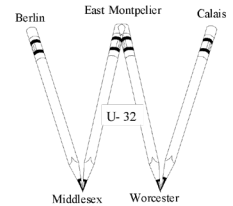


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761



WCUUSD
Policy Committee Agenda
Monday December 9, 2024
5:45-7:15 PM
Central Office
1130 Gallison Hill Rd. Montpelier
Via Video Conference

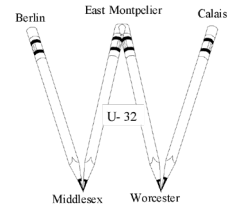
Virtual Meeting Information
<https://tinyurl.com/48ja9wnr>
Meeting ID: 829 9218 0624
Password: 778549
Dial by Your Location: 1-929-205-6099

1. Call to Order
2. Approve Minutes of 11.13.24 – pg. 2
3. [Policy Workplan](#) - pg. 4
4. Policies for Review (Discussion/Action)
 - 4.1. [D4](#) Title I Comparability - pg. 9
 - 4.1.1. [VSBA Model Policy](#) - pg. 10
 - 4.2. [F45](#) Fundraising - pg. 12
 - 4.3. [C9](#) Nutrition & Wellness - pg. 15
 - 4.3.1. [VSBA Model Policy](#) - pg. 18
 - 4.4. [F20](#) Fiscal Management & General Fiscal Accountability - pg. 22
 - 4.5. [Procurement Conflict of Interest](#) - pg. 25
 - 4.6. [Amendment to Building Use Policy](#) - pg. 26
5. Future Agenda Items
 - 5.1. Next Meeting: January 8, 2024
6. Adjourn

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Montpelier, VT 05602
Phone (802) 229-0553
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WCUUSD Policy Committee

Minutes

11.13.24

5:15-6:45 PM

Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference

Present: Chris McVeigh, Superintendent Dellinger-Pate, Rebecca Tatistcheff, Gillian Fuqua

1. **Call to Order:** Chris McVeigh called the meeting to order at 5:20 p.m.
2. **Approve Minutes of 10.10.24** - The minutes were reviewed but not approved because of a lack of quorum.
3. **Policy Workplan:** Chris McVeigh asked the administrators what their thoughts are about a Cell Phone policy. Becca Tatistcheff stated that we currently have a procedure in place. She suggests that we wait to see what the legislature does about this, as there is some thought that there might be legislation around cell phones in school. She does not think there will be agreement about the use of cell phones in school so she would like to get a larger scope of input around it and see what the legislature decides on it before we spend a lot of time and energy on developing a policy. She feels that at this time, the procedure that is in place works. This current procedure is under student conduct and discipline.
4. **Policies for Review**
 - 4.1. **C9 Nutrition & Wellness:** The wellness policy we currently have is similar to the first paragraph of the model policy. Steven Dellinger-Pate explained that we do have a few differences in our policy versus the model policy. There was some discussion about the "School Wellness Team" as indicated in the VSBA model policy. Chris McVeigh asked Superintendent Dellinger-Pate, do you think we have the capacity right now to carry this out? Superintendent Dellinger-Pate would like to give that some thought. He stated that this is one avenue for community to engage in the process (School Wellness Team). He stated that this could be as broad as mental health services. The Policy Committee will discuss this further as a larger group. Gillian Fuqua stated that this seems like two policies - one to do with food service, and one about wellness. Chris McVeigh suggested breaking this into two policies for the committee and board to consider. He asked the administrators whether there

is anything in our current policy that we would want to preserve, that is not covered in the model policy. Superintendent Dellinger-Pate will go through and redline the policy, comparing to the model policy, and the committee can begin its work from there. Chris McVeigh suggested breaking it into two, as Gillian Fuqua had suggested. Superintendent Dellinger-Pate would like to compare what aspects of the policy might be covered in other policies, and go from there. He suggested starting with just the one policy versus breaking it into two; he stated that this will be helpful in the reporting aspect as well. Superintendent Dellinger-Pate will add to the draft for the committee to consider, some verbiage around creating the School Wellness Team (e.g. membership).

4.1.1. VSBA Model Policy

4.2. F45 Fundraising: This policy as it is written is ready for a first reading (will come to the board)

4.3. D4 Title I Comparability: Some redline changes were suggested in this draft. The committee will consider this redline iteration at the next committee meeting.

4.3.1. VSBA Model Policy

4.4. F20 Fiscal Management & General Fiscal Accountability: This sets up the general accounting practices. Superintendent Dellinger-Pate stated that Susanne Gann has looked over the VSBA Model Policy and she indicated that this is what we currently practice. Chris McVeigh asked whether there should be a provision that we have our Business Manager report once a year that this is the policy, and this is what we are doing. Superintendent Dellinger-Pate stated that the annual audit does that. This policy will come to the policy committee at the next meeting, with some comments from Susanne Gann if she has any input.

5. Future Agenda Items

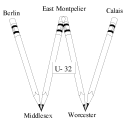
5.1. Next Meeting: December 11, 2024

5.2. Approve minutes from October and November

6. Adjourn: The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Lisa Grace, Committee Recording Secretary



BOARD POLICY DEVELOPMENT & MAINTENANCE PROCEDURES

The development and maintenance of school district policies is the central job of school boards. The Vermont statute entitled “Powers of School Boards” lists over twenty-five specific duties delegated to local boards by the General Assembly. The very first responsibility on the list is the duty to “Determine the educational policies of the school district...” ([VT School Boards Association Resource Directory](#), 2022)

One of the standing committees of the Boards of WCUUSD is the Policy Committee. The board selects representatives to the Committee. In addition, three administrators (two local building administrators and one central office administrator) are on the committee. The committee meets once per month to review policies and each year a work plan is established outlining which policies will be reviewed or developed during the school year. Policies are identified for review or development three ways:

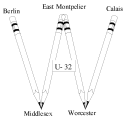
1. Mandatory review/development (State and federal law may require the adoption of new policies or revision of existing board policies and often have a deadline for doing so.)
2. Selected review/development (Board or Policy Committee requests a review ahead of the regular review cycle or identifies a need for a new policy that does not yet exist. The Policy Committee establishes a process for considering requests for policy review that come from the public.)
3. As part of the policy review cycle (Our goal is that all policies are reviewed no less than every five years and policies are reviewed in sequential order.)

