

FOREST LAKE AREA SCHOOLS


6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

Superintendent Dr. Linda M. Madsen
Administration & Human Resources Donna M. Friedmann
Business Services Lawrence A. Martini
Community Education Julie A. Ohman
Special Education Deborah A. Wall
Teaching & Learning Jennifer S. Tolzmann

January 13, 2012

TO: John Beckstrom
Annamarie Brennhofer
Jim Caldwell
Julie Greiman
Eric Jordahl
Ben Lewis
Kathy McMorrow
Karen Morehead
Neil Peterson
Gail Theisen
Erin Turner
Deborah Wall

FROM: Donna M. Friedmann 
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 8:00 p.m. on Thursday, January 19, 2012, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner; ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

***Policy Committee Meeting
January 19, 2012 – 8:00 p.m. – District Office Boardroom***

AGENDA

1. School Board Member Reimbursement Guidelines Policy 103A (Annual Review - Attached)
2. Anti-Bullying Policy 541 (Annual Review - Attached)
3. Wellness Policy 546 (Annual Review – Attached)

4. Consideration of Other Policies to be Scheduled for Review
5. Other Matters
6. Annual Policy Reviews
 - Crisis Management Policy 538 (February 2012)
 - Discipline Policy 515 (April 2012)
 - Harassment and Violence Policy 425 (April 2012)
 - Family & Medical Leave Policy 428 (September 2012)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2012)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2012)
 - Student Sex Nondiscrimination Policy 421 (October 2012)
 - Student Transportation Safety Policy 531 (November 2012)
 - Technology Acceptable Use and Safety Policy 540 (November 2012)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2012)
 - Out-of-State Travel by School Board Members Policy 103B (December 2012)
 - Anti-Bullying Policy 541 (January 2013)
 - Wellness Policy 546 (January 2013)
7. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
8. Policies at School Board for Action on 1/5/12
 - Graduation Requirements Policy 613 (2nd reading-approved)
 - Transportation Employee Drug and Alcohol Policy 430 (2nd reading-approved)
 - Student Transportation Safety Policy 531 (2nd reading-approved)
 - Technology Acceptable Use and Safety Policy 540 (2nd reading-approved)
 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds Policy 544 (1st reading)
 - Out-of-State Travel by School Board Members Policy 103B (1st reading)
 - Consider Discontinuance of Student Behavior Policy 524 (1st reading)
 - Free and Reduced Lunches Policy 305 (1st reading)

SCHOOL BOARD MEMBER
REIMBURSEMENT GUIDELINES
Attachment to Policy 103

1. It shall be the practice of the School District to reimburse Board Members for expenses incurred in travel where such travel is to represent the School District as a Board Member. Travel mileage inside and outside of the School District would be reimbursed at the current mileage rate approved in School Board policy #302.
2. School Board Member travel outside the School District shall be reimbursed as follows:
 - 2.1 For personal car at approved rate per mile.
 - 2.2 For public conveyance at tourist class airplane fare. If personal car is used, the reimbursement for long trips will be no greater than tourist class airfare for the same trip.
 - 2.3 For lodging - actual cost plus tax.
 - 2.4 For meals - actual cost plus tip.
 - 2.5 For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, tips, parking, etc.).
3. Board Members may claim salary reimbursement for meetings outside of the school district boundaries as follows:
 - 3.1 Any conference, meeting or activity where they are acting in their official capacity as a member of the School Board. Examples: Representative to SEE, TIES, ECSU, MSBA, and other educational organizations.
 - 3.2 School Board representation to special committees or task forces.
 - 3.3 School Board representation for special district functions or events such as negotiations, hearings, court cases, and any other activity appropriately related to School Board membership that occur outside of the school district boundaries.
 - 3.4 Reimbursement will be \$75.00 for attendance at half-day meetings, and \$150.00 for attendance at full-day meetings.
 - 3.5 The total combined reimbursement from the district and the educational organization shall not exceed the amounts listed in 3.4.
4. Regular School Board Member salaries are established at the organizational meeting each year. Board Members are paid \$300.00 per month, plus the President will receive an additional annual stipend of \$200.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$100.00 per year.

