

BARRE SUPERVISORY UNION
POLICY COMMITTEE MEETING

Meeting Date: November 18, 2015

Meeting Time: 7:30a.m. – 9:00a.m.

Meeting Location: BSU Conference Room

AGENDA

1. Call to Order
2. Revisions to Agenda
3. Approval of October 27, 2015 Meeting Minutes
4. Fiscal Policies
5. A1 – Role and Adoption of School Board Policies
6. Wellness Policies
7. Other Business
8. Adjourn

BARRE SUPERVISORY UNION POLICY COMMITTEE

October 27, 2015 Meeting Minutes

Committee members present:

Dottye Ricks, representing Spaulding High School
Kristin McCarthy, representing Barre Town Middle and Elementary School
Leslie Walz, representing Barre City Elementary and Middle School
John Pandolfo, Committee Chair and Superintendent

Committee members absent:

none

1. Call to Order

The meeting was called to order at 8:35p.m. at the BSU Conference Room.

2. Revisions to Agenda

There were two additions to the agenda.

- The following two policies will be re-coded, presented to the SU Board for approval on the re-coding on November 12, and put on district board agendas for December to ratify re-coding:
 - IIC – Acceptable Use of Electronic Resources & the Internet; re-code to G11
 - IGGB – Title 1 Comparability; re-code to G12
- Approving/Ratifying SU Policies at the District level
 - John will bring proposed language for Policy A1 – Role and Adoption of School Board Policies, to the next meeting of this committee to address this issue so that approval/ratification is handled appropriately and consistently.

3. Approval of Meeting Minutes

On a motion by Kristin McCarthy, seconded by Leslie Walz, the minutes of the September 30, 2015 meeting were accepted unanimously as presented.

4. Fiscal Policies

- The committee agreed that the goal is to have one SU policy, to be ratified at the district level.
- John clarified that the three “policy governance” sample policies were an alternative to the proposed single BSU policy presented, and can be put aside at this point.
- The committee tabled further discussion until the next meeting, when Lisa Perreault can be present to answer specific questions. If committee members have specific questions beforehand they can email them to John, who will compile them.
- Committee members should also review BC policies DA and DB, and BT policy DA prior to the next meeting.

5. Special Education Policy
 - John will ask VSBA why they no longer have a model Special Education policy.
 - **On a motion by Dottye Ricks, seconded by Kristin McCarthy, the committee unanimously voted to re-format and re-code Barre City Policy IG – Special Education, to BSU Policy G15 and bring to the BSU Board for a 1st Reading on November 12.**
6. D2 – Professional Development
 - John shared with the committee the communication he had with Sonya Spaulding and Anita Ristau regarding questions they had on this policy.
 - **On a motion by Dottye Ricks, seconded by Kristin McCarthy, the committee unanimously voted to bring Policy D2 to the BSU Board as is for a 2nd Reading on November 12.**
7. G1 – Curriculum Development and Coordination
 - John shared with the committee the communication he had Anita Ristau regarding questions she had on this policy.
 - **On a motion by Dottye Ricks, seconded by Kristin McCarthy, the committee unanimously voted to bring Policy G1 to the BSU Board for a 2nd Reading on November 12, with revisions based on Anita's questions and committee discussion.**
8. Wellness Policies
 - This will be discussed at the next meeting.
9. Other Business
 - John will have the policy web page for each district and the BSU contain the following notes under the title:
 - Approved Policies of this district (or SU) are listed below
 - For pending policies please see Board Agendas/Packets on the Board Minutes & Agendas page.
10. Adjourn

On a motion by Dottye Ricks, seconded by Kristin McCarthy, the Committee voted unanimously to adjourn at 9:05p.m.

The next meeting will be held on Wednesday, November 18; 7:30 – 9:00 am at the BSU office.
The agenda will be

1. Call to Order
2. Revisions to Agenda
3. Approval of October 27, 2015 minutes
4. Fiscal policies
5. A1 - Role and Adoption of School Board Policies
6. Wellness Policies
7. Other Business
8. Adjourn

Respectfully submitted,
John Pandolfo

PENDING APPROVAL

Barre Supervisory Union Policy

BASED ON MODEL POLICY

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Policy

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of overages in spending or reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall establish a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitled thereto."
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (3) (Powers of school boards)
16 V.S.A. §559 (Public bidding)
16 V.S.A. §1756 (Indemnity and insurance)

*Comments on
back*

- ④ Is bonding included in #3
- ⑤ Is inventory of supplies included in #3

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Policy

It is the policy of the _____ School District to manage its financial affairs in a fair and open manner using acceptable financial practices and providing appropriate accountability.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Commissioner of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School District.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations in amounts not to exceed \$ _____. For expenditures in excess of that amount, or expenditures of over \$ _____ not planned for in the budget, approval for purchases must be made by the Board.
2. The Superintendent shall have authority to transfer funds for planned expenses between two line items in the budget up to an amount not to exceed _____% of the lesser of the two.
3. The Superintendent shall arrange an annual audit of accounts by a certified public accountant.
4. Employees handling large sums of money will be properly bonded.
5. Inventories of supplies, materials and instructional equipment will be maintained and reviewed on an annual basis.
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.
7. A system will be established for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials.
8. At the school level, the Principal will be responsible for overseeing all student accounts.