As stated in the VSBA reference above, policy is different than procedures. Except when required by law, the Policy Committee generally does not include procedures in policy. Policy implementation and procedure development is the role of the administration. Sometimes guidelines are added to policy to provide guidance to the administration as it develops procedures and implements policy.

All board policies, by state law, must be warned before the board can adopt a new policy, revise and/or repeal an existing policy. This process helps all of the boards to efficiently address their policy governance role. We are continually making improvements to the system.



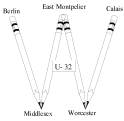
Month	Goal #1: Educational and Academic Outcomes Goal #2: Broadening Communication with the Community Goal #3: Long Term Planning		
	Mandatory Review/ Development	Selected Review/Development	Policy Review Cycle (sequential order by adoption date - beginning from 2019)
August			
September 11	Work Plan development		
Oct 10	Affirm work plan		
November 13		Education Philosophy Instruction (including curriculum)	F45 : Fundraising
	D4 : Title I Comparability (VSBA updated model policy) F20 : Fiscal Management & General Fiscal Accountability (VSBA Recommended policy) C9 Nutrition & Wellness (AOE has issued a new model policy and replaces the VSBA policy) Triennial Policy Review	D24: Teaching and Learning About Controversial Issues District Conflict of Interest	F45 : Fundraising



Washington Central Unified Union School District

Policy Review Cycle, 2024-2025 ([A2 Procedures](#))

<p>December 9</p> <p>Review Progress on Admin Procedures</p>	<p>D4: Title I Comparability (VSBA updated model policy)</p> <p>F20: Fiscal Management & General Fiscal Accountability (VSBA Recommended policy)</p> <p>C9 Nutrition & Wellness (AOE has issued a new model policy and replaces the VSBA policy) Triennial Policy Review</p> <p>Procurement Conflict of Interest</p>		
<p>January 8</p>		<p>B31 Educator Supervision and Evaluation (1/12/24) Removed by VSBA</p> <p>B30 Staffing and Job Descriptions (10/2/23)</p> <p>C30 Student Medication (removed by VSBA (10/7/24)</p>	<p>A21: Public Participation at Board Meetings</p> <p>A23: Community Engagement & Vision</p>
<p>February 12</p> <p>Review Progress on Admin Procedures</p>			<p>A31: Board Member Education</p> <p>A32: Board Goal Setting & Evaluation</p> <p>A34: Board Relations with School Personnel</p> <p>A24: Board Supervision Relationship</p> <p>C20: Student Conduct and Discipline (discussed in 22-23 & committee request admin feedback; VSBA updated in 2022 to C15)</p> <p>C8 Pupil Privacy (Revised 11/4/24 VSBA)</p>



March 12			C34 : Use of Restraint & Seclusion (VSBA updated model policy to C70 in 2022) C45 : Bus discipline
April 9 Review Progress on Admin Procedures			C47 : Student Exchanges C48 : Foreign Exchange Students C50 : Comprehensive Sexual Health Services
May 14			D1 : Proficiency-Based Graduation Requirements D2 : Grade Advancement: Retention, Promotion and Acceleration of Students E46 : Memorials

Policies Approved/Revised 24-25

[D24 Creating Learning Environments to Engage in Civil Discourse](#)

Policies Approved/Revised 23-24

F3 Fire and Emergency Preparedness (8.23.23)
 F4 Access Control and Visitor Management (8.23.23)
 B20 Personnel Recruitment, Selection, Appointment and Background Checks (January)
 C6 Home Study Students (November)
 C3 Transportation (November)
 D22 Instructional & Library Materials Selection (January)
 A2 Policies and Procedures (January)
 A20 Board Meetings, Agenda Preparation and Distribution (January)
 A22 Notice of Non- Discrimination (January)
 F26 Security Cameras (January)

Policies Discussed by the Committee No Actions

School Choice - Board opted not to create a policy
 D4-Discussed in February by committee, agreed to send to full board , has not been reviewed by the full board due to budget
 A21 Public Participation at Board Meetings- Discussed in December no further action
 A23 Community Engagement and Vision -Discussed in December no further action
 A24 Board Supervision Relationship - Discussed in December no further action
 A31 Board Member Education - Discussed in December no further action
 A32 Board Goal Setting & Evaluation - Discussed in December no further action
 A34 Board Relations with School Personnel - Discussed in December no further action
 F45 Fundraising - First Reading in May , no changes recommended, will go to next Board meeting in October



C20 Student Conduct and Discipline - Currently being discussed by committee

Policies not yet Discussed by Committee

F20 Fiscal Management & General Fiscal Accountability (VSBA Recommended Policy)

C34 Use of Restraint & Seclusion (VSBA updated model policy to C70 in 2022)

C45 Bus Discipline

C47 Student Exchanges

C48 Foreign Exchange Students

C50 Comprehensive Sexual Health Services

C9 Nutrition & Wellness (AOE has issued a new model policy and replaces the VSBA policy)

D1 Proficiency Based Graduation

D2 Grade Advancement Retention, Promotion and Acceleration of Students

E46 Memorials

Mandatory Review/Newly Revised

E21 Distribution of Non-School Sponsored Literature in Schools (6/5/24 by VSBA) WCUUSD

