

## SCHOOL WELLNESS PLAN PROCEDURES

This local school wellness plan (“Wellness Plan” or “Plan”) applies to all Rib Lake School District schools. The Wellness Plan outlines the District’s approach to ensuring appropriate environments and purposeful opportunities for students to learn about and practice healthy eating and to engage in physical activity. The Plan seeks to provide opportunities for all interested members of the school and local community to become engaged in and contribute to this important work.

### I. Designated In-District Wellness Plan Leadership

The District Administrator and Principals have primary responsibility for the District-wide implementation and oversight of the District’s Wellness Plan.

The designation of the above-identified official as local wellness policy leaders is done with the goal and intent of ensuring, to the extent applicable, each school’s compliance with the Wellness Plan.

### II. Locally-Selected Wellness Plan Goals

To promote the health and well-being of District students, the District has adopted the following school district wellness goals:

- A. Physical Activity Goals. The physical activity goals within this Wellness Plan are intended to help students develop their knowledge, experience, and interest in specific physical activities and to obtain and appreciate the short-term and long-term benefits of personal fitness. The goals listed below, which focus on students directly engaging in physical movement and exercise, will support and supplement the District’s comprehensive physical education curriculum.
- All students will receive instruction about the value of physical activity, and receive opportunities to develop the knowledge and skills for specific physical activities. Focus will be on maintaining health-related physical fitness and to build an understanding of the short and long-term benefits of a physically active and healthy lifestyle. The school will offer opportunities open to all students before, during, and after the school day to meet this goal.
  - Students are given opportunities for physical activity during the school day through K-12 physical education classes, daily recess periods for elementary school students, and the daily integration of physical activity into the free time of middle and high school students. The entire school environment, not just the physical education classroom, will be aligned with healthy school goals to positively influence a student’s understanding, beliefs and habits as they relate to good nutrition, tobacco prevention and regular physical activity.
- B. Nutrition Education Goals. The nutrition education goals established within this Wellness Plan are intended to support and supplement state-mandated curricular elements that relate to health and nutrition, for the purpose of providing students with the knowledge and skills necessary to appreciate the benefits of and make sound decisions related to eating habits and nutrition. Sequential and interdisciplinary nutrition education will be provided and promoted. Enable students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
1. All students in grades preK-12 will receive health education instruction that includes nutrition education as part of a planned, sequential and comprehensive school health education program. The program will be aimed at giving students the knowledge and skills necessary to be health literate as defined by national, state and health education benchmarks. Health instruction will be delivered by a certified health educator, but may also be taught within the classroom instruction in science, physical education, and Family and Consumer Science programs.

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2. The District will offer a foods and nutrition course as a high school elective opportunity in addition to health education and physical wellness offerings.
- C. Nutrition Promotion Goals. By establishing nutrition promotion goals, the District intends to provide resources and opportunities for students, staff, and others that will help students to recognize, develop, and practice healthy eating habits within the school environment, at home, and/or in other community settings.
1. The Lunch/Breakfast Program will offer a wide variety of fruits, vegetables, and targeted entrees to expose students to new fruit and vegetable offerings.
  2. The Lunch/Breakfast program will train staff to prompt students to select fruits and vegetables as part of their lunch or breakfast.
- D. Goals for Other School-Based Activities that Promote Student Wellness. By establishing goals for other school-based activities that promote student wellness within this Wellness Plan, the District attempts to recognize that wellness initiatives can be integrated across a variety of school-related settings and can extend beyond the school food service venues and the facilities that are specifically intended for engaging in physical activity. In addition, it is possible to promote student wellness through programs that facilitate parent/family engagement or that involve partnerships or coordination with other public and private entities.
1. The District will promote staff wellness initiatives Promotion which outline innovative ways to collaboratively encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.
  2. The District will use Community Programs Funds (Fund 80) to promote physical activity and overall wellness and community education with parents and other members of the Rib Lake community. This will be done through partnerships developed within the Rib Lake Community Programs and will include classes such as: Zumba, POUND, yoga, pickleball, volleyball. These classes are also dependent upon the availability of an instructor.
  3. The District will provide access to the Fitness Center for all community members at a nominal charge and free for all staff and students.

