

POLICY COMMITTEE MEETING
SEPTEMBER 18, 2017
CENTRAL OFFICE – LIBRARY
4:30 PM

AGENDA

COMMITTEE MEMBERS:

N. Carlow	J. Moses
R. Deakin	M. Nadeau
A. Dube	

- Attendance
- GCOC-R – Evaluation of Administrative Staff – Administrative Procedure (15 mins)
- GCSA – Employee Computer and Internet Use (15 mins)
- JL – Wellness Policy (30 mins)

NEXT MEETING: October 2 @ 4:30 p.m.

MSAD 6

**EVALUATION OF ADMINISTRATIVE STAFF –
ADMINISTRATIVE PROCEDURE**

MSAD 6 Annual Timeline/Workflow

January / February

~~Meet with evaluator to review goal previously agreed upon in previous spring with reflection and set new goals.~~

September / October

Meet with evaluator to review **annual** goals established and discuss progress.

November / February 15

Between November 1 and ~~January 1~~ **February 15**, administrator gathers three to five pieces of evidence in support of goal.

- ~~During district administrator meeting,~~ Each administrator will share their work with a small group of colleagues to discuss progress and evidence towards goal.
- ~~Conduct survey:~~ **Collect** Stakeholder feedback on leadership practice.
- Administrator meets with evaluator to **share and discuss evidence.** ~~overall rating and goal setting for following year tied to evaluation standards.~~
- Administrator completes self-evaluation of **the Administrator Evaluation Framework.**
- **Administrator meets with evaluator to discuss overall rating and goals for the following year**

March 1

Deadline for receipt of written school board notification of renewal/nonrenewal to administrators employed for more than two years.

April 1

Deadline for receipt of written school board notification of renewal/nonrenewal to administrators employed for two years or less.

Effective: May 16, 2016

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MSAD 6



Employee Computer and Internet Use

MSAD 6 computers/devices, networks, and Internet access are provided to support the educational mission of the schools. This policy and the accompanying procedures also apply to computers/devices issued directly to staff, whether in use at school or off school premises. Employees are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying procedure.

1. Personal Use of School Computers

MSAD 6 computers/devices, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers/devices is permitted as long as such use:

- a. Does not interfere with an employee's job responsibilities and performance,
- b. Does not interfere with system operations or other system users; and
- c. Does not violate this policy and the accompanying procedure, or any other Board policy/procedure. "Incidental personal use" is defined as use by an individual employee for occasional personal communication that does not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning computer/device use is mandatory. An employee who violates this policy and/or any rules governing use of MSAD 6 computers/devices will be subject to disciplinary action, up to and including termination. Illegal uses of MSAD 6 computers/devices will also result in referral to law enforcement authorities.

3. No Right to Privacy

All MSAD 6 computers/devices remain under the control, custody, and supervision of the district. MSAD 6 reserves the right to monitor all computer/device and Internet activity by employees whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network and Internet services. This also applies to privately-owned computer/devices being used on the school's network.

4. **Intellectual Property**

When original materials are developed by employees or staff committees during working time, or as part of regular or special assignments for which they are paid, the school systems will have sole rights in matters of publication or reproduction. (Please see Policy GCS – Professional Research and Publications.)

Cross Reference: **EGAD – Copyright Compliance**
 GCS – Professional Research and Publications
 GCSA-R – Employee Computer and Internet Use Rules
 IJNDB – Student Computer and Internet Use and Internet Safety
 IJNDB-R – Student Computer and Internet Use and Internet Safety
 Administrative Procedures

ADOPTED: July 16, 2001
REVIEWED: July 15, 2002, October 29, 2013
REVISED: August 19, 2002, November 19, 2012

Wellness Policy

MSAD 6 (hereto referred to as the District) recognizes that student wellness and good nutrition are related to students' physical and psychological well-being and their readiness to learn. The Board of Directors is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education and regular physical activity. The Board of Directors believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults and reduce their risk of obesity, **and the possible onset of related illnesses.**

The District will establish and maintain an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District. Specific measurable goals and outcomes are identified within each section below.

