

TRUMBULL PUBLIC SCHOOLS  
 TRUMBULL, CONNECTICUT  
 Trumbull Board of Education Policy Committee  
 Long Hill Administration Building  
 April 20, 2016            5:30 – 7:00 p.m.

**AGENDA**

	<u>Presenter*</u>	<u>Anticipated Action</u>
<b>I. PRELIMINARY BUSINESS</b>		
A. Call to Order / Introduction	ST	
B. Correspondence	ST	
C. Public Comment	ST	
<b>II. REPORTS / ACTION ITEMS</b>		
A. Approval of Minutes – Regular Meeting, February 17, 2016	ST	
B. Report, Administrative Designee	JB	
C. Board of Education Meeting Updates	ST	
a. March 1, 2016 Second Readings		
i. Trumbull High School Performance Standards Requirements for Graduation, Policy Code 5123.1	ST	
ii. Administration of Medication by School Personnel, Policy Code 5141.21	ST	
b. March 15, 2016 First Readings		
i. Code of Ethics, Policy Code 4118.22	ST	to BOE 2 <sup>nd</sup> Rdng. 5/3/16
ii. Food Service Personnel – Code of Conduct, Policy Code 3542.22	ST	to BOE 2 <sup>nd</sup> Rdng. 5/3/16
<b>III. POLICY REVIEW/DISCUSSION</b>		
A. Service Animals, Policy Code 6163.32	JB	to BOE 1 <sup>st</sup> Rdng. 5/3/16
B. Student Wellness, Policy Code 6142.101	JB	to BOE 1 <sup>st</sup> Rdng. 5/3/16
C. Drug and Alcohol Testing for School Bus Drivers, Policy Code 4212.42	JB	to BOE 1 <sup>st</sup> Rdng. 5/3/16
D. Educational Research and Surveys of Students, Policy Code 6162.51	JB	to BOE 1 <sup>st</sup> Rdng. 5/3/16
<b>IV. FUTURE DISCUSSION</b>		
A. Receipt of Funds for Deposit, Policy Code 3450	JB	

\* ST: Suzanne Testani; JB: Dr. Jonathan Budd

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Policy Committee  
of the  
Trumbull Board of Education

Regular Meeting

Long Hill Administration Building  
Wednesday, February 17, 2016 – 5:30-7:00 p.m.

MINUTES

The Trumbull Board of Education convened in the Long Hill Administration Building for a Regular Meeting.

I. Preliminary Business

A. Call to Order / Introduction – The meeting was called to order by Mrs. Testani at 5:30 p.m.

Members present

Suzanne Testani, Chair, BOE member  
Marie Petitti, BOE member  
Lucinda Timpanelli, BOE member  
Jonathan S. Budd, Ph.D., administrative designee  
Brenda Windsor, TEA representative  
Kristine Keltly Murano, parent representative  
Cindy Katske, community representative  
Mary Pierson, community representative  
Connor Bailo, student representative  
Carly Netting, student representative

Members absent

Patricia Frillici, TAA representative  
Jennifer Mottolose, parent representative  
Bryan Woodward, parent representative

1 member of the public

B. Correspondence – Dr. Budd conveyed the regrets of Ms. Frillici, Ms. Mottolose, and Mr. Woodward in being absent from the meeting. There was no other correspondence.

C. Public Comment – Susan LaFrance referenced the questions she asked at the January 20 meeting related to the Code of Ethics policy on the meeting's agenda, including the policy's origin, how this Code differed from the Town of Trumbull's Code of Ethics, and connections between this policy and teacher evaluation.

Dr. Budd responded that he would address the questions raised by Ms. LaFrance in his oral introduction to the Code of Ethics policy.

## II. Reports / Action Items

- A. Approval of Minutes – Regular Meeting, January 20, 2016 – The minutes were approved with no revisions.
- B. Report, Administrative Designee – Dr. Budd indicated that there was no new legislation affecting the Policy Committee with the exception of Item IIIB on this evening’s agenda.
- C. Board of Education Meeting Updates
  - a. Feb. 2, 2016 First Readings – Dr. Budd noted that the Board heard First Readings of the following two policies as presented at its Feb. 2, 2016 meeting, and suggested no revisions, so these policies will be returned to the Board for Second Readings in March, 2016.
    - i. Trumbull High School Performance Standards Requirements for Graduation, Policy Code 5123.1
    - ii. Administration of Medication by School Personnel, Policy Code 5141.21
  - b. Feb. 16, 2016 Second Readings – Dr. Budd noted that the Board approved the following five policies as presented at its Feb. 16, 2016 meeting.
    - i. Concussions, Policy Code 5141.7
    - ii. Student Standard of Conduct, Policy Code 5131
    - iii. Reporting of Child Abuse, Neglect, and Sexual Assault, Policy Code 5141.4
    - iv. Use of Physical Force: Seclusion and Restraint, Policy Code 5144.1
    - v. Homebound and Hospitalized Instruction, Policy Code 6173

## III. Policy Review/Discussion

- A. Code of Ethics, Policy Code 4118.22 – Dr. Budd presented the proposed policy in this evening’s packet. One typographical error was noted. The Committee unanimously agreed to bring the policy, with revision of that error, to the Board for a first reading in March, 2016.
- B. Food Services Personnel – Code of Conduct, Policy Code 3542.22 – Dr. Budd presented the proposed policy in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a first reading in March, 2016.
- C. Receipt of Funds for Deposit, Policy Code 3450 – Dr. Budd presented the proposed policy in this evening’s packet. Questions related to certain operational aspects of the policy were raised. Dr. Budd suggested he consult Mr. O’Keefe, TPS Business Administrator, and report back to the Committee at the next meeting. The Committee unanimously agreed to table the item at this time.

