



**SCHOOL ADMINISTRATIVE UNIT #51**

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Pittsfield, New Hampshire 03263  
Phone: (603) 435-5526 • Fax (603) 435-5331  
Dr. Sandie MacDonald, Superintendent

**PITTSFIELD SCHOOL BOARD**  
**MEETING AGENDA**

August 14, 2025, P.M.  
PMHS Media Center  
Pittsfield Middle High School

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES – public and nonpublic minutes from July 31, 2025
5. PUBLIC INPUT ON AGENDA ITEMS
6. SUPERINTENDENT OF SCHOOLS- Sandie MacDonald
7. INPUT/UPDATES FROM THE ADMINISTRATION
8. SCHOOL BOARD
  - Open Enrollment update
  - Fair Funding update
  - Audit Update
  - Rescind current Wellness Policy JJIFA
  - Second Readings and Adoption of Policies:
    - JLCF – Wellness
    - AB- NH Parental Bill of Rights
    - CE - Site Council
    - JICJ – Unauthorized Communication Devices
9. COMMITTEE ASSIGNMENTS
  - Budget Committee
  - Drake Field and Facilities
  - Negotiations
  - Legislation

- Foss Family Scholarship
- Public Relations
- Select Board Liaison

10. PARKING LOT – Policy ACAC, Google Drive to house school board documents so they can be uploaded to the website

11. PLAN AGENDA FOR NEXT MEETING – September 4, 2025

12. BOARD COMMENTS

13. PUBLIC INPUT

14. NON-PUBLIC SESSION per RSA 91: A3, (II) Personnel

15. ADJOURNMENT

**PARENTAL BILL OF RIGHTS**

**A. New Hampshire Parental Bill of Rights**

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
  1. To direct the upbringing and the moral or religious training.
  2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
  3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
  4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
  5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
  6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
  7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

**B. Dissemination**

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a **complete copy of Section A** (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District's annual report each year;
2. Permanently on the District's website; and
3. Each year in every student and employee handbook.

**District History:**

New policy – Distributed July 17, 2025: created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B).

First reading: July 31, 2025

Second reading/adopted:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes	Description
RSA 126-U	Limiting the Use of Child Restraint Practices
RSA 141-C:20-a	Immunization
RSA 141-C:20-c	Exemptions
RSA 186:11, IX-b	Health and Sex Education
RSA 186:11, IX-c	Objectionable Course Material
RSA 186:11, IX-d	Duties of State Board of Education
RSA 186:11, IX-e	Notice to Parents/Guardian Required
RSA 189:66	Data Inventory and Policies Publication
RSA 189:67	Limits on Disclosure of Information
RSA 189:68	Student Privacy
RSA 193:1	Duty of Parent; Compulsory Attendance by Pupil
RSA 193:13	Suspension and Expulsion of Pupils
RSA 193:3	Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance
Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations
Federal Statutes	Description
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment (PPRA)

**PMHS SITE COUNCIL**

The School Board recognizes the Pittsfield Middle High School Site Council as a school-based advisory group established to promote collaboration among students, staff, administration, and community members. The Site Council may provide input and make non-binding recommendations regarding school climate, student life, and revisions to the Student and Family Handbook.

All recommendations related to school policies, procedures, and handbook changes must be reviewed and approved by the Principal and Superintendent, and, where applicable, brought before the School Board for final approval.

The Site Council shall consist of representatives from students, staff, administration, and the community. Voting on internal recommendations may occur within the council to build consensus, but such votes are advisory in nature and do not carry decision-making authority. The Principal retains full administrative authority over the daily operation of the school. The Superintendent and School Board maintain oversight in accordance with applicable state laws, district policies, and collective bargaining agreements.

Adopted: August 9, 2012

Amended: May 5, 2016

Reviewed: November 16, 2017

Amended: August 17, 2023

Reviewed/Amended: August 7, 2025

Adopted:

Notes: Policy re-written to conform to NH Education Rules 302, 303, 304

## **UNAUTHROIZED COMMUNICATION DEVICES**

### **A. Purpose**

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or district-provided" devices.

