

MCSO 8000 Policy Series: Support Services

8000

() Required

(X) Local

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SUPPORT SERVICES GOALS

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. All support services shall be provided, guided, and evaluated by the primary mission of the district: to educate children.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

1. providing a physical environment for teaching and learning that is safe, appropriate and pleasant for students, staff, and the public;
2. providing safe transportation and nutritious meals for students who use these services; and
3. providing timely, accurate, and efficient support services that meet state regulations and guidelines, district needs and promote district goals.

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SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee to participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all building condition surveys and, when required by the State or the Commissioner of Education, visual inspections.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district’s buildings consistent with requirements of state law and regulations.

Cross-ref: 7100, Facilities Planning
 7365, Construction Safety
 8112, Health and Safety Committee
 8220, Buildings and Grounds Maintenance and Inspection

Ref: Education Law §§ 409-d (Comprehensive Public School Building Safety Program); 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
 8 NYCRR Part 155 (Educational Facilities)
 9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

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HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner’s regulations, the Board will appoint a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that members of the committee are appropriately involved in all of the activities required by the Commissioner’s regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of unresolved health and safety complaints.
2. Consult with district officials in having independent inspectors complete safety ratings of all occupied school buildings.
3. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
4. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.
5. Ensure that at least one member of the committee participates in any visual inspection required by the State or Commissioner of Education.

Expanded Health and Safety Committee

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractors. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction or maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

Ref: 8 NYCRR Part 155 (Educational Facilities)

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PESTICIDES AND PEST MANAGEMENT

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Generally, pesticides will not be used on district playgrounds, turf, athletic or playing fields, unless there is an emergency. Emergencies will be handled in accordance with applicable law and regulation.

Provisions will be made for a least toxic approach through the use of Integrated Pest Management (IPM) for all school buildings and grounds in accordance with the Commissioner’s regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and nontargeted organisms.

Notification of Pesticide Application

District staff and parents/guardians will be given the opportunity to be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. The availability of 48-hour prior written notification of pesticide applications to parents/guardians and staff who request such notice (Request for Pesticide Application Notification) and how to register to receive this notice.
2. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents/guardians within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)
Education Law §§409-h (Requirements for Notification of Pesticide Applications); 409-k (Pesticide Alternatives)
6 NYCRR Part 325 (Application of Pesticides)
8 NYCRR §155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
Desmond Americana v. Jorling, 153 AD2d 4 (3rd Dept. 1989)
IPM Workbook for New York State Schools, Cornell Cooperative Extension
Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

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OPIOID OVERDOSE PREVENTION

The Board of Education recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opiates, and that such dependence and addiction can lead to overdose and death among the general public, including district students and staff. The Board wishes to minimize these deaths by the use of opioid overdose prevention measures.

The Board approves the district to participate in an existing New York State Department of Health (NYSDOH) registered opioid prevention program (“Program”) operated by another organization. This program will have its own clinical director who will issue a non-patient specific order and will be responsible for prescribing naloxone kits for the district. The district will collaborate with the program’s clinical director to follow protocols and procedures related to management of an opioid antagonist in the district. The district will designate a main liaison to the program.

The Board permits any school employee to volunteer to participate in the program and receive training. Once trained by using a NYSDOH approved training program, volunteer school employees may administer intranasal naloxone in the event of an emergency, on-site during the school day or any on-site school sponsored activity. The district will maintain a log of trained school employee volunteers and report newly trained personnel to the NYSDOH on a quarterly basis.

School employee volunteers who are trained in the administration of naloxone will be required to review training every year.

No employee will be penalized if they choose not to participate in this program.

School nurses may also participate in the program. Pursuant to a non-patient specific order and protocol issued by a NYS licensed physician or certified nurse practitioner, school nurses may administer intranasal naloxone or, if allowable per their training, intramuscular naloxone, on school premises or at any school-sponsored activities occurring off school grounds. The non-patient specific order and protocols must be in compliance with Regulations of the Commissioner of Education (8 NYCRR §64.7)

The school nurses will ensure that their school complies with the requirements of Section 3309 of the Public Health Law, including, but not limited to, clinical oversight, recordkeeping, and reporting.

Documentation, Storage and Other Provisions

School nurses will document the administration of naloxone in accordance with the non-patient specific order and protocol that authorized the nurse to administer the naloxone, and report the administration of the naloxone to the district's medical director and the Superintendent.

If there is a patient specific order for a particular student, the district will follow the guidance in the current New York State Education Department Guidelines for Medication Management in Schools, as appropriate.

Naloxone will be stored in secure, but accessible, locations consistent with the district's emergency response plan, which may include AED cabinets. Such locations will be designed to provide ready and appropriate access for use during emergencies.

The district will ensure that there is always one backup naloxone kit for each kit that is ready to be used. When a naloxone kit is used, another backup kit will be ordered. Naloxone that is nearing its expiration date will be replaced. The school nurse will maintain a log of naloxone supplies containing the following information: lot number, date of receipt, expiration date, and location. The school nurse will perform an inventory check of naloxone supplies at least monthly.