Does not currently have a policy E21

Policies Recently Removed by VSBA that we have

B31 Educator Supervision and Evaluation (1/12/24)

B30 Staffing and Job Descriptions (10/2/23)

Required**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****TITLE I COMPARABILITY****POLICY:** **D4****WARNED:** **9/30/20****ADOPTED:** **11/4/20****EFFECTIVE:** **11/4/20**

If a school in the Washington Central Unified Union School District becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

*Legal Reference:**20 USCA §6321(c).**20 USC 7801(26) (LEA defined)**16 V.S.A. 144*

REQUIRED¹**TITLE I COMPARABILITY**

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

If a school in the _____ School District becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

Administrative Responsibilities

The superintendent or designee shall develop written procedures to ensure:

1. Compliance with the federal comparability requirements; and
2. That records documenting compliance are maintained and updated biennially;

<i>VSBA Review Date</i>	August 15, 2023
-------------------------	-----------------

¹ 20 USC §6321(c) requires local education agencies (LEAs) to have a policy ensuring equivalence among schools in teachers, administrators, and other staff; and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	20 USC §6321(c) 20 USC 7801(26) (LEA defined) Vermont Agency of Education CFP Comparability Guidance
<i>Cross References</i>	

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Recommended

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy

FUNDRAISING & SALES TO STUDENTS ON SCHOOL PROPERTY

POLICY: F45

WARNED: _____

ADOPTED: _____

EFFECTIVE: _____

Purpose

The Washington Central Unified Union School District board of directors recognizes that some individuals or groups in the WCUUSD community may wish to raise funds for the purpose of financing additional educational opportunities for students that are outside the regular budgeted curricular and co-curricular programs of the school. Additionally, the board recognizes that funds or other resources may need to be raised on behalf of the organizations or individuals with acute needs that are part of our community and/or part of our citizenship responsibility. "Fund-raising" for the purpose of this policy includes fund-raising drives for cash donations from individuals. Businesses, and other groups; sales of school related items, food, apparel, or other household items; raffles; and donations for goods and/or services. The school board recognizes that fundraising may benefit students' overall experiences as a supplement to taxpayer funding for curricular and co-curricular activities. The school board also recognizes that fund-raising activities can be an important learning experience for students, in part through encouraging the development of business skills, honest dealing, and personal, as well as group, goal attainment. Nevertheless the school board intends to limit fund-raising and establish controls over the fund-raising that does occur.

I. SCOPE OF POLICY

A. This policy applies to:

1. All fundraising activities conducted at WCUUSD schools, represented as sponsored by WCUUSD schools, or intended to support curricular or co-curricular activities at the school. This includes fundraising efforts by the booster club, class trips, athletic teams and clubs, and any other groups and individuals at WCUUSD schools.
2. On-campus sales and fund-raising activity occurring on school grounds, whether for student projects, school programs, commercial, or other purposes (charitable causes).

B. This policy does not apply to :

1. General admission to school sponsored activities such as athletic and drama events and student dances.

2. Sales related to student programs that are managed by the administration, which include but are not limited to the lunch program, yearbook sales, graduation supplies, student supplies in classrooms, or for the formation of a school store.

II. AUTHORIZATION FOR FUNDRAISING

- A. Fundraising activities and use of WCUUSD school names or logos require advance approval of the principal, or designee.
- B. The ~~superintendent or designee principal~~ shall establish the procedure for application, management, and reporting for all fund-raising efforts at WCUUSD schools.
- C. The principal, or designee, in consultation with the school board has the authority to limit the number of fund appeals during a school year, so that the community is not overburdened by excessive requests for funding support from WCUUSD.
- D. The principal, or designee, has the authority to use discretion in approving methods and timing of fund-raising in a manner that will avoid potential confusion because of duplication or multiple efforts by fund-raising groups.

III. THE FOLLOWING CONDITIONS APPLY TO FUNDRAISING

- A. All funds raised on behalf of WCUUSD schools become the property of the school and must support the educational mission of the school. Any unused funds remain the property of the school and will be used in succeeding years in a manner consistent with the spirit of the original effort as much as is reasonably possible. Items purchased with funds raised under this policy become and remain the property of the school as public property. Individuals who raised the funds have no special claim to the administration of leftover funds or priority claim as to the use of any school property acquired from fund-raising.
- B. Fundraising must be conducted in a manner that strengthens student learning of valued behaviors, such as honest dealings, business accountability, and compliance with the mission that was originally established for the need or desire to raise funds.
- C. Student time at school is valuable, and time spent on fundraising should not detract in any significant way from students' academic school day or co-curricular activities after school.
- D. Persons proposing or promoting any type of fundraising shall disclose to the principal any financial or other tangible benefit of any type that may derive from the activity. Additionally, any significant costs relating to the fundraising will be disclosed.
- E. Proceeds of any fundraising efforts on behalf of the school shall be submitted to the treasurer of the student activities account, who shall be accountable to the organization, as well as the principal or designee, for the funds.

- F.** Fund-raising at WCUUSD schools must be for group benefit only. Fund-raising solely for the benefit of an individual is prohibited with the following exceptions: an individual happens to be the only remaining member of a team or group program that has been qualified by the governing body of that activity to continue participating in a competition or performance at a higher level than the rest of the team or group; funds are being raised to support the 8th Grade Washington, D.C. trip; or funds are being raised for an individual with acute needs.
- G.** Fund-raising incentives or prizes offered by professional fund-raising companies to individual students are prohibited.
- H.** Donations of equipment, supplies, uniforms, or services by anyone or any entity in return for promotional recognition are prohibited unless approved in advance by the school board.
- I.** All fund-raising efforts must have a staff or administrative sponsor from the application process to the final reporting. This sponsor is responsible and accountable for supervising the fund-raising group's compliance with this policy.
- J.** Coin drops that impede public traffic are strictly prohibited.
- K.** Employees or others requesting donations from general fund-raising organizations such as the Booster Club must have their request approved by the principal or designee prior to submitting that request to any school affiliated fund-raising organization.
- L.** Employees may fundraise from other employees or adults for gifts or charitable causes if approved by the administration.

