



THE GLOUCESTER PUBLIC SCHOOLS

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PROGRAM SUB-COMMITTEE MEETING

Friday, November 1, 2013

3:00 pm

Superintendent's Conference Room – District Office
2 Blackburn Drive, Gloucester, MA 01930

A G E N D A

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSION

- *A. Student and Staff Fundraising Policy, File JJE
- *B. Time on Learning/Extended Learning Time
- *C. Wellness Policy, File ADF (*Revisions recommended by staff*)
- D. FAQ Update for West Parish MSBA
- E. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

III. ACTION

IV. ADJOURNMENT

STUDENT AND STAFF FUNDRAISING

I. PURPOSE

The purpose of this policy is to address fundraising efforts and the care and safety of the Gloucester students and staff involved in those efforts. The Gloucester School Committee recognizes and appreciates the value and importance of the many fundraising activities undertaken by various groups for the benefit of the programs of the Gloucester Public Schools.

II. GENERAL STATEMENT OF POLICY

- A. The Gloucester School Committee recognizes a need for fundraising and aims to support groups in their fundraising efforts.

The School Committee's fundraising policy applies to any fundraising activity conducted by any school-related group that is not a 501 (c) (3) registered non-profit organization.

- B. The School Committee also recognizes a need for coordination to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, community, and the general public. Coordination is also important to encourage equity across different fundraising efforts and their recipients.
- C. The School Committee has the responsibility to monitor, supervise, and control all fundraising activities associated with official school programs, activities, and the use of the school names and logos in fundraising activities per Massachusetts General Laws Chapter 71, Section 47.
- D. All fundraising activities must be conducted per established fundraising procedures.
- E. Fundraising activities that involve students should promote positive educational values such as student responsibility, student leadership, and student service to others. Fundraising activities should also ensure that student and staff safety is maintained.
- F. Elementary or middle school students may engage in door-to-door sales only to friends and family.
- G. Fundraising activities should not interfere with the educational priorities of the Gloucester Public School District.

- H. Participation in fundraising activities is voluntary. No student, staff, parent/guardian, or community member shall be forced, coerced, or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation, nor criticism shall be made of any student who does not participate or succeed in fundraising. No elementary student will be excluded from an event or program because of non-participation by the student or their parents/guardians.
- I. Parent/guardian must be notified prior to student participation in fundraising activities outside of the school setting. School transportation guidelines must be followed where appropriate.
- J. The School District expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- K. Fundraising activities during the school day will be limited and must not conflict with federal and state laws and regulations relating to food service programs.
- L. All fundraising activities must comply with federal and state law.
- M. In no case shall students engage in the direct monetary selling of raffle tickets, lottery tickets, games of chance or other forms of gambling as defined by Massachusetts General Laws Chapter 271, Section 7A.
- N. All funds raised and placed under the care of the Gloucester Public Schools will be administered per Massachusetts General Laws Chapter 71, Section 47 and established financial management practices.

The use of paid-for-profit fundraising organizations is not permitted. Contact and/or “asks” must be done by students and parents, not paid professionals.
- O. Student organization fundraising conducted either on or off the premises of the Gloucester Public Schools will be subject to established administrative procedures.
- P. Charitable giving campaigns and outside organization fundraising conducted on Gloucester Public Schools premises will be subject to established administrative procedures.
- Q. All other funds raised for the benefit of the Gloucester Public Schools will be received through the Gift Policy KCD.

III. DEFINITIONS

- A. Fundraising is the selling of a product; providing a service or activity for money or other consideration; or requesting of donations. School fundraising directly funds school programs and benefits students.
- B. Student organizations are groups that are sponsored by the School District and recognized by the School Committee. Student organizations are directed or supervised by School District staff. Examples include but are not limited to: athletics, speech, drama, music performances, intramural athletics, banquets, individual class clubs, language club, music clubs, National Honor Society, student concessions, student council, and yearbook.
- C. Outside organizations are groups that exist to support the activities of the Gloucester Public Schools and the activities and students within but that operate outside the direct control and supervision of the Gloucester Public Schools.

Example 1: If a restaurant wants donate 10% of their take on a given night to a school group, this would be an acceptable fundraiser.

Example 2: If a company wants to create a High School sports calendar and they will solicit advertising from local business with their sales people and give the school group some money, it is not acceptable.

- D. “A charitable cause is a group that operates for the exclusive benefit of the public and as defined by State and Federal tax laws (e.g., American Heart Association).

IV. GUIDELINES FOR MANAGEMENT OF FUNDRAISING ACTIVITIES

The administration will maintain a set of fundraising procedures and consider fundraising proposals and approve or disapprove fundraising activities per established procedures.