The use of naloxone will be documented in the individual's cumulative health record for students, or consistent with applicable policies for care administered to staff. Documentation must include the date and time and route of administration noting the anatomical location if intramuscular was administered; the signs and symptoms displayed by the student or staff member prior to administration; the student or staff member's response to naloxone administration, if CPR/rescue breathing/AED was administered; the name of the EMS agency providing transport, along with the name of the health care facility the student/staff person was transported to; and signed by the person completing the documentation. Incident reports will be completed as per school district policy.

This policy and any related procedures will be reviewed annually to ensure they continue to meet the needs of the district and are consistent with recommended best practice.

Ref: Education Law §§902 (employment of medical director); 922 (volunteer naloxone responder); 6527 (emergency treatment of anaphylaxis and opioid overdose); 3023 (liability coverage); 6509-d (protection from liability for professional misconduct); 6909 (administration of naloxone by nurses)
Public Health Law §3309 (volunteer naloxone responder)
8 NYCRR §§ 64.7 (administration of naloxone); Part 136 (school health services program, including naloxone)
10 NYCRR §80.138 (volunteer naloxone responder)

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8121.1

Guidance for Implementing Opioid Overdose Prevention Measures in Schools, New York State Education Department, updated 3/2019, , https://www.schoolhealthny.com/cms/lib/NY01832015/Centricity/Domain/85/NYSED_%20OpioidGuidance_3.2019.pdf

Opioid Overdose Prevention: Guidelines for Policies and Procedures, New York State Department of Health, March 2014, www.health.ny.gov/diseases/aids/general/opioid_overdose_prevention/docs/policies_and_procedures.pdf

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SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies, and to facilitate the district’s coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools, and will address school closures and continuity of operations.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive District-Wide School Safety Team and Plan

The Board shall annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parents, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation, including protocols for responding to declared state disaster emergencies involving a communicable disease that are substantially consistent with the provisions of Labor Law §27-c.

The district-wide safety plan will include contracts or memorandum of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda will be consistent with the district Code of Conduct, and will define

the role, responsibilities and involvement in the school of law enforcement or security personnel.

The Superintendent of Schools or designee shall be the district's chief emergency officer, and will coordinate communication between school staff and law enforcement and first responders. The chief emergency officer will ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and will also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer will ensure that the district-wide plan is coordinated with the building-level plans and that required evacuation and lock-down drills are conducted.

Building-Level Emergency Response Plans and Teams

Each Building Principal is responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel (including bus drivers and monitors), law enforcement officials, fire officials and other emergency response agencies. The emergency response team is responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) will address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level, and will include all components required by law and regulation, including measures necessary to comply with Labor Law §27-c to respond to public health emergencies involving a communicable disease. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans must designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

During emergencies, staff are authorized to temporarily cover classroom door vision panels when it is likely to protect staff and students (such as to prevent an intruder from determining if a classroom is occupied) as well as to temporarily block doors to slow the access of intruders. Building-level emergency response plans must address the temporary covering of door vision panels and the temporary blocking of doors during emergencies.

The Building Principal will be responsible for conducting at least one drill every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) will be confidential and will not be subject to disclosure under the Freedom of Information Law or any other law.

Threat Assessment Teams

The Building Principal, in consultation with the Superintendent, will annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team may be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet as needed. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, they must inform the Building Principal, who will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members will receive training.

Annual Review and Reporting

All plans will be annually reviewed and updated, if necessary, by the appropriate safety team by July 15. In conducting the review, the teams will consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it

will remain in effect. If the district-wide plan requires change, then the updated plan will be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools is responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption, no later than October 1 of each year. The district-wide plan will be posted on the district's website. Each Building Principal is responsible for submitting the building-level emergency response plan for their building and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 1 of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
School Safety Plans Guidance, New York State Education Department,
June 2010

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EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten the health or safety of students and personnel. The Superintendent may delegate this authority to another administrator in the event of his/her absence.

Schools will not be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the Superintendent has the responsibility to ensure that administrative, supervisory, and operational activity is continued to the extent possible. School closing and delayed starting times will be announced over the school messenger system (such as Alert Now, Blackboard Messenger), district web site and other means of communications. If no report is heard, it can be assumed the schools are in session, and are opening on time.

In making the decision to close schools, the Superintendent may consider many factors, including the following, which relate to the safety and health of children:

1. weather conditions, both existing and predicted;
2. driving, traffic, and parking conditions affecting public and private transportation facilities;
3. actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Among the other factors the Superintendent may consider are advice from traffic and weather authorities, local highway superintendents, building principals, and school officials.

Students, parents, and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closing.

Ref: Education Law §3604(7)

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VANDALISM

The Board of Education believes that students and faculty should respect property and take pride in the schools of the district. Any incidents of vandalism or theft of district property and the names of the person(s) believed to be responsible shall be reported to the Superintendent of Schools.

The Building Principal shall submit to the Superintendent a full and detailed report of any vandalism, injury, or damage to school property, including damage to a school building, furniture, equipment, or other property.