Legal References: Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Out-of-State Travel by School Board Members Policy 103B

Reviewed:	Revised:
01/04/99	07/24/95
01/05/04	09/18/95
03/03/11	01/06/03 (Effective 07/01/03)
	11/04/04 (Effective 07/01/05)
	01/04/07 (Effective 07/01/06)
	02/07/08
	03/05/09
	02/04/10

I. GENERAL STATEMENT OF POLICY

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

Independent School District No. 831, Forest Lake Area Schools, endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, on school buses and other school sponsored transportation and at school bus stops. The School District acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.

II. DEFINITION OF BULLYING

“Bullying” means repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational, cyberbullying or via any other method of communication. Cyberbullying includes misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing by sending or posting e-mail messages, text messages, digital pictures or images. Website postings, including blogs, may also constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Bullying occurs in many forms, including but not limited to, the following:

- written, verbal, or nonverbal threats
- intimidating or threatening gestures
- unwanted physical contact, violence, or assault
- an intentional display of force that would give the victim reason to expect or fear physical contact or injury
- jeering, taunting, or mocking
- teasing
- degrading, insulting, or derogatory comments
- extortion
- theft of money or possessions
- vandalism of a student’s personal property
- unauthorized exercise of control over a student’s personal property

III. PREVENTATIVE MEASURES

A copy of this policy will be provided to staff, students and parents on an annual basis. Staff will discuss bullying with students and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

When bullying has occurred and it has been dealt with in accordance with this policy, preventative measures shall include:

- administrator or designee checking in with the student who has been bullied, and
- administrator or designee checking in with parents/guardians to see if the bullying has continued.

Additional preventative measures may include encouraging students to become involved in activities such as friendship groups, peer support groups, new student orientation groups and extracurricular activities and clubs.

The School Board will review this policy at appropriate intervals to ensure that it is effective in its aims. As part of its review, the Board may require that a survey be conducted to determine the scope and extent of bullying in each school.

IV. REPORTING PROCEDURES

Victims/Targets. All students who believe they have been the victim/target of bullying shall promptly report the bullying to a teacher, building principal, assistant principal or other district staff member.

Parents/Guardians. All parents/guardians who become aware of any bullying are encouraged to report the bullying to a teacher, building principal, assistant principal or other district staff member.

Student Witnesses. All students who witness or become aware of bullying shall immediately report the bullying to a teacher, building principal, assistant principal or other district staff member.

School Personnel. Any staff person who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, any staff person who witnesses or receives a report of bullying shall make a report to the building principal, assistant principal, or their designee and follow any other processes put in place by the school for reporting bullying incidents.

Building Principals. A principal or assistant principal who observes bullying or receives a report of bullying shall document the incident and ensure that the school process for investigating and following up on bullying incidents is implemented in a timely manner.

V. DISCIPLINARY AND OTHER ACTION

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed should match the offense.

In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately.

If an investigation substantiates that bullying has occurred, the building principal or their designee shall take appropriate action consistent with this policy, including placing a written record of the behavior in the offending student(s)'s discipline file.

The District recognizes that parents can play an important role in educating their children and preventing bullying. Accordingly, the parents of each offending student shall be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with an administrator or their designee to review the bullying behavior and cooperative strategies for correcting it.

The building principal or designee shall also inform the victim's parents as soon as reasonably possible of any and all bullying behavior involving their child. Parents of students who have been bullied may also be provided with bullying prevention resources to support their child and receive ongoing communications from the school regarding the bullying situation. The principal or designee will inform the parents of the victim when the investigation has been completed.

Disciplinary action for bullying may include loss of privileges, removal from class, suspension, and expulsion or exclusion. If the building principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials.

The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in District policy prohibiting conduct such as harassment, violence, assault, and hazing.

Without disclosing personally identifiable data, the School District shall make summary information about violations of this policy available to the public, upon request, consistent with the Minnesota Government Data Practices Act.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged bullying or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. DISSEMINATION OF POLICY AND TRAINING

This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

A summary of this policy shall appear in the student handbook.

The School District will develop and implement a method of discussing this policy annually with students and employees.

