



**FOREST LAKE AREA SCHOOLS**

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • [www.flaschools.org](http://www.flaschools.org)

*Superintendent.....Dr. Steven D. Massey*  
*Administration & Human Resources ..... Donna M. Friedmann*  
*Business Services.....Lawrence A. Martini*  
*Community Education ..... Corey J. McKinnon*  
*Special Education..... Kelly J. Lessman*  
*Teaching & Learning..... Diane E. Giorgi*

April 13, 2018

TO: Jim Caldwell  
Julie Greiman  
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FROM: Donna M. Friedmann   
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly @ 7:00 pm on Thursday, April 19, 2018, 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

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota 55025

***Policy Committee Meeting***  
***April 19, 2018 – 7:00 p.m. – District Office Boardroom***

***AGENDA***

- |  |
|--|
| 1. Wellness Policy 546 – Annual Review |
|--|
2. Consideration of Other Policies to be Scheduled for Review
  3. Other Matters
  4. Annual/Requested Policy Reviews
    - Student Transportation Safety Policy 531 (May 2018)
    - Family & Medical Leave Policy 428 (September 2018)
    - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2018)
    - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2018)
    - Student Sex Nondiscrimination Policy 421 (October 2018)
    - Technology Acceptable Use and Safety Policy 540 (October 2018)
    - School Board Member Reimbursement Guidelines Policy 103A (November 2018)
    - Out-of-State Travel by School Board Members Policy 103B (November 2018)
    - Bullying Prohibition Policy 541 (December 2018)
    - Crisis Management Policy 538 (December 2022 – 5 year recall)
    - Harassment and Violence Policy 425 (January 2019)
    - Discipline Policy 515 (March 2019)
    - Wellness Policy 546 (April 2019)
  5. Future Policy Review
    - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
    - Random Drug Testing
  6. Policies at School Board for Action:
    - Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
    - Discipline Policy 515
    - Memorials for Deceased Students and Staff Policy 511
    - Sample Website Accessibility Policy 709 - Pending

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

## I. PURPOSE

The purpose of this policy is to develop healthy learners by assuring an environment set forth methods that promotes student wellness, and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

## 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. The District and the 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. The religious, ethnic and cultural diversity and food allergies of the student body will be reasonably respected in meal planning, nutrition education and physical activity. School sites will provide clean, safe and pleasant settings with adequate time for students to eat.~~
- ~~H. All schools in the district will fully participate in the national school meal program to the maximum extent possible.~~
- ~~I. The school district will provide healthy and safe school meal programs that comply with all federal, state and local statutes and regulations.~~
- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel 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. ACCOUNTABILITY WELLNESS GOALS**

~~The Superintendent shall appoint a Wellness Coordinator and shall execute administrative procedures that ensure the implementation of and compliance with the district Wellness Policy and Guidelines. An annual report shall be made to the School Board to ensure district-wide compliance with the policy and guidelines.~~

*[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]*

A. Nutrition Promotion and Education

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 health education classes, 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 age appropriate, 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.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical 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; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
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.

#### **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.~~

#### **GUIDELINES – WELLNESS POLICY IMPLEMENTATION**

##### **A. FOODS AND BEVERAGES IN SCHOOLS**

##### **1. School Meals**

- a. ~~The Food Service Supervisor will be responsible for the school district's food service program, whose duties shall include creating procedures that follow nutrition guidelines for the selection of foods and beverages choices that are consistent with current USDA Dietary Guidelines for Americans.~~
- b. ~~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).~~
  - ~~All grains served are whole grain rich.~~
  - ~~Strive to replace higher fat main entrée items with lower fat items as appropriate.~~
  - ~~Menu items will not contain trans fats except for those that are naturally occurring.~~
  - ~~Reduce sodium levels in school breakfast and lunch meals to meet USDA regulations.~~
  - ~~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 by Forest Lake Food Service will be prepared in health-inspected facilities under the guidance of food-safety certified staff.~~
- ~~b. 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.~~
- ~~c. Food-service personnel shall adhere to all federal, state and local food safety and security guidelines.~~

~~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:~~

~~The school district will provide students with sufficient time to eat and will schedule meal periods at appropriate times during the school day. Times to eat may be approximately 10 minutes for breakfast and 20 minutes for lunch, but the available times may be different.~~

