

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire  
CONTOOCOOK VALLEY SCHOOL DISTRICT**

**FOOD SERVICE/WELLNESS COMMITTEE**

**Monday, February 13, 2023  
SAU Office**

**6:00 PM**

**Minutes**

**Committee Members:**

- Richard Dunning, Chair
- Greg Kriebel
- Liz Swan
- Kelly Parker

- 1. Call Meeting to Order**
- 2. Accept Minutes of November 14, 2022**
- 3. Accept Minutes of January 9, 2023**
- 4. ConVal School District Food Service Operating Cost and Food Service Analysis**
- 5. Policy JLCF - Wellness (ConVal Policy, NHSBA Policy, Proposed Policy)**
- 6. Other**
- 7. Adjourn**

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**106 Hancock Rd.**  
**Peterborough, New Hampshire**  
**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**FOOD SERVICE/WELLNESS COMMITTEE**

**Monday, November 14, 2022**  
**SAU Office**

**6:00 PM**

**Minutes**

**Committee Members:**

- Richard Dunning, Chair
- Greg Kriebel
- Keira Christian
- Liz Swan
- Kelly Parker

**Present:** Dick Dunning, Liz Swan, Kelly Parker, Janine Lesser, Lori Schmidt

**1. Call Meeting to Order**

**Dick Dunning called the meeting to order at 6:00 pm.**

**2. Accept Minutes of October 3, 2022**

**Liz Swan moved to accept the minutes of October 3, 2022. Kelly Parker seconded. Liz Swan and Kelly Parker abstained. Minutes accepted.**

**3. Financial Report**

Lori Schmidt reported that the district budgeted to use just under \$43K but actually was \$81K. The loss is almost \$71K.

YTD spent \$81K but budgeted \$43K; it is the cost of food for one month of school. Lori said that she is anxious to see the October financials. Given this outcome and goals for collections, this committee will need to meet monthly. Dick said that the meeting in December will be important. The board needs to be aware of this information.

Lori Schmidt said that there is new management at Fresh Picks they would be interested in meeting with the board quarterly or at some other frequency.

Lori said that cost allocations for vehicles and electricity have not taken place yet.

Dick Dunning said that every dollar, when considering reconfiguration, is important when costing the service out. Some of the schools have the space capacity to prepare their own food.

\$125K set aside is not included in the financial sheet. It is in the general fund.

Kelly Parker asked what the "promo" allocation was for. Lori agreed to find out more. \$124 was budgeted against \$1,417 spent.

It was noted that the budgeted loss to date is \$28,322 against \$70,872 actual loss.

The Food Service Analysis was reviewed. Fresh Fruits and Vegetables balances were reviewed.

**4. Bad Debt**

There are 368 students receiving free meals, 89 students receiving reduced cost meals, 144 applications were denied, and 1,400 with no application submitted at all. Year-end reports from the past were reviewed. Not easily comparable.

The big jump is between FY'20 and now. Writing off balances was discussed in the past. Lori Schmidt said that she wants to look more deeply at the balances 30, 60, and 90 days behind.

\$40,290.90 is over 90 days overdue. Discussion took place about collecting lunch money and milk money. Further discussion took place about who knows which students receive free and reduced meals and who owes money and does not.

Discussion took place about accounts overdue, families not paying, the requirement to feed children. We should be sending out regular notifications for low balances and balances due. The software system capabilities were discussed.

Dick Dunning said that we cannot continue the current practice. If there is a better system it should be looked at. Pricing on different systems was asked.

Dick shared an approach to clearing the debt.

Reimbursable meals were discussed and what qualifies as a meal.

Utilizing administrative assistants to help monitor meal distribution was discussed.

#### **5. Wellness Goals**

Wellness goals were touched on. Policy and nurses were involved at one point.

Incorporating wellness better into these meetings is needed.

Increasing movement was talked about in the past. Getting activities going at schools is taking place.