### III. Standards and Nutrition Guidelines for Foods and Beverages Available to Students

- A. Foods Sold to Students at School. The following nutrition standards and guidelines apply to foods and beverages offered for sale to students on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:
1. Reimbursable meals offered in any federally-subsidized school meal program shall meet the statutory and regulatory nutrition standards established for such meals and address needs of students with eligible medical meal requirements.
  2. Foods and beverages sold to students outside of the school meal programs shall meet at least the USDA's minimum nutrition standards for such items (also called the "smart snacks" or "competitive food" standards), including all permissible exemptions and exceptions that are identified in the regulations or otherwise expressly allowed by the USDA. These standards apply, for example, to a la carte options in cafeterias, vending machines that are accessible to students, and items sold in school stores or on snack carts.  
<https://healthymeals.fns.usda.gov/sites/default/files/uploads/USDASmartSnacks.pdf>
  3. Both the federal standards and this Wellness Plan allow a building principal, or another administrative-level designee, to approve (to the extent authorized by the Department of Public Instruction) a limited number of exempt student organization fundraisers involving the sale of food or beverage items that do not meet any minimum nutrition standards. DPI currently allows up to two (2) approved exempt fundraisers per student organization per school year, with each such fundraiser lasting no longer than two (2) weeks. However, an approved exempt fundraiser may not take place in the food service area during any school meal period. In addition, an authorized exempt fundraiser must adhere to all other District policies and procedures related to fundraisers.

4. Foods that, with appropriate District approval, are ordered and delivered at school or through a school-related activity, but that are not intended to be (and that due to packaging, preparation requirements, etc., cannot reasonably be) consumed on school premises (such as a frozen pizza fundraiser) are not subject to any specific nutrition standards or time or location restrictions regarding orders or deliveries under this local Wellness Plan.

B. Foods Provided or Distributed, but Not Sold, to Students. The following standards and guidelines apply to foods and beverages that are provided or distributed (but not sold) to students on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:

1. Beverages – Any beverages that are not on the approved list of beverages to be sold on the school campus during the school day should not be served or distributed to students during the school day without first receiving written permission from the building principal. All schools must also be aware of and adhere to federal requirements regarding the availability of free drinking water for students.
2. Classroom Celebrations, Receptions for Special Events, and Similar Special Occasions – Teachers and students are encouraged to offer or distribute healthy snacks and treats for student birthday celebrations, classroom parties, and other similar events. A healthy snack list that is based on sound nutrition facts and principles will be developed and maintained under the coordination of the building principal and made available to staff and parents. This list may include, but is not limited to, items such as the following:

Fresh fruit or fruit cups	Trail/cereal mixes (no candy included)
Fresh vegetables and low-fat dip	Yogurt
Dried fruits	Pretzels
String cheese/cheese cubes	Popcorn
Whole grain crackers	Low-fat muffins
Other low-fat crackers	

3. During occasional celebrations (birthday observances, classroom parties, etc.) items of minimal nutritional value that do not meet the federal nutrition standards for “competitive food” sold to students and that also would not qualify as a healthy snack option as defined by District standards may, in moderation, be served or distributed to students unless otherwise restricted by a directive of the building principal. However, unless the building principal or his/her administrative designee approves an exception, whenever school staff are involved in organizing such an occasional celebration (for a class or club party, a brief reception following an intra-day performance, etc.), staff shall ensure that one or more healthy alternatives are offered in conjunction with any items of minimal nutritional value that may be offered. Whenever a student’s parent or guardian is primarily responsible for initiating such an occasional celebration, the schools shall encourage parents and guardians to provide a healthy snack item to be offered in conjunction with any offering of minimal nutritional value.
4. Staff members are strongly encouraged to schedule occasional celebrations and other events where food is served or distributed to occur after the students’ scheduled lunch period.
5. As needed and while maintaining an appropriate degree of confidentiality, staff will also make parents, guardians and students aware of restricted foods to be avoided as a means of accommodating any identified food allergies or similar dietary restriction within the relevant class or other student group.
6. Teacher-Initiated Rewards or Learning Incentives – Staff’s use of foods of minimal nutritional value as student rewards or learning incentives should be kept to a minimum (e.g., not regularly and using minimal serving sizes). Healthy food choices or non-food items are preferred. Should teachers or other staff members feel compelled to utilize food items as an incentive, they are strongly encouraged to select an option from the District’s list of healthy snack options for foods served or distributed during the school day, as outlined above.

