that sales must be after school hours and that organizations violating these regulations will lose approval.
- c) The sale of competitive foods may be allowed in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school.

**Guidelines for Classroom and After-School Program Snacks**

The Mechanicville City School District will be following the "Choose Sensibly" Snack Program. This is an educational program established by New York State School Food Service Association and the New York State Legislature, to identify snacks that are moderate in fat, sodium and sugar. The Mechanicville City School District will be indicating which snacks and beverages meet the standards by use of signs and stickers.

**Food Marketing in School Buildings**

School-based marketing will be consistent with nutrition education and health promotion. Mechanicville City School District will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. The Mechanicville City School District will encourage the eating of healthy foods, including fruits, vegetables, whole grains and low fat dairy products.

(Continued)

**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**

The committee will review and update materials to market healthy food items.

**Staff Wellness**

The Mechanicville City School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Mechanicville City School District established a staff wellness committee.

**Physical Activity Opportunities and Physical Education**Physical Education Requirements for Each Level for All Kids

All students in the Mechanicville City School District in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education which could include adaptive PE for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity such as recess and interscholastic sports will not be substituted for meeting the physical education requirement. Students will spend at least fifty percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess

After students in the Elementary School are finished with lunch, students in Grades 1-5 have approximately fifteen minutes to get outside for recess. All students in the Elementary School also receive two forty minute recess periods per week.

Physical Activity Opportunities Before and After School

Grade 7-12 students are offered extracurricular physical activity programs such as soccer, baseball, football, basketball, etc. Schools will offer a range of activities that equitably meet the needs, interests, and abilities of all students, including students with disabilities, or students with special health-care needs.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity or withhold opportunities for physical activity as punishment.

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**SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**Safe Routes to School

The School District will assess and, if necessary and to the extent possible, make improvements to make it safer and easier for students to walk and bike to school. When appropriate, the District will work together with local public works, public safety and/or police departments in those efforts. The School District will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements. The School District will encourage students to use school buses when available and appropriate for travel to school.

Use of School Facilities Outside of School Hours

The Mechanicville City School District will adhere to the policy regarding use of school facilities outside the school hours (see Board of Education "Use of School Facilities" Policy).

**Monitoring and Policy Review**Monitoring

The Superintendent, Board of Education along with the Healthy Schools Team will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the School District Superintendent or designee.

School food service staff, at the school or District level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the District has not received a SMI review from the state agency within the past five years, the District will request from the state agency that a SMI review be scheduled as soon as possible.

The Superintendent or designee will develop a summary report every three years on District-wide compliance with the District's established nutrition and physical activity wellness policies, based on input from schools within the District. That report will be provided to the School Board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the District.

Policy Review

The Healthy Schools Team is willing to review this policy and make recommendations to the Superintendent as per federal guidelines.

Adopted: 3/22/07

**SUBJECT: RECORDS MANAGEMENT**

A Records Management Officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such Records Management Officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

**Retention and Disposition of Records**

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

**Special Approvals for Disposition of Records Not Included in Schedule/Records Damaged by Natural or Manmade Disasters**

Records not listed on a records retention and disposition schedule shall not be disposed of without the approval of the Commissioner of Education.

Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.

**Replacing Original Records with Microforms or Electronic Images**

Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the School District shall follow the procedures prescribed by the Commissioner of Education.

**Retention and Preservation of Electronic Records**

The District shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records

**SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS**

In accordance with the Federal Trade Commission's (FTC) "Disposal Rule," and in an effort to protect the privacy of consumer information, reduce the risk of fraud and identity theft, and guard against unauthorized access to or use of the information, the School District will take appropriate measures to properly dispose of sensitive information (i.e., personal identifiers) contained in or derived from consumer reports and records. Any employer who uses or possesses consumer information for a business purpose is subject to the Disposal Rule. According to the FTC, the standard for proper disposal of information derived from a consumer report is flexible, and allows the District to determine what measures are reasonable based on the sensitivity of the information, the costs and benefits of different disposal methods, and changes in technology.

The term "*consumer report*" shall include information obtained from a consumer reporting company that is used - or expected to be used - in establishing a consumer's eligibility for employment or insurance, among other purposes. The term "*employment purposes*" when used in connection with a consumer report means a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.

The FTC Disposal Rule defines "*consumer information*" as "any record about an individual, whether in paper, electronic, or other form, that is a consumer report or is derived from a consumer report. Consumer information also means a compilation of such records. Consumer information does not include information that does not identify individuals, such as aggregate information or blind data."

**Information Covered by the Disposal Rule**

The FTC has not included a rigid definition of the kinds of information that would be considered to identify particular individuals. In accordance with FTC guidance, there are a variety of personal identifiers beyond simply a person's name that would bring information within the scope of the Disposal Rule, including, but not limited to, a social security number, driver's license number, phone number, physical address, and e-mail address. Depending upon the circumstances, data elements that are not inherently identifying can, in combination, identify particular individuals.

**"Proper" Disposal**

The FTC Disposal Rule defines "*dispose*," "*disposing*," or "*disposal*," as:

- a) "The discarding or abandonment of consumer information," or
- b) "The sale, donation, or transfer of any medium, including computer equipment, upon which consumer information is stored."

(Continued)

**SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS  
(Cont'd.)**

The District will utilize disposal practices that are reasonable and appropriate to prevent the unauthorized access to - or use of - information contained in or derived from consumer reports and records. Reasonable measures to protect against unauthorized access to or use of consumer information in connection with District disposal include the following examples. These examples are not exclusive or exhaustive methods for complying with the Disposal Rule.

- a) Burning, pulverizing, or shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed.
- b) Destroying or erasing electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- c) After due diligence, entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material, specifically identified as consumer information, in a manner consistent with the Disposal Rule. In this context, due diligence could include:
  1. Reviewing an independent audit of the disposal company's operations and/or its compliance with the Disposal Rule;
  2. Obtaining information about the disposal company from several references or other reliable sources;
  3. Requiring that the disposal company be certified by a recognized trade association or similar third party;
  4. Reviewing and evaluating the disposal company's information security policies or procedures; or
  5. Taking other appropriate measures to determine the competency and integrity of the potential disposal company.
- d) For persons (as defined in accordance with the Fair Credit Reporting Act) or entities who maintain or otherwise possess consumer information through their provision of services directly to a person subject to the Disposal Rule, monitoring compliance with policies and procedures that protect against unauthorized or unintentional disposal of consumer information, and disposing of such information in accordance with examples a) and b) above.

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Non-  
Instructional/Business  
Operations

**SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS  
(Cont'd.)**

**Implementation of Practices and Procedures**

The Board delegates to the Superintendent/designee(s) the authority and responsibility to review current practices regarding the disposal of consumer information; and to implement such further reasonable and appropriate procedures, including staff training as necessary, to ensure compliance with the FTC's Disposal Rule.

The Fair Credit Reporting Act  
15 United States Code (USC) Section 1681 et seq.  
The Fair and Accurate Credit Transactions Act of  
2003  
Public Law 108-159  
Federal Trade Commission Disposal of Consumer  
Report Information and Records  
16 Code of Federal Regulations (CFR) Part 682

Adopted: 3/22/07