

BARRE SUPERVISORY UNION
POLICY COMMITTEE MEETING

Meeting Date: October 27, 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 September 30, 2015 Meeting Minutes
4. Fiscal Policies
5. Special Education Policy
6. D2, Professional Development
7. G1, Curriculum Development and Coordination
8. Wellness Policies
9. Other Business
10. Adjourn

BARRE SUPERVISORY UNION POLICY COMMITTEE

September 30, 2015 Meeting Minutes

Committee members present:

Dotty 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 5:40p.m. at the BSU Conference Room.

2. Revisions to Agenda

There were no revisions to the agenda.

3. Approval of Meeting Minutes

On a motion by Kristin McCarthy, seconded by Leslie Walz, the minutes of February 17, 2015 meeting were accepted unanimously as presented.

4. Summary of Current BSU Policy Status

The Committee reviewed the status of SU level policies using the "Policy Manual Index" which John Pandolfo updated for this meeting. Using the VSBA current coding system, eleven Policies have been approved by the BSU Board between May 2014 and present. The Committee noted that not every district board has approved each of these, so each district Policy Committee Chair will determine which need to be approved at their district and work toward that goal.

To ensure that member districts are kept apprised of BSU Policy approvals, John Pandolfo, as Committee chair, will send notice to each district Policy Committee Chair when a BSU Policy is approved. John will also add approval of the BSU policy to the next member district board agenda.

The Committee also agreed that each school and SU website should have a link directly to the Policy page from the "Important Places" section of their homepage. John Pandolfo will follow up to ensure this gets done.

5. Review of BSU Fiscal Policies

John Pandolfo presented a proposal on fiscal policies. John provided the following: (1) VSBA model policies E1, E2, and E3; (2) proposed BSU Policy E1 based on the VSBA model policies and the recommendation of the BSU Business Office; and (3) an alternate set of three policies from a Policy Governance model (for comparison). The Committee will review these policies and discuss the proposal further at the next meeting.

6. Revisions to Title I, Part A Parental Involvement Policy (H7)

John Pandolfo presented a revision to this policy based on the February 5, 2015 request from the BSU Board to define the term "compact" and clarifying language for the school district/school level clauses. On a motion by Dottye Ricks, seconded by Leslie Walz, the Committee voted unanimously to present this revised version to the BSU Board on October 8 for a 2nd reading.

7. Discussion around replacement of district policies with BSU policies

The Committee discussed having all required policies at the SU level, and then having each BSU policy approved at the district level. Equivalent district level policies would then be rescinded. After this process is complete, then the Committee would begin looking at recommended and suggested policies.

8. Other Business

John Pandolfo informed the Committee that the group of nurses, health teachers, and family and consumer science teachers have requested that the Committee consider the following: (1) adopt one Wellness Policy for the Supervisory Union; and (2) adopt a policy related to condom distribution in alignment with the goals of the Vermont Sexual & Health Education Program (V-SHEP).

The committee set dates for upcoming meetings. All meeting will be held from 7:30 – 9:00 am at the BSU office:

- Tuesday, October 27; then
- 3rd Wednesday of each month starting in November (11/18, 12/16, 1/20, 2/17, ...)

John Pandolfo will send committee members the following documents in preparation for the next meeting:

- Wellness policies from each district
- BCEMS Special Education Policy
- Copies of policies D2 and G1 which were remanded back to the Committee by the SU Board on May 14, 2015

The Agenda for the October 27 meeting will include:

- Fiscal policies
- Special Education Policy
- D2, Professional Development
- G1, Curriculum Development and Coordination
- Wellness Policies & condom discussion

9. Adjourn

On a motion by Dottye Ricks, seconded by Kristin McCarthy, the Committee voted unanimously to adjourned at 7:10p.m.

Respectfully submitted,
John Pandolfo

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 &

Practices §3250

Cross
Reference: *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:
 - o establishing budget priorities based on ongoing consultations with school employees, parents, students and other citizens;
 - o preparing budget requests by administrators and staff;
 - o budget proposal preparations by the Board budget committee;
 - o 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 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 entitles 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)

Barre Supervisory Union
Barre Town Middle & Elementary School
Barre City Elementary & Middle School
Spaulding High School
Central Vermont Career Center

*BASIS
ON
POLICY
GOVERNANCE*

Policy Title: Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities of the supervisory union, the Superintendent shall not allow a material deviation of actual expenditures from the annual budget, nor shall he/she permit any fiscal situation inconsistent with the Board's priorities and shall not permit any fiscal condition which places the long-term financial health of the supervisory union in jeopardy.