This policy shall be reviewed at least annually for compliance with state and federal laws.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414
Harassment and Violence Policy 425
Hazing Prohibition Policy 431
Use of Student Records Policy 505
Discipline Policy 515
Suspension and Expulsion Policy 516
Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522
Student Transportation Safety Policy 531
School Weapons Policy 532
Equal Educational Opportunity Policy 535
Student Disability Nondiscrimination Policy 536
Student Camera Use in School Policy 517

Adopted: 07/07/03
Revised: 03/08/07
Revised: 02/07/08
Revised: 03/05/09
Revised: 02/04/10
Revised: 03/03/11

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2010

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student or a group of students;
 - 2. damaging a student’s or a group of students’ property;
 - 3. placing a student or a group of students in reasonable fear of harm to person or property;
 - 4. creating a hostile educational environment for a student or a group of students; or
 - 5. intimidating a student or a group of students.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school

district office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the

Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and

Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

CURRENT POLICY

WELLNESS

546

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical education/activity policies.
- D. The school district will provide access to healthy foods and opportunities, support and encouragement for all students to be physically active on a regular basis in order to grow, learn, and thrive.
- E. The school district will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

- A. Foods and Beverages
 - 1. All foods and beverages made available by the District on campus (including concessions, vending, and a la carte cafeteria items) should be consistent with the current USDA Dietary Guidelines for Americans.
 - 2. The school district will take every measure to ensure that student access to foods and beverages will at a minimum meet all federal, state, and local laws and guidelines.
 - 3. The school district will assure that all drinking fountains are sanitary and in working order and that students will have access to drinking fountains during the school day.

4. The school district will provide students access to hand washing or hand sanitizing facilities and will encourage students to use them before they eat meals or snacks.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district's food service program administrator will be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages choices that are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
5. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
6. The school district will provide appropriate and sufficient cafeteria seating.
7. The school district will provide students with sufficient time to eat and will schedule meal periods at appropriate times during the school day.
8. The school district will discourage scheduling pep rallies, tutoring, club, or organizational meetings, or activities during mealtimes, unless students may eat during such activities.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- b. part of a coordinated district-wide health and nutrition curriculum as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
- 3. The school district will discourage the use of foods or beverages, especially those that are of minimal nutritional value, as rewards for individual academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a consequence of behavior.
- 4. Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to allow snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.
- 5. The school district will encourage the sale of non-food items as part of fundraising efforts. Where food items are sold for fundraising, the school district will discourage the sale of foods with minimal nutritional value.

D. Physical Activity

- 1. Students and staff should be encouraged to participate in daily physical education and/or activities during and after school hours and fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
- 2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. The school district will discourage the practice of withholding physical education as a consequence for misbehavior.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district/school will support parents' and guardians efforts to provide a healthy diet and daily physical activity for their children.
2. The school district will provide school breakfast and lunch menus and nutritional information to parents and students. Such information may be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.
3. The district/school will encourage parents to pack healthy lunches and snacks. The district/school will provide parents a list of foods that meet the district's snack standards and share ideas for healthy celebrations/parties, rewards, and fundraising activities.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through a website, newsletter, other take-home materials or special events.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. In the implementation of this policy a student's individual education program or behavior intervention plan will take precedent over the measures listed above.
- C. School food service staff at the school level, will ensure compliance within the school's food service areas and will report to the food service program administrator, as appropriate.
- D. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

E. The superintendent will report to the school board.

F. This policy will be reviewed on an annual basis.

Legal References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org

APPROVED: 06/01/06
06/12/08
05/07/09

Forest Lake School Health Council
Wellness Policy Draft – June 2011

Wellness Policy and Guidelines

546

I. Purpose

The purpose of this policy is to develop healthy learners through a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity.

II. General Statement of Policy

- A. The Forest Lake Area School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. Schools will support parents' and guardians' efforts to provide a healthy diet and daily physical activity for their children.
- B. The Forest Lake Area School District recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- C. The school environment will promote and protect students' health, well-being and ability to learn by providing opportunities for healthy eating and physical activity.
- D. The school district will involve students, parents, teachers, food service staff, community partners and industry experts in implementing, monitoring and reviewing our district Wellness Policy and Guidelines as opportunities arise.
- E. All students will have opportunities, support and encouragement to be physically active on a regular basis.
- F. All students will have access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs.
- G. All foods and beverages made available to students on campus (including, but not limited to, concessions, school stores, vending, beverage contracts, and ala carte cafeteria items) will meet and strive to exceed USDA Dietary Guidelines where appropriate.
- H. The religious, ethnic and cultural diversity and food allergies of the student body will be respected in meal planning, nutrition education and physical activity, and school sites will provide clean, safe and pleasant settings with adequate time for students to eat.