Adjournment

Ms. Murano moved to adjourn the meeting at 6:25 p.m.; it was seconded by Ms. Timpanelli, and unanimously agreed to. The next meeting of the Policy Committee will take place on Wednesday, March 16, 2016, from 5:30-7:00 p.m. in the Long Hill Administration Building.

POLICY OVERVIEW FORM

Policy Title: Food Services Personnel – Code of Conduct

Section: 3000 Category: Business & Non-Instructional Operations Code: 3542.22

New: X Revision:       

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This proposed new policy is a required new policy based on federal regulations of the United States Department of Agriculture for schools receiving federal funds for Child Nutrition Programs, one of which is the National School Lunch Program.

State Statute if applicable: N/A – federal regulations cited in Policy

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 2/12/16

Policy Committee Chair:  Date: 2/17/16

**POLICY OVERVIEW FORM**

**Policy Title:** Receipt of Funds for Deposit

**Section:** 3000      **Category:** Business & Non-Instructional Operations      **Code:** 3450

**New:**      X      **Revision:**            

**Initiated by:** Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

**Phone No.:** (203) 452-4336      **Email:** buddj@trumbullps.org

**Need for New Policy/Revision:** This proposed new policy is recommended to conform practices in the District related to funds collected by District employees. It has been developed in consultation with Sean O'Keefe, TPS Business Administrator.

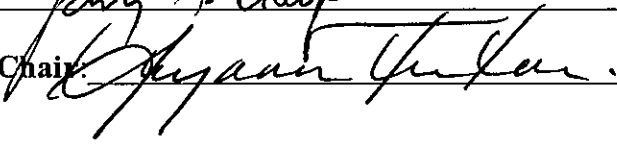
**State Statute if applicable:** N/A

**Summary of Actions Required by New Policy/Revision:** See above.

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**Office Use Only**

**Approval**

**Superintendent:**       **Date:** 2/12/16  
**Policy Committee Chair:**       **Date:** 2/17/16

**POLICY OVERVIEW FORM**

**Policy Title:** Service Animals

**Section:** 6000      **Category:** Instruction      **Code:** 6163.32

**New:**      X      **Revision:**       

**Initiated by:** Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

**Phone No.:** (203) 452-4336      **Email:** buddj@trumbullps.org

**Need for New Policy/Revision:** This proposed new policy is based on Connecticut Association  
of Boards of Education (CABE) guidelines on service animals in schools, and is designed so that  
the Trumbull Public Schools will have a clear, transparent policy on service animals in schools  
to comply with Americans with Disabilities Act (ADA) requirements and related state statutes.  
It has been developed in consultation with Pauline Smith, Director of Pupil Personnel Services.

**State Statute if applicable:** C.G.S. §§ 46a-42, 46a-44 through 46a-64

**Summary of Actions Required by New Policy/Revision:** See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

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**Approval**

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ENTIRE PROPOSED POLICY IS NEW**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6163.32/Service Animals**

**SERVICE ANIMALS**

**Policy Statement**

The Trumbull Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities, and services, and to ensure that the District does not discriminate on the basis of disability.

“Service animal” means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

Consistent with federal and state statutes, upon request and submission of required documentation, the Board shall permit individuals with disabilities to use service animals in District buildings, on District property, and on vehicles that are owned, leased, or controlled by the District.

Adopted: ??/2016

**References**

- The Americans with Disabilities Act
- Section 504 of the Rehabilitation Act of 1973
- Title 28 Code of Federal Regulations Parts 35 & 36
- Connecticut General Statutes §§ 46a-42, 46a-44 through 46a-64



**ENTIRE PROPOSED POLICY IS NEW**

**Regulations**

I. Admission of Service Animals to Schools

- A. A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.
- B. Parents/Guardians of a student with a disability who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education shall notify the Director of Pupil Personnel Services. The appropriate team shall evaluate the request to use the service animal in school, gathering necessary information to determine whether the student requires the service animal during the school day and/or at school activities. Any service animal accompanying a student with a disability to school or to school activities shall be handled and cared for in the manner detailed in the student's Individualized Educational Plan or Section 504 service agreement.
- C. Trained service animals shall be permitted in District buildings and on District property and vehicles for non-educational reasons under the following circumstances:
  - (1) A totally or partially blind individual may be accompanied by a trained guide animal.
  - (2) A deaf or hearing-impaired individual may be accompanied by a trained hearing animal.
  - (3) A mobility-impaired or other-disabled individual may be accompanied by a trained service animal.
  - (4) An individual conducting training of a service animal may be accompanied for the purpose of school business by a service animal in training, but training shall not normally occur in the classroom during instructional time.
- D. Before a service animal shall be allowed in a District building, or on District property or vehicles, the owner or handler of the animal shall submit to the Director of Pupil Personnel Services a written request and the following documentation from a certified professional:
  - (1) verification of the need for a service animal because of a disability; and
  - (2) description of the function(s) the service animal has been trained and is expected to perform in relation to the individual's disability.

II. Admission of Service Animals to Public Events

**ENTIRE PROPOSED POLICY IS NEW**

- A. An individual with a disability may be accompanied by his/her service animal while on District property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.
- B. District and/or school administrators may inquire of the owner or handler of an animal whether the animal is a trained service animal and the specific tasks that the animal has been trained and is expected to perform. However, questions may not be asked about an individual's disability.
- C. The District shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.

III. Delegation of Responsibility

- A. The owner or handler of a service animal shall be solely responsible for:
  - (1) supervision and care of the animal, including any feeding, exercising, cleanup, and stain removal;
  - (2) leashing and properly restraining the animal at all times;
  - (3) damages to District buildings, property, and vehicles caused by the animal;
  - (4) injuries to students, employees, volunteers, and visitors caused by the animal; and
  - (5) annual submission of documentation of vaccinations and immunizations.
- B. All completed requests for an individual with a disability to be accompanied by a service animal shall be forwarded to the Director of Pupil Personnel Services, who shall respond to the request.