Kelly Parker said that there are movement breaks taking place at various times during the day.

Getting feedback from the schools was asked.

#### **6. Other**

Getting a student representative on this committee has been discussed.

Getting different students' perspectives would be valuable. Rotating students at these meetings was seen as a possibility.

Student participation in food service has dropped approximately 20%.

#### **7. Adjourn**

**Liz Swan motioned to adjourn at 6:58 p.m. Kelly Parker seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire  
CONTOOCOOK VALLEY SCHOOL DISTRICT**

**FOOD SERVICE/WELLNESS COMMITTEE**

**Monday, January 9, 2023  
SAU Office**

**6:00 PM**

**Minutes**

**Committee Members:**

- Richard Dunning, Chair
- Greg Kriebel
- Michael Hoyt
- Liz Swan
- Kelly Parker

**Present:** Richard Dunning, Lori Schmidt, Seven Rumbolt, Fresh Picks District Manager; Chris Faro, Fresh Picks Vice-President

**1. Call Meeting to Order**

Dick Dunning said that there is not a quorum so the meeting cannot be called to order.

**2. Accept Minutes of November 14, 2022**

Passed over.

**3. Review Monthly Financial Report & Vendor Presentation**

Lori Schmidt said that it appears our revenues are up some but expenses are up as well. Losses are up more than expected; we should be at \$80,000 loss but are over that by \$55,000.

Is there any relief in food costs?

Chris Faro said that it is evident at the grocery store that food costs are up. Work to get a better handle on costs is work that Steve Rumbolt is working on.

Budgeted money to offset losses.

Chris Faro said that \$220,667 is budgeted to offset the loss in revenue from the lunch program. It is the amount of expenses that exceed the revenue.

Food and paper costs are running high right now.

Lori Schmidt asked about labor costs. There is a \$100 variance between what was budgeted and year to date. How is it so close when we are understaffed?

Steve Rumbolt said that float labor has come in to address shortages. That is management coming in to assist.

Chris Faro said that wages have gone up.

Lori Schmidt asked if there is consideration to increase wages from the \$13.00 per hour rate to help.

Chris said that wages have increased significantly in the district. Food service typically pays lower rates; they have come up some.

Raising the meal prices can take place but would affect the subsidy and potentially participation.

The model of having eleven schools is prohibitive. We travel to schools to deliver twenty meals; we cannot have people stay there to serve the meals.

Dick Dunning asked the plan.

Chris Faro said that moving to a satellite program for some of the smaller schools might help.

Oliver packaging is heat-sealed packaging that holds the temperature of the food better. Moving to

a model where the meal would be packaged and go to the schools that way and then handed out by school staff. That way, paying for a four- or five-hour position can be avoided. Paying a stipend to the staff member to serve might help.

Dick Dunning asked about what happens when a parent forgets to call in to order a meal.

Chris Faro said that teachers take lunch orders in the morning and it gets sent to South Meadow School. There would have to be a process in place to add a meal on. This has been done in other places.

Can parents order one week at a time or is it each day?

Chris said that it would depend on the system used. Is this being looked at for this year or next? It depends on what is being asked.

Dick Dunning said that this would have to be brought to the full board. Once we have a recommendation, the board can be asked for approval.

Chris said that it could be phased in. Meal orders could continue to be collected the way we do now and then ease into online ordering.

Steve Rumbolt said that the only real change is asking someone at the school to hand out the meals. Lori said that is not much of a change at some of the schools.

Dick said that having someone at the school to receive it and hand it out is the change.

The Fresh Picks employee would load the warmer or cooler depending on the food item. The school staff would hand it out.

Chris said that in the first phase it is simple; the food is put on a tray.

Training school staff is important to comply with regulations. Four hours each year is required.

Training was discussed. Maintaining compliance and ease of serving is a goal.

An upgrade might be needed to the Meals Plus system to allow ConVal to go cashless.

Dick Dunning said that the approval to go to a sealed meal would be asked of the board. Would it be easier to do all schools at once or a phase in?