Date Warned:

Date Adopted:

Legal

Reference(s):

16 V.S.A. §563 (3) (Powers of school boards)

16 V.S.A. §559 (Public bidding)

24 V.S.A. §832 (Bonding requirements)

16 V.S.A. §1756 (Indemnity and insurance)

Vt. State Board of Education Manual of Rules &

*Cross
Reference:*

Practices §3250

Budgeting (E2)

Financial Reports and Statements (E3)

BUDGETING

Policy

The budget is a policy document that reflects the goals of the School District. It is the policy of the School District to develop school budget(s) that reflect the District's goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibility

1. The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:
 - establishing budget priorities based on ongoing consultations with school employees, parents, students and other citizens;
 - preparing budget requests by administrators and staff;
 - budget proposal preparations by the Board budget committee;
 - public hearings and informational meetings prior to formal adoption of a budget proposal by the Board.
2. The Superintendent will prepare a draft budget based on the District's strategic and annual action plans and the input of school, community and Board members.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the District's voters. The budget will be presented by the Board for approval by the voters at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

Presentation

The Board will adopt a budget presentation format which:

1. reviews the accomplishments of the prior year with regard to student performance and budgetary effectiveness in addressing increased student performance;
2. clarifies budget priorities linked to student achievement adopted by the Board during the budget preparation process;
3. emphasizes cost-saving measures taken by the Board during the current budget period;
4. indicates anticipated amounts and sources of revenue from sources other than local taxation
5. compares costs and budget increases or decreases for specific programs over a period of time;
6. clearly indicates such key budgetary factors as cost per pupil, student-teacher ratios, tax rate, and state aid computations;
7. allows ample time for questions from voters;
8. explains in a clear way the relationship between the budget and the amount of taxes to be raised;
9. explains the relationship of the needed tax rate and the tax bills that individuals will receive using information developed by the State Department of Education.

Date Warned:

Date Adopted:

Legal

Reference(s):

16 V.S.A. §563 (Powers of boards)

16 V.S.A. §165 (a)(1) (Action plans)

Cross Reference:

*Fiscal Management and Financial Accountability
(E1)*

Financial Reports and Statements (E3)



FINANCIAL REPORTS AND STATEMENTS

Policy


It is the policy of the _____ School District to create financial reports and statements in accordance with generally accepted accounting practices that will allow the administration to demonstrate accountability while providing the Board with needed information.

Administrative Responsibilities

The Superintendent (business manager, treasurer) shall be responsible for submitting financial reports for all funds to the Board.

The treasurer's report shall be made monthly and include:

1. Cash on hand at the beginning of the month
2. Receipts by service
3. Disbursements during the month
4. Cash balance on hand at the end of the month
5. Reconciliation with bank statements



The financial report will be made monthly and include:

1. Appropriation Accounts
 - o Original appropriation
Authorized transfers and adjustments
 - o Revised appropriations
 - o Expenditures to date
 - o Outstanding encumbrances
 - o Unencumbered balance
2. Revenue Accounts
 - o Estimated revenues
 - o Amounts received to date
 - o Revenues estimated to be received during the balance of the fiscal year

Date Warned:



Date Adopted:

Legal

Reference(s): 16 V.S.A. §563 (Powers of school boards)

*Cross Reference: Fiscal Management and Financial Accountability
(E1)*

Budgeting (E2)

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: A1

1ST READING: 5/14/2015

2ND READING: 6/11/15

ADOPTED:

Role and Adoption of School Board Policies

1.POLICY

It is the intent of the Barre Supervisory Union Board to outline direction and goals for the successful consistent and efficient operation of the Supervisory Union and member district schools through the adoption of policies. Supervisory Union and school district policies will be in compliance with Vermont and federal law and regulations.

2. DEFINITIONS

Policies guide the school boards, administrators and other district employees, students, parents and community members by stating goals and establishing parameters for administrative action.

Procedures (also referred to as rules or regulations) are developed by the Superintendent, his or her designee, or school administrators to provide for the management of the schools by describing how tasks will be carried out and board policies will be implemented.

3. POLICY DEVELOPMENT


In order to ensure efficient development and implementation of school board policies in the Supervisory Union, the Supervisory Union Board, or a subcommittee thereof, will determine when school board policies in the Supervisory Union should be developed or revised. The Superintendent will assist the Supervisory Union Board in determining the need for policy development or revision in specific areas and will advise the Supervisory Union Board and member boards within the Supervisory Union on policy content.

When the Supervisory Union Board has approved a policy for distribution to the member boards of the Supervisory Union, the policy will be distributed by the Superintendent for consideration by each member board. The adopting board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following:

- a. The specific need for the policy
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration
- c. The effect of the proposed policy on administrators, students, teaching staff and the community
- d. Samples of similar policies of other boards

- e. Applicable provisions of state and federal law
- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

4. POLICY ADOPTION

After consideration of the comments and information provided by interested individuals, the adopting board may adopt or revise a policy developed by the Supervisory Union Board. A policy may be adopted at a regular or special meeting of the school board, after the board has given at least 10 days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy. 