Time on Learning – My View

Submitted by Superintendent Safier to the Gloucester Daily Times on September 5, 2013

Recently, questions have been raised about time on learning in our elementary schools. These questions are actually part of a larger criticism of a pilot Universal Breakfast Program that is being implemented at Beeman and Veterans'. This will be discussed below.

The Department of Elementary and Secondary Education (DESE) is clear on its expectations for time on learning. Schools are to have 900 hours dedicated for that purpose.

The school day is 6 hours or 360 minutes long. Of that day, 45 minutes are scheduled for lunch and recess, inclusive of student travel time. Contrary to recent public statements, elementary schools do not have homeroom as do high schools. Students typically begin their day with independent work and/or social learning activities while attendance is taken. Years ago, our schools had a 15-minute morning snack and recess during the school day. Our schools no longer have this recess, and schoolwork is done during snack time except in Kindergarten, which is not subject to the 900-hour requirement.

Recent statements also claim 15 minutes of transition time, yet, students do not regularly pass between classrooms as they do in high school, and many specialist classes (art and music) are conducted in the classroom (students do not move). Students may leave the classroom 2-3 times per week for Physical Education, which in our schools constitutes a one-minute walk.

An actual account of time on learning in our elementary schools is as follows:

1. Out of a 6-hour day, there are 5.25 hours for time on learning when we subtract lunch, recess, and travel to and from class;
2. Over 180 days, this would total 945 hours;
3. Remove 2.25 hours time for 11 release days (the June 3 Early Release was optional; that will now be a full day of school). That brings the total to 920.25 hours;
4. From the 920.25, we can assume 4 minutes per day of transition for daily specialists totaling 12 hours; this brings the total to 908.25 hours;
5. If we allow (generously) a full hour per year to account for health screenings (postural, BMI, fluoride), the day's length is reduced by 20 seconds per day, lowering the total hours to 907.2.
6. Snack time is a working snack in our schools. Students read, write in journals, and often complete daily math practice. For the sake of argument, let's add 2 minutes for opening the snack. That brings the total number of hours to 901.2. We meet the DESE requirement.

Now, a word about breakfast. In a press release dated March 6, 2013, the Department of Elementary, along with the Department of Agricultural Resources, the New England Dairy & Food Council, the School Nutrition Association of Massachusetts, and Project Bread issued a challenge to districts statewide to increase and sustain student participation in the School Breakfast Program by 35 percent. In Gloucester, only 29 % of students eligible for free or reduced meals have breakfast in school. To meet the state's challenge, we are piloting a Breakfast in Class Program at Beeman and Veterans' (those are the only two schools where state reimbursement make this a viable option).

We consider these trial programs to be a moral obligation and an act of conscience. And, research shows that students who have breakfast perform better, and have better concentration. Schools also have less behavioral issues. The breakfast program will help all students in our elementary classrooms. (<http://bestpractices.nokidhungry.org/school-breakfast>; www.frac.org). In essence, these benefits improve the quality of time on learning for all students.

For this program to succeed, however, students must be at work during breakfast. Plans are in place to ensure that happens. If we find that we cannot guarantee that students are engaged in time on learning during breakfast, then we will close the programs. But, if we can manage to maintain time on learning, while improving the quality of learning for all students throughout the day, then we feel obligated to give it a try.

THE GLOUCESTER PUBLIC SCHOOLS
Our mission is for all students to be successful, engaged, lifelong learners

File: ADF

WELLNESS POLICY

The development of this policy is mandated by the federal Child Nutrition and WIC Reauthorization Act of 2004, P.L. 108-265, Section 204 and Healthy, Hunger-Free Kids Act of 2010 Sec. 204 of P.L. 111-296. No funds have been attached to the mandate.

INTRODUCTION

This policy should be read in conjunction with the School Committee's Comprehensive Health and Sex Education Policy (File: IHAM) and be read and interpreted in that context.

The Gloucester Public Schools recognizes the important relationship between wellness and academic success. The district shall have an on-going commitment in support of wellness in the areas of nutrition, physical activity, and other school-based activities that promote health and wellness.

The district will take a comprehensive approach to reviewing and incorporating changes in policy, curriculum, and operating procedures to promote healthy lifestyles and appropriate nutritional and physical fitness practices for all students.

The Gloucester Public Schools will operate in compliance with all applicable state and federal laws and regulations (Child Nutrition and WIC Reauthorization Act of 2004, P.L. 108-265, Section 204 and Healthy, Hunger-Free Kids Act of 2010 Sec. 204 of P.L. 111-296).

The School Committee recognizes that while it has a responsibility to promote and encourage health and wellness, families also have a key role to play in the development of good habits and healthy choices.