IV. SALES TO STUDENTS

- A.** No person, outside the school community, shall sell or attempt to sell anything to a student on school premises without advance approval of the principal, or designee.
- B.** The principal, or designee, is authorized to approve vendors to sell on school grounds school logo apparel or other items, student photographs, and traditional graduation materials.
- C.** Transactions related to authorized sales to students are not to occur during classroom time. Such transactions may occur only during student's free time, TA, before school, or after school.
- D.** The school is not responsible for casual sales of personal property between students, or between students and school employees, on school premises.
- E.** All other sales of products by outside vendors to students require the approval of the school board.

Required**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****POLICY:** C9**WARNED:** 6/1/19**ADOPTED:** 6/12/19**EFFECTIVE:** 7/1/19**NUTRITION & WELLNESS**

Purpose

It is the intent of the Washington Central Unified Union School District to comply with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). In accord with those requirements, this policy has been developed in consultation with parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public.

Policy Statement

It is the policy of the Washington Central Unified Union School District to establish goals for nutrition promotion and education, nutrition guidelines, physical activity and other school based activities that are designed to promote student wellness. The district will review and consider evidence-based strategies in determining these goals.

I. Goals for Nutrition Promotion and Education.

- 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 Education Quality Standards.
- 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.
- D. The district will limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.

II. Goals for Physical Education and Physical Activity.

- A. The district shall provide physical education classes for all students as required by Education Quality Standards.
- B. The district shall offer opportunities for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may

include recess and movement built into the curriculum, but does not replace physical education classes.

III. Goals for Nutrition Services

- 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) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
- 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.
- G. Schools participating in the National School Lunch and School Breakfast programs shall make free potable water available to children in the meal service areas.

IV. Nutrition Guidelines.

- A. The National School Lunch and School Breakfast Programs will meet the requirements provided in 7 CFR 210 and 7 CFR 220 (National School Lunch Program and School Breakfast Guidelines.)
- B. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards^[i].
- C. School district fundraisers that occur during the school day will meet the USDA Smart Snack nutrition standards^[ii].
- C. The district is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided but not sold may include food that is part of a classroom celebration or provided by parents or community organizations free of charge. *[Districts should choose either 1 or 2 below, or write their own guidelines.]*
 - (1) *It is the policy of the district that, when feasible, food provided but not sold should be limited to those foods that improve the diet and health of students, help mitigate childhood obesity, and model healthy choices.*
 - (2) *Food provided but not sold will, at minimum, comply with the Smart Snacks Standards^[iii].*

V. Other School Based Activities

The district will implement other wellness based school activities from time to time at the discretion of the superintendent or his or her designee. These activities will be in accordance with evidence-based strategies such as those provided in the Vermont School Wellness Policy Guidelines.

VI. Assessment:

The District will conduct an assessment of the wellness policy every 3 years. This assessment will determine: compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

VII. Policy Implementation

- A. The district will 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, monitoring, and periodic review and update of this policy.
- B. 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.
- C. The district shall annually 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.
- D. 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.

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.

Vermont Education Quality Standards 2120.5

Vermont School Wellness Policy Guidelines, Joint Guidance from Vermont Agency of Agriculture, Food and Markets, the Vermont Agency of Education and Vermont Department of Health. 2016.

^[i] [See Resource: *Summary, Nutrition Standards for All Foods Sold in School*, <https://www.fns.usda.gov/sites/default/files/cn/allfoods-summarychart.pdf>]

^[ii] See above

^[iii] ^[iii] A useful summary of the Smart Snacks Standards can be found at, <https://www.fns.usda.gov/sites/default/files/cn/allfoods-summarychart.pdf>

Vermont Agency of Education

Model Local Wellness Policy

Adoption notes:

This text box, the disclaimer, and all highlights within the policy should be removed prior to adoption.

The Agency of Education recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Supervisory Unions/Districts (SU/SDs) may choose to use the following model policy as written or revise it to meet local needs and reflect community priorities.

When developing wellness policies, SU/SDs will need to consider their community's unique circumstances, challenges, and opportunities. For references to legal and regulatory requirements, resources for evidence-based strategies and other topics, and sample policy language, please refer to the [Vermont Local Wellness Policy Guide](#). A district should check its own current policies to assure internal consistency. Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the SU/SD.

This model policy will be revised as needed to account for developments in local, state and federal laws, regulations and court decisions, and/or other relevant education activity.

Purpose

It is the intent of the _____ [Supervisory Union/Supervisory District/School District] to comply with all applicable federal and state requirements (as outlined in the [Vermont Local Wellness Policy Guide](#), updated October 2023). In accordance with those requirements, this local wellness policy (LWP) (hereafter referred to as "this policy") has been developed in consultation with parents, students, school food service program/school food authority personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers, or behavioral health professionals.