5. POLICY DISSEMINATION, ADMINISTRATION & REVIEW

5.1 Dissemination When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel. A copy of the school policy manual will be available during the normal working day in the office and/or library of each school within the Supervisory Union. A school policy manual will be available on the school website. The student handbook will include board policies related to student activities and conduct. The teacher handbook will include board policies related to teachers' responsibilities.

5.2 Administration Policies will be administered through procedures and directives of the Superintendent, administrators and members of the management team.

5.3 Policy Review The superintendent will advise the Supervisory Union Board when revisions to adopted policies are required or otherwise appropriate. In addition, the Superintendent will develop a policy review schedule to ensure that all policies are reviewed at least once every five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

Resound, etc

Legal Reference(s): 16 V.S.A. §563 (1) (Powers of school boards)

After SU Board Adopts a policy at SU level, individual districts can ratify with warrants and a single vote

*NEED 10 DAYS!
per 16 VSA 563(1)*

Role and Adoption of School Board Policies

CODE A1
(Policy to Consider)
Updated 9/18/13

It is the intent of the Board to outline direction and goals for the successful consistent and efficient operation of the _____ schools through the adoption of policies. School District policies will be in compliance with Vermont and federal law and regulations.

Definitions

Policies guide the school board, administrators and other district employees, students, parents and community members by stating District goals and establishing parameters for administrative action.

Procedures (also referred to as rules or regulations) are developed by the superintendent or his or her designee to provide for the management of the public schools in the District by describing how tasks will be carried out and board policies will be implemented.

Policy Development

In order to ensure efficient development and implementation of school board policies in the supervisory union, the supervisory union board, or a subcommittee thereof, will determine when school board policies in the supervisory union should be developed or revised. The superintendent will assist the supervisory union board in determining the need for policy development or revision in specific areas and will advise the supervisory union board and member boards within the supervisory union on policy content.

When the supervisory union board has approved a policy for distribution to the member boards of the supervisory union, the policy will be distributed by the superintendent for consideration by each member board. The adopting board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following.

1. The specific need for the policy
2. The scope of the policy with regard to establishing appropriate roles for the board and the administration
3. The effect of the proposed policy on administrators, students, teaching staff and the community
4. Samples of similar policies of other boards
5. Applicable provisions of state and federal law
6. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

Policy Adoption ^[1]

After consideration of the comments and information provided by interested individuals, the adopting board may adopt or revise a policy developed by the supervisory union board. A policy may be adopted at a regular or special meeting of the school board, after the board has given at least 10 days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy.

Policy Dissemination, Administration & Review

Dissemination When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel.

A copy of the District policy manual will be available during the normal working day in the office and/or library of each school within the District. The student handbook will include Board policies related to student activities and conduct. The teacher handbook will include Board policies related to teachers' responsibilities.

Administration Policies will be administered through procedures and directives of the Superintendent of schools and members of the management team.

Policy Review The superintendent will advise the supervisory union board when revisions to adopted policies are required or otherwise appropriate. In addition, the superintendent will develop a policy review schedule to ensure that all policies are reviewed at least once every five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

Date Wamed:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (1) (*Powers of school boards*)

Cross Reference:

[1]

See 16 V.S.A. §563(1). At the option of the school board, additional requirements for policy adoption or board approval or review of administrative procedures may be established through the inclusion of those requirements in this policy.

2012 Vermont Statutes

Title 16 Education

Chapter 9 SCHOOL DISTRICTS

§ 563 Powers of school boards; form of vote if budget exceeds benchmark and district spending is above average

Universal Citation: 16 V.S.A. § 563.

§ 563. Powers of school boards; form of vote if budget exceeds benchmark and district spending is above average

The school board of a school district, in addition to other duties and authority specifically assigned by law:

(1) Shall determine the educational policies of the school district. Board policies shall be of general application to the district, shall be in writing, codified, and made available to the public. Board policies shall be adopted at regular or special school board meetings. A school board shall give public notice of its intent to adopt a board policy, stating the substance of the proposed policy, at least ten days prior to its adoption. A school board may also approve or disapprove rules and regulations proposed by the principal or superintendent for the conduct and management of public schools in the district.

DRAFT 1 21/11

1st Reading: 7/11/2011

2nd/Final Reading: 8/8/2011

WELLNESS POLICY: NUTRITION AND FITNESS

Purpose:

The intent of this policy is to ensure compliance with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. In accord with those requirements, this policy has been developed in consultation with parents, students, representatives of the school food services authority, school administrators and the public.