After repair or replacement of property, a bill for labor and materials shall be sent to the parent(s)/guardian(s) with a request for payment. The Board may determine that legal action against a vandal and/or his/her parents/guardians should be brought to recover costs for damages* caused by a willful, malicious or unlawful act of the child. The Board will direct the school attorney to institute and prosecute such suit. The Board will also determine whether to offer monetary rewards** for information leading to the arrest and conviction of vandals or thieves of district property. All information pertaining to the investigation may be forwarded to the school attorney and the District Attorney.

Cross-ref: 5300, Code of Conduct

Ref: Family Court Act §§757; 758-a
General Obligations Law §3-112
Education Law §§1604(35), (38); 1709(36), (38); 2509-g(15)
General Municipal Law §789

*State law permits parental liability for up to two thousand five hundred dollars (\$2,500)

**State law permits monetary rewards for up to one thousand dollars (\$1,000)

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BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION

To accommodate the district’s educational program, the Board of Education is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for every school building.

Consistent with federal and state law and regulations, the following items will be included in the district’s buildings and grounds maintenance and inspection procedures:

Comprehensive Maintenance Plan

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established to ensure the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

Building Condition Surveys

Each occupied district building will be assessed every five years by a building condition survey on a schedule established by the State Education Department (SED). This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement. Building condition survey reports will be completed and submitted to the Commissioner of Education by the deadlines established by SED.

Physical Inspections

A visual inspection of building system components in each occupied district building will take place when required by the State or Commissioner of Education. The inspection will be conducted by a team, including a local code enforcement official, the Facilities Director or designee, a member of the Health and Safety Committee, the Superintendent of Schools and the School Business Official. The inspection report will be made available to the public.

Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the district office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner. Notice of the availability of the annual fire inspection report shall be provided to the public in accordance with law.

Safety Rating System

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions, and take immediate steps to remedy the problem.

Cross-ref: 6100, Annual Budget
7100, Facilities Planning
7365, Construction Safety
8110, School Building Safety
8112, Health and Safety Committee
8115, Pesticides and Pest Management

Ref: 29 CFR §§ 1910 et seq. (OSHA Hazard Communication)
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)
Education Law §§ 409-d (Comprehensive Public School Safety Program);
409-e (Uniform Code of Public School Buildings Inspections, Safety Rating
and Monitoring); 807-a (Fire Inspections)
Labor Law §§ 875-883(toxic substances)
Public Health Law §§ 4800-4808 (Right to Know, toxic substances)
Environmental Conservation Law § 33-0725 (Pesticides)
6 NYCRR Part 325 (Pesticides)
8 NYCRR §§ 155.1(Educational Facilities); 155.4 (Uniform Code of Public
School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire and
Building Safety Inspections)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)
12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)
Appeal of Anibaldi, 33 Educ. Dep't Rep. 166 (1993) (district required to
monitor student's physical symptoms when air quality caused health
problems)

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8220

Guidelines for the Evaluation and Control of Lead-Based point Hazards in Housing, U.S. Department of Housing and Urban Development, Washington D.C., June 1995)

IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

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TRAFFIC AND PARKING ON SCHOOL PROPERTY

The Superintendent of Schools is instructed to develop regulations concerning traffic and parking controls on roads, driveways and parking lots accessory to each school and playground in the district. Such regulations shall take into account the need to ensure the safety of all students, school personnel and anyone else on school property or on roads, driveways and parking lots adjacent to such school property. The use of motor vehicles on school property is a privilege subject to regulation.

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TRAFFIC AND PARKING ON SCHOOL PROPERTY REGULATION

Other than district-sponsored special events that exceed parking capacity, non-district motor vehicles shall not be parked, stored, or kept unattended on any area of property of Millbrook Central School District, other than the Millbrook Middle School and High School parking lots; the Alden Place Elementary School or the Elm Drive Elementary School parking areas. Parking shall be with permits as set forth below:

1. Parking permits issued hereunder shall allow the holder to park in areas that are not assigned parking spots for staff or visitors, handicapped spots, fire lanes, and other similar areas. The permit must be displayed in plain sight on the windshield of the vehicle.
2. Only students in 12th grade are eligible for parking permits. Parking permits will be issued on a first come, first served basis to eligible 12th graders. To be an eligible 12th grader, the student must:
 - Have a valid driver's license;
 - Have taken the Dutchess County Safe Driving teen seminar;

Student parking permits will be permanently revoked if the permit holder:

- Commits a suspension level infraction of the Code of Conduct; and
 - Has left campus without permission or violated the provisions of this Policy.
3. Parking in assigned parking spots, handicapped spots, and areas that are restricted without permission will be a violation of this policy and regulation.
 4. During regular school hours, visitors will be permitted to park in the Millbrook Central School District parking lots without the requirement of a parking permit in parking spots designated for visitors.
 5. Upon request by Millbrook Central School District officials, police officers of the Village of Millbrook may be granted authority to enter onto school property and enforce this policy and regulation.
 6. Any violation of the provisions of this policy and regulation may subject the violator to a fine as prescribed by the Village of Millbrook Justice Court.
 7. The provisions of this policy and regulation requiring prior permission to park on school property do not apply during Board approved activities outside of the regular school day.
 8. The maximum speed limit on district property shall not exceed fifteen (15) miles per hour.