Steve said that it would be easier to do all schools at once but often easing in is better for some schools.

Dick said that if we initiate it, let's do it in all the schools and set the stage so that it can be successful. He will advocate for this to move forward with the board. The receiving schools would be made aware of the change.

Right now, if Fresh Picks is fully staffed, they deliver and serve. If not, they deliver and the school serves.

Lori Schmidt asked if this would also help with the integrity of serving meals to students with food allergies.

Steve said that it would certainly help. This plan would also reduce three vans down to two.

Can this be done with the current staff and not laying anyone off? Absolutely.

This would only impact the smaller six schools.

There are cost savings here for both Fresh Picks and the district. It is more efficient as well. It is the software that is going to be the key.

How do we address students whose parents forget to order? The parent can still call in to order. If a family forgets altogether a cold meal option could be provided that would hold for several days.

Steve said that typically, South Meadow School will get the document and break it down. They will round up and send food over. The other is to send over several extra cold options.

Dick Dunning said that parents who don't pay is a bit of a rub. If I order a meal and I haven't paid does the food service know that? Chris confirmed that they do. With NH Law, a full complete meal that is offered to everyone must be provided. No meal can be denied.

Dick said that it is not okay for those families that never attempt to pay.

Dick asked for a sample container to share with the board so that they get an idea of what is being asked.

Steve Rumbolt said that it is better packaging. It is food made in house, and packaged to travel. It improves the quality of the meal. It is sealed.

Chris Faro will provide a timeline for this committee to share with the board.

Chris Faro said that this saves money. The \$220K subsidy will be budgeted at a lower rate.

Chris said that they are running behind budget on food and paper and that is for Fresh Picks to clean up.

On a different topic, Chris Faro said that it came to his attention that at some point in time Fresh Picks was asked to stop serving pizzas.

Lori Schmidt said that a particular vendor was asked not to be used but not to altogether stop serving pizza.

Dick Dunning agreed to pick up several meals to bring to the board so they can see.

Discussion took place about the software system that would be preferred over what is currently used.

**4. Other**

None.