Policy Statement

It is the policy of the Barre City Elementary and Middle School district to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. Such programs are important components of a quality education and can form the foundations for a healthy lifestyle and long term health. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

I. Goals for Nutrition Education

- A. The school district shall provide nutrition education programs as required by state law and the regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its comprehensive health education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Framework of Standards and Learning Opportunities.
- B. Nutrition education programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education shall be integrated into core curricula in areas such as science and family and consumer science courses.
- D. The school will keep the parents and community up to date on nutrition and wellness initiatives via the website, newsletters and reports to the school board.
- E. The school environment shall promote nutritious foods through a variety of media and "balanced choice" options.
- F. Nutritional information shall be posted in the cafeteria to educate students about healthy choices.

II. Goals for Physical Activity

- A. Physical education programs and an active lifestyle positively impact students' physical, social and emotional health. A quality physical education program provides opportunities for children to understand the importance of physical activity and to acquire skills to combat a sedentary lifestyle and create an enjoyment of lifelong physical activity. The healthy, physically active student is more likely to be academically motivated, alert and successful.

- B. The district shall provide physical education classes for all students as required by Vermont Quality Standards.
- C. All PE classes shall be taught by licensed staff with state Department of Education certification in physical education
- D. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades, between classes and, as appropriate, before school or after school activities, such as interscholastic athletics and physical activity clubs or intramural sports.
- E. Whenever possible, recess will be scheduled prior to lunch.
- F. The BCEMS staff will be provided with information and encouragement to keep their children active during indoor recess.
- G. Children removed repetitively from PE classes for academic or behavioral concerns will be provided with opportunities for physical activity.
- H. The physical education or adapted physical education program shall include all students, with support as necessary.
- I. Adaptive physical education support shall be provided by trained personnel.
- J. Students with chronic health problems or other disabling conditions shall be permitted to participate in any physical education program, or extra-curricular activity, including interscholastic athletics. Reasonable accommodations shall be made to allow participation with medical/parental clearance.

III. Nutrition

- A. All food sold to children at Barre City Elementary and Middle School will meet the Dietary Guidelines for Americans and the nutrient standards established in the regulations of the National School Lunch Program (7CFR210) and the School Breakfast Program (7CFR 220)
- B. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and the Richard B. Russell National School Lunch Act.
- C. Food or beverages shall not be used in the Barre City Elementary and Middle School as a reward or punishment except as indicated in an IEP.
- D. The cafeteria shall be a clean, safe, pleasant and inviting place. The cafeteria atmosphere shall be monitored regularly to ensure that meal times are relaxed and pleasant. The noise level shall be kept low. The meal periods shall provide adequate time to eat and shall be scheduled at appropriate hours.
- E. The cafeteria shall use the "offer" method of meal service and encourage wise food choices.
- F. Children shall not share food due to dietary restrictions.
- G. The district shall provide training opportunities as appropriate for staff members in areas of nutrition and wellness.
- H. The food services company contracted by the school shall provide training opportunities as appropriate for food services staff.
- I. The food services company contracted by the school shall work with local farmers, when feasible, to provide local produce to the children at BCEMS.
- J. All school activities, including classroom practices, fund raisers, celebrations and incentives shall be consistent with this policy; a healthy

- snack list shall be created by the school nurse and/ or the School Health Advisory Committee and shared with teachers and parents
- K. When in the presence of students, staff shall model nutrition choices in accordance with this policy.
 - L. Students shall be provided access to hand washing or hand sanitizing before meals and snacks.
 - M. A la carte and vending machine items shall be limited to a variety of healthy items in student-sized portions.
 - N. The food services program shall be nut safe. Prohibited foods are: peanuts/ tree nuts/nut oils and foods containing nuts, or foods made on the same conveyor with nut containing foods.
 - O. There shall be a designated area in the cafeteria for children with nut allergies. Those tables and chairs shall be washed separately after each lunch period
 - P. School menus shall be prepared a month in advance with healthiest food choices highlighted.
 - Q. Meal plans shall be developed for any child with special health related dietary needs. The school nurse shall provide a written plan for the cafeteria staff.
 - R. The School Health Advisory Committee (SHAC) and food services personnel shall collaborate with parents and the community to support these guidelines and the promotion of lifelong, healthy nutrition habits through notices and newsletters.
 - S. The majority of meals shall contain a variety of fresh fruit or vegetables offered in a child friendly form.
 - T. Fresh and frozen vegetables are preferred over canned. They are prepared by steaming whenever possible
 - U. Desserts shall be limited to fruit and low fat items served in age appropriate sizes.
 - V. Milk offered shall be limited to fat free or 1% fat.
 - W. Salads shall contain a variety of vegetables, fruits, protein and grain items
 - X. Condiments and salad dressings shall be low fat, low sodium and low sugar; oil and vinegar will also be offered
 - Y. Food shall not be deep fried
 - Z. Cooking and salad oils shall be limited to polyunsaturated or monounsaturated oils
 - AA. The bread and bread alternatives offered to students will contain at least 50% whole grains.
 - BB. The use of salt shall be limited to recipes where it is an essential ingredient.
 - CC. Snacks served during after school programs will follow the same policy guidelines.

The principal shall be responsible for oversight of this policy and the BCEMS School Health Advisory Committee shall annually review and make recommendations for revision to this policy. Response to non-adherence of this policy shall result in education and recommendations of healthy foods by administration or professional staff. The committee shall report annually to the board.