Accordingly, the Superintendent shall:

1. Not expend more funds than are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Not use any long-term reserves;
3. Not conduct inter-fund shifting;
4. Not fail to settle payroll and debts in a timely manner;
5. Not allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed;
6. No fail to arrange for the annual audit of all supervisory union and member district funds and accounts;
7. Not fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in generally accepted accounting principles for governments;
8. Not fail to publish a financial condition statement annually as part of the supervisory union's and member districts annual report to the public;
9. Not make a single purchase or commitment of greater than \$15,000; splitting orders to avoid this limit is not acceptable;
10. Not acquire, encumber, or dispose of real property;
11. Not fail to aggressively pursue receivables after a reasonable grace period.

First Reading:
Second Reading
Adopted:

**Barre Supervisory Union
Barre Town Middle & Elementary School
Barre City Elementary & Middle School
Spaulding High School
Central Vermont Career Center**

Policy Title: Financial Planning and Budgeting

The Superintendent shall present to the Board a recommended budget which:

1. Is consistent with the Board's established goals and priorities;
2. Is in a comprehensive summary format understandable to the Board and the community;
3. Describes major budget initiatives and funding sources;
4. Compares, for each major fund type and activity, the amount of actual expenditures for the most recently closed fiscal year, budgeted expenditures for the current fiscal year, and proposed budget expenditures for the next fiscal year;
5. Does not plan for the expenditure in any fiscal year of more funds than are conservatively projected to be received during the year unless otherwise approved by the Board in a multi-year plan;
6. Describes credible projection of enrollments, revenues, and expenses, separation of capital and operational items, and disclosure of development/planning assumptions including anticipated changes in state funding;
7. Reflect anticipated changes in employee compensation including inflationary adjustments, step increases, and benefits;
8. Takes into consideration fiscal soundness in future years.

First Reading:
Second Reading
Adopted:

**Barre Supervisory Union
Barre City Elementary & Middle School
Barre Town Middle & Elementary School
Spaulding High School
Central Vermont Career Center**

Policy Title: Asset Protection

The Superintendent shall not cause or allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Superintendent shall not:

1. Fail to obtain insurance coverage against theft and casualty losses to at least eighty percent (80%) of replacement value and against liability losses to board members, faculty, and staff, and the organization itself in an amount greater than the average for comparable organizations;
2. Allow unbonded personnel access to funds of material amounts;
3. Fail to take steps to ensure that a schedule of preventive maintenance is in place for facilities and equipment; subject facilities and equipment to improper wear and tear;
4. Fail to conduct energy assessments and to make modifications and budget recommendations which result in energy savings;
5. Unnecessarily or recklessly expose the organization, the Board, or its employees to legal liability;
6. Fail to protect intellectual and real property, information, and files from loss or damage;
7. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards and which do not comply with generally accepted accounting principles for governments;
8. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

First Reading:

Second Reading:

Adopted:

BARRE CITY SCHOOL DISTRICT

POLICY MANUAL

First Reading: 8/13/12

Second Reading: 9/10/12

SPECIAL EDUCATION

Policy

It is the policy of the Barre School District to meet the needs of students with disabilities as defined in federal and state law and regulations and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

Implementation

The Superintendent and other appropriate administrators will develop specific procedures regarding the identification and education of students under the Individuals with Disabilities Education Act (IDEA) and applicable state law and state and federal regulations.

The Superintendent or designee will assure that the individual education program team assembled to develop the individualized education plan for each disabled student is appropriately staffed and that all members are well educated about state and federal law. As directed under 16 V.S.A. §2959b, team members will be instructed to examine the range of options that will fulfill the requirements of the student's IEP under state and federal law and to select options that are most cost effective for the District.

In designing the educational plans for disabled students, the LEA representative will communicate to the IEP team the ability of the classroom staff to provide for the needs of the disabled student without negatively affecting the quality of education for all classroom students.

