



**THE GLOUCESTER PUBLIC SCHOOLS**

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**PROGRAM SUB-COMMITTEE MEETING**

Tuesday, December 10, 2013

5:00 pm

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

***A G E N D A***

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**I. CALL TO ORDER**

**II. REPORTS/DELIBERATIONS/DISCUSSION**

- \*A. Wellness Policy, File ADF (Revisions recommended by GPSD staff)
- \*B. Use of Tobacco Products on School Property or at School Sponsored Events Policy, File ADC (School Committee referral to consider adding electronic cigarettes)
- \*C. School District Annual Report, File CM (School Committee referral for consideration to add to the annual School Committee agenda calendar)

**III. ACTION**

**IV. ADJOURNMENT**

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.

## 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*

## THE GLOUCESTER PUBLIC SCHOOLS

*Our mission is for all students to be successful, engaged, lifelong learners*

File: ADC

**USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY OR  
AT SCHOOL SPONSORED EVENTS****SECTION 1: Policy**

The Gloucester Public Schools are committed to having a tobacco-free, environment for all members of the school community. Use of any tobacco products within the school buildings, school facilities, on school grounds, at school sponsored events, or on school buses by any individual, including school personnel, and students, is prohibited at all times. This policy shall be promulgated to all staff and students in appropriate handbooks(s) and publications. Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law. Visitors will be appropriately advised of the law. Violations will result in the following consequences:

**Gloucester High School Students (All Students)****1<sup>st</sup> Offense**

- Parent/legal guardian notification by letter and phone.
- A three (3) session after school tobacco education program with proof of completion required and pay a fine of \$25.00. The student must pay the fine within 10 days. Failure to comply will result in administrative disciplinary action.
- Notification of appropriate extra-curricular review committee.

**2<sup>nd</sup> Offense**

- Parent/legal guardian notification and conference.
- A three (3) session after school tobacco education program with proof of completion required and pay a fine of \$50.00. The student must pay the fine within 10 days. Failure to comply will result in administrative disciplinary action.
- Notification of appropriate extra-curricular review committee.
- Completion of 10 hours of community service supervised as directed by the Gloucester High School Principal.

**3<sup>rd</sup> Offense**

- Parent / legal guardian notification and conference.
- A three (3) session after school tobacco education program with proof of completion required and pay a fine of \$100.00. The student must pay the fine within 10 days. Failure to comply will result in administrative disciplinary action.
- Notification of appropriate extra-curricular review committee.
- Completion of 20 hours of community service supervised as directed by the Gloucester High School Principal.

Other Students

Students found using tobacco products at the O'Maley School and all elementary school will be subject to appropriate consequences for poor choices as listed in each school's handbook. There may include, but are not limited to:

- After school tobacco education
- Parent/legal guardian notification
- Parent/legal guardian conference
- Loss of privileges
- Detention
- Suspension

School Employees

Immediate disciplinary action in accordance with his/her contract.

Visitors

- 1<sup>st</sup> Offense - Verbal warning
- 2<sup>nd</sup> Offense - Asked to leave the school property

**SECTION I: Definitions**

Minors: Person(s) under eighteen (18) years of age.

Tobacco and Tobacco Products: Cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco.

Use: Smoking, inhaling, chewing, or otherwise causing a drug to reach the bloodstream or digestive tract on school property.

**SECTION II; ENFORCEMENT**

The following staff members shall be responsible for the enforcement of this policy:

- Principals
- Assistant Principals
- School Resource Officers
- Duty Teachers
- Noon Supervisors
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Only the Gloucester High School Principal and Assistant Principals, as agents of the Board of Health, will do levy of fines.

LEGAL REF: M.G.L. 71:37H

*Voted by the Gloucester Board of Health on February 7, 2002*

*Voted by the School Committee on March 27, 2002*

**From:** konica@gloucester.k12.ma.us  
**Subject:** Message from KMBT\_601  
**Date:** December 9, 2013 9:47:58 AM EST  
**To:** sdelisi@gloucester.k12.ma.us  
**Reply-To:** konica@gloucester.k12.ma.us  
▶ 1 Attachment, 89.0 KB

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**From:** Richard Safier <rsafier@gloucester.k12.ma.us>  
**Subject:** Fwd: Electronic cigarettes info from Mike Gilbert  
**Date:** December 5, 2013 2:54:30 PM EST  
**To:** Stephanie Delisi <sdelisi@gloucester.k12.ma.us>

**From:** Michael Gilbert [mailto:mgilbert@masc.org]  
**Sent:** Thursday, December 05, 2013 11:46 AM  
**To:** 'Val Gilman'  
**Subject:** RE: Electronic cigarettes

Val,

e-cigarettes are not legally "tobacco products" yet. The FDA wanted to regulate these devices as "drug delivery systems" but they lost in court where the federal courts declared that the FDA could only regulate them as tobacco products. The FDA has created new regulations that would regulate e-cigarettes as tobacco products and those regulations are currently going through the federal regulatory review process. I would urge the Committee to hold off until spring on this issue.

Secondly, any change to your current policy requires a review and discussion with the Gloucester Board of Health. Your policy includes fines that are levied and those fines are part and parcel of a set of regulations promulgated by the Gloucester Board of Health. Any inclusion of e-cigarettes to your policy ADC would need their approval.

In the meantime, I would advise Principals that they can ban such devices within their buildings for reasons of fire safety as such devices contain a heating element to create vapor that could be a safety hazard in addition to be disruptive to the learning environment. This doesn't require a policy to make that happen.

*Mike*

Michael J Gilbert  
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File: CM

**SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 72:4