IV. Service Animals within the Educational Setting

- A. A District administrator may exclude a service animal from District buildings, property, and vehicles under any of the following circumstances:
  - (1) the presence of the animal poses a direct threat to the health and safety of others;  
or
  - (2) the owner or handler of the animal is unable to control the animal; or
  - (3) the presence of the animal significantly disrupts or interferes with the educational process; or

**ENTIRE PROPOSED POLICY IS NEW**

- (4) the presence of the animal would require a fundamental alteration to the educational program; or
  - (5) the animal is not housebroken.
- B. If a service animal is out of control in the school setting or on District transportation, the matter shall be immediately reported to local law enforcement by the building or a District administrator or an authorized designee, and the permission granted pursuant to this policy may be immediately revoked. A parent/guardian of the student having custody and control of the service animal shall be required to remove the animal from District premises or transportation immediately.
- C. If any student or staff member assigned to a classroom in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the service animal will be required to remove the animal to a different location designated by the building or a District administrator or an authorized designee, and an alternative plan will be developed with District staff. Such plan could include the reassignment of the person having custody and control of the service animal to a different classroom. Such a response will also apply if an individual on District transportation suffers an allergic reaction; in that case, an alternate plan will be developed in coordination with appropriate building, District, and transportation administrators and with involvement of the parent(s)/guardian(s) of the student.
- V. Oversight
- A. Forms to support the implementation of this policy will be developed and reviewed periodically by the Director of Pupil Personnel Services.

**POLICY OVERVIEW FORM**

**Policy Title:** Student Wellness

**Section:** 6000      **Category:** Instruction      **Code:** 6142.101

**New:** \_\_\_\_\_      **Revision:** X

**Initiated by:** Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

**Phone No.:** (203) 452-4336      **Email:** buddj@trumbullps.org

**Need for New Policy/Revision:** This revision is of a required policy that must be revised to conform with requirements of the Healthy, Hunger-Free Kids of Act of 2010 in relation to both nutrition and physical activity. It has been developed in consultation with Betty Sinko, TPS Food Service Director, and implements the suggestions of CABE (Connecticut Association of Boards of Education) in relation to all components.

**State Statute if applicable:** C.G.S. §§ 10-215f, 10-221p

**Summary of Actions Required by New Policy/Revision:** This revision of Policy 6142.101 will also necessitate recissions of Policy 5141.27 (Nutrition in School) and Policy 6145 Physical Activity), as the elements of those policies, updated, will now be included in 6142.101.

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**Approval**

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**6142.101/Student Wellness**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6142.101/Student Wellness**

**STUDENT WELLNESS**

**Comment [T1]:** This policy and its regulations that follow are modeled on what is suggested by CABE to meet the requirements of the District's Student Wellness Policy in conformity with the Healthy, Hunger-Free Kids Act of 2010. All language would be new and would replace the stricken language on pp. 2-3 below.

**Policy Statement**

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 Healthy, Hunger-Free Kids Act of 2010.

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and 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 school health education curriculum and will be integrated into other classroom content areas, as appropriate.

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education shall include a standards-based, 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.

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and *My Plate*, 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 ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium, and sugars, and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards.

All sources of food sales to students at school must comply with the Connecticut Nutrition Standards for Food in Schools, including, but not limited to, cafeteria a la carte sales, vending machines, school stores, and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The

## 6142.101/Student Wellness

stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

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

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.

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or his/her designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy.

The District will make available to the public an assessment of this policy's implementation, including the extent to which the schools are in compliance with the policy and a description of the progress being made in attaining the goals of the policy.

~~It is the belief of the Trumbull Board of Education to strive to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student and afford them the opportunity to fully participate in the educational process. The Board promotes healthy schools by promoting wellness, good nutrition and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.~~

~~Henceforth, The District's Wellness Policy will be a systemic effort to enhance the wellness of its students through education, which will effectively promote student well-being and quality performance.~~

~~We will place significant importance on students by providing:~~

- ~~●—Appropriate programs and services.~~
- ~~●—Highly trained staff sensitive to the changing needs of the student population.~~
- ~~●—Well-maintained, convenient and safe facilities.~~
- ~~●—Approved nutrition and physical activity information distributed to students and parents.~~

~~We will continue to develop and implement prevention programs which:~~

- ~~●—Teach physical care strategies that also promote emotional well-being.~~
- ~~●—Teach emotional care skills that enhance physical well-being.~~

## 6142.101/Student Wellness

- ~~Create a supportive and cooperative environment for the practice of learned skills.~~

~~We will continue to enhance the caring culture of the Trumbull School System by:~~

- ~~Demonstrating the cooperative commitment of the Board of Education, Administration, teachers and all other supportive staff (maintenance, custodial, secretarial, food service, and nursing) to care for students.~~
- ~~Providing opportunities for student socialization.~~
- ~~Promoting continuous opportunities for improved nutrition and physical activities.~~

~~We will maintain our excellent reputation for:~~

- ~~Uncompromising commitment to quality programs and services.~~
- ~~Dedication to personal/professional well being.~~
- ~~Responsible programming in a safe environment.~~
- ~~Offering appropriate wellness activities for staff.~~

Adopted: 08/01/2006

Revised: ??/2016

### References

- The Healthy, Hunger-Free Kids Act of 2010
- The Child Nutrition and WIC Reauthorization Act of 2004
  
- Title 7 Code of Federal Regulations 210.11
- Title 7 Code of Federal Regulations 220.12
  
- Connecticut General Statutes §§ 10-215f, 10-221p
- Connecticut State Department of Education Regulations §§ 10-215b-23, 10-216b1
  
- Trumbull Board of Education Policy Code 1324: Fund Raising

**Regulations**

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

I. Nutrition

A. National School Lunch Program

Reimbursable meals served in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) will follow the USDA meal pattern requirements and nutrient standards in accordance with the Healthy, Hunger-Free Kids Act of 2010. Menu planning, purchasing procedures, and production techniques for school meals will be used to decrease fat, saturated fat, trans-fat, sodium, and sugars, and to increase fiber.