### **B. Restrictions**

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as "the school day"). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

### **C. Exceptions**

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

## **D. Consequences and Violations**

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the JIC Student Code of Conduct. Additionally:

First Offense: Warning and confiscation of the device for the remainder of the school day.

Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

## **E. Review**

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board of each school year.

## **F. Dissemination**

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

## **District Policy History: Sample Policy Distributed 7.17.25**

First reading: July 31, 2025

Second reading/adopted:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes    Description

RSA 189:68    Student Privacy

RSA 189:68-a Student Online Personal Information

RSA 189:70    Educational Institution Policies on Social Media

RSA 644:21    Searches of Portable Electronic Devices

**Revised Policy to Replace JJFA****WELLNESS**

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

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 while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

**I. DISTRICT WELLNESS COMMITTEE.**

The Superintendent, in consultation with school administration, will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level. Additionally, the Wellness Committee is charged with making recommendations relative to the objectives and requirements of Board policy IMAH, Daily Physical Activity.

The Superintendent shall convene a representative "Wellness Committee", whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, the Food Service Director, school administrator(s) from each level, Wellness Coordinator or school nurse, parent(s), physical education teacher(s), health education teacher(s), school counselor(s), a school board member, individual school building representative(s), and member(s) of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

**II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.****A. Annual Notification of Policy.**

The District will annually inform families and the public 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. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to how the public can get involved with the District Wellness Committee.

**B. Triennial Progress Assessments.**

Every three years, the Superintendent and the building administrators assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on District priorities; community needs; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

**C. Recordkeeping.**

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

**D. Community Involvement, Outreach and Communications.**

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

**III. NUTRITION.****A. School Meals.**

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

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- 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, which may be found at:

<https://www.fns.usda.gov/schoolmeals/nutrition-standards> (link verified May 29, 2025)

**B. Staff Qualifications and Professional Development.**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

[www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards) (link verified May 28, 2025)

**C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all throughout the school day.

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

**D. Competitive Foods and Beverages and Marketing of Same in Schools.**

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

[www.fns.usda.gov/tn/guide-smart-snacks-school](http://www.fns.usda.gov/tn/guide-smart-snacks-school) (link verified May 28, 2025)

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of

expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (**note:** immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

**B. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

**C. Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

**D. Nutrition Promotion.**

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. This promotion will include.

- Implementation of at least one or more evidence-based healthy food promotion techniques in the school meal programs using methods such as those included in the Smarter Lunchroom Movement's publication: [How to Build a Smarter](#)

**[Lunchroom](#)** (*link verified May 30, 2025*)

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

**<https://foodplanner.healthiergeneration.org/>** (*link verified May 28, 2025*)

**E. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria.
- Consistent nutrition messages shall be disseminated throughout the school.
- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

**IV. PHYSICAL ACTIVITY.**

The District will provide physical education consistent with national and state standards. In addition, the District will promote developmentally appropriate physical activity as provided in Board policy IMAH, Daily Physical Activity.

**A. Classroom Physical Activity Breaks.**

In addition to any recess periods provided in the ordinary daily schedule, students will be offered periodic opportunities to be active or to stretch throughout the day. 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, recess, and class transition

**B. Before and After School Activities.**

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

**V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.**

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will hold at least one event that integrates wellness activities each school year.

**VI. 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.

***District Policy History: Sample Policy Distributed 7.17.25***

*First reading: July 31, 2025*

*Second reading/adopted: \_\_\_\_\_*

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**NH Statutes/Rules****Description**

RSA 189:11-a	Food and Nutrition Programs
N.H. Code Admin. Rules Ed 306.04(b)(15)	Behavior Management and Intervention for Students
N.H. Code Admin. Rules Ed 306.10(d-g)	Food and Nutrition Services
N.H. Code Admin. Rules Ed 306.31	Health and Wellness Education Program
N.H. Code Admin. Rules Ed 310	Daily Physical Activity

**Federal Regulations****Description**

7 C.F.R 210	National School Lunch Program
7 C.F.R 220	School Breakfast Program
7 CFR § 210.31	Local school wellness policy
42 U.S.C. 1751 et seq.	National School Lunch Act
42 U.S.C. 1771	Child Nutrition Act of 1966
Section 204 of Public Law 108-265	Child Nutrition and WIC Reauthorization Act of 2004
The Healthy Hunger-Free Kids Act of 2010	The Healthy Hunger-Free Kids Act of 2010

Pittsfield School District

**WELLNESS**

The Pittsfield School District is committed to the optimal development of every student. The district believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level in every setting throughout the year.

