BOE Policy Committee Meeting  
Tuesday, September 11, 2018  
5:00 p.m.  
Training Room - 201  
Central Administrative Offices

AGENDA:

Call to order:

Roll call: Kate Kutash, Anne Gaydos, Darlisa Ritter, Kathy Yolish, Amanda Kilmartin via Skype, Carole Pannozzo, Lorraine Williams, Victoria White, Lorraine Rossner, Chris Clouet, Ken Saranich, Deb Keller

Pledge of Allegiance

Public session:

- Approval of Meeting Minutes 8/13/18 1st Kathy Yolish 2nd Mandy Kilmartin
- Approval of the Agenda for 9/11/18 1st Kathy Yolish 2nd Mandy Kilmartin

Agenda Items:

- Policy 6146.2 Promotion/Acceleration/Retention – update revision
  - Some additional suggestions for revision to specific lines will be revisited for discussion during the next meeting on 10/8/18
- Discussion of Wellness Policy Draft
  - See attached draft of Wellness Policy 6142 – John Niski presented the work of the committee
  - State and Federal Guidelines have been addressed
  - Many of the changes move language from “will” to “should” to revise accordingly
  - The “marketing” piece is new
  - Changes have been made in Health Education and Physical Education

- Continued Discussion of New Board Member Packet/Orientation
  - Suggestion was made to build a folder/binder of the documents and information outlined as the last few meetings to include:
    - Social Media Usage
    - Robert’s Rules
    - District Mission Statement
    - Acronyms
    - CABE Contacts and Information
    - BOE Member Roles and Responsibilities
      - This topic will continue to be a discussion point for future meetings
• Superintendent’s Comments
  o Schools Opened in good order – issues with transportation are still being worked out and supplies continue to be delivered and distributed – the district has also sent out a memo re: religious holidays during the upcoming weeks to build sensitivity concerning how those days may effect student instruction – accommodation have and will be made for those students and families

• Comments or Suggestions from Committee Members
  o Continue work on the New BOE Member Orientation Packet

• Old Business - none

• New Business - none

• Next Meeting Date:
  • Tuesday, October 9, 2018
  • 5:00 p.m.
  • Training Room - 201
  • Central Administrative Offices

Tentative Agenda

• Additional discussion for 6146.2 Promotion/Acceleration/Retention Revisions

• Review of final Wellness Policy Revision 6142 after Mr. Niski’s update to policy draft

• Continue work and discussion on the New BOE Member Orientation Packet

Adjournment: 6:13 P.M.
PROMOTION/ACCELERATION/RETENTION
Initial Edit and Discussion – T&L Committee – 9-11-18

The Shelton Public School System is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the District will establish and maintain the highest standards for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty shall establish a system of grading and reporting academic achievement to students and their parents and guardians. This established system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on demonstrated and assessed successful completion of the curriculum, performance on state mandated assessments and other district testing instruments. Attendance in school will also be monitored. Any necessary retention should take place as early as possible in a student’s educational career as possible.

Students shall be promoted on the basis of academic achievement and attendance. Students who, on the basis of objective measures of academic proficiency, can reasonably be expected to meet the instructional learning objectives at the next academic level may be promoted.

The Shelton Public School System desires to eliminate the practice of promoting students to the next grade level for social reasons even though they are failing academically. The district expects students to progress through each grade usually within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through grade levels by demonstrating growth in learning and meeting grade-level standards in reading, writing, mathematics, and science as established by the State Department of Education. The student’s readiness for work at the next grade level shall be required before he/she is promoted. Students who have mastered the appropriate skills will be promoted; those who have not will be retained.

In all cases of promotion, acceleration, or retention, the parent/guardian is to be fully involved and informed throughout the decision-making process. Parents will be notified as early as possible that retention is being considered. The building administrator shall be responsible for making the final decision as to promotion, retention, or acceleration.

For students in Grades 9-12, progress toward meeting the requirements for promotion earning a Shelton High School diploma shall be based on the student’s ability to meet the mandated graduation requirements for promotion as defined and published by Shelton High School in alignment with Connecticut Department of Education Guidelines and posted in the Promotion/Acceleration/Retention Policy and Administrative Regulations. Promotion to the next grade level will be based on the mandated promotion requirements defined and published by Shelton High School. Students meeting the mandated criteria will be promoted to the next grade level.