SCHOOL MEALS

- Meals served through the National School Lunch and Breakfast Programs must meet, at a minimum, the regulations of the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (ACT U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f)(1), 1766(a), and the Healthy, Hunger-Free Kids Act of 2010 (Sec. 204 of P.L. 111-296). The district will work towards meeting the US Dietary Guidelines for Americans published by the Department of Health & Human Services (HHS) and the Department of Agriculture (USDA) (<http://www.health.gov/dietaryguidelines/>) as resources allow.
- Menus will be prepared and foods will be served to incorporate variety, appeal, taste, and safety to ensure high quality meals.

- The Food Services Department will offer appropriate education and training to school food services staff.

BREAKFAST

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- The district will, to the extent possible, operate the School Breakfast Program.
- Universal Breakfast Program will be instituted in all schools where greater than 50% of the student population is eligible for either free or reduced meals.
- The district will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

FREE AND REDUCED-PRICED MEALS

Universal Breakfast Program will be instituted in all schools with greater than 50% free/reduced.

Schools and the Food Service will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the district will utilize electronic identification and payment systems.

SUMMER FOOD SERVICE PROGRAM

The Open Door/Cape Ann Food Pantry, Inc. will sponsor the Summer Food Service Program for at least ten weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

MEAL TIMES AND SCHEDULING

A. Schools

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times; e.g., lunch should be scheduled between 10:20 a.m. and 1 p.m.;
- will avoid scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;

- will to the extent possible schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

B. General

- Snacks may be brought from home for children’s own consumption, with the understanding that some classrooms may need to restrict some types of recess snacks due to specific allergies that classmates or staff may have, such as peanut allergies. Parents are encouraged to send healthy snacks that will provide the “fuel” for effective learning such as whole grains, fruits & vegetables, nuts & seeds, and low fat dairy.
- Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- For any **school or classroom** celebrations, only **individually** wrapped foods, with ingredients listed on the labels may be sent in. Administrators in collaboration with the school nurse may make exceptions to this for curriculum-based food activities. **Fresh fruits and vegetables are allowed and encouraged.**
- Principals will ensure that the frequency of classroom parties is consistent with making the most effective use of instructional time.
- Staff members are expected to follow the same procedures for any food they bring in to share with their classes or allow other students to bring in and share.
- Staff members should not use food or beverages as a reward for academic performance or good behavior and will not withhold food or beverages as a punishment. There are numerous alternative rewards that can be used instead of food to provide positive reinforcement for students such as holding class outdoors, giving extra credit, non-food items such as stickers and temporary tattoos, and awarding individual privileges like going first.
- No fundraising activities or school store sales involving food will occur during the breakfast or lunch period. Foods sold as part of a fundraiser must meet the Smart Snacks in School standards if sold during school hours.

- Only vending machines containing nutrient-dense, low-fat, low-sugar foods, pre-approved by the district's school wellness committee, may operate during lunch and breakfast periods.
- All competitive foods sold to children at school during the school day will comply with the Smart Snacks in School interim standards and the 2010 Massachusetts Act Relative to School Nutrition (Chapter 197). Competitive foods are defined as foods and beverages sold or provided in school cafeterias as a la carte items, vending machines or school stores and snack bars. The standards apply to food and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends. Effective August 1, 2013, nutrition information will be available to students for non-prepackaged competitive foods and beverages served in the cafeteria (this standard does not apply to fresh fruits and vegetables). Accompaniments such as cream cheese and salad dressing must be included in the nutrient profile as part of the food item sold. The use of fryolators for preparing competitive food is prohibited. Fresh fruits and non fried vegetables will be offered for sale at any location where food is sold, except in non-refrigerated vending machines and vending machines offering only beverages.
- Any corporate sponsor or corporate partnerships shall meet all previously stated guidelines and shall not compromise the Gloucester Schools Wellness Policy.

BEVERAGES

No beverages other than juice, milk, milk substitutes and water shall be sold or provided. Approved beverages include plain water (with or without carbonation), unflavored 1% low fat milk, unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP, 100% fruit or vegetable juice in a 4-ounce serving and 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners. Flavored sweetened milk may not contain more than 22 grams of total sugar per 8 ounces. The portion size limit for milk is 8 ounces.

Plain filtered water is available for student consumption throughout the day in compliance with the 2010 Massachusetts Act Relative to School Nutrition (Chapter 197).

Only **unsweetened**, carbonated water, or sweetened carbonated beverages pre-approved by the district's school wellness committee, carbonated beverages will be available on campus for student purchase.

In compliance with new regulations, filtered water is available for student consumption throughout the day.

