Voluntown Public Schools

 Voluntown, Connecticut

**Minutes Wellness Meeting on Wednesday, March 23, 2016**

**Members of the Wellness Committee: A Coordinated Approach to School Health**

Alycia M. Trakas ---------- Principal

Amy L. Suffoletto ----------- Assistant Principal

Tom O’Connor -------------- Food Services Program Director*: Healthy Foods & Lunch Program*

Catherine Grant ------------- Board of Education: *Community Representative and parent*

Kristin Goodwin *................. School Counselor*

Mary Rollins ----------------- School Nurse: *School Medical Issues*

Paul Ricard ------------------- Director of Maintenance and Facilities*: Indoor Air Quality/Tools for Schools*

 Brian Racicot --------------- Physical Education (*Physical Fitness & Health Education)*

Adam S. Burrows ----------- Superintendent of Schools

 Copy to Lloyd A. Johnson Ph. D. – Director of Student Services

The meeting was called to order at 8:30AM

Minutes of the 10-28-15 Wellness Committee meeting were reviewed

***Food Services Update***

*14/15 - Total was 22,091 in 184 days for 120.00 per day and balance to start 15/16 was $8,587.46*

*13/14 - Total was 20,064 in 182 days for 110.24 per day* and *balance to start 14/15 was $2,875.17*

*12/13 - Total was 18,010 in 180 days for 100.05 per day and balance to start 13/14 was $2,713.79*

*11/12 - Total was 29,531 in 183 days for 161.37 per day and balance to start 12/13 was $13,110.*

*10/11 - Total was 24,790 in 183 days for 135.6 per day and balance to start 12/13 was $10,324.43*

Tom O’Connor and Alycia Trakas are completing a new three-year cycle food services audit with the SDE. They have completed all the required forms have submitted them prior to the April deadline. The state now uses an off site assessment for completing as much information as possible to reduce the time visiting schools from three days to a one-day visit.

Breakfast continues to be a challenge. Brian Racicot noticed almost no one stays in the cafeteria to eat. They take their food to the classroom. Efforts to increase participation will continue.

Our new Garden Club may have sample products available in the cafeteria for students, who have completed breakfast and/or lunch and wish to sample our school garden products.

***Healthy Food Certification*** has been received for 15/16 and will be submitted for 16/17.

***Fundraisers***

Food fundraisers are allowed if students are involved with taking the order and delivering the money to school for the food item. A parent or other adult will be required to pick up the food items. Fundraisers selling food to students on school premises during school hours are not allowed.

***Annual Bd. of Ed. authorization for Sale of Food and Beverages and Fundraisers***

* The Board of Education permits the sale of other beverages and food to students at “events” or “an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity”. Events include such things as a soccer game, debate, school play or musical, chess match, a dance, etc. Soccer practice, play rehearsals, or a chess club meeting are not events and these do not qualify.
* The Board of Education, voted to permit the sale of beverages and food not meeting the Connecticut Nutrition Standards at events if three conditions are met: (1) the sale is in connection with an event (dance) occurring after the end of the regular school day or on a weekend; (2) the sale is at the location of the event; and, (3) the items are not sold from a vending machine or school store.

***Sample School Wellness Guidelines for School Gardens***

Our Garden Club was started with local “In-Kind” donations and has been actively meeting to build garden beds behind the school, develop student-interest, and integrate gardening activities throughout the curriculum. A grant application was submitted to the State of Connecticut Department of Agriculture and the Garden Club has been awarded a $9,250 grant. Some of the priorities of this project include:

1. The school district will support the use of school property to promote nutrition, physical activity, and curricular and co-curricular activities through school gardens. 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.
2. School gardens ensure students have the opportunity to experience planting, harvesting, preparing, serving, and tasting self-grown food that reflects the ethnic and cultural diversity of the student population. The school district supports the incorporation of school gardens into the standards-based curriculum as a hands-on, interdisciplinary teaching tool to influence student food choices and lifelong eating habits.
3. The superintendent has the authority to designate school property as a school garden and negotiate the terms of the agreements and licenses needed to create and maintain a school garden. The superintendent will ensure that the development of a school garden includes necessary coordination with appropriate representatives of the school buildings and grounds department.
4. The superintendent, with the assistance of the School Wellness Committee will develop guidelines for school gardens. These guidelines will include: a. Explanation of how the school garden program fits the standards-based curriculum and curriculum guidelines of the school district; b. How the costs of the school garden, including materials, supplies, water, and personnel, will be funded; c. How the school garden will be maintained during and outside of the school year, including identification of school staff who will supervise and maintain the garden; and d. How the school garden will be used and how the harvest of the garden will be distributed.
5. The superintendent or designee will review existing school board policy and recommend updates to any other school board policies to incorporate the goals and objectives of school gardens, including school grounds, curriculum and community use policies.