Revised Summer 2018
Wellness Policy – DRAFT 6/11/18

PHILOSOPHY

The Shelton Board of Education recognizes that student health and success in schools are interrelated. Schools cannot achieve their primary mission of education if students are not healthy and fit. This policy, which is in accordance with federal and state laws, encourages a comprehensive approach to student and staff wellness that is sensitive to individual and community needs.

NUTRITION

The Board supports nutrition programs and nutrition education as an integral part of a high-quality education.

- The Shelton Board of Education will operate and maintain a school lunch program, which shall function in accordance with State and Federal program requirements. The program, insofar as possible, will be self-supporting. The Manager of Food and Nutrition Services shall be responsible for the immediate operation and supervision of the school lunch program and will report to the Director of Finance.

- The Shelton Public Schools may participate in the National School Breakfast and Lunch Program. Authorization is granted to the Superintendent of Schools or designee to act on behalf of the Board for purposes of participating in this program. All applicable state and federal guidelines will be followed.

  - Nutrition service policies and guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C 1779) and section 9 (f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C 1758 (f)(1), 1766(a)0, as those regulations and guidance apply to schools.

  - School lunch Meal Planning will be in accordance with the National School Lunch Program (NSLP) guidelines. Appropriate portion sizes will be consistent with USDA and state standards.

  - A la Carte offerings to students will not be less restrictive than federal and state regulations require.
• The Shelton Public Schools will maintain a curricular approach to Nutrition Education within the context of a comprehensive Health Education curriculum in kindergarten through 12th grade. Staff will be encouraged to integrate nutritional themes from the curriculum. Science-based, behavior focused nutrition education shall be integrated into the curriculum. All staff members involved in nutrition education shall have adequate training.

• Nutrition education information will also be provided to parents. The use of newsletters, website information and other presentations which focus on healthy lifestyles will be made available.

• The Board of Education recommends healthy eating practices according to the current Dietary Guidelines for Americans and the Food Guidance System throughout the school environment. The Board of Education discourages the distribution and sale of foods that are not in compliance with these guidelines. Education about healthy alternatives and eating practices will be the responsibility of the staff and administration of each school.

• Snacks and beverages brought from home by students should be nutritious and follow the Connecticut State Department of Education Bureau of Health and Nutrition Services Guidelines. As posted on the School District Website.

• It is recommended that school fundraising efforts will support healthy eating by selling non-food items or foods that are low in fat, sodium or added sugar.

• School stores and vending machines will support healthy eating by selling non-food items or foods that are low in fat, sodium or added sugar.

• The district may permit vending machines in the middle and high schools in accordance with state statutes. Vending machines are operated as a revenue-producing endeavor and as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated fund as approved by the Board of Education, Superintendent of Schools, or designee.

MARKETING

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 standard. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA/PTO
reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

**Food and Beverage Marketing in Schools**

The District is committed to providing a school that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on district property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. Any foods and/or 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. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- 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.

- 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.

As the District Nutrition Services/Athletics Department/PTA/PTO review existing contracts and considers new contracts, equipment and product purchasing and/or
replacement, decision should reflect the applicable marketing guidelines established by the District wellness policy.

HEALTH EDUCATION

Healthy living skills will be taught as part of the regular instructional program. These skills will provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- Participation in a Standards Based Health Education Program will be required for all students beginning in Kindergarten and continuing throughout a student’s educational career.

- High school students will be required to take and pass Health Education for graduation.

- Students shall be taught communication, goal setting and decision making skills that enhance personal, family, community and global health.

- School Health Services will assist students assume responsibility for their own health and develop healthy attitudes and practices.

- Students and staff will be encouraged to balance work and recreation and become aware of stressors which may interfere with health development.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

Physical education is an essential element of each school’s instructional program. Certified physical education specialists will teach physical education. The program shall provide cognitive content and learning experiences in basic movement skills, physical fitness, games and sports skills. The physical education program will promote optimal physical, mental, emotional and social development in addition to promoting activities and sports that all students can enjoy and participate in a lifetime of healthy physical activity.

The physical education program will be designed to emphasize physical fitness and encourage healthy active lifestyles. A “physically educated” person values the concept of remaining active throughout life and appreciates the benefits which are derived from physical education.