**5. Adjourn**

**Dick Dunning adjourned the meeting at 7:06 p.m.**

Respectfully submitted,

Brenda Marschok

**ConVal School District**  
**Food Service Operating Cost**  
**Dec-22**

	Current Month		Year to Date	
	Actual	Budget	Actual	Budget
<b>Student Breakfast</b>	\$ 3,388	\$ 2,923	\$ 16,138	\$ 13,702
<b>Adult Sales</b>	\$ 1,892	\$ 3,292	\$ 7,040	\$ 15,431
<b>Student Lunch</b>	\$ 24,814	\$ 20,253	\$ 117,284	\$ 94,837
<b>A la carte</b>	\$ 12,674	\$ 11,241	\$ 60,093	\$ 62,892
<b>Special Functions</b>	\$ -	\$ 3,381	\$ 6,989	\$ 15,848
<b>Vending</b>	\$ -	\$ -	\$ 168	\$ -
<b>Total Sales</b>	<u>\$ 42,668</u>	<u>\$ 41,090</u>	<u>\$ 207,702</u>	<u>\$ 192,610</u>
<b>Federal and State</b>	\$ 35,149	\$ 35,847	\$ 172,784	\$ 172,978
<b>SCA Grant</b>	\$ -	\$ -	\$ -	\$ -
<b>AMP</b>	\$ -	\$ -	\$ -	\$ -
<b>FFVP</b>	\$ 2,122	\$ 404	\$ 8,788	\$ 1,896
<b>Total Reimbursements</b>	<u>\$ 37,271</u>	<u>\$ 36,251</u>	<u>\$ 181,572</u>	<u>\$ 174,874</u>
<b>Total Revenues</b>	<u>\$ 79,939</u>	<u>\$ 77,341</u>	<u>\$ 389,274</u>	<u>\$ 367,484</u>
<b>Expenses:</b>				
<b>Food Used</b>	\$ 53,690	\$ 29,390	\$ 237,815	\$ 140,023
<b>Labor Cost</b>	\$ 49,176	\$ 52,349	\$ 263,347	\$ 256,366
<b>Indirect Expenses:</b>				
<b>Paper Supplies</b>	\$ 2,455	\$ 4,484	\$ 25,369	\$ 21,349
<b>Cleaning Supplies</b>	\$ 780	\$ 404	\$ 3,068	\$ 1,896
<b>Laundry &amp; Uniforms</b>	\$ 175	\$ -	\$ (258)	\$ 2,750
<b>Employee Adv.</b>	\$ 330	\$ -	\$ 627	\$ -
<b>Office Supplies</b>	\$ 184	\$ 112	\$ 518	\$ 525
<b>Promo</b>	\$ -	\$ 90	\$ 1,494	\$ 422
<b>Postage</b>	\$ 18	\$ 67	\$ 72	\$ 316
<b>Smallwares</b>	\$ 73	\$ 90	\$ 1,888	\$ 422
<b>Training/Safety</b>	\$ -	\$ 90	\$ 76	\$ 422
<b>Repair &amp; Maint.</b>	\$ 337	\$ 135	\$ 814	\$ 632
<b>USDA Delivery/Process</b>	\$ 83	\$ 225	\$ 768	\$ 1,054
<b>Insurance</b>	\$ 1,038	\$ 1,094	\$ 5,061	\$ 5,127
<b>IT/POS</b>	\$ 14	\$ 414	\$ 58	\$ 1,886
<b>Admin/Service Fees</b>	\$ 7,500	\$ 7,500	\$ 30,163	\$ 30,162
<b>Equipment/Equipment Rental</b>	\$ -	\$ -	\$ -	\$ -
<b>Telephone</b>	\$ -	\$ -	\$ -	\$ -
<b>Background Check</b>	\$ 78	\$ -	\$ 1,328	\$ -
<b>Depreciation</b>	\$ -	\$ -	\$ -	\$ -
<b>Vehicle</b>	\$ -	\$ -	\$ 767	\$ -
<b>License</b>	\$ -	\$ -	\$ 1,100	\$ 4,875
<b>Total Indirect Expenses</b>	<u>\$ 13,075</u>	<u>\$ 14,715</u>	<u>\$ 72,718</u>	<u>\$ 71,408</u>
<b>Total Expenses</b>	<u>\$ 115,841</u>	<u>\$ 96,454</u>	<u>\$ 563,880</u>	<u>\$ 467,797</u>
<b>Net Profit/(Loss)</b>	<u>\$ (36,002)</u>	<u>\$ (19,113)</u>	<u>\$ (174,606)</u>	<u>\$ (100,313)</u>

**Con Val  
Food Service Analysis  
Dec 2022**

<b>ADA</b>	<b>2020</b>	<b>Current Month</b>	<b>Year to Date</b>
Number of Operating Days		16	89
Reimbursable Breakfast Served		5,178	24,311
Reimbursable Lunches Served		12,543	61,007
Ala Carte Equiv Lunch Served		3,225	15,291
Total Lunches Served		15,768	76,298
USDA Commodity Usage Per Lunch		\$ 0.39	\$ 0.36
USDA Commodity Usage Per Lunch +Equiv		\$ 0.31	\$ 0.29
% Participation To ADA (Lunch)		39%	34%
% Participation To ADA (Lunch+ Equiv)		49%	42%

Value Commodity Received	\$ 3,220.44	\$ 26,721.99
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Value Commodity Used	\$ 4,902.74	\$ 21,870.98
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Discounts, Rebates & Credits applied to Food Cost	\$ 182	\$ 1,270
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FFV Details (please note the details below are included in the numbers recorded on the statement)