The Superintendent shall encourage the special education coordinator to consult with legal counsel when questions about compliance with the law arise in the performance of duties relative to serving special education students. Ongoing training in the law and best practices will be made available to special educators and other appropriate personnel.

The Superintendent or designee will also assure that all personnel who help in the education of children with disabilities are appropriately trained to meet individual student needs.

The Superintendent or designee shall ensure there is a system in place that promotes positive, constructive communication between the parents/guardians of students with disabilities and the

other members of the child's IEP team. The superintendent or designee shall support the parents in their work with their children at home to complement the efforts of the school.

The Superintendent shall report annually to the Board and to the Commissioner of Education on special education program outcomes, changes in child count, the rates of increase or decrease of special education costs, the availability of special education staff and other pertinent information. This report will be based on a systemic analysis of the District's special education program that will lead to ongoing improvements in outcomes.

Link to the State Special Education Guide:

education.vermont.gov/new/pdftoc/pgm.../educ_sped_guide.pdf

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: D2

1ST READING: 5/14/2015

2ND READING:

ADOPTED:

Professional Development

1. POLICY

It is the policy of the Barre Supervisory Union and its member districts to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members acquire and maintain the knowledge and skills needed to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

2. PRINCIPLES TO GUIDE PROFESSIONAL DEVELOPMENT

The Supervisory Union shall provide, or arrange for the provision of professional development programs, or both, for teachers, administrators, and staff within the Supervisory Union. Professional development programs provided by the Supervisory Union will be directly linked to student performance goals identified in the annual action plan.

The Superintendent will oversee a professional development system that is characterized by the following:

- a. Its primary focus is on improved student learning and achievement
- b. It is based on current, documented research findings
- c. It provides structure and substance that allow continuity
- d. It focuses on content and curricular needs as well as teaching methodology
- e. It includes the needs of all who contribute to the education system
- f. It is developed and directed by professional educators

3. IMPLEMENTATION

Implementation of this policy shall follow State Board Rule 2000, Vermont State Board of Education, Educational Quality Standards (EQS), Section 2121.3, Needs-Based Professional Learning:

2121.3 Needs-Based Professional Learning

Each supervisory union shall develop and implement a system of appropriate needs-based professional learning for all professional staff, including administrators and other staff involved in student instruction, as required in 16 V.S.A. §261a(a)(5). Time for

professional learning should be embedded into the school day.

The school's professional learning system shall be aligned with its staff evaluation and supervision policies, Continuous Improvement Plan, supervisory union and district goals, and shall provide new staff members with appropriate opportunities for professional learning.

Mentoring shall be a component of each supervisory union's needs-based professional learning system. The superintendent or their designee shall determine the specifics of each mentoring program in their school(s) in accordance with the guidelines approved by the State Board of Education, Vermont Standards Board for Professional Educators, and state law addressing mentoring for educators.

The Superintendent will at least annually report to the school boards the effectiveness of staff professional development and the relationship to the student achievement goals identified within the annual action plan.

The Supervisory Union professional development system will be reviewed annually.

Legal 16 V.S.A. §261a
Reference(s):

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: G1

1ST READING: 5/14/2015

2ND READING:

ADOPTED:

Curriculum Development & Coordination

1.POLICY

The Supervisory Union ~~Board~~ shall be responsible for establishing a supervisory union-wide curriculum by either developing the curriculum or assisting member school districts to develop it jointly. The Supervisory Union curriculum shall be coordinated to allow students to meet or exceed standards established by the Vermont State Board of Education. Curriculum plans shall be coordinated between sending and receiving schools within the Supervisory Union and will be periodically reviewed to determine compatibility with schools outside the school district that are attended by students residing within the school district.

The Supervisory Union ~~Board~~ shall assist each member school district to follow the curriculum developed in accordance with this policy.

The Curriculum Director shall be responsible for assisting the Supervisory Union Board and member school district boards in the development, implementation, coordination, and evaluation of the curriculum.

The Curriculum Director shall conduct systematic evaluations of all programs within the curriculum and report the results to the school boards at least annually.

Legal 16 V.S.A. §261a(a) (1) (Duties of supervisory union boards)

Reference(s): 16 V.S.A. §242(1) (Duties of Superintendents)

16 V.S.A. §165(a)(3)(B) (School Quality Standards)

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 to 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