***Green Cleaning: Standard Precautions; Guided by our Director of Facilities and Maintenance***

As part of maintaining a healthy environment for staff and children, the following precautions will be followed by the Readiness Program and Maintenance Staff. All cleaning and sanitizing products must conform to the Green Clean Program\* and are to be labeled with Manufacturer’s Label. The Manufacturers Safety Data Sheet (MSDS) are to be readily available for reference.

* All surfaces that are exposed to infectious bodily fluids must be made of a disposable material or one that can be sanitized.
* Staff will use disposable gloves when handling situations that expose them to bodily fluids, openings in the skin, and mucus membranes.
* When spills occur, staff members clean them up immediately with detergent and by rinsing with water.
* After cleaning, staff members sanitize nonporous surfaces as described in the cleaning procedure.
* Staff clean carpet by blotting and spot cleaning with sanitizing detergent and inform custodial staff of the need to shampoo carpet.
* Staff dispose of contaminated materials in a plastic bag tied securely and place in a secured container.
* Staff will use proper hand hygiene following all above situations. (Refer to hand washing chart)

The Voluntown Board of Education adopted this Green Cleaning Program.

***Health Services: Procedures as listed in 15/16 Student/Parent Handbooks***

*Communicable/Infectious Diseases: Students with any medical condition, which within the school setting may expose others to disease, or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.*

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

1. Any student diagnosed with strep throat, must be at home for 24-48 hours after starting the antibiotic prescribed by your physician
2. Any student with a temperature above 100 degrees F. will be sent home.
3. The Council on School Health has determined that “no healthy child should be excluded from or allowed to miss school time because of head lice. “No-nit” policies for return to school should be abandoned.” Our school nurse can check a child’s head if requested to do so by a parent. Our school nurse will also distribute available accurate information about the diagnosis, treatment, and preventions of head lice in an understandable form to the entire school community.

**Health Screenings**

The school nurse will administer screenings for vision, hearing and scoliosis as required by state law. Parents wishing to have these screenings done by private physicians shall provide a report of screening results to the nurse.

**Illness Policy**

If, upon arrival at school, it is obvious to the school nurse that your child is ill, a parent/guardian will be contacted and are expected to pick up their child. Also, if during the course of your child’s day, your child is unable to participate in the curriculum activities due to suspected illness, you will be contacted and are expected to pick up your child. Please, use your best judgment in determining if your child is healthy enough to attend school. The goal is to keep the school environment as healthy as possible for all students and staff.

 The school nurse will be monitoring for the following illnesses:

* + Severe cold and fever (100 degrees F or above), sneezing, nose drainage, and coughing.
	+ Conjunctivitis (an eye infection commonly referred to as “pink eye”).
	+ Bronchitis. This can begin with hoarseness, cough, and slight elevation in temperature.
	+ Rashes that you cannot identify or that have not been diagnosed by a physician.
	+ Impetigo. Begins as red pimples on the skin, which eventually become small vesicle surrounded by a reddened area. When the blister breaks, the surface is raw and weeping.
	+ Diarrhea. Watery or greenish bowel movements.
	+ Vomiting more that the usual “spitting up”.
	+ With a contagious disease, a child must be kept home and the school nurse notified. The child may only return to school with a signed note from his/her physician. Illnesses include: measles, mumps, rosella, chicken pox, and strep throat.

If your child comes to school with the symptoms of flu, as described above, or if your child develops these symptoms when they are at school, your child will be sent home for at least 24 hours after they are fever-free or signs of a fever without the use of fever-reducing medications.

If your child is prescribed an antibiotic, the child should not attend school until he/she has been on the medication for at least 24 hours. Please, contact the school nurse.

**Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Chickenpox, Rubella and Hemophilic Influenza Type B\*. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

### Immunization Entry Requirements

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| --- | --- | --- |
| **Vaccine** | **Grade** | **Number of Doses** |
| Pneumococcal | PK and K (born 1/1/2007 or later and less than 5 years old) | 1 dose on or after 1st birthday |
| Hepatitis A | PK and K (born 1/1/2007 or later)  | 2 doses given six months apart-1st dose on or after 1st birthday |
| Influenza | PK (age 24-59 months) given annually between Aug. 1 and Dec. 31each year | 1 dose- (2 doses for those receiving flu vaccine for 1st time) |
| MMR | K-12 | 2 doses given at least 28 days apart -1st dose on or after 1st birthday |
| Varicella | PK | 1st dose on or after 1st birthday |
| Varicella | K and Grade 7 entry | 2 doses given 3 months apart- 1st dose on or after 1st birthday |
| Tdap | Grade 7 entry | 1 dose |
| Meningococcal | Grade 7 entry | 1 dose |

**Medication**

A physician’s written order and a written authorization of a parent or guardian must be presented for each medication ordered (including aspirin) and for each extension of a previous order.

Forms for physician’s orders and authorization by a parent or guardian are available at the school office. No non-prescription medication, including vitamins, diet pills, cough drops and aspirin may be self-administered. The medication must be delivered directly to the school nurse or administrator by the parent or responsible adult. Medication must be delivered in and dispensed from the container properly labeled with original prescription date, name of doctor and patient, name, strength of medication, and directions for administering.

 Parents may bring to school the exact amount of medication needed each week or month.

 Long-term medication orders are to be renewed at least once each school year.

 A parent or responsible adult must pick up unused medication after notification by the school. If medication should cause a potential for unusual side effects, it is suggested that parents get in touch with the school nurse, administrator, or school counselor.

***Homebound Instruction***

Home instruction is available to students who are unable to attend school for medical, and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

***Physical Fitness and Health Education – B. Racicot***

Margaret Voland and I will be integrating health with media/literacy for a portion on environmental and nutritional health (relating this to our school garden).  The other two attachments are documents we will be using for reference regarding the integration.

* We have completed a mid year test for cardiovascular fitness and have seen improvement in the number of students meeting and exceeding the state standards.
* Health Education is provided to every grade level except 6th grade who completes the DARE program with a State Trooper.
* Rule change is one note per quarter from parent otherwise a doctor’s note for not participating in PE classes...there are some students that do want to participate. Appropriate dress for PE requires shorts to be fingertip length.
* The Glencoe Health Program is currently used in Grades 1-5

Will be implemented in grades 7 and 8 health in 2016/17

* Environmental / Nutritional Health will be integrated with Media Literacy.
1. Clean up and expand existing nature trails
2. Help maintain the garden
3. Add language for school garden in Wellness guidelines

***Promotion of Wellness Activities:***

The wellness committee continues to support the promotion of wellness activities for students:

* Adam Burrows noted there are wellness bulletins from our health insurance carrier that are distributed to the faculty and staff on a regular basis.
* A school garden has been established under the leadership of Mrs. Voland. Mrs. Kelly, Mr. Racicot and Mr. Ward. (This program also supports the health issues mentioned in the PE initiative) They are researching the requirements for selling products at the farmers’ market.
* During WIN (What I Need) period twenty 7th and 8th graders are participating in a “couch to 5K” program to prepare students to run the annual YSB 5-K race in May. The WIN program also includes Movement and/or Yoga activities supervised by Andrea Bunger, Lynne Lawrence or Brian Racicot.
* Kristin Goodwin, School Counselor, has started mental wellness groups.
* A community effort has secured funds to install a new ADA stairway between Voluntown Elementary School and Constitution Field to increase safety as students travel to and from these areas.
* The Voluntown Board of Education has continually received discounts in insurance liability premiums because of the detailed safety inspections completed by our Director of Maintenance and Facilities. We have received praises for our speedy and efficient work to make any repairs to improve safety.

***Recess Schedule:***

A daily recess is scheduled for K-8th Grades. This schedule follows through with a state mandate for daily physical activity. Our school is also in compliance with Board of Education policy requiring: (1) preventing, as a form of discipline, a student from participating in the required period of physical activity and (2) requiring any student to engage in physical activity as a form of discipline.

Materials and supplies are purchased by the school and stored in appropriate boxes near the [playground area.

***Indoor Air Quality/Tools for Schools and Safety Committee – Paul Ricard***

1. The Board of Education approved an IAQ/TfS (Indoor Air Quality/Tools for Schools) policy in 2006 to meet state guidelines. An IAQ/TfS Committee has met on a regular basis to develop recommendations and effectively implement this program.
2. All faculty and staff participate in reporting information to the committee to effectively assess the maintenance and facility needs of our school. Air quality priorities are determined by gathering data about such things as general cleanliness, excess moisture, thermal comfort, ventilation, educational supplies, local exhaust fans, and general comments. Mr. Paul Ricard, our Director of Maintenance and Facilities, has been highly successful in follow-through with repairs and maintenance.
3. The IAQ/TfS Committee receives regular reports of all facility and maintenance repairs to support the creation a list for the Board of Education to consider in the budget process for both short and long term facilities and maintenance priorities.