Barre Town Supervisory District Policy Manual

WELLNESS: NUTRITION & FITNESS POLICY – Code: EF

PURPOSE

The intent of this policy is to ensure compliance with the local policy requirements of the federal Healthy, Hunger-Free Kids Act of 2010. In accord with those requirements, this policy has been developed in consultation with parents, staff, representatives of the school food services authority, school administrators and the public.

POLICY

It is the policy of Barre Town Middle and Elementary School to establish goals for nutrition education, physical activity, and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the school will also establish nutrition guidelines for all foods available at school during the day and at school-sponsored activities.

I. Nutrition

1. Nutrition Education and Wellness Promotion
 - a. Nutrition education will be taught at every grade level through the use of the Barre SU Health Education Curriculum and nutrition education activities.
2. Standards for United States Department of Agriculture (USDA) Child Nutrition Programs and School Meals
 - a. All food sold to children at Barre Town Middle and Elementary School will meet the Dietary Guidelines for Americans and the nutrition standards established in the regulations of the National School Lunch Program (7CFR210) and the School Breakfast Program (7CFR220).
 - b. Food service provider shall encourage participation in school meal programs through periodic food promotion, including the promotion and use of garden produce and local foods.
 - c. Food service provider participates in the “offer versus serve” method of meal service. A wide variety of healthy foods are offered in a child-friendly form in grades Pre- K-8.
 - d. The cafeteria is a clean, safe, pleasant, and inviting place. The cafeteria atmosphere is monitored regularly to ensure that mealtimes are relaxed and pleasant. The noise will be kept at a low and manageable level. The lunch periods are a minimum of 20 minutes.
3. Nutrition Standards for Competitive and Other Foods and Beverage
 - a. Fundraising Involving Food
 - i. Fundraising activities of school groups are consistent with the nutrition standards of the food service program and the nutrition principles

taught in the classroom. Candy food sales are prohibited in school. All fundraisers must first be approved by school administrators with appropriate notification.

- b. Classroom Practice and Celebrations Involving Food
 - i. Snacks served during the school day and for celebrations will make a positive contribution to children's diet and health and shall be consistent with the goals of the policy.
 - ii Celebrations involving food should include a variety of foods and emphasize serving fruits and vegetables as primary snacks, and water as primary beverage.
 - iii. A list of healthy and affordable snack items will be made available to staff and parents/guardians. Furthermore, non-food treats or prizes and special physical activities should be considered as healthy alternatives for classroom celebrations.
 - iii. Non-food treats or prizes and special physical activities should be considered as healthy alternatives for classroom celebrations.
- c. Incentives
 - i. Food as incentives will meet the nutrition guidelines as stated above.

II. Fitness

1. Goals for Physical Fitness/Education/Activities

"A comprehensive physical education program, coupled with moderate to vigorous physical activity on a daily basis, has been shown to improve student learning and well-being. Quality physical education programs positively impact students' physical, social and emotional health. The goal of physical education is to instill a passion for lifelong physical activity. This is accomplished by incorporating a variety of programs in the curriculum."

Vermont Nutrition and Fitness Policy Guidelines¹

- a. By incorporating a variety of skills, and quality physical education programs BTMES will provide opportunities for children to understand the importance of physical activity and to acquire skills to combat a sedentary lifestyle.
- b. To the extent practical and available and as appropriate, before and after school activities such as interscholastic athletics and physical activity clubs or intramural sports will be made available.
- c. We will strive to meet the National Association for Sports and Physical Education recommendations.

- d. Regular physical activity breaks are encouraged for students during classroom and indoor recess times to prevent extended periods of inactivity.

2. Physical Education Instructional Program

- a. Physical education instruction K-8 will meet the state requirements regarding the scheduling of physical education classes.

3. Facilities

- a. A safety inspection will be conducted annually.

4. Curriculum Guidelines

- a. A written K-8 sequential and comprehensive physical education curriculum is implemented, consistent with state and national standards.
- b. The curriculum shall use developmentally-appropriate components of a health-related fitness program.
- c. The curriculum shall offer students multiple opportunities that prepare them for a variety of lifetime physical activities, including but not limited to traditional individual and team sports and non-traditional activities.
- d. The curriculum shall develop students' competence in their own physical abilities to build self-confidence and motivate participation in physical activity. Activities are conducted to provide for a maximum participation.
- e. The physical education program shall be closely coordinated with the overall school health program. Physical education topics shall be integrated within other curricular areas.
- f. The physical education report card will include reporting of cognitive, social, and physical skills.

5. Inclusion/Adaptive Physical Education

- a. The physical education or adapted program shall include all students, with support as necessary. The school prohibits exemptions or waivers of physical education class, except for the case of illness or temporary handicapping condition or as outlined in a student's EST, 504, or IEP.
- b. In a situation where the Physical Educator determines that a student cannot participate in Physical Education class, a structured alternative plan will be created with the collaboration of the Physical Education teacher.
- c. A student with a chronic health problem or other disabling condition is permitted to participate in any physical education program, extra-curricular activity, including interscholastic athletics,

if the student's skill and physical condition meet the same qualifications as other students. The school shall make reasonable accommodations to allow the student to participate with medical/parental clearance.