Food	\$ 1,556.47	\$ 6,339.53
Labor	\$ 565.92	\$ 1,750.82
Supplies	\$ -	\$ 697.58
Admin	\$ -	\$ -
<b>Total</b>	<b>\$ 2,122.39</b>	<b>\$ 8,787.93</b>



# JLCF – Wellness

The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals, the Board directs the administration to implement rules and regulations aimed at ensuring:

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with Competitive Food Guidelines for K-12 schools.
- At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fund raising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines.
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.
- Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

## **Legal References:**

*RSA 189:11-a, Food and Nutrition Programs*

*Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004*

*NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards*

*NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services*

*NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program*

*FDA Food Code*

Category: P

Adoption: May 17, 2011

Amended: February 5, 2013

Amended: February 4, 2014

< JLCEA - Use Of Automated External Defibrillator(s)

JLCG - Exclusion of Students Who Present A Hazard

(<https://schoolboard.convalsd.net/district-policies/jlcg-exclusion-of-students-who-present-a-hazard/>)

New Hampshire School Boards Association  
WELLNESS

Sample Policy JLCF

Category: Priority/Required by Law  
IMAH, JLC & JLCI

Related Policies: EF,

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**ADOPTION/REVISION NOTES –**

*Text between the highlighted lines “~~~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.*

- (a) *USER SUGGESTION – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- (b) *General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (c) *General – Highlighted language or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (d) *General – {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

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

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

**I. DISTRICT WELLNESS COMMITTEE.**

The Superintendent, in consultation with [the Director of Food Services, other \_\_\_\_\_], will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative “District Wellness Committee” (or “Wellness Committee”), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.<sup>[1]</sup>

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

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

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, *[the Food Services Director/Director of School Nutrition \_\_\_\_\_]*, each Building Wellness Coordinator, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

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

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

## **II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.**

### **A. Implementation Plan.**

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation *Healthy Schools Program*, and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30<sup>th</sup> of each school year and provided to the Superintendent.

### **B. Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

### **C. Triennial Progress Assessments.**

Every three years, the *[Food Services Director/Director of School Nutrition \_\_\_\_\_]* will assess:

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

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

### **D. Recordkeeping.**

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

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;

- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

#### **E. Community Involvement, Outreach and Communications.**

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

### **III. NUTRITION.**

#### **A. School Meals.**

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

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

*<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>*

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

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

*<https://www.fns.usda.gov/school-meals/professional-standards>*

#### **C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school [throughout the school day, including mealtimes.] {OR}[at all places and times that school meals are served mealtimes, at every school].<sup>[2]</sup>

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

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

School Principals may discipline students for the misuse of water bottles, consistent with Board policy {\*\*} JICD.

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

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

*<https://www.fns.usda.gov/school-meals/smart-snacks-school>*

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

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

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

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

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

#### **E. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards.<sup>[3]</sup> Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District’s School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

#### **F. Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine<sup>[4]</sup> bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

### **G. Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.<sup>[5]</sup>

- Implementation of at least \_\_\_\_ or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:

*<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>*

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

*<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>*

### **H. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students.<sup>[6]</sup>

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in [each school cafeteria] **{OR if no cafeteria}** [each room in which students regularly eat their lunches].
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that<sup>[7]</sup>:

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

## **IV. PHYSICAL ACTIVITY.**

The District will provide physical education consistent with national and state standards. Physical activity<sup>[8]</sup> during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

### **A. Classroom Physical Activity Breaks.**

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day. The District recommends teachers provide short ([\_\_\_\_\_3-5]-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

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

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

**C. Walking and Biking to School.**

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

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

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities.<sup>[9]</sup> In furtherance of this objective, each school in the District will *[identify at least one activity or list of options with a requirement to engage in one or more]* each school year.