***Youth Service Bureau/Local Prevention Council – Adam S. Burrows***

The YSB/LPC funding is secured from several sources: State YSB and Enhancement grant, contributions from the Boards of Education and Selectmen, SERAC, and funds raised from nominal registration fees. There have been a number of YSB/LPC initiatives that directly support wellness. Physical activity initiatives include: 5K run/walk, dodge ball, evening basketball and volleyball programs for high school students, Great After School Program (GRASP) for students, and sports events in cooperation with the Recreation Commission. Other YSB/LPC events include parent programs to promote Alcohol, Tobacco, and Other Drug Abuse (ATODA) prevention programs, survey about the needs of our youth, anti-bullying evening programs, and work to establish a Juvenile Justice Review Board. The YSB has also given support to the DARE program.

***Review Policy #6142.101 (1-9-14) Student Nutrition and Physical Activity*** (No Changes suggested)

***Food Allergies:***

There are several students who have nut allergies. We have nut free tables at lunchtime or in the classroom when students are eating there. There are also appropriate signs in each classroom and the nurse has distributed a written health awareness list to each grade level team, specials, and other personnel “who have a need to know” to document student needs. EPI pens are available

***Other***

National Healthy School Day on TUESDAY, APRIL 5th; *Pick up a “Ready to Go” activity at
 [http://www.nationalhealthyschoolsday.org/activity.html#PlanActivity](https://cts.vrmailer1.com/click?sk=a3pIB2JgGjBKFmtRSAPkF5FwMCGCnGcyKZs28Z7Hwjpg=/aHR0cDovL3d3dy5uYXRpb25hbGhlYWx0aHlzY2hvb2xzZGF5Lm9yZy9hY3Rpdml0eS5odG1sI1BsYW5BY3Rpdml0eQ==/rVN1AFs3-jezP78IepJ7AA==&merge_field_type=(?x-mi:(?%3C=href=)%5b%5Cs%5d*%5b%27%22%5d(?%3Curl%3E%5b%5E%7B%27%22%5d.+?)%5b%27%22%5d)" \t "_blank)*

The next Wellness Committee meeting will be scheduled for 16/17

The meeting adjourned at 9:20AM

*Respectfully submitted by Adam S. Burrows*

The purpose of this committee is to guide the implementation of the Student Nutrition and Physical Activity Policy 6142.101(a). Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

**6142.101(a)**

# Instruction

# Student Nutrition and Physical Activity (Student Wellness Policy)

Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

# Goals for Nutrition Education

The goals for addressing nutrition education include the following:

* Schools will support and promote good nutrition for students consistent with applicable federal and state guidelines.
* Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
* Nutrition education will be part of the District’s comprehensive health education curriculum.

# Goals for Physical Activity

The goals for addressing physical activity include the following:

* Schools will support and promote an active lifestyle for students.
* Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
* Unless otherwise exempted, all students will be required to engage in the District’s physical education program.
* Preventing, as a form of discipline, an elementary school student from participating in the required period of physical activity\*
* Requiring any student in grade kindergarten through twelve to engage in physical activity as a form of discipline\*

*\*The law states “each Board of Education adopt policies it deems appropriate concerning any school employee being involved, during the regular school day.”*

# Nutrition Guidelines for Foods Available in Schools during the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture and guidelines promulgated by the Connecticut Department of Education. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District’s non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal period.

**6142.101(b)**

# Instruction

**Student Nutrition and Physical Activity (Student Wellness Policy)** – **(continued)**

# Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

# Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy.

# Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes

PA 13-173 An Act Concerning Childhood Obesity and Physical Exercise

10-16b Prescribed courses of study

10-215 Lunches, breakfasts and the feeding programs for public school children and employees

10-221 Boards of education to prescribe rules, policies and procedures

10-215a Non-public school participation in feeding program

10-215b Duties of state board of education re: feeding programs

10-216 Payment of expenses

10-215b-1 State Board of Education Regulation for Competitive foods

PA 04-224 is An Act Concerning Childhood Nutrition in Schools, Recess, and Lunch Breaks

National School Lunch Program and School Breakfast Program;

Competitive Foods (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265

Policy adopted: July 13, 2006 **Voluntown Public Schools**

# Revised: January 9, 2014 Voluntown, Connecticut