Policy Statement

It is the policy of the _____ [Supervisory Union/Supervisory District/School District] (hereafter referred to as "District") to establish goals that are developed to promote student wellness and comprehensive health, and include the following goal areas:

1. Nutrition Promotion and Education
2. Nutrition Services/Guidelines for all foods available on school campus
3. Physical Education and Physical Activity
4. Comprehensive Health Education
5. Other school-based activities to promote student wellness

Goals for Nutrition Promotion and Education

1. Provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the District will provide a nutrition component in its Comprehensive Health Education program and will develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Education Quality Standards.
2. Conduct nutrition promotion and education programs through appropriately licensed staff members.
3. Limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.
4. Integrate nutrition promotion and education into core curricula in areas such as science and family and consumer science courses, to the extent practicable.

Goals for Nutrition Services/Guidelines for All Foods Available on School Campus

1. Provide adequate space for eating and serving school meals.
2. Provide a clean and safe meal environment for students.
3. Establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
4. Prohibit the use of food in District schools as a reward or punishment.
5. Provide training opportunities, as appropriate for food service and other staff members, in areas of nutrition and wellness.
6. Make free potable water available to children in meal service areas (for schools participating in the National School Lunch and School Breakfast program).
7. Ensure that nutrition services will reference USDA geographic preference rules and seasonal and local agricultural information when planning school meal menus, to the extent practicable.
8. Ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the United States Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.

Nutrition Guidelines

- i. The National School Lunch and School Breakfast Programs will meet the requirements provided in 7 CFR 210 and 7 CFR 220 (National School Lunch Program and School Breakfast Guidelines)
- ii. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards.
- iii. District fundraisers that occur during the school day will meet the USDA Smart Snack nutrition standards.
- iv. The District is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided but not sold may include food that is part of a classroom celebration or provided by parents or community

organizations free of charge. *[Districts should choose either 1 or 2 below or write their own guidelines.]*

(1) It is the policy of the District that, when feasible, food provided but not sold should be limited to those foods that improve the diet and health of students, help mitigate childhood obesity, and model healthy choices.

(2) Food provided but not sold will, at minimum, comply with the Smart Snacks Standards.

Goals for Physical Education and Physical Activity

1. Offer opportunities for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum but does not replace physical education classes.
2. Ensure that physical education is designed to enable all students, including those who may need adapted physical education, to engage annually in rigorous, relevant, and comprehensive learning opportunities that allow them to demonstrate proficiency in physical education.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Goals for Comprehensive Health Education

1. Ensure the development and delivery of comprehensive health education as required by state law (currently 16 V.S.A. §131, 16 V.S.A. §906(3), 16 V.S.A. §909) and Education Quality Standards Rules (Series 2000), Pupils Rules (Series 4000 as specified), and in coordination with expectations delineated in 16 V.S.A §131 and §132.
2. Consider the promotion and integration of health education throughout the school day and within various curriculum areas in addition to health education courses. This will be done to the extent practicable, under the supervision of the superintendent or designee, and aligned with state rules and standards.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Other School-based Activities to Promote Student Wellness

This section cannot be left blank.

The district may comply with the federal requirement for an “Other” goal through compliance with state level requirements, as established in [Act 66](#) of 2021 and reflected in [16 V.S.A. § 136](#), for setting goals specific to the implementation of Comprehensive Health Education. SU/SDs, however, are not precluded from adding to their local wellness policy other goals and may choose to incorporate other initiatives or requirements (e.g., suicide prevention, employee wellness, health services, etc.) into a local wellness policy (see “Other School-based Activities to Promote Wellness” in [Vermont Local Wellness Policy Guide](#)). Decisions to include additional LWP goals would be made at the local level and attention would need to be given to discrepancies between model policies and local SU/SD policies.

Policy Development, Implementation, and Assessment

The local wellness team will participate in the development, implementation, monitoring, and annual review and update of the LWP to prepare annual progress reports and triennial assessments.

Annually, the District will issue a progress report to 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 the model local wellness policies and a description of the progress made in attaining the goals of this policy.

Every three years, the District will conduct an assessment of:

1. How well the District's LWP aligns with the AOE's model LWP,
2. Compliance within the District with regard to its LWP, and
3. Progress made in attaining the goals of the District's LWP.

Administrative Responsibilities

The superintendent or designee will:

1. Convene a local wellness team that includes parents, students, school food service program personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers or behavioral health professionals.
2. 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.
3. Provide a report at least annually to the board and to the public on the District's compliance with law and policies related to student wellness and the school nutrition environment. 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.
4. Assist in ensuring compliance with the District's LWP including goals for all required components and that evidence-based strategies have been reviewed and considered in the development of those goals.
5. Be responsible for ensuring that the District complies with applicable state law and regulations governing the provision of and access to physical activity, physical education, and comprehensive health education as set forth in 16 V.S.A. § 136, 16 V.S.A. § 906, 16 V.S.A. § 941, and Education Quality Standard Rules (Series 2000).
6. Be responsible for ensuring that schools identify, near or at the beginning of serving lines, what foods constitute unit priced reimbursable meals.
7. Be responsible for ensuring that the District complies with any Administrative Review procedures of the State Educational Agency.
8. Develop a plan to respond to a parent's signed statement that the teaching of disease, its symptoms, development, and treatment, conflicts with the parents' religious convictions. In the case of a student exemption from such instruction, the exempted student shall not be penalized by reason of that exemption.