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 while minimizing commercial distractions. Specifically, this policy establishes goals and procedures that:

- Students in the district have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the district in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The district establishes and maintains 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.

School Wellness Committee

- I. Committee Role and Membership. The Board will establish a representative District Wellness Committee (DWC) that will meet monthly during the school year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the school district's wellness policy. This group will assess progress on the current goal targets and recommend any new goal targets as well as develop strategies for achieving them.

## JJIFA

The DWC membership will represent all school levels and include (to the extent possible) but not be limited to parents and caregivers, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals, mental health and social services staff, school board members, health professionals, and the general public. When possible, membership will also include *Supplemental Nutrition Assistance Program Education* coordinators (SNAP-Ed). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

- II. Leadership. The dean of operations will convene the DWC and facilitate development of and updates to the wellness policy and will ensure each school's compliance with the policy.

### Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

- I. Implementation Plan. The Board instructs the superintendent of schools to establish procedures for implementation of this policy that include targets in support of the goals set forth in this policy. The dean of operations is charged with the operational responsibility for ensuring that the schools follow the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures established by the superintendent of schools.

The wellness policy and the progress reports can be found on the school district website.

- II. Recordkeeping. The district will retain records to document compliance with the requirements of the wellness policy at school administrative unit offices and on the school district's *Google Drive*. Documentation maintained in this location will include but not limited to:
  - 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;
  - Documentation to demonstrate compliance with the annual public notification requirements;
  - The most recent assessment on the implementation of the local school wellness policy;

## JJIFA

- Documentation demonstrating the most recent assessment on the implementation of the local school wellness policy has been made available to the public.
- III. Annual Notification of Policy. The district will actively inform families and the public each year of basic information about the wellness policy, including its content, and any updates to the policy and implementation status. The district will make this information available via the district website and/or district-wide communications. Additionally, the district will annually publicize the name and contact information of the school official leading and coordinating the DWC, as well as information on how the public can get involved with the DWC.
- IV. 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;
  - The extent to which the district's wellness policy compares to the *Alliance for a Healthier Generation's* model wellness policy; and
  - A description of the progress made in attaining the goals of the district's wellness policy.

The position responsible for managing the triennial assessment and contact information is the dean of operations.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The DWC will actively notify households / families of the availability of the triennial progress report.

- V. Revisions and Updating the Policy. The DWC will make recommendations to the superintendent regarding the wellness policy based on the results of the triennial assessments and/or as the district priorities change, community needs change, wellness goals are met, new health science, information, and technology emerges, or as new federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.
- VI. Community Involvement, Outreach, and Communications. The district will inform parents / families of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with *Smart Snacks in School* nutrition standards. The district will communicate

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through the district's website, newsletters, presentations to parents / families, and sending information home to parents / families, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy.

The district will actively notify the public about the content or any updates to the wellness policy annually at a minimum. The district will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### Nutrition

- I. **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, low in saturated fat, and have zero grams of trans-fat per serving (nutritional label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the district participate in United States Department of Agriculture (USDA) child nutrition program, including the *National School Lunch Program* (NSLP) and the *School Breakfast Program* (SBP). Pittsfield Elementary School also participates in the *Fresh Fruit & Vegetable Program* (FFVP), and *Breakfast After the Bell* (BAB).

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;
- Are served in clean and pleasant settings;
- 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.)

- II. **Staff Qualifications and Professional Development.** All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education / training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel

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will refer to the USDA's *Professional Standards for School Nutrition* website to search for training that meets their learning needs.