- d. Adaptive physical education support shall be provided by trained personnel.

6. Physical Activity

- a. All K-4 students will have daily recess.
- b. Barre Town shall offer options for students in grades K-8 to participate in at least 30 minutes of physical activity within or outside the school day. Physical activity may include recess and movement built into the curriculum, but does not replace physical education classes.
- c. Adequate supervision will be provided at recess to enhance the safety of all children, and training shall be provided for all faculty/staff assigned to indoor and outdoor recess duty.
- d. Appropriate space and movement activities shall be provided for indoor recess.
- e. All students must be properly attired to participate in outdoor activities and recess. In cold temperatures the school shall require students to wear a coat, headwear, gloves, and weather-appropriate footwear. Staff will also be expected to follow this requirement.
- f. Staff members shall not deny participation in recess or other physical activity opportunities for longer than 5 minutes, unless the safety of students is in question.

III. Policy Implementation

The superintendent or his or her designee shall monitor school programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.

A. The superintendent or his or her designee shall report at least annually to the board on the school's compliance with law and policies related to student wellness. The report shall include an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

B. School personnel will collaborate with parents and the community to support these guidelines and the promotion of life-long health habits.

- C. The School health Advisory Committee's role shall provide support and resource for the administrative oversight of the policy.

There is a plan for measuring the implementation of the policy, including designation for one or more persons charged with operational responsibility for ensuring that the policy is enforced.

Reporting to the Community

A. Report Topics

In reporting nutrition and fitness data, in a format easily understood by the public, the school will be in compliance with state and federal confidentiality laws. Data for the report is available from the following sources:

1. Physical fitness data using Fitnessgram
2. Youth Risk Behavior Survey (YRBS) data
3. School Lunch Program data, such as the percentage of students participating in the meals program.
4. Physical Education and athletic program data, such as the percentage of students participating in physical education classes and athletics and intramural sports.
5. Wellness data, such as the percentage of students participating in special wellness programs run by the school throughout the year.
6. Health Services data, such as the percentage of students with a healthcare and dental provider.

B. Report Mechanism

A report on the health status of students is included in the report the school develops to comply with 16 VSA 165(a) (B).

References

- I. Vermont Nutrition and Fitness Policy Guidelines; Agency of Agriculture, Food and Markets, Vermont Department of Education, Vermont Department of Health. November 2004; Revised October 2008.
- II. WellSAT: Wellness School Assessment tool, Section4: Physical Education and Yale University, Robert Wood Johnson Foundation's Healthy Eating Research Program working group. <http://wellsat.org/evaluation.aspx>. Accessed 1/21/13.
- III. The child Nutrition and WIC Reauthorization Act of 2004.

- IV. The Health, Hunger-Free Kids Act of 2010.
- V. Vermont State Board Rule 2000, Education Quality Standards, Sect. 2120.5. (Adopted 12/17/13.)

1st Reading: October 1, 2014

2nd Reading: November 12, 2014

Wellness Policy

Purpose: The purpose of this policy is to promote life-time healthful habits and nutritional skills in our students and community. Promoting and integrating nutrition education, practices, and economics within all school activities reinforces consistent health messages and provides multiple opportunities for students to practice healthful habits. The intent of this policy is to ensure that any food provided for consumption on the SHS campus is healthful food, that healthful food preparation and nutrition are taught and that the school leads the community by example in establishing good nutritional habits. Policy will comply with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2010, and in consultation with parents, students, and the management of the school's food service provider, school administrators, and the public.

Policy Statement: Research shows that good nutrition and physical activity is essential to peak academic performance and to long-term health. Our programs should be designed to promote student wellness and healthful life-time habits. Obesity and the harm it causes to individuals is increasing in our society. Therefore it is important that the SHS campus establish nutritional guidelines which encourage best practices in all food prepared for consumption on school property, and establish goals for nutrition education, teach physical activity skills that can be used over a life time, and integrate these principles in other school based activities.

Objectives:

I. Goals for Nutrition Education.

1. The campus shall provide nutrition education programs as required by state law and regulations of the State Board of Education and as enumerated in the Vermont Framework of Standards and Learning Objectives. In particular, the campus shall provide a nutritional component in its Comprehensive Health Education program and shall develop curricular programs aligned with the Vermont Framework of Standards and Learning Opportunities.
2. To the extent practicable, nutrition education and promotion shall be integrated into core curricula particularly in science, family and consumer science courses, physical education, and the cafeteria.
3. Nutrition education programs shall be conducted by appropriately licensed staff members.
4. The campus environment shall promote nutritious foods through a variety of media and "balanced choice" options.
5. The school will keep the parents and community up to date on nutrition and wellness initiatives via updates on website, newsletters and reports to the school board.