Wellness Goals:

Healthy Eating

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this policy establishes goals and procedures to ensure that:

1. Schools will provide quality nutrition education that focuses on the skills students need to develop and maintain lifelong healthy eating behaviors;
2. Nutrition education will **continue to be updated and** integrated into other subjects as appropriate to complement, not replace, the health education program;
3. Students **in the District** have access to healthy foods throughout the school through reimbursable school meals in accordance with federal and state nutrition standards and schools will also encourage maximum participation in school meal programs;
4. Administrators and staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
5. **Parents will be expected to provide nutritionally sound snacks and/or non-food items from home for classroom parties, celebrations, or events;**

Physical Activity

1. The physical education program will provide students with the knowledge and skills needed to be physically fit and take part in healthful physical activity on a regular basis;

2. Physical education classes will keep all students involved in purposeful activity for a majority of the class period;
3. Physical education classes will provide opportunity to learn for students of all abilities;
4. **The District** will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness throughout the school day;
5. Appropriate professional development will be provided for physical education staff and other staff involved in the delivery of such programs.
6. **The schools will encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.**

I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC) that meets at least 5 times per year to establish goals for and oversee school health **and wellness** policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy.

The Superintendent will appoint a district-wide wellness committee comprised of at least one of each of the following: Board Member, School Administrator, School Nurse, Classroom and Physical Education Teachers, **Support staff representative(s)**, School Nutrition Director, Student Representative, Community Organization or Agency Representative, and Parent or Community Representative.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. The designated official for oversight is the Superintendent of Schools.

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan will have specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and

beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. The wellness policy and progress reports can be found at: <https://sites.google.com/a/bonnyeagle.org> All policies can be found under the "School Board" link.

Recordkeeping

The District will retain a copy of the School Board approved wellness policy online on the District's webpage. Additional documentation shall be made available online at the web address above.

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the local schools' wellness policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the District website and/or district-wide communications.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- A description of the progress made in attaining the goals of the District's wellness policy.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy.

III. Nutrition Standards

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk that are moderate in sodium, and low in saturated fat.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children (Examples to support this: taste testing in the cafeteria, bus schedules align with meal schedules, using the USDA Smarter Lunchroom tools);
- Are served in clean and pleasant settings, with adequate space and seating, and with appropriate supervision to ensure the following of rules and safe behavior;
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations. The District offers reimbursable school meals that meet USDA Nutrition Standards: <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

The District and the School Lunch Program commit to the following:

- Promote healthy food and beverage choices;
- School meals are administered by a team of child nutrition professionals;
- Dietary accommodations will be made in accordance with federal guidelines;
- Students are served lunch at a reasonable and appropriate time of day and will be provided adequate time (minimum of 20 minutes) to eat lunch;
- Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school (this shall include the promotion of the Summer Food Service Program);
- Parents shall be advised that free and reduced meal programs are available and the eligibility criteria shall be made public;
- Utilizing our Point of Sale (POS) system, the district shall take steps to ensure no overt overidentification of eligibility and that competitive foods are sold from the same lines as reimbursable meals (Free and reduced lunch applications are available on the district website and are sent home as part of a "Welcome to School" packet.);

- School personnel are encouraged to model nutritious food choices and eating habits;
- School personnel will assist students in developing the healthy practice of washing hands before eating;
- School staff may not provide permission for students to leave campus for the purpose of getting lunch (The District has a closed campus policy.);
- All school nutrition staff, including the Food Service Director, shall meet all USDA Professional Standards at the state and local levels;
- Specific nutrition information will be provided to parents upon request;
- PreK-5 schools are encouraged to provide recess before lunch.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. The District will make drinking water available where school meals are served during meal times, providing students with cups and pitchers of water if no fountain is available.

- Students will be allowed to bring and carry water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

Sales of foods and beverages that compete with the School Nutrition Program must be in compliance with District policy EFE.