- I. All schools in the district will fully participate in the national school meal program to the maximum extent possible.

III. Accountability

The Superintendent shall execute administrative procedures that ensure the implementation of and compliance with the district Wellness Policy and Guidelines. These procedures shall include adoption of guidelines, designation of district level and site-based staff responsible for policy implementation and the development of a work plan in alignment with the Strategic Plan. An annual report will be made to the School Board to ensure district-wide compliance with the policy and guidelines.

IV. Communications

The school district will develop and implement a communications plan which includes staff and student training and communication to families to ensure understanding of the rationale for the wellness policy and needs and actions of the wellness policy.

Wellness Policy Implementation Guidelines

A. Food and Beverages in Schools

1. School Meals

- a. The school district will provide healthy and safe school meal programs that comply with all federal, state and local statutes and regulations.
- b. The Food Service Department will aim to be self supporting, however, budget neutrality or profit generation will not take precedence over the nutritional needs of students.
- c. The Food Service Supervisor will be responsible for the school district's food service program and whose duties shall include the creation, review and maintenance of the selection of food and beverage choices.
- d. Meals served through the National School Lunch and Breakfast Program will meet current USDA nutrition requirements:
 - Offer a variety of fruits and vegetables, with an emphasis on including a variety from the blue/purple, green, white, yellow/orange, and red fruit and vegetable groups on the monthly menu.
 - Serve only low fat (1%) and fat free milk (except when whole or 2% is recommended for students with special nutritional needs; offer lactose reduced milk when requested by a parent/guardian).

- Work toward ensuring that more than half of the served grains are whole grain.
- Strive to exclude deep fried foods and replace higher fat main entrée items with lower fat items as appropriate.
- Continue to replace menu items that contain trans fats with foods that do not contain trans fats.
- Be served in portion sizes that meet National School Lunch and Breakfast Program requirements.

2. Food Safety and Personnel

- a. All foods sold or served to students will be prepared in health inspected facilities under the guidance of food safety certified staff.
- b. The school district will provide student access to hand washing or hand sanitizing before students eat any meals or snacks.
- c. Food service personnel shall adhere to all federal, state and local food safety and security guidelines.
- d. The school district will provide orientation training and continuing professional development for all food service personnel.

3. Scheduling of Meals

- a. School sites will provide sufficient time for all students to eat in the school cafeteria and will schedule meal periods at appropriate times during the school day. Schools will move toward:
 - Providing students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes to eat after sitting down for lunch; and
 - Arranging for accommodations for students who need more time to finish their lunch.
 - Scheduling lunch periods to follow recess periods in elementary schools to increase student nutrient intake and reduce food waste; and
 - Offering safe, clean and pleasant dining areas which have enough space for seating all students scheduled for that meal period; and
 - Not scheduling meetings or activities during mealtimes unless students may eat during these activities.
- b. The school district and individual school sites will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfast that encourages participation including “grab and go” breakfast, breakfast in the classroom, or breakfast during morning break.

4. Food and Behavior

- a. Schools will strongly discourage the use of foods or beverages as rewards for academic performance or good behavior unless this practice is

allowed by a student's Individual Education Plan, Behavior Intervention Plan, or a 504 Individual Accommodation Plan.

- b. Schools will not withhold foods or beverages as punishment.

5. Fundraising

- a. Fundraising efforts will be supportive of healthy eating by emphasizing the sale of non-food items. Where food items are sold for fundraising, the school district will discourage the sale of foods with minimal nutritional value.
- b. The School Health Council will disseminate a list of healthy fundraising options to schools and student organizations and will serve as a resource.
- c. The district will make external organizations (e.g. parent-teacher organizations, booster clubs, etc.) using school property aware of the policy regarding fundraising with food and beverage items and will encourage them to adopt the same policy. The School Health Council will supply a list of healthier food choices and other choices for fundraising and will offer to help source certain items as is feasible.

6. Celebrations

- a. Classroom celebrations will encourage healthy choices and positive contributions to health.
- b. The School Health Council will disseminate a list of healthy party ideas to parents and teachers and will serve as a resource.