In addition, school meals shall:

- Include only unflavored low-fat (1%) and fat-free milk flavored or unflavored, which contain no more than 4 grams of sugar per ounce and no artificial sweeteners, that meets the requirements of the state beverage statute and federal regulation.
- Ensure that half of the grains served are whole grains. All grains must be whole grain rich, containing at least 50% whole grains by weight, or have a whole grain as the first ingredient and any other grain ingredients enriched.
- Reduce the levels of sodium, saturated fats, and trans-fats in meals per federal and state nutrition standards.
- Meet the nutrition needs of school children within their calorie requirements per federal and state nutrition standards.

Menus shall be planned to be appealing and attractive to children and will incorporate the basic menu planning principles of balance, variety, contrast, color, and eye appeal. Menus shall be planned with input from students, parents, and other school personnel and shall take into account students' cultural norms and preferences. Schools shall engage students and parents, through surveys, taste-tests, and other activities, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. Meal patterns and nutrition standards of federal regulations will be fulfilled as required.

The District will share information regarding the nutrition content of school meals with students, families, and school staff. Nutrition information for a la carte foods and beverages sold in schools will also be available.

With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the



## **6142.101/Student Wellness**

disability, and states the foods to be omitted and the food or choices of foods that must be substituted. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent/guardian submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietician, or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of foods that may be substituted in place of the lunch menu being served.

### **B. Cafeteria A La Carte Sales**

The school food service program must follow the Connecticut Nutrition Standards when determining the items for a la carte sales. All beverages sold to students in school meals and as a la carte sales must meet the requirements of state statute and USDA requirements for a la carte foods.

At all times when food is available for purchase by students during the school day, nutritious and low-fat foods must also be available for sale at the same time. These foods may include, but shall not be limited to, low-fat dairy products and fresh or dried fruit.

The sale of beverages, as part of school meals and as a la carte sales, shall be limited to the following five categories defined by state statute:

- a. milk, low-fat (1%) unflavored, or nonfat, which may be flavored or unflavored but must contain no artificial sweeteners and contain no more than 4 grams of sugar per fluid ounce;
- b. nondairy milk, such as soy or rice milk, which may be flavored or unflavored but must contain no artificial sweeteners, no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;
- c. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;
- d. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and
- e. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.

### **C. Lunchroom Climate**

A lunchroom environment that provides students with a relaxed, enjoyable climate shall be developed. It is encouraged that the lunchroom environment be a place where students have adequate space to eat and pleasant surroundings, appropriate supervision, and convenient access to handwashing facilities before meals.

### **D. Meal Schedules**

Meal periods shall be scheduled at appropriate hours. In compliance with federal regulations, lunch must be scheduled between 10:00 a.m. and 2:00 p.m. in all schools. Pursuant to state statute, schools are required to provide all full-day students a daily lunch period of not less than 20 minutes. Activities such as tutoring, clubs, or

## **6142.101/Student Wellness**

organizational meetings or activities shall not be scheduled during meal times unless students may eat during such activities.

### **E. Qualifications of Food Service Staff and Training for Food Service Staff**

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, continuing professional development shall be provided for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for school food service directors, managers, and cafeteria workers, according to their levels of responsibility. All food service personnel shall have adequate pre-service training in food service operations and regularly participate in professional development activities that address requirements for Child Nutrition Programs, menu planning and preparation, food safety, strategies for promoting healthy eating behaviors, and other appropriate topics.

### **F. Other Foods Offered or Sold**

To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The Connecticut Nutrition Standards apply to all food sold or served to students on school premises, including, but not limited to, cafeteria a la carte sales, vending machines, school stores, fundraisers, activities, and classroom snacks. All beverages sold or served to students at school shall meet the requirements of state statute and federal regulations, whichever are stricter, at all times. However, beverages not meeting the requirements of state statute and foods not meeting the Connecticut Nutrition Standards may be sold or served at the location of an event occurring after the end of the regular school day or on the weekend provided they are not sold from a vending machine or school store. The District strongly encourages the sale or distribution of nutrient-dense foods, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes.

Pursuant to state statute, whenever any group makes foods available for purchase in a school during the school day, low-fat dairy products and fresh or dried fruits must also be available in the school at the same time for purchase by students. "Foods available for purchase" include, but are not limited to, foods sold in cafeterias, vending machines, school stores, fundraisers, and any other food sales during the school day. If a snack machine with food items is available for use by students during the school day, the school must also have non-fat or low-fat dairy products and fresh or dried fruit available for purchase. When the snack machine is operating outside of cafeteria hours, schools must make alternate provisions to offer non-fat or low-fat dairy products and fresh or dried fruit for sale at the same time. School stores that sell food to students must ensure that non-fat or low-fat dairy products and fresh or dried fruit are available for purchase either in the store itself or elsewhere in the school, while the school store is selling food.

### **G. Access to Drinking Water**

Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water that does not contain added sugars, sweeteners, artificial

## **6142.101/Student Wellness**

sweeteners, or caffeine should be made available for purchase by students and staff. Free portable water must be available where meals are served.

### **H. Foods Brought Into School**

The District shall encourage families to pack healthy lunches and snacks and to refrain from including beverages that do not meet the requirements of state statute or foods that do not meet the Connecticut Nutrition Standards. The District shall develop procedures to ensure that all food brought from home to be shared with other students is safe. Classroom snacks shall feature healthy choices that meet the state requirements for allowable beverages and the Connecticut Nutrition Standards.

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns with allergies and other restrictions on some children's diets.