**VI. PROFESSIONAL LEARNING.**

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

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**District Policy History:**

First reading: \_\_\_\_\_ Last revised: \_\_\_\_\_  
Second reading/adopted: \_\_\_\_\_ Reviewed/reaffirmed: \_\_\_\_\_  
Other district policy history: \_\_\_\_\_

**Legal References:**

42 U.S.C. 1751, Richard B. Russell National School Lunch Act  
42 U.S.C. 1771, Child Nutrition Act of 1966  
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004  
The Healthy Hunger-Free Kids Act of 2010  
7 C.F.R 210, National School Lunch Program  
7 C.F.R 220, School Breakfast Program  
RSA 189:11-a, Food and Nutrition Programs  
N.H. Dept. of Education Administrative Rule - Ed 306.04 (a)(20), Wellness  
N.H. Dept. of Education Administrative Rule - Ed 306.11 (g), Food and Nutrition Services  
N.H. Dept. of Education Administrative Rule - Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)  
N.H. Dept of Education Administrative Rule - Ed 306.40, Health Education Program

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

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***When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.***

**NHSBA history:** Revised – August 2022, June 2020, May 2014, September 2009, February 2006

**NHSBA revision notes, August 2022,** revised JLCF §III-C (“Water”) to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b, by (1) adding that students shall be permitted to bring certain types of water bottles to schools, (2) stating that Principals may enact discipline for misuse of water bottles; and (3) requiring all renovated or newly constructed public school buildings to have water bottle filling stations. **June 2020,** JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines.

w/p-update/working/JJ/JLCF Wellness 2022-U2 (F)

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<sup>[1]</sup> *Districts with more than 1-2 schools might also consider building level wellness committees, to assist the district committee in the assessment & implementation functions. [Remove entire footnote before finalizing]*

<sup>[2]</sup> *The Healthy Hunger-Free Kids Act of 2010 requires that schools participating in the NSLP make potable (i.e. drinkable) water available at no charge to students in the places and times that school meals are served. Alliance for a Healthier Generation advocates that such water be available at all times during the school day. Districts are required only to meet the free water during meal time standard, but may adopt a more liberal one.*

<sup>[3]</sup> *Federal law encourages, but does not require, Smart Snack standards to apply to foods or snacks that are NOT promoted or offered for sale during the school day. Individual districts may use alternative standards that are “more or less stringent” than the Smart Snack standards, but the Policy must include the guidelines for those snacks. Accordingly, if the district chooses to loosen the restrictions on food for such things as class celebrations or snacks, the policy should clearly articulate the alternative standards.*

<sup>[4]</sup> *The nine bake sale exemption is found in a N.H. Dept. of Education Technical Advisory dated September 13, 2017. Districts may adopt more stringent limitations.*

<sup>[5]</sup> *The policy is required to have at least one “measurable goal for nutrition promotion in the school”. The second bullet in this Section G articulates one such goal.*

<sup>[6]</sup> *The policy is required to have at least one “measurable goal for nutrition education”. Included in the policy text above are examples.*

<sup>[7]</sup> *These bulleted items may be refashioned into measurable goals and included immediately above.*

<sup>[8]</sup> *The policy is required to have at least one “measurable goal for physical activity”. Classroom physical activity breaks are one such example. Before and after school activities are more likely to meet the “measurable goal” requirement if the provision includes specific activities. Other examples include such things as community use of school athletic facilities and equipment, “walk to school” days. Further suggestions, as well as more comprehensive and coordinated physical activity programs, may be found in materials on the Alliance for a Healthier Generation site: <https://www.healthiergeneration.org/resources/physical-activity>*

<sup>[9]</sup> *The policy is required to include at least one measurable goal for “other school-based wellness activities”. The range of options here is extremely broad, but the policy must state at least one measurable goal. Examples include information dissemination, family engagement, farm-to-table, health fairs, school gardens, partnerships with community health/nutrition organizations. Again, additional resources are available through the Alliance for a Healthier Generation site.*

**Category: Priority/Required by Law**

**Related Policies: EF, IMAH, JLC, JLCF & JLCI**

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board believes that health and student success are interrelated. The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day- **This policy should be deemed complementary to the other policies of the District pertaining to social and emotional wellness.**

This policy applies to all students, staff and schools in the District.