7. Snacks

- a. Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children's diets and health, with an emphasis on serving whole grains, fruits, vegetables or low-fat dairy as the primary snack and water as the primary beverage.
- b. Schools will assess if and when to allow snacks based on the timing of school meals, children's nutritional needs, children's ages, and other considerations.
- c. The School Health Council will disseminate a list of healthy snack items to teachers, after-school program personnel and parents.

8. Foods Sold Outside of the Reimbursable Meals Menus

- a. The school district will recognize that the purpose of all foods sold outside of the reimbursable meals menu, and during the course of the school day (the school day is defined as ½ hour before school starts until ½ hour after the school bell rings at the end of the school day) are for in between or as an addition to balanced meals. Foods and beverages sold or served on campus (including but not limited to ala carte items, vending, beverage contracts, school stores and concessions) will be limited to the following:

- Reimbursable meal menu items;
- Fruits;
- Vegetables;
- Low-fat dairy items;
- Yogurt.

At Junior High/High Schools

- Reimbursable meal menu items;
- Fruits;
- Vegetables;
- Low-fat dairy items;
- Yogurt;
- Foods that contain 7 grams of fat or less per serving;
- Foods that do not have sugar, high fructose corn syrup, or other caloric sweeteners as the first ingredient.

9. Beverages

- a. Water will be made available to students, free of charge, at all times throughout the day.
- b. The following beverages are allowed for sale in all Forest Lake Area Schools:
 - Unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent nondairy beverages (to be defined by the USDA);
 - Water without added caloric sweeteners or artificial sweeteners;
 - 100% juice.
- c. The following beverages will not be allowed for sale in any Forest Lake Area Schools:
 - Soft drinks or water containing caloric sweeteners such as high fructose corn syrup or artificial sweeteners;
 - Sports drinks;
 - Iced teas;
 - Fruit based drinks that contain less than 100% real fruit juice;
 - Beverages containing caffeine, excluding low-fat or fat free chocolate milk which contains trivial amounts of caffeine.

10. Portion Sizes

- a.
 - One and one quarter ounces for baked chips, crackers, popcorn, cereal, trail mix, nuts, seeds and dried fruit;
 - One ounce for cookies;
 - Two ounces for cereal bars, granola bars, and other bakery items;
 - Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
 - Eight ounces for non frozen yogurt;
 - Twelve fluid ounces for beverages, except
 - 16 fluid ounces for milk;
 - Unlimited for water;
 - Fruits and non-fried vegetables are exempt from portion size limits.

11. Food Marketing

- a. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet nutrition standards for meals sold outside of the reimbursable meals menu.
- b. School-based marketing of brands promoting predominantly low nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruit, vegetables, whole grains, and low-fat dairy products is encouraged.

B. Nutrition Education

Schools will provide nutrition education as a part of a holistic, sequential, age appropriate, comprehensive program designed to provide students and their families with the knowledge and skills necessary to promote and protect their health for a lifetime. Development and adoption of Nutrition Education curricula will follow district policies and the accompanying regulations regarding new curricula. Nutrition Education at Forest Lake Area Schools will:

- a. Identify and deliver a sequential, interdisciplinary health education program that will be included as part of a K-12 comprehensive curriculum delivered by a licensed elementary teacher (K-6) or Health Educator (7-12);
- b. Be offered as a consistent program that is integrated throughout the school career of all students;
- c. Include opportunities to utilize the school cafeteria and staff as resources to develop appropriate real life experiences such as taste tests;
- d. Be culturally relevant and teach students about cross-cultural nutrition;
- e. Link with school meal programs, other school foods and nutrition-related community services;

- f. Provide and promote nutrition education to families and the broader community in cooperation with such agencies as WIC, Community Health Clinics, ECCE, Adult Education and other community organizations;
- g. Be reviewed district-wide through the curriculum review cycle;
- h. Promote a healthy lifestyle and wellness programs using district communication resources;
- i. Provide staff in-service opportunities on nutrition education and general wellness topics as appropriate.