RECOMMENDED

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

It is the policy of the _____ Supervisory Union/School District to manage its financial affairs in a lawful, responsible and transparent manner. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Administrative Responsibilities

The superintendent or designee shall develop procedures and/or assist the board to:

1. Establish and maintain a system for receipt, deposit, disbursement, accounting, control, and reporting procedures that meets the Generally Accepted Accounting Principles (GAAP) for state and local governments and will follow, at a minimum, the code structure contained in the Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification system.¹
2. Examine claims against the district for school expenses and draw orders for the payment of those claims.²

¹ 16 VSA § 563(8)

² 16 VSA § 563(8)

3. Establish, with the advice and consent of the Auditor of Accounts and the Vermont Secretary of Education, a system of accounts for the proper control and reporting of school district finances and for stating the annual financial condition of the district.³
4. Arrange an annual audit of accounts by a certified public accountant. The Board shall review the final audit.
5. Provide suitable crime insurance coverage or bonding for employees handling large sums of money, for any school directors authorized to receive or disburse funds, and for the collector, or treasurer, or both.⁴
6. Maintain inventories of supplies, materials, and instructional equipment to be presented to the board annually.
7. Follow the bidding requirements set out in 16 V.S.A. §559.
8. Establish a system for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials. At the school level, the principal will be responsible for overseeing all student accounts.
9. Ensure that the Board is aware of any material deviations from the budget.
10. Provide the Board with financial reports at least quarterly, and as requested. The reports will provide the Board with the information needed to assure focused and responsible management of financial resources, including but not limited to:
 - a. Appropriation Accounts
 - i. Original appropriation
 - ii. Authorized transfers and adjustments
 - b. Revised appropriations
 - i. Expenditures to date
 - ii. Outstanding encumbrances
 - iii. Unencumbered balance
 - c. Revenue Accounts
 - i. Estimated revenues
 - ii. Amounts received to date
 - iii. Revenues estimated to be received during the balance of the fiscal year

[1] 16 V.S.A. §563(8)

[2] 16 V.S.A. §563(8)

[3] 16 V.S.A. §563(9)

VSBA Versions:	August 15, 2023
Date Warned:	

³ 16 VSA § 563(9)

⁴ 16 VSA § 492, 16 VSA § 735(f), 24 VSA § § 832, 833

Date Adopted:	
Legal Reference(s):	16 V.S.A. §§563(8),(9) (Powers of school boards)
	16 V.S.A. §559 (Public bidding)
	16 V.S.A. §.§ 492, 735(f), and 24 V.S.A. §§ 832, 833 (Bonding requirements)
	16 V.S.A. §1756 (Indemnity and insurance)
	Vermont State Board of Education Manual of Rules & Practices Rule Series 3250 and 6300
	Vermont Agency of Education Rules Series 100 (District Quality Standards)
	Vermont Agency of Education Handbook for Financial Accounting of Vermont School Systems (Handbook II)
Cross Reference(s):	Capitalization of Assets

Prevention of Conflict of Interest in Procurement

It is the policy of the Washington Central Unified Union School District Board that all purchasing and contracting comply with state and federal laws.

No employee, officer, or agent of the Washington Central Unified Union School District may participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest. Any employee, officer or agent with a real or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The superintendent or his or her designee will develop written procedures to implement this policy.

A conflict of Interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors, which exceeds a \$100 value.

In the event of a violation of this policy, the District may take disciplinary action against the employee, officer or agent according to procedures in the Washington Central Unified Union School District personnel manual and/or collective bargaining agreement.

Date Adopted:

Date Revised:

Legal Reference(s): 2 CFR 200.318

NOTE: This policy satisfies the federal regulatory requirement in 2 CFR 200.318. Alternatively, the district or supervisory union may fulfill this legal requirement by developing "written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts."

Via Email only

November 11, 2024

Policy Committee
Washington Central Supervisory Union
1130 Gallison Hill Road
Montpelier, Vermont 05602

Re: Use of School Facilities Policy

Dear Colleagues,

I'm proposing that we propose an Amendment to Policy E20, Use of School Facilities Policy, to include the following language:

Once an application for use is submitted in writing, the principal or designee shall approve or deny the Building Use Application within seven business days, not including the day of submission. If the principal, or designee, does not decide the matter within seven business days, the request shall be deemed approved.

I would propose that if we recommend this modification that we put it in the Scope Section as indicated in the Attachment.

Thank you.

Required

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy

USE OF SCHOOL FACILITIES POLICY

POLICY: E20

WARNED: 1.11.23

ADOPTED: 4.19.23

EFFECTIVE: 4.19.23

Purpose:

The Washington Central Unified Union School District is responsible for maintaining the school property and facilities in good condition of the public education of the students of the entire School District. The Board is also responsible for ensuring that budgeted funds approved by the taxpayers for public education are used as intended. The school property is public property, and the Board recognizes that some groups or individual may want to utilize the property for a variety of uses. This policy permits the use of District school property and facilities for other purposes, on an occasional basis, as long as the use is primarily for the benefit of the students and taxpayers of the School District and does not conflict with, detract from, or otherwise limit regular school programs or sponsored activities. This policy also establishes that use by other groups or entities, whose mission is more general than just serving the School district, whether for profit or not for profit, may be permitted under certain circumstances. This policy sets forth the priorities of uses and the conditions under which such uses are permitted.

Scope:

The facilities covered by this policy include all real estate, buildings, and property contents owned by the Washington Central Unified Union School District in each of its member Towns, and U-32.

The principal, or designee, shall manage and determine availability of, the facilities on an ongoing basis. The principal, or designee, shall establish a use permit process that may include variations by each category. This process shall be reviewed and approved by the board on an annual basis. It is required that groups or individuals in categories 2 through 6 follow the process in obtaining permission for use.

Some areas may be restricted from general public use for extended periods of time due to the necessity of maintaining or conserving those areas for current student activities, recovery efforts (i.e. grass on playing fields), for security reasons, or to maintain confidentiality.

Equipment use may be permitted under certain conditions but is not automatically included in permission for use of any space. Some equipment may be excluded from non-school program use at the discretion of the principal or designee due to reasons that include but are not limited to safety, liability, conservation for school programs and resources, or situations where depreciation of equipment may be difficult to assess.