~~Arranging for accommodations for students who need more time to finish their lunch.~~

- ~~• 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.~~

~~The school district and individual school sites will, to the extent possible, utilize methods to serve school breakfast that encourages participation.~~

4. ~~Food and Behavior~~

~~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.~~

5. ~~Other Foods for Sale~~

~~All foods available for sale to students on the school campus during the school day must be consistent with the Federal regulations for Smart Snacks in School nutrition standards. This includes, but is not limited to, foods available for sale as a part of fundraising efforts.~~

6. ~~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 encourage the selection for sale of food items with sound nutritional value.~~
- ~~b. A district wellness committee 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. A district wellness committee will supply a list of healthier food choices and other choices for fundraising and will offer to help source certain items as is feasible.~~

7. ~~Celebrations~~

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

8. ~~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.~~
- 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. ~~A District wellness committee will disseminate a list of healthy snack items to teachers, after-school program personnel and parents.~~

9. ~~Water Fountains~~

~~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.~~

10. ~~Food and Beverage Marketing in Schools~~

- a. ~~School-based marketing will be consistent with nutrition education and health promotion.~~
- b. ~~Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.~~

B. ~~WELLNESS GOALS~~

1. ~~Nutrition Promotion and 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;~~

- e. ~~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, ECFE, 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.~~

## 2. Physical Activity

- a. ~~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.~~
- b. ~~All elementary school students will have daily supervised recess, before lunch when schedules allow, and outdoors, during which schools will encourage moderate to vigorous physical activity verbally and through provision of space and equipment.~~
- e. 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:~~

- i. ~~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.~~
- ii. ~~Opportunities for physical activity will be incorporated into other subject lessons (such as science, math and social studies) where appropriate.~~
- iii. ~~Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.~~

3. ~~Out of School Time Physical Activity Opportunities~~

- a. ~~The school district, in collaboration with other community organizations, will offer physical activity programs that feature a broad range of competitive and cooperative activities.~~
- b. ~~The high school will offer interscholastic athletic programs that shall adhere to the rules and regulations of the Minnesota State High School League.~~
- e. ~~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.~~
- d. ~~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.~~
- e. ~~Subject to the Facility Use Policy, 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.~~

4. ~~Physical Activity and Punishment~~

~~The school district will discourage the practice of withholding opportunities for physical activity, including, but not limited to recess, as a consequence for misbehavior.~~

C. ~~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.

D. ~~Communication with Families and the Community~~

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.~~
2. ~~The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.~~
3. ~~The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.~~
4. ~~The school district will provide information to families, community-based organizations and the general public about ways to promote healthy lifestyles.~~
5. ~~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.~~
6. ~~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.~~

E. ~~Implementation and Monitoring~~

1. ~~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.~~
2. ~~Members of a district wellness committee will work with designated administrative staff to plan, implement, and improve the school district's nutrition and physical activity environment.~~
3. ~~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.~~
4. ~~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 in school food service operations.~~
5. ~~An annual report will be made to the School Board to ensure district-wide compliance with the policy.~~

6. — In the implementation of this policy a student's Individual Education Program, Behavior Intervention Plan or 504 Individual Accommodation Plan or Health Plan will take precedent over the measures listed above.
7. — 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.
8. — An implementation work plan will be created with timeline and evaluation indicators.
9. — 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.
10. — This policy will be reviewed at least every three years.

#### IV. STANDARDS AND NUTRITION GUIDELINES

*[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]*

##### A. School Meals

*[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]*

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. 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.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to 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 made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. 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.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase



consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

#### D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.  
  
***[Note: Healthy party ideas are available from the USDA.]***
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

#### E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

### V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

#### A. Wellness Coordinator

***[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]***

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

*[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]*

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

*[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]*

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

*[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]*

B. Annual Reporting



*[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]*

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

*[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]*

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

*[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]*

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

**Legal References:** Minn. Stat. § 121A.215 (Local School District Wellness Policy)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
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](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

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12/01/16

06/22/17



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**DRAFT – 4/19/18**

### Attachment to School Board Wellness Policy 546

The school district is required to retain records to document compliance with the requirements of Wellness Policy 546.

X	The school district's written wellness policy.	Posted on school district website
	Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.	
	Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).	

*Inspire the learner; ignite the potential!*

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