### **I. Fundraising**

School fundraising activities either shall not involve food or beverages or shall only use foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute and federal regulations. However, food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. Schools shall encourage fundraising activities that promote physical activity. The District shall make available to students, parents, teachers and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers.

Competition with nutritious meals served by the school food services operations must be minimized. Income from any competitive foods or beverages sold from 30 minutes prior to the start of any state or federally subsidized milk or meal program until 30 minutes after the end of the program must accrue to the food service account.

### **J. Concessions**

Food items that do not meet the Connecticut Nutrition Standards and beverages that do not meet the requirements of state statute and federal regulations can be sold at concessions operated at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. Organizations operating concessions at school functions after school or on weekends should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

### **K. Teacher-to-Student Incentives and Punishments**

## **6142.101/Student Wellness**

Schools shall not use foods or beverages as rewards for academic performance or good behavior, unless this practice is allowed by a student's individualized education plan (IEP). Alternative rewards shall be developed and promoted. Additionally, schools shall not withhold foods or beverages (including food served through school meals) as a punishment.

### **L. Student Nutrition Education**

Nutrition education shall be offered as part of a planned, ongoing, systematic, sequential, standards-based, comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education shall use national or state-developed standards, such as the Connecticut State Department of Education's Healthy and Balanced Living Curriculum Framework. The District shall develop and implement a comprehensive, developmentally appropriate curriculum approach to nutrition in all grades. Students shall be able to demonstrate competency through application of knowledge, skill development, and practice.

The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the District's health education curriculum guides. Nutrition education shall also be included in other classroom content areas such as math, science, language arts, social sciences, family and consumer sciences, and elective subjects. Instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate, to reinforce and support health messages.

The District shall assess all nutrition education lessons and materials for accuracy, completeness, balance, and consistency with the District's educational goals and curriculum standards. Materials developed by food marketing boards or food corporations shall be scrutinized for appropriateness of commercial messages.

### **M. Educational Reinforcement**

School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers and performers invited to address students shall receive appropriate orientation to relevant District policies. School staff members shall be encouraged to coordinate with other agencies and community groups to provide opportunities for student volunteer work related to nutrition, such as assisting with food recovery efforts and preparing nutritious meals for home-bound people. School officials shall disseminate information to parents, students and staff members about community programs that offer nutrition assistance to families.

### **N. Nutrition Promotion**

The District shall conduct nutrition education activities and promotions that involve parents, students, and the community. The District shall participate in programs that promote and reinforce student health, such as Team Nutrition and the Healthier US School Challenge. The school team responsible for planning nutrition activities shall

## **6142.101/Student Wellness**

ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members. Nutrition education shall be offered in the school cafeteria and classroom, with coordination between school food service and teachers. The District shall link nutrition education with other coordinated school health initiatives.

### **O. Consistent Health Messages**

Students shall receive positive, motivating messages, both verbal and nonverbal, about healthy eating and physical activity throughout the school environment. All school personnel shall help reinforce these positive messages. Foods and beverages sold or served at school shall not contradict healthy eating messages. Personnel shall not use practices that contradict messages to promote and enjoy physical activity: for example, withholding recess or using physical activity (e.g., running laps, doing pushups) as punishment.

The District shall build awareness among teachers, food service staff, coaches, nurses, and other school staff members about the importance of nutrition, physical activity, and body-size acceptance to academic success and lifelong wellness. School staff members shall be encouraged to model healthy eating and physical activity behaviors.

The District shall include appropriate training for teachers and other staff members. Staff members responsible for nutrition education shall be adequately prepared and shall regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice skills in program-specific activities. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors. Staff members providing nutrition education shall not advocate dieting behaviors or any specific eating regimen to students, other staff members, or parents.

### **P. Food Marketing in Schools**

School-based marketing shall be consistent with nutrition education and health promotion. Thus, schools shall limit food and beverage marketing to the promotion of foods and beverages that meet the U.S. Department of Agriculture nutrient standards for meals or the District's nutrition standards for foods and beverages. Schools shall promote healthy food choices and shall not allow advertising that promotes less nutritious food and beverage choices. The promotion of nutrient-dense foods, including fruits, vegetables, whole grains, and low-fat dairy products, shall be encouraged.

### **Q. District Nutrition Standards**

The District strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals with relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. In an effort to support the consumption of nutrient-dense foods in the school setting, the District will follow the beverage requirements of state statute and federal regulations, whichever are stricter, and

**6142.101/Student Wellness**

has adopted the Connecticut Nutrition Standards governing the sale of food on school grounds.

1. Food

- i. Any food item offered for sale to students separately from reimbursable meals will:
  - meet the portion size requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards;
  - not contain any chemically altered fat substitutes and will meet the fat requirements of the Connecticut Nutrition Standards;
  - meet the saturated fat requirements of the Connecticut Nutrition Standards;
  - meet the trans-fat requirements of the Connecticut Nutrition Standards;
  - not contain any artificial sweeteners or sugar alcohols and will meet the sugar requirements of the Connecticut Nutrition Standards; and
  - meet the sodium requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
- ii. Foods and beverages will not contain caffeine, with the exception of trace amounts of naturally occurring substances.
- iii. The District will limit condiment use and provide low-fat, low-sugar, and low-sodium varieties.
- iv. The District will increase choices of whole grains and foods containing fiber.
- v. The District will encourage the consumption of nutrient-dense foods, e.g., whole grains, fresh fruits and vegetables, lean meats, legumes, and low-fat dairy products.

2. Candy

- i. Candy and gum (including sugarless candy and sugarless gum) shall not be sold to students on school premises.