### **Purpose**

A systemic wellness program that integrates both healthy nutrition and physical activity into the health and physical education curriculums and that consults with school health and the food service program.

An overall school environment before, during and after school hours that encourages students to make healthy food choices, develops healthy eating habits, and promotes opportunities for physical activity.

### **Goals**

- I. The District shall teach, encourage, support and model healthy eating habits for students.
- II. The District shall teach, encourage, support, and model age appropriate daily physical activity.
- III. The District shall educate students, employees, school board and community members to the important benefits of a healthy lifestyle.
- IV. The Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits.

## **DISTRICT WELLNESS COMMITTEE**

The Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level. A building level wellness committee may be formed to assist the building coordinator in the implementation and evaluation of this policy.

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

The District Wellness Committee should represent each school and the diversity of the community. The committee shall consist of the Food Services director, each Building Wellness Coordinator, parents, students, school nurses, physical education teachers, health education teachers, school administrators and a school board member. It may also include outside health professionals such as registered dietitians, pediatricians, pediatric nurse practitioners and members of the public and others with expertise in nutrition and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee. **Staff appointments to the Wellness Committee shall be made by the Superintendent or her designee. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio shall be appointed and approved by the Wellness Committee.**

The District Wellness Committee shall meet no less than three (3) times per school year.

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

## **WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT**

### **A. Implementation Plan.**

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct an annual school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation [\*Schools | Alliance for a Healthier Generation\*](#) and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30<sup>th</sup> of each school year and provided to the Superintendent.

### **B. Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the chairperson of the Wellness Committee as well as how the public can get involved with the District Wellness Committee.

### **C. Triennial Progress Assessments.**

Every three years, the Wellness Committee will assess:

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

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

#### **D. Recordkeeping.**

The Superintendent **or his/her designee** will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

#### **E. Community Involvement, Outreach and Communications.**

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

## **NUTRITION**

### **A. School Meals.**

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

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

~~<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>~~  
<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

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

The District shall meet or exceed the applicable state and federal qualifications and standards for its school food and nutrition personnel as well as the applicable hiring, professional standards and annual continuing education standards. ¶

### **C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes. *To the extent drinking water comes from well water, the well water shall be tested for potability in accord with state standards, but no less than on a triennial basis.*

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

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

School Principals may discipline students for the misuse of water bottles, consistent with Board policy

{\*\*} JICD.



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

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

***<https://www.fns.usda.gov/school-meals/smart-snacks-school>***

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

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

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

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

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

#### **E. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. Schools should limit celebrations that involve food during the school day. The District will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages

#### **F. ~~D.~~ Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine (9) bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

#### **G. Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. **This promotion shall include:**

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

***<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>***

#### **H. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

- Nutrition education posters will be displayed in each cafeteria or if no cafeteria, each room in which students regularly eat their lunches. .
- Consistent nutrition messages shall be disseminated throughout the school.



## **PHYSICAL ACTIVITY.**

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

### **A. Classroom Physical Activity Breaks.**

In addition to any recess periods provided in the ordinary daily schedule, students will be offered periodic opportunities to be active or to stretch throughout the day. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

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

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

### **C. Walking and Biking to School.**

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

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

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

## **PROFESSIONAL LEARNING.**

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

**Legal References:**

42 U.S.C. 1751, Richard B. Russell National School Lunch Act  
42 U.S.C. 1771, Child Nutrition Act of 1966  
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004  
The Healthy Hunger-Free Kids Act of 2010  
7 C.F.R 210, National School Lunch Program  
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RSA 189:11-a, Food and Nutrition Programs  
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N.H. Dept. of Education Administrative Rule – Ed 306.38 (b)(1)b, Family and Consumer  
Science Education Program (middle schools)  
N.H. Dept of Education Administrative Rule – Ed 306.40, Health Education Program

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