- Participation in a physical education program will be required for all students in Pre-Kindergarten through grade 8.
• High school students will be required to take and pass physical education for a minimum of two years. Additional physical education and health elective classes will be made available for all students in grades 9-12.

• Students and staff will be encouraged to set personal fitness goals that will enhance their level of physical fitness.

• Students and staff will be provided a variety of opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

• All teachers, including physical education teachers, will not order the performance of physical activity as a form of discipline or punishment.

• All teachers will refrain from the prohibition of participation in recess as a form of punishment.

• Classroom teachers will not prohibit participation in physical education class as a form of punishment.

• It is strongly recommended that elementary schools schedule recess before lunch.

• The inclusion of regular Activity Bursts in the Classroom is a recognized strategy for increasing positive student behavior, academic achievement, and overall student wellness. They shall be made an integral part of the culture of the school day and implemented whenever possible.

HEALTHY AND SAFE ENVIRONMENT

A healthy and safe environment for all, before, during and after school supports academic success.

• The Shelton Public Schools will maintain environments that are free of tobacco, alcohol, vaping and other illegal substances.

• Safety procedures and appropriate training for students and staff will support personal safety and a violence and harassment free environment.

• Students and parents of students are notified of the prohibition against bullying and the penalties for violating the prohibition by continuing to ensure the inclusion of such information is in student and parent handbooks.

• It is recommended that all staff and volunteers refrain from using food/candy as a form of reward or punishment.
• It is recommended that all students wash their hands frequently, especially before snack and lunch.

FAMILY, SCHOOL AND COMMUNITY PARTNERSHIP

Long-term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

• Family, student and community partners will be included on an ongoing basis in school and district wellness planning processes.

• The equality and diversity of the school and district community will be valued in planning and implementing wellness activities.

• Community partnerships will be developed and maintained as a resource for school and district programs, projects, activities and events.

• Schools and the district will actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

STAFF WELLNESS

The district will provide information about wellness resources and services to assist in the health, safety and well-being of all staff.

• Each school and district site will be in compliance with drug, alcohol and tobacco free policies.

• Each school and district site will provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.

• Employees will be encouraged to engage in regular, personal physical activity.

MEASUREMENT AND EVALUATION

• As required by USDA Wellness Policy regulations, the Board of Education will establish a plan for measuring the implementation of this policy and its regulations.
• It is recommended that each school form a committee to design and implement this policy and its regulations.

**Measuring the Implementation of Wellness Policy**

A. Oversight of the Wellness Policy

Pursuant to this policy, the Board shall designate the Superintendent or designee to be responsible for the implementation and oversight of the school district’s wellness program. The Superintendent or designee will be responsible for ensuring that the goals and guidelines relating to nutrition promotion and education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school polices and school-based activities are consistent with the wellness policy.

*In the Shelton Public School System, the designee in charge of oversight of this policy is the Assistant Superintendent of Schools who may be contacted at 203-924-1023 x306*

B. Triennial Assessment

At least every three years, the Board will measure and make available to the public an assessment on the implementation of the wellness policy. In this triennial assessment, the Board will indicate the extent to which schools are in compliance with the wellness policy and how the Board’s wellness policy compares with model school wellness policy. In addition, the triennial assessment will provide a description of the progress made in attaining the goals of the wellness policy and will provide the basis for appropriate updates or modification to the wellness policy.

C. Informing and Updating the Public

In accordance with federal law and applicable regulations, the Board will inform and update the public (including parents, students and others in the community) about the content and implementation of its wellness policy as well as the results of the triennial assessment. The results of the triennial assessment will be made available in an accessible and easily understood manner. The Board will make its wellness policy and any updates to the policy available to the public on an annual basis.

*A formal, printed copy of the District Wellness Policy will be located in the Office of the Assistant Superintendent of Schools, 382 Long Hill Avenue, Shelton CT 06484 Copies may also be available on the Shelton Public Schools Website at [www.sheltonpublicschools.org](http://www.sheltonpublicschools.org)*

D. Recordkeeping

The Board of Education will retain records to document compliance with the local school wellness policy requirements. The Board shall retain the Wellness Policy,
documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment and documentation to demonstrate compliance with public notification requirements.

Legal References:
Connecticut General Statues:
§10-215f Certification that food meets nutrition standards

Sent to SBOE Policy Committee - June 2018 – Policy Presentation 9/11/18