6. Nutrition education is an essential part of the curriculum. Teachers and food service personnel, as well as students, frequently update their knowledge of this rapidly changing field. Nutritional information is posted in the cafeteria to educate students about healthful choices.
7. School personnel will collaborate with parents and community to support these guidelines and the promotion of lifelong healthful nutritional habits.
8. All food sold to students at SHS will meet the Dietary Guidelines of Americans and the nutrient standards established in the regulations of the National School Lunch Program (7CFR210) and the School Breakfast Program (7CFR 220)
9. The Food Service Management Company shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.
10. Periodic review of this policy will be delegated to the SHS School Health Advisory Committee, School administrators will implement this policy.

II. SHS Food Service Standards

1. Our school participates in the School Breakfast Program and the National School Lunch Program in order that all students are assured access to high quality nutrition every day. Appropriate modifications are made to ensure those children with special dietary and health needs are able to participate. Procedures are in place to protect confidentiality and identity of students qualifying for free or reduced price school meals. We promote the use of these programs by regularly informing families of the program's benefits.
2. To the extent practicable, the campus shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including food sold through vending machines, shall comply with the Federal standards cited herein. A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education. See Appendix B & C.
3. The campus shall ensure that guidelines for reimbursable school meals meet the regulations and guidance issued by the Secretary of Agriculture and the Richard B. Russell National School Lunch Act.
4. The campus shall provide adequate space for eating and serving school meals. The campus shall provide a clean and safe meal environment for students.
5. The campus shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
6. Hand sanitizer (alcohol based not anti-bacterial) will be available at the entrance of the cafeteria.
7. Our cafeteria will be a pleasant and inviting place. The cafeteria atmosphere will be monitored regularly to ensure that meal times are relaxed and pleasant

III. SHS Food Service Meal Requirements

1. All meals sold at SHS will meet the Dietary Guidelines for Americans and the criteria set here in.
2. Our daily meals emphasize low-fat entrees with whole proteins, whole grains, leafy green and orange vegetables and limited processed food.
3. The food service shall provide a variety of healthful foods, that look good and taste good, and appeal to cultural sensitivities of the school and community populations.
4. A variety of fresh fruit and vegetables are offered daily. Canned fruit will be limited, but when provided will be in light sugar syrup or no sugar syrup- as available.
5. Fresh and frozen vegetables will be served daily. Canned items should be avoided.
6. Desserts are limited to fruit and items that support low-fat baking techniques and nutrition principles. Examples of encouraged foods are :pudding, frozen yogurt, regular yogurt, trail mix (nuts, seeds, dried fruit), 100% fruit popsicles, low-sugar/ low-fat cookies and fig bars.

7. Ala Carte and vending machine items are limited to a variety of healthful snacks. Portions shall contain 200 calories or less. Some examples of encouraged foods, are: raw vegetables sticks/slices with low-fat dressing or yogurt dip, fresh fruit, 100% fruit juices, water, milk, frozen 100% juice popsicles, dried fruits, trail mix (nuts, seeds, dried fruit), dry roasted nuts, low-sodium crackers, pretzels, popcorn, low-fat muffins, granola bars, low-fat yogurt, cottage cheese, and cheese.
8. Our food services program participates in the "offer versus serve" method of meal service, allowing students to have choice while still meeting meal requirements. A wide variety of healthy foods are offered and students are encouraged to make wise food choices. Good food habits are encouraged through the modeling of appropriate portions, suitable variety and preparation techniques that emphasize high quality nutrition.
9. Less than 35% of calories in served portions shall be from fat or reduced fat cheese. Some examples of encouraged foods, are: raw vegetables sticks/slices with low-fat dressing or yogurt dip, fresh fruit, 100% fruit juices, water, milk, frozen 100% juice popsicles, dried fruits, trail mix (nuts, seeds, dried fruit), dry roasted nuts, low-sodium crackers, pretzels, popcorn, low-fat muffins, granola bars, low-fat yogurt, cottage cheese, and cheese.
10. Under 10% of calories will come from saturated fat.
11. Stir frying is acceptable with minimal cooking oils.
12. The salad bar will be stocked daily with a variety of vegetables including dark green leafy lettuces, orange vegetables, fruits, protein, and grain items. No artificial bacon bits or similar artificially constituted items will be offered.
13. The majority of condiments and salad dressings will be low-fat, low-sugar, and low-sodium.
14. Food and drink will be served at appropriate temperatures.
15. Low-fat and fat free milk are offered daily.
16. Fifty percent of the bread and bread alternatives (crackers) offered to students will be at least 50% whole grains.
17. The use of salt is limited to recipes where it is an essential ingredient. Low salt, under 200 mg of sodium per side dish or less than or equal to 600mg per entree will be offered.
18. Menus are planned a month in advance to assist in providing needed nutrients over the long term. Healthier food choices will be highlighted.
19. Menus will be posted to school website.
20. Menu planning will have student participation.
21. Will have a taste testing program as a way to introduce new foods to students and monitor their response.