Priorities of Use:

When the School District grounds or facility are subject to an easement, the principal's decision must comply with grounds or facility use outlined in the easement. In situations where easement rights apply, a user may appeal the principal's decision to the superintendent for decision.

Facilities shall be made available so as to preserve the following priority of uses:

Category 1. Town Government Bodies

First priority is given to town taxpayer-funded, municipal activities that are open to the public (e.g., town meetings, voting)

Category 21. School-Related and School-Supporting School Activities and School Sponsored Activities

First priority is that all facilities be available for public school purposes, including, but not limited to, instruction, extra-curricular and co-curricular activities, and other school-sponsored activities and events. No school facility or portion thereof shall be contracted for, or dedicated to any other purpose, except on an occasional basis as further set forth below, so as to maintain this availability.

Category 32. School-Related and School-Supporting Activities

Second priority shall be use by the individual school's recreation or co-curricular department and school established organizations or groups, the express purpose of which is to provide benefit and support to the School District. Such uses may include, but are not limited to, use by parent-teacher organizations, booster clubs, recreational organizations that benefit students and/or taxpayers, and fundraising activities whose purpose is to benefit the School District.

Category 43. Other Groups or Individuals Providing Educational Benefits or Services on a Non Profit Basis to the School Community

Third priority shall be given to non-profit use by groups or individuals to provide curricular, extra- curricular or post-secondary educational opportunities of a kind or at a level not otherwise generally available to the School District population. Examples include, but are not limited to, classes, or non-- profit athletic, artistic or similar group endeavors offering activities that provide opportunities for enrichment to the School District community.

Category 54. Use by Other Public Entities

Fourth priority will be given to other public entities for events or programs that are open to the public. Such uses include use as a site for a public civil function, such as a public meeting on a legislative or municipal issue. Public entities include local, state, and federal governmental entities, including subdivisions, agencies, organizations, or programs operated by such entities.

Category 65. Other Occasional Uses

Use by an entity not described in the previous categories may be permitted by the principal, or designee, for an educational or community purpose, where such use does not conflict with the goals of this policy. The use is subject to specific terms and conditions consistent with the policy.

Implementation:

Conditions of Use –The following conditions shall be applied by the principal, or designee, in deciding what uses will be allowed and what terms and conditions will be applied to each specific use in granting permission. In the event of a conflict between potential users or uses, or if an issue arises concerning terms and conditions of use, the principal shall have the authority to decide the conflict.

1. **Nondiscrimination** – All users of school facilities must agree in writing to not unlawfully discriminate on the basis of disability, race, color, national origin, sex, age, religion, ancestry, sexual orientation, or place of birth, or membership in any other protected class. Failure to adhere to this agreement shall result in the cancellation or termination of the use.
2. **Lawful Use Only** - Compliance with School Policies -All users of the school facilities must agree in writing that their use will not violate any federal, state or local laws, including but not limited to: the use of tobacco, alcohol or other controlled substances; illegal gambling; possession of weapons. Users must also agree in writing to take responsibility for notifying attendees of this condition. Failure to comply with this agreement shall result in the cancellation or termination of the contracted use as well as denial of future use.
3. **Maintenance of the Facility** - All users shall agree in writing to use school facilities appropriately, to oversee treatment of the facilities by those involved in the use and to leave the facility in at least as good condition as it was in at the time they commenced their use. Additional fees will be assessed to any group for litter, and/or damage to the property.
4. **Non-Endorsement Clause** – Use of School District property or facilities by any group or entity other than those described in categories 1 or 2 above shall not constitute and shall not be considered an endorsement of said group or entity, or of its use or activity, policies, opinions, agendas, actions or beliefs. Any person or entity using the facility for a purpose other than categories 1 and 2 above shall clearly state the identity of the presenting entity or individual in all promotional materials, advertising, signs, ad descriptions of the activity or event, and shall not state or imply that the activity is sponsored or endorsed by the Washington Central Unified Union School District, unless such support or endorsement has been explicitly given in writing.
5. **Special Purpose vs. General Purpose Facilities** - Before committing any special purpose facility for use for a non-school purpose, particular care shall be taken to avoid creating a general unavailability of such facilities for high priority uses in category 1. This may mean taking measures to assure a strict limitation on the availability of a given special use facility to all outside users. Special use facilities include auditoriums, libraries, playing fields, gymnasiums, cafeterias, and other special purpose rooms and facilities.
6. **Schedule of Fees** - Consistent with the Board's responsibility to maintain the facilities for

use in educating the students of the School District, and that the tax monies appropriated by the school district are intended to be used for the education of those students, the principal with board approval shall develop and charge appropriate fees for use of school facilities and related equipment for uses in categories 2 through 6. The fees charged shall not be less than the actual cost of the use, taking into account costs such as utilities, custodial services, security, and maintenance. The principal may only waive fees subject to rules established by the Board. The board shall review the rules and fee structure annually.