C. Physical Education and Activity

1. Physical Education (P.E.)

- a. All students in grades Pre-K through grade 12 will have access to physical education on a regular basis throughout their school career.
- b. The school district will maintain graduation requirements of 1 credit of physical education and ½ credit of health in high school.
- c. The school district will follow State and National Standards for physical education. The physical education curriculum is aligned with these standards.
- d. The school district will follow compulsory instruction law which requires all students ages 7- 16 (and Kindergarten) to receive instruction in health and physical education. There will be no exemptions to this law (i.e. choice between band, foreign language and physical education is not permissible).
- e. The school district will continue to offer a wide variety of physical education electives available to the students at the high school level.
- f. Physical education classes for students in grades 7-12 will be taught by licensed physical education teachers.
- g. Physical education courses will provide an opportunity for students to learn, practice, and be assessed on developmentally appropriate motor skills, social skills and knowledge.
- h. Student involvement in other activities involving physical activity (i.e. interscholastic or intramural sports or elective classes such as marching band) will not be substituted for meeting the physical education requirement.
- i. Students will spend the maximum amount possible of physical education class time participating in moderate to vigorous physical activity.
- j. The district will ensure adequate supervision to minimize risk of school district liability for injuries.
- k. Age appropriate physical activities to promote positive growth and development will be implemented for early childhood programs within the district.

2. Integrating Physical Activity in the Classroom Setting

For students to receive the recommended amount of physical activity throughout the day, and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

- a. Classroom health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as television, computer or video screen time.
- b. Opportunities for physical activity will be incorporated into other subject lessons (such as science, math and social studies) where appropriate.
- c. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

3. Daily Recess

All elementary school students will have daily supervised recess, preferably before lunch and outdoors, during which schools will encourage moderate to vigorous physical activity verbally and through provision of space and equipment.

4. Out-of-School Time Physical Activity Opportunities

- a. The school district will provide every student with opportunities to voluntarily participate in extra-curricular physical activities that meet his or her needs, interests and abilities.
- b. The school district will offer physical activity programs that feature a broad range of competitive and cooperative activities.
- c. The high school will offer interscholastic athletic programs that shall adhere to the rules and regulations of the Minnesota State High School League.
- d. The school district will work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students and staff for physical activity during their out-of-school time.
- e. Out of school time childcare and programs will provide and encourage – verbally and through the provision of space, equipment and activities – daily periods of moderate to vigorous physical activity for all participants.
- f. School facilities will be available to students, staff and community members before and after the school day, on weekends and during school vacations for physical activity and nutrition programs through Community Education where appropriate.
- g. School communities will examine if biking and walking to school is safe and encourage students to bike and walk to school where appropriate.

5. Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (i.e. running, laps, pushups) or withhold opportunities for physical activity (i.e. recess, physical education) as punishment.

D. Staff Wellness

School staff members serve as role models for students and are the key to successful implementation of student wellness programs. Therefore, the district and schools should

offer staff wellness programs as well as general wellness resources and opportunities. This may include workshops and presentations on health promotion, stress management, education and resources that will enhance morale, encourage healthy lifestyles, prevent injury, reduce chronic diseases, and foster exceptional role modeling.

E. Communication with Families and the Community

- a. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- b. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- c. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- d. The school district will provide information to families, community based organizations and the general public about ways to promote healthy lifestyles.
- e. The school district will provide school breakfast and lunch menus and nutritional information to parents and students. Such information may be available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.
- f. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active out of school. Such supports may include sharing information about physical activity and physical education through a website, newsletter, other take-home materials or special events.

F. Implementation and Monitoring

- a. The Superintendent shall execute administrative procedures that ensure the implementation of and compliance with the wellness policy. These procedures shall include adoption of the current guidelines, the designation of district level and site-based staff responsible for policy implementation and an implementation work plan.
- b. Members of the School Health Council will work with designated administrative staff to plan, implement, and improve the school district's nutrition and physical activity environment.
- c. School food service staff at the school level will ensure compliance within the school's food service areas and will report to the Food Service Supervisor as appropriate.
- d. The Food Service Supervisor will provide an annual report to the Superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- e. An annual report will be made to the School Board to ensure district-wide compliance with the policy.
- f. In the implementation of this policy a student's Individual Education Plan, Behavior Intervention Plan or 504 Individual Accommodation Plan will take precedent over the measures listed above.

- g. A district-wide assessment will be implemented to assess the nutrition and physical activity needs of students. Assessments will be repeated every three years to help review policy compliance, assess programs, and determine areas in need of improvement.
- h. An implementation work plan will be created with timeline and evaluation indicators.
- i. The school district will develop and implement a communications plan which includes staff training to ensure understanding of the rationale for the wellness policy and the implementation plan.
- j. This policy will be reviewed on an annual basis.