3. Beverages

- i. Pursuant to state statute, the sale of beverages to students on school premises shall be limited to the following five categories defined by state statute:
  - a. milk, low-fat (1%) unflavored, or nonfat, which may be flavored or unflavored but must contain no artificial sweeteners and contain no more than 4 grams of sugar per fluid ounce;
  - b. nondairy milk, such as soy or rice milk, which may be flavored or unflavored but must contain no artificial sweeteners, no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;
  - c. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;

## **6142.101/Student Wellness**

- d. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners; and
  - e. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, or caffeine.
- ii. Portion sizes of the beverages specified above are limited to no more than 12 fluid ounces, except water, which is unlimited.
  - iii. Vending sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
  - iv. School store sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
  - v. The sale of any beverages that do not meet the requirements of state statute and federal regulations is allowed at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store.

### **R. Guidelines for Food and Beverages Offered to Students at School**

The District encourages the use of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes. At any school function (e.g., parties, celebrations, feasts, sporting events) where foods and beverages are sold or served to students, healthy choices meeting the Connecticut Nutrition Standards and beverage requirements of state statute must be available. Some suggested foods and beverages are listed below.

- Raw/fresh vegetable sticks (e.g., carrots) / slices with low-fat dressing or yogurt dip
- Fresh fruit
- 100% fruit juices or 100% vegetable juices or combination of such juices
- Frozen 100% fruit juice pops
- Bottled water, without added sugars, sweeteners, artificial sweeteners, or caffeine
- Dried fruits (e.g., raisins, banana chips) without added sugar, fat, or salt
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts) without added fat, sugar, or sodium
- Low-fat meat and cheese sandwiches (with low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.), depending on added fat, sugar, and salt
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dips (e.g., Ranch, French Onion, Bean)
- Low-fat muffins, granola bars, crackers, and cookies such as fig bars and ginger snaps
- Angel food and sponge cakes
- Flavored yogurt and fruit parfaits (low-fat/nonfat yogurt)

## 6142.101/Student Wellness

- Gelatin and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and nonfat dairy products
- Pure ice cold water without sugars, sweeteners, artificial sweeteners, or caffeine
- Pretzels
- Bread products such as bread sticks, rolls, bagels, and pita bread
- Ready-to-eat low-sugar cereals (with no more than 15 grams added sugars per serving and no more than 35% sugar by weight)
- Low-fat (1 percent) and skim milk

Compliance with the state beverage statute and the Connecticut Nutrition Standards varies depending on the brand and type of item, and this list should be checked against the Connecticut Nutrition Standards developed by the State Department of Education and published annually, the state beverage statute, and the Department's online list of acceptable foods and beverages, which is updated quarterly and available online at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Healthy>.

Food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store.

### S. Competitive Foods and Beverages

“Competitive foods” include all foods and beverages sold in schools except for meals provided through the National School Lunch Program. Competitive foods are grouped into three categories: (1) Entrée Items (sold only a-la-carte); (2) Side Dishes; and (3) Beverages. Pursuant to federal regulations and state statutes and regulations, the sale of competitive foods is restricted as follows:

1. Foods that do not meet the Connecticut Nutrition Standards cannot be sold to students on school premises, including, but not limited to:
  - Water ices (any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit, fruit juice, milk, milk ingredients, or egg ingredients other than egg whites);
  - Candy/sugarless candy; and
  - Chewing gum/sugarless chewing gum.
2. Beverages that do not meet the requirements of state statute and federal regulations (including, but not limited to, coffee/decaffeinated coffee/iced coffee, tea/herbal tea/iced tea, soda/diet soda, sports drinks, hot chocolate, and fruit drinks that are not 100 percent juice) can only be sold to students on school premises at the location of an event that occurs after the school day or on the weekend provided they are not sold from a vending machine or school store.
3. During the period of 30 minutes before any meal program up until 30 minutes after the end of the program, competitive foods and beverages may only be sold anywhere on school premises if they meet the Connecticut Nutrition Standards or state beverage



## 6142.101/Student Wellness

statute and the income they generate accrues to the nonprofit school food service account. Outside of this timeframe, competitive foods and beverages may only be sold if they meet the Connecticut Nutrition Standards and state beverage statute and federal regulations, whichever are stricter.

4. No competitive foods may be sold without the prior approval of the Superintendent or his/her designee, and such sales must comply with state law.

### II. Physical Activity

#### A. Philosophy

The Board believes that every student shall develop and demonstrate knowledge and perform fundamental skills necessary to lead an active, physically fit, and healthy lifestyle. The Board believes that students should be cognizant of the short- and long-term benefits, value, and enjoyment of physical activity as an ongoing part of a healthy lifestyle.

The District's comprehensive plan to promote physical activity will include the following:

- A program of physical education that involves moderate to vigorous activity; teaches knowledge, motor skills, self-management skills, and positive attitudes; promotes activities and sports that students enjoy and can pursue throughout their lives; is taught by certified staff; and is coordinated with the health education curriculum;
- Time in the Pre-K and elementary school day (grades PreK through 5) for daily supervised indoor/outdoor recess weather permitting;
- Opportunities and encouragement for students to participate voluntarily in before- and after-school physical activity programs such as intramurals, clubs, and, at the high school level, interscholastic activities; and
- Joint school and community recreation activities.

The program shall make effective use of school and community resources and equitably serve the needs and interests of all students, taking into consideration differences in gender, cultural norms, physical and cognitive abilities, and fitness levels.

Physical education is an integral part of the educational process for each student. ~~Students will be offered physical education in each grade K-12. All students K-8 will participate in physical education as defined by curriculum. Students in grades 9-12 will comply with graduation requirements in relation to physical education.~~

~~A developmentally appropriate curriculum will be implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives, which will incorporate the following:~~

- ~~1. physical and social environments that encourage and enable self and enjoyable physical activity.~~

## 6142.101/Student Wellness

2. ~~physical education curricula and instruction that emphasize enjoyable participation in physical activity and that help students develop the knowledge, attitudes, motor skills, behavioral skills, and confidence needed to adopt and maintain physically active lifestyles.~~
3. ~~health education curricula and instruction that help students develop the knowledge, attitudes, behavioral skills, and confidence needed to adopt and maintain physically active lifestyles.~~

Students will be offered physical education consistent with the District's physical education curriculum guides, which shall undergo revision as necessary to meet or exceed state standards for physical education.

