
**NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICE
ADMINISTRATIVE PROCEDURES**

Lead in Toys Policy

The district will evaluate toys for lead in the West Central Education District's B-2 Program during the summer of 2008. Toys containing lead in this program will be disposed of.

Lead has been found in a variety of toys, old and new. It is found in painted wood and metal, all types of plastic and vinyl coated toys. Based on experience, lead is most often found in red, orange or yellow colored toys.

The district has and will continue to take measures to ensure the toys in our programs are tested for lead content. In order to maintain this, cooperation from district staff is imperative.

The following requirements are to be district procedures in regards to lead in toys:

1. District staff are not to bring used toys to school or accept donations of used toys.
2. Prior to purchasing or accepting donations of new toys, district staff are to check the toy manufacturers web site for any information regarding hazards as well as the following web sites to be sure there are no recalls on this product:
 - Consumer Products Safety Commission (CPSC): www.cpsc.gov
 - Center for Disease Control (CDC): www.cdc.gov/nceh/lead/recalls
3. District staff responsible for purchasing or accepting donations of new toys shall keep a log of these toys, and once monthly, check the above web site for any recalls.

Exceptions: Plastic chairs, floor mats and other costly communication devices which contain lead will remain. Furnishings and equipment that contain lead will still be utilized by district staff and will be regularly cleaned and inspected to ensure the condition is intact. Staff will be expected to wash or sanitize hands following use of these items.

West Central Education District
September, 2008