7. **Insurance** - The principal or designee shall include as an express condition of use, for any user entity not covered under the School District's insurance policy, a requirement that the user entity submit proof of insurance as specified for the particular use, prior to commencement of the use, specifically listing the School District as additionally insured. The Board shall establish the standard limits of liability to be required each year.
8. **Written Use Agreements** - The principal shall prepare and maintain, with Board approval, a form of written use agreement that states all conditions of use. If a fee is charged, or proof of insurance required, with respect to a particular use, a written agreement shall be signed by the principal or designee and a duly authorized representative of the user, prior to commencement of the use, reciting all conditions of use and agreement to any fee imposed for the use. Each written agreement shall have attached to it a copy of this policy. It shall also include, in its specific terms, the conditions listed in this policy to the extent they are applicable to the particular use.
9. **Duration of Use** - Uses in categories 2 through 6 shall be limited to occasional use, meaning use of limited duration and frequency. When an occasional use by users in categories 2 through 6 involves a series of weekly activities or events on more than one date, such use shall not be more than a two-month period. Upon a showing of special circumstances, the principal or designee may extend the period by up to an additional two months.
10. **Cancellation or Postponement of a Scheduled Event** - The School District reserves the right to cancel a scheduled event (reoccurring or otherwise) if it conflicts with the rescheduling of a student event(s) made necessary by weather or other circumstances beyond the control of the School District. The School District reserves the right to cancel or postpone any scheduled event due to serious concerns for public safety, employee safety or security of the property. The principal or designee is authorized to order the cancellation or postponement of a scheduled event under these circumstances and shall make every effort to give reasonable notice to the party intending to use the property. The principal or designee shall also make every reasonable effort to reschedule postponed events. It is also understood that some municipal building uses (town meeting, voting, etc), cannot be cancelled and the principal would defer to the Town in such instances. The principal or designee shall also make every reasonable effort to reschedule postponed events.
11. **Equipment** - Users in categories 2 through 6 may only use equipment related to the facility if prior permission is obtained from the principal or designee. Equipment used

shall be limited to that which is negotiated in the agreement with the principal or designee. The principal or designee shall factor in the cost of use of the equipment in the fees charged. Examples of equipment related to the facility are computers, sports equipment, scoreboards, theater lights, and sound equipment.

- 12. Outside Contractors** - All outside contractors, and specific contract agreements for services to be provided to an entity using School facilities, must be approved by the principal or designee in writing, prior to commencement of use of the facility. The user assumes all responsibility for any damages or additional costs related to the use of contractors.



Facilities Use Request

Building: _____

Group making request: _____ Date: _____

Address: _____ Phone: _____
Street City, State Zip

Date(s) requested for use: _____ Time of Use: from _____ a.m./p.m. to: _____ a.m./p.m.

Purpose: _____

Specific room requested: Music/Art room _____ Gym _____ Library _____ Classroom _____ Other _____

Is the general public invited?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your organization:	For Profit	<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>
Will admission be charged?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you need any special equipment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify: _____				
Are you requesting use of our kitchen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, see the checklist/requirements below:

- 1) A brief overview of kitchen equipment and instruction on its use with food service personnel is required by the person responsible for the event before first use of the kitchen area. This meeting will be arranged at the cook's convenience. A check-in checklist will be reviewed and initialed to confirm that all information has been understood.
- 2) Rules of the kitchen, found below, will be followed anytime food is being prepared and served:
 - 1) Make sure all counters and sinks are cleaned;
 - 2) Do not leave any food products in sink or on the counters; please remove trash and food scraps;
 - 3) Make sure all coffee pots are turned off;
 - 4) All utensils and pans should be returned to where you found them;
 - 6) Ovens must be checked to be certain they are off before leaving;
 - 7) Make sure dishwasher/sanitizer is turned off, drained, and cleaned;
- 3) Completion of the kitchen's check-out checklist will be initialed and returned to the kitchen at the end of the event.

Contact Person: (Person responsible):	Name: _____
Phone: _____	Address: _____
	City, State, Zip

PLEASE LEAVE THE BUILDING / AREA BETTER THAN YOU FOUND IT!

By signing below, the Responsible Party agrees to comply with Policy E20. Failure to adhere to this agreement may result in the cancellation or termination of the request. Compliance includes:

- An agreement to not unlawfully discriminate on the basis of disability, race, color, national origin, sex, age, religion, ancestry, sexual orientation, place of birth or membership in any other protected class
- Firearms are expressly prohibited on school property, *including in vehicles*.
- There is no smoking or vaping on the premises
- Users must comply with fire and safety regulations and policies

- Use facility only on specified dates and for purposes named in the application. Applications are not transferable and are not valid unless approved and signed.
- Possession or use of alcoholic beverages or drugs on school premises is prohibited.
- Do not move furniture or equipment belonging to the school without permission. Under no circumstances remove school property from the premises.
- Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed, provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Nothing should be nailed, tacked, or fastened to any wall, inclusive of sign, without prior approval.
- Please see building-specific requirements about animals on premises (identified service animals under ADA are universally permitted).
- Users are subject to being charged any special costs incurred by the School District in preparing for any function, or after such function
- If determined necessary by the building administrator, additional personnel will be assigned to cover a function and costs associated with them charged to the user.
- Safety regulations determine maximum capacity of school facilities. Each administrator will advise the user not to exceed such restrictions.
- Any organization using school building shall leave the facility in the same order as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule occurs.
- The organization or individual(s) participating or requesting the use of the school district facilities agree to Hold Harmless and Indemnify the WCUUSD for damages or injuries.
- Activities involving children must provide appropriate adult supervision.
- Vehicles must park only in designated areas.
- The sponsor of any group or organization applying for use of district facilities or grounds for athletic purposes or for other purposes which, in the opinion of the Principal, might require appropriate insurance coverage shall provide a certificate of insurance naming the school district as an additional insured. The certificate of insurance will be issued for a minimum to be determined by the Principal.

Check-out Checklist

- ☐ Areas used are swept.
- ☐ All trash/recycling/compost should be picked up and removed from the building.
- ☐ Chairs and tables are put back in place.
- ☐ All equipment used is returned.
- ☐ All lights are turned off before leaving.
- ☐ Checklist for kitchen has been completed.

****If there are any problems, such as the fire alarm going off or no heat, please contact _____**

Signature of Responsible Party _____ Date: _____

Administrative Action

Request Approved _____ Request Denied _____ Reason: _____

Fee for Usage: \$ _____

Payment received: \$ _____
 Date: _____

Building Administrator _____

Date _____