**Comment [T2]:** This segment (with suggested revision) comes from TPS Board Policy 6145 (Physical Activity).

### B. Prohibiting Physical Activity as Linked to Punishment

Physical education teachers shall aim to develop students' self-confidence and maintain a safe psychological environment. ~~Physical education staff shall not order performance of physical activity as a form of discipline or punishment. Personnel shall not order performance of physical activity, nor the withholding of physical activity or physical education, as a form of discipline or punishment. This does not apply to participation on sports teams that have specific academic requirements.~~

**Comment [T3]:** This segment (with suggested revision) comes from TPS Board Policy 6145 (Physical Activity).

### C. Incorporating Physical Activity Into the Classroom

Students in all grade levels shall be provided with opportunities for physical activity beyond and in addition to physical education. Classroom health education shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Opportunities for physical activity shall be incorporated into other subject lessons and can be used as reinforcement, reward, and celebration for achievement, positive behavior, and completion of assignments. As appropriate, classroom teachers may provide short physical activity breaks between lessons or classes.

### D. Physical Activity Opportunities Before and After School

The District encourages and supports the participation of all students in extracurricular activities, although such participation is a privilege and not a right. Eligibility requirements and appeal procedures, as established in Interscholastic Athletics (Policy Code 5150), shall be published in each appropriate student handbook.

Intramural programs, physical activity clubs, and interscholastic athletics are valuable supplements to a student's education. Each school shall endeavor to provide students with opportunities to voluntarily participate in extracurricular physical activities that meet their needs, interests, and abilities. A diverse selection of competitive and noncompetitive, structured and unstructured, activities shall be offered to the extent that staffing permits. The primary focus of extracurricular physical activity programs is to facilitate participation of all interested students. Equal opportunity on the basis of gender shall permeate all aspects of program design and implementation.

## 6142.101/Student Wellness

A student with a chronic health problem or other disabling condition shall be permitted to participate in any extracurricular activity, including interscholastic athletics, if the student's skills and physical condition meet the same qualifications that all other students must satisfy and the student has written permission to participate from a physician. The school shall make reasonable accommodations to allow the student to participate.

**Comment [T4]:** This segment comes verbatim from TPS Board Policy 6145 (Physical Activity).

### E. Recess

The Board of Education takes the position that recess is an essential component of education and that preschool and elementary school children must have the opportunity to participate in regular periods of active, free play with peers. Recess is a break during the school day set aside to allow children time for active free play. Recess shall complement, not substitute for, physical education classes. The following apply for all students preschool to grade 5:

1. All preschool students and students in grades K-5 shall have a period of indoor/outdoor recess every day for at least 20 minutes. The principal or his/her designee will determine and notify appropriate staff if outdoor recess should be cancelled to limit students' exposure to heat, cold, inclement weather, ultraviolet radiation, air pollution, traffic, unsafe surfaces, poor lighting, or equipment temporarily in poor repair.
2. A classroom learning experience involving 20 minutes of physical activity may be substituted for recess.
3. A student shall not be denied recess for any reason, such as but not limited to making up missed work or for disciplinary purposes.
4. Physical activity shall not be used as a form of discipline.
5. Whenever possible, recess should not be scheduled the last period of the school day or immediately before or after physical education classes.
6. The Board recommends that only professional school personnel supervise students during recess. The principal has the discretion to utilize appropriate staff available.

**Comment [T5]:** This segment comes verbatim from TPS Board Policy 6145 (Physical Activity).

### F. Exemptions from Physical Education

Physical education teaches students essential knowledge and skills; for this reason, exemptions from physical education courses shall not be permitted on the basis of participation on an athletic team, in a community resource program, or in other school or community activity. A student may be exempt from participation in physical education only if:

1. A physician states in writing that specific physical activities will jeopardize the student's health and well-being; or
2. A parent/guardian requests exemption from specific physical activities on religious grounds; or
3. Student participates in a regional magnet program.

The physical education teacher will determine the course of action for students who do not participate in physical education class for reasons other than the above exemptions ~~or have a parent excuse for no more than one week~~. If there is a pattern of non-participation, the physical education teacher will refer the student to the appropriate administrator.

**Comment [T6]:** This segment (with suggested revision) comes from TPS Board Policy 6145 (Physical Activity).

III. Policy Implementation

A. District Wellness Advisory Committee

With the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary, the District Wellness Committee shall meet a minimum of four times annually. Committee membership shall consist of:

- Administrative representative, who shall chair the Committee;
- District Food Service Director;
- Student representative;
- Parent representative;
- Physical education teacher;
- Health education teacher;
- K-5 Program Leader for Science/Health;
- School counselor, psychologist, or social worker;
- Town of Trumbull Director of Nursing or designee; and
- Board of Education representative.

B. Ongoing Monitoring and Evaluation

The Superintendent or his/her designee shall ensure compliance with the established District wellness policy. In each school, the Principal or designee shall ensure compliance with those policies in that school and shall report on the school's compliance to the Superintendent or designee. School food service staff members, at the school or District level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the Superintendent or his/her designee (or, as appropriate, to the school Principal). The Superintendent or his/her 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.

The District shall identify a strategy and schedule to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that process, the District shall review nutrition and physical activity policies, new research and evidence on health trends and effective programs, provision of an environment that supports healthy eating and physical activity, and nutrition and physical education policies and program elements. The District and individual schools within the District shall, as necessary, revise this policy and develop work plans to facilitate its implementation.