- III. Water. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the instructional day and throughout each school. The district will make drinking water available where school meals are served during mealtimes.
- IV. Competitive Foods and Beverages. The district is committed to ensuring that all foods and beverages available to students at each school during the instructional day to support healthy eating. The foods and beverages sold and served outside of school meal programs (e.g., "competitive" foods and beverages) will meet the USDA *Smart Snacks in School* nutrition standards at a minimum. *Smart Snacks* aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. 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>.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students at each school during the instructional day will meet or exceed the USDA *Smart Snacks* nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include but are not limited to a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

- V. Celebrations and Rewards. All foods offered on school campus' will meet or exceed the USDA *Smart Snacks in School* nutrition standards through:
  - Celebrations and parties: the district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas;
  - Classroom snacks brought by parents: the district will provide to parents a list of foods and beverages that meet *Smart Snacks* nutrition standards;
  - Rewards and incentives: the district will provide teachers and other relevant school staff a list of alternative ways to reward children; foods and beverages will not be used as rewards or withheld as punishment for any reason, such as for performance or behavior.
- VI. Fundraising. Foods and beverages that meet or exceed the USDA *Smart Snacks in School* nutrition standards may be sold through fundraisers at school during the instructional day. The district will make available to staff, parents, and teachers a list of healthy fundraising ideas.

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- VII. Nutrition Promotion. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeteria. 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.

Wellness Goal #1: Displays showing the benefits of healthy eating will be put in the school cafeterias annually. Topics include healthy food choices from each food group and locally sourced foods used in meal preparation.

- VIII. Wellness Goal #2: The district will teach, model, encourage, and support healthy eating; six lessons on fruits and vegetables promoting healthy food choices will be offered to select elementary, middle, and high school cohorts.

- IX. Essential Healthy Eating Topics in Health Education. The district will include the following in the health education curriculum. Essential topics on healthy eating include:

- Relationship between healthy eating and personal health and disease prevention;
- Reading and using FDA's nutrition fact labels;
- Balancing food intake and physical activity;
- Eating more fruits, vegetables, whole grain products, and calcium-rich foods;
- Food safety;
- Importance of water consumption;
- Importance of eating breakfast;
- Making healthy choices when eating at restaurants;
- *The Dietary Guidelines for Americans*;
- Social influences on healthy eating, including media, family, peers, and culture.

- X. Food and Beverage Marketing in Schools. Any foods and beverages marketed or promoted to students at each school during the instructional day will meet or exceed the USDA *Smart Snacks in School* nutrition standards.

### Physical Activity

Children and adolescents should participate in at least sixty minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a *comprehensive school physical activity program* (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during, and after school; staff involvement,

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and family and community engagement; and the district commitment to providing these opportunities. Schools will ensure that these varied physical activity components are in addition to, and not as a substitute for, physical education.

Wellness Goal #3: On an annual basis, the district will seek to increase participation and expand school club opportunities that promote physical activity and a healthy lifestyle (e.g., *Girls on the Run* and the ski and snowboard club).

- I. Physical Education. The district will provide students with physical education 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 as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection). The curriculum will support the essential components of physical education.
- II. Health Education. Health education will be required in all elementary grades (K-6). The district will require middle school students to take a health education course and all high school students to take and pass one health education course.
- III. Recess (Elementary School). The elementary school will offer at least twenty minutes of recess on all days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, the school 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. Hand-washing time, as well as time to put away coats, hats, gloves, etc., will be built into the recess transition period / timeframe before students enter the cafeteria.

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.

### Other Activities that Promote Student Wellness

The district will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

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Wellness Goal #4: Annually the district will offer and promote wellness-based activities including, but not limited to, *Footwalk Friday's* and wellness-based Learning Studios.

- I. Community Partnerships. The district will develop, enhance, and continue relationships with community partners (e.g., hospitals, universities / colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.
- II. 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. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.
- III. Staff Wellness and Health Promotion. Schools in the district will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The district promotes staff members' 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.

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