The District is committed to ensuring that all foods and beverages sold to all students on the school campus support healthy eating. The foods and beverages sold and served after school hours are strongly encouraged to meet the USDA Smart Snacks in School nutrition standards. The District encourages that foods and beverages served to students in before/after care, whether run by the school or an outside party, will meet Child and Adult Care Food Program Nutrition standards, Smart Snack standards, or National School Lunch Program standards. The District encourages that foods and beverages sold to students during the extended school day, including after school programming and clubs, will meet Smart Snack standards. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

Celebrations and Rewards

- Foods and beverages served at school day celebrations are **expected** to comply with the Smart Snacks in School nutrition standards;

- Foods and beverages are **expected to** not be used as rewards, incentives, or withheld as discipline for student behavior or performance. Non-food items or physical activity are recommended as rewards or incentives;
- **When foods and beverages are offered, there will be alternatives available for students to accommodate various dietary needs and restrictions;**
- The Food Service Director will provide parents **and staff** with a list of party foods that meet the Smart Snack standards. **It is suggested that the staff use the District's Food Service Department to ensure good nutrition.**

Fundraising

It is recommended that schools avoid participation in fundraising and corporate incentive programs that promote a message inconsistent with our goals for a healthy school community.

- During the school day, all schools district-wide will use either 1) non-food fundraisers and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.) OR 2) foods and beverages that meet or exceed the Smart Snacks nutrition standards (such as popcorn, fruit baskets, pizza kits).
- Fundraising efforts for groups that meet outside of school hours are encouraged to sell non-food items (such as wrapping paper, candles, greeting cards, t-shirts, etc.) or foods and beverages that meet or exceed the Smart Snacks nutrition standards (such as popcorn, fruit baskets, pizza kits).

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

IV. Nutrition Education

The goal of **the District** is to provide students with nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors. The District will teach, model, encourage, and support healthy eating by all students. Schools will provide nutrition education at all grade levels, and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Provide nutrition-related skills including but not limited to planning healthy meals, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising, and how to assess personal eating habits, set goals for improvement, and achieve those goals;
- Students will receive consistent nutrition messages throughout the schools, including classrooms, cafeteria, field trips to farms, school gardens, etc., and school-home communications;
- Nutrition education is aligned with state and federal learning objectives and standards.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. It is the intent of the District to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are **in compliance with** Smart Snacks standards, consistent with the District's wellness policy.

As the District/School Nutrition Services Department/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

V. Physical Activity & Education

Children and adolescents should participate in at least 60 minutes of physical activity every day. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks, or physical education) should not be withheld as consequence or punishment to the extent practicable. In a case of safety/behavioral concerns, those must to be addressed before participating in recess.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide physical education curriculum, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits. The curriculum will support the essential components of physical education. <https://sites.google.com/a/bonnyeagle.org/curriculum/>

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. Schools may not allow students to substitute other school or community activities for required physical education time or credit.

All District **elementary students** in each grade will receive physical education for at least 30 minutes per week throughout the school year, per state physical education requirements.

All District **secondary students** (middle and high school) are required to participate in physical education, per state physical education requirements.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity;
- How physical activity can contribute to a healthy weight;
- How physical activity can contribute to the academic learning process;
- How an inactive lifestyle contributes to chronic disease;
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition;
- Differences between physical activity, exercise, and fitness;
- Phases of an exercise session, that is, warm up, workout, and cool down;
- Overcoming barriers to physical activity;
- Decreasing sedentary activities, such as TV watching;

- Opportunities for physical activity in the community;
- How to find valid information or services related to physical activity and fitness;
- How to influence, support, or advocate for others to engage in physical activity;
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least **20 minutes of recess** on all days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating.

In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District may offer opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will work to increase opportunities and ensure adequate access to physical activity.

VI. Other Activities that Promote Student Wellness

The MSAD 6 schools, with prior approval of the Superintendent/designee, may implement other appropriate wellness activities that support consistent wellness messages, promoting and incorporating healthy eating and physical activity in the school culture.

Community Partnerships

The District will continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of the implementation of this wellness policy.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.

The District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

As feasible, school physical activity facilities will be made available after school hours for student, parent, and community use to encourage participation in physical activity.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness.

The District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.

The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Staff wishing to consume snacks or lunch alongside students are encouraged to have healthy food and beverages present.

Professional Learning

When feasible, **the District** will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Legal Reference: 42 U.S.C. § 1751

Cross Reference: JJE – Fundraising
JJE-R – Solicitations and Fundraising Activities
EFE – Competitive Food Sales – Sales of Foods in Competition With the School Food Service Program
KF – Non School Use of MSAD 6 Facilities
KFA – Grounds Policy

First Reading: November 6, 2006
Second Reading: December 4, 2006
Adopted: December 4, 2006
Reviewed:
Revised: February 3, 2014