C. Engagement of Students and Families

Schools shall consider student needs in planning for a healthy school environment. Students shall be asked for input and feedback through the use of student surveys and other means, and attention shall be given to their comments. Key health messages shall be promoted by coordinating classrooms and cafeterias, and through planned promotions such as health fairs, nutrition initiatives, programs, and contests.

**6142.101/Student Wellness**

The District shall encourage family involvement to support and promote healthy eating and physical activity habits. The District shall support families' efforts to provide a healthy diet and daily physical activity for their children through effective two-way communication strategies that allow sharing of information from school to home and from home to school.

Nutrition education will be provided to parents in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles. The District shall also provide information about physical education and other school-based physical activity opportunities before, during, and after the school day, and shall support families' efforts to provide their children with opportunities to be physically active outside of school.

**POLICY OVERVIEW FORM**

**Policy Title:** Drug and Alcohol Testing for School Bus Drivers

**Section:** 4000      **Category:** Personnel – Certified and Non-Certified      **Code:** 4212.42

**New:**      X                      **Revision:**       

**Initiated by:** Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

**Phone No.:** (203) 452-4336                                      **Email:** buddj@trumbullps.org

**Need for New Policy/Revision:** This proposed new policy is a required policy based on OTETA  
(the Omnibus Transportation Employee Testing Act of 1991) and applicable state statutes. It has  
been developed in consultation with Dawn Perkins, TPS Transportation Coordinator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State Statute if applicable:** C.G.S. §§ 14-261b, 14-276a

**Summary of Actions Required by New Policy/Revision:** See above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

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**Office Use Only**

**Approval**

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4212.42/Drug and Alcohol Testing for School Bus Drivers**

**ENTIRE PROPOSED POLICY IS NEW**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **4000**  
CATEGORY: **Personnel – Certified and  
Non-Certified**  
POLICY CODE: **4212.42/Drug and Alcohol  
Testing for School Bus  
Drivers**

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

**Policy Statement**

The Trumbull Public Schools are committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

Contracts for transportation approved by the District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations, state statutes, and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

Adopted: ??/2016

**References**

- Omnibus Transportation Employee Testing Act of 1991 (OTETA)
- Connecticut General Statutes §§ 14-261b, 14-276a

**POLICY OVERVIEW FORM**

**Policy Title:**  Educational Research and Surveys of Students

**Section:**  6000      **Category:**  Instruction      **Code:**  6162.51

**New:**       X      **Revision:**      

**Initiated by:**  Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

**Phone No.:**  (203) 452-4336      **Email:**  buddj@trumbullps.org

**Need for New Policy/Revision:**  This required policy must be added to conform with federal  
 legislation dealing with student privacy and its implications for educational research, particularly  
 survey research. The proposed language is based on the suggestions of CABE (Connecticut  
 Association of Boards of Education).

**State Statute if applicable:**  Federal: P.L. 103-227 § 1017; P.L. 107-110, §§ 1061-1062

**Summary of Actions Required by New Policy/Revision:**  N/A

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

**Office Use Only**

**Approval**

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_



TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6162.51/EDUCATIONAL  
RESEARCH AND  
SURVEYS OF STUDENTS**

**EDUCATIONAL RESEARCH AND SURVEYS OF STUDENTS**

**Policy Statement**

All requests to conduct research within the District must be directed to the Director of Curriculum, Instruction, and Assessments, who will utilize the following criteria to determine whether to approve such requests:

1. The study will result in direct benefits or provide direct services to the children of the Trumbull Public Schools, and/or will provide in-service opportunities for the growth and development of Trumbull faculty and/or staff;
2. The study will require no expenditure of District funds or use of faculty/staff time unless there are benefits as described in (1) above; and
3. Students participating in such studies must have the approval of their parents.

All educational research requires approval of the Director of Curriculum, Instruction, and Assessments, who will report periodically on such research to the Board Curriculum Committee. Any educational research conducted for an agency, organization, or individual not directly connected with the District must have the prior recommendation of the Director of Curriculum, Instruction, and Assessments and the prior approval of the Board Curriculum Committee as to content and purpose. The results of such research must be shared with the Board Curriculum Committee.

Surveys can be a valuable tool for the District and the community in determining student needs for educational services. Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitude related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing.

When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey. Further, responses shall not be collected or presented in any identifying manner.

All surveys require approval of the Director of Curriculum, Instruction, and Assessments, who will report periodically on surveys to the Board Curriculum Committee. Any survey conducted for an agency, organization, or individual not directly connected with the District must have the prior recommendation of the Director of Curriculum, Instruction, and Assessments and the prior approval of the Board Curriculum Committee as to content and purpose. The results of such surveys must be shared with the Board Curriculum Committee.

## **6162.51/Educational Research and Surveys of Students**

### **ENTIRE PROPOSED POLICY IS NEW**

Prior to the administration of a survey that includes reference to any of the factors listed below, the Director of Curriculum, Instruction, and Assessments must recommend the survey, the Board Curriculum Committee must approve the survey, and subsequently the Board of Education must approve the survey. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results must be shared with all parties who request such information.

Parents/guardians shall be notified of this policy at least annually at the beginning of the school year, and when enrolling students for the first time in District schools. This notification must explain that parents/guardians, or students 18 or older, have the right to opt out of participation in writing, of the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students, such as:
  - a. College or other post-secondary education recruitment, or military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used in schools;
  - d. Tests and assessments;
  - e. Student recognition programs; and
  - f. The sale by students of products or services to raise funds for school-related activities.

The term "personal information" means individually identifiable information including a student's or parent's name, address, telephone number, or Social Security number.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above.

Parents/guardians shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the

**6162.51/Educational Research and Surveys of Students**

***ENTIRE PROPOSED POLICY IS NEW***

educational curriculum. “Instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or other academic assessments.

Adopted: ??/2016

References

- Public Law 103-227 § 1017
- Public Law 107-110, §§ 1061-1062