NUTRITION EDUCATION

- Nutrition instruction will be taught at each level, elementary, middle, secondary, as a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect health (M.G.L., Chapter 71, section 1) in the context of the state's Comprehensive Health Curriculum Framework.
- Nutrition instruction will be developmentally appropriate and culturally relevant.
- Nutrition instruction will contain My Plate.gov guidelines, caloric balance, and media literacy.
- Nutrition promotion will include posters, flyers, giveaways and announcements to ensure that students know about these products and are motivated to try them. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.
- The school district will support the use of school property to promote nutrition, physical activity, and curricular and co-curricular activities through school gardens. School gardens provide students with the opportunity to develop new skills while performing physical activity, and can be incorporated into nutrition education curriculum. Freshly harvested produce from our two annual harvests go directly to the cafeterias to improve the nutrition environment. Children are more likely to consume fruits and vegetables that they have planted and/or harvested.
- The gardens will be maintained in collaboration with the Backyard Growers Program. The school district will support the sustainability of school gardens through activities including, but not limited to, fundraising, solicitation of community donations, use of existing resources, and allocation of school district funds.

Food Marketing in Schools — School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Staff Wellness — The Gloucester Public Schools highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will collaborate with Get Fit Gloucester and Gloucester Health Department to establish a wellness committee. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited by School/City employees and based on local research data and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

PHYSICAL EDUCATION

A. Physical Education

- Insofar as resources are available Physical Education shall be taught as a required subject in all grades for all students (M.G.L., Chapter 71, Section 3).
- Physical Education will be taught by an appropriately qualified teacher.
- Student involvement in other activities involving physical activity (i.e., interscholastic or intramural sports) may be substituted for physical education class with appropriate documentation approved through the physical education department.
- Physical Education instruction should be available to all students throughout the school year to provide the maximum activity exposure and instructional continuity.
- Physical Education instruction will be aligned with the state's Comprehensive Health Curriculum Framework.

B. Physical Activity

- Opportunities for physical activity will be incorporated daily at the elementary and middle school levels. This may include recess preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- Students will be encouraged to participate in physical activity programs, such as intramurals, extended day programs, extra curricular activities or interscholastic sports before and after school.
- Physical activity, during the school day, will not be used as punishment (i.e., running laps, pushups), nor is it desirable to routinely restrict physical activity for disciplinary reasons, unless related to violations that occur during the physical activity periods. Students who violate participation regulations are ineligible to participate in interscholastic sports.

- In collaboration with Get Fit Gloucester, the school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

STAFF WELLNESS

The Gloucester Public Schools highly values the health and wellbeing of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will collaborate with Get Fit Gloucester and Gloucester Health Department to establish a wellness committee. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited by School/City employees and based on local research data and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

SETTING GOALS AND EVALUATION

The Superintendent, or his/her designee, will establish and maintain a district-wide School Wellness Committee. Committee membership will include, but not be limited to, a district administrator, the district Food Services Manager, a physical education and/or health teacher, a school nurse, a representative from the Gloucester Health Department, a parent, and any other community agencies and programs as the School Committee may approve from time to time. The committee will meet a minimum of four (4) times during the school year. The committee will be responsible for overseeing the implementation of the policy in collaboration with Principals. The committee or a sub-committee thereof, shall provide regular advice to the Food Service Manager on menu development which include mutually agreed on nutrition goals based on the US Dietary Guidelines for Americans published by the Department of Health & Human Services (HHS) and the Department of Agriculture (USDA). The committee will submit an annual report to the Superintendent by June of each school year that shall contain an action plan to achieve the annual goals and objectives on a school district and/or school building level, ways that the school district and/or committee might best monitor and evaluate progress toward reaching the annual goals and objectives, ways of developing community support for school wellness initiatives and coordinating school and community initiatives on physical activity and nutrition, an assessment of the accomplishments of the previous year and identification of work still needed in order to accomplish the previous year's goals and objectives, and a review of membership and membership participation in the previous year and, as appropriate, a request to the Superintendent for replacements and will inform and update the public (including parents, students and others in the community) about the content and implementation of the local wellness policies, including the extent to which schools are in compliance with the wellness policy, the extent to which the wellness policy compares to model

school wellness policies and the progress made in attaining the goals of the wellness policy. Acceptable methods may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, and posting the local wellness policies and an assessment of its implementation on the district or school website.

As required by regulation, Body Mass Index (BMI) data will be analyzed at targeted grades (Grades 1, 4, 7, 10) to assess the health of our student population.

Subject to the approval of the Superintendent as to its content, the district will administer the Student Health Survey every other year to students in grades 6 through 12 with support from the Healthy Gloucester Collaborative. The data will be used to modify and improve instructional content to meet the changing needs of the student body.

Adopted by the Gloucester School Committee on October 13, 2010

Revised for Program Sub-Committee Review on November 1, 2013