IV. Nutritional Guidelines for School Based Activities

1. No foods of minimal nutritional value shall be sold in food service areas during breakfast and lunch periods.
2. Food is not to be used as a reward or a punishment.
3. All school activities, including classroom practices, celebrations and incentives, are consistent with the sound nutrition practices. Sweets may be offered as an occasional and special treat.
4. Fund raising activities of school groups and athletics, both on and off campus, are consistent with the nutrition standards of the food service program and the nutrition principles taught in the classroom. Candy drives are prohibited for fund raising.
5. No deep fried food, or foods prepared with *trans* fats, will be provided.
6. Candy sales are prohibited.
7. Bake sales are restricted to times following the last lunch mod.
8. Soda sales are prohibited.

V. Goals for Physical Activity and Physical Education as well as other School- based Activities

1. The campus shall strive to provide physical education classes for all students as required by Vermont School Quality Standards. (The School Health Index for middle/high school recommends that all students in each grade receive physical education for at least 225 minutes per week throughout the school year.)
2. The campus shall provide other physical activity opportunities for students via before and after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

VI. Policy Implementation/Measurement & Evaluation

1. The superintendent or his or her designee shall monitor campus programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
2. The superintendent or his or her designee shall report at least annually to the board on the campus' compliance with law and policies related to student wellness. The report shall include an assurance that campus guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

Date Warned:

Date Adopted:

Dates Revised:

Legal References (s).

- 16 V.S.A. paragraph 131 & 906(b)(3).
- Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
- Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
- Child Nutrition and WIC Reauthorization Act of 2004, Section 204 of Public Law 108-265.
- Code of Federal Regulations, 7 CFR Part 210 and Part 220.

Appendices Reference: Vermont Nutrition and Fitness Policy Guidelines, Appendices B & C

Federal Child Nutrition Act Wellness Policy

Code F28
(Required Policy)¹
Updated 9/18/13

Purpose

The intent of this Policy is to ensure compliance with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. In accord with those requirements, this Policy has been developed in consultation with parents, students, representatives of the school food services authority, school administrators, teachers of physical education, school health professionals and the public.

Policy Statement

It is the policy of the _____ school district to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

I. Goals for Nutrition Promotion and Education.²

- A. The school district shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Framework of Standards and Learning Opportunities.³
- B. Nutrition education and promotion programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education and promotion shall be integrated into core curricula in areas, such as science and family and consumer science courses.

II. Goals for Physical Activity.⁴

- A. The district shall provide physical education classes for all students as required by Vermont School Quality Standards.
- B. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades and, as appropriate, before or after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

III. Goals for Other School Based Activities.⁵

- A. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b)

¹ Section 204 of Healthy Hunger Free Kids Act of 2010, Public Law 111-296

² These goals are intended to be illustrative. Local policy makers should consider the addition of locally established goals. For examples of goals used elsewhere, consult the resources listed in the material accompanying this model policy.

³ 16 V.S.A. §§131 & 906.

⁴ These goals are intended to be illustrative. Local policy makers should consider the addition of locally established goals. For examples of goals used elsewhere, consult the resources listed in the material accompanying this model policy.

⁵ These goals are illustrative. Local policy makers should consider the addition of locally established goals. For examples of goals used elsewhere, consult the resources listed in the material accompanying this policy.

of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.⁶

- B. The district shall provide adequate space for eating and serving school meals.
- C. The district shall provide a clean and safe meal environment for students.
- D. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
- E. Food shall not be used in district schools as a reward or punishment.
- F. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.

IV. Nutrition Guidelines.⁷

- A. No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall be sold in food service areas during breakfast and lunch periods.⁸
- B. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organizations sponsoring the sale.⁹
- C. To the extent practicable, the district shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines, shall comply with the A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education.

V. Policy Implementation.¹⁰

- A. The superintendent or his or her designee shall periodically monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy. The district shall periodically inform and update the public about the content and implementation of this policy, including the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.¹¹
- B. The district shall permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.¹²

⁶ This provision is required of schools participating in National School Lunch and Breakfast programs.

⁷ The federal law requires that local wellness policies include "nutrition guidelines selected by the local educational agency for all foods available on each school campus...during the school day with the objectives of promoting student health and reducing childhood obesity." Include locally established guidelines as appropriate.

⁸ Required of schools participating in National School Lunch and Breakfast programs.

⁹ Required by cited federal regulations.

¹⁰ The Healthy, Hunger Free Kids Act requires the establishment of "a plan for measuring implementation of the local wellness policy, including the designation of 1 person within the local education agency or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy." For examples of implementation plans, consult the references cited in the materials accompanying this model policy.

¹¹ P.L. 111-296 Sec 9A(b)(5)(A) and (B).

¹² P.L. 111-296 Sec. 9A(b)(3); 42 U.S.C. 1758(b).

The superintendent or his or her designee shall report at least annually to the board and to the public on the district's compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.¹³

Date Warned:

Date Adopted:

Dates Revised:

Legal Reference(s).

- 16 V.S.A. §§131 & 906(b)(3).
- Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
- Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
- Healthy, Hunger Free Kids Act of 2010, Section 204 of Public Law 111-296.
- Code of Federal Regulations, 7 CFR Part 210 and Part 220.

¹³ P.L. 111-296 Sec. 9A(b)(4) and (5).