

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p align="center"><i>VENDING MACHINES</i></p>	<p>Reviewed: 8/25/04</p>	<p>Policy No. 3-703 Page</p>
<p><u>POLICY</u></p> <p>The Board of Education delegates to the Superintendent the authority to make decisions on the placements of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.</p> <p>Vending machines are operated as a revenue-producing endeavor and as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board of Education.</p> <p><u>AUTHORIZATION</u></p> <p>Automatic vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the Board of Education as provided in the policy.</p> <p><u>SUPERVISION; APPROVAL; LOCATION</u></p> <p>A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. The administrator shall be responsible to supervise the machine in compliance with this policy.</p> <p>B. The items to be dispensed from the vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages or other items approved shall be appropriate for the school setting. Beverage vending machines accessible to students must dispense only non-carbonated drinks, 100% juice products, water, milk or milk products and sports drinks.</p> <p>C. Vending machines not accessible to students and for adult use only are encouraged to dispense healthy items.</p> <p>D. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines that are accessible to students shall not be operated 30 minutes before breakfast and lunch, during the breakfast time and lunchtime and 30 minutes after breakfast and lunch.</p>		

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<p>E. The school district’s food company is allowed to operate vending machines in the cafeteria to dispense food and beverage items that are a part of the approved school lunch program.</p> <p>F. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance.</p> <p>G. The principal or other person in charge of the facility shall approve the location of each machine with appropriate input from maintenance and food service staff.</p> <p><u>CONTRACT APPROVAL</u></p> <p>A. The School Board must approve all contracts for vending machines. The Board may determine to contract for vending machines services on an exclusive and district-wide basis. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability and may be disciplined for such action.</p> <p>B. No teacher, administrator, school district employee or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially there from.</p> <p><u>ACCOUNTING</u></p> <p>A. Proceeds from vending machine sales and contracts shall be under the control of the School Board, shall be accounted for in one of the regular school district funds and must be accounted for and reported in compliance with general audit.</p>		