7. Other Meetings and Events – At any other school-sponsored meeting/event that occurs before, during, or up to 30 minutes after a school day, that involves student participation, and that has not otherwise been addressed in this section of the Wellness Plan, any food or beverage that is provided by the District and served to the attendees shall either (1) adhere to the District’s nutrition guidelines for food and beverages sold on school campus during the school day, as identified above; or (2) adhere to the District’s list of healthy snack options for items served or distributed to students during the school day, as mentioned above. The building principal or his/her administrative-level designee may, at his/her discretion, approve an exception to this restriction if requested and approved in advance of the event.
8. Food an Individual Student Brings from Home – Nothing in this Wellness Plan attempts to create or modify any District or school rules for the foods and beverages that a student brings to school for his/her own consumption.

#### **IV. Marketing of Food and Beverages.**

No District official, employee, or agent shall prospectively authorize or allow the marketing of any foods or beverages on a school campus during the school day (including before school and 30 minutes after the close of the instructional day for students) that do not meet the minimum federal nutritional standards for foods and beverages that are sold to students outside of the school meal programs. “School campus” means any area of District property that is accessible to students during the school day. “Marketing” means advertising and other promotions, and can include oral, written, or graphic statements/materials that are presented with the purpose of encouraging the sale or consumption of a particular product. Examples of items on which marketing may sometimes be proposed include the exterior of vending machines, trash cans, cups, tray liners, posters, etc.

The prohibition on the marketing of certain foods and beverages established in the previous paragraph is clarified and limited as follows:

- The limitations on food and beverage marketing do not apply to events or activities that occur on non-school days or more than 30 minutes after the end of the official school day for students.
- The limitations do not apply to materials used for educational purposes in the classroom.
- The prospective aspect of the limitations means, for example, that any stock-on-hand of non-compliant materials may be exhausted and that any non-compliant durable equipment (such as a menu board or a scoreboard in a gymnasium) can continue to be used until it is replaced.
- The limitations do not categorically prohibit the display or presentation of marketing materials that identify a general brand that is widely associated with specific products that are considered healthy and other specific products that would be considered unhealthy (i.e., that would not meet the minimum federal standards for “competitive food” sold in schools). However, the degree to which a general brand may be more strongly associated with unhealthy products should be considered in evaluating any specific marketing-related proposal.
- Because the minimum federal nutritional standards for foods and beverages that are sold to students at school and outside of the school meal programs include a provision allowing a limited number of approved, exempt fundraisers, the marketing limitations do not apply to materials that relate to such fundraisers.
- Although students and staff remain subject to any other applicable District rules, the marketing limitations in this Wellness Plan are not intended to be enforced with respect to personal items, such as clothing worn by a student, a lunch bag, a water bottle or thermos, or the packaging on items that are brought from home for personal consumption.

#### **V. Stakeholder Involvement**

School districts are required to provide opportunities for school administrators, teachers (including physical education and health education teachers), school food service staff, school health professionals (e.g., the District Nurse and/or contracted registered nurse), students, parents and

guardians, School Board members, and other interested members of the community to participate in the development, implementation, and periodic review and updating of the District's Wellness Plan.

The manner in which such opportunities will be provided will include, but are not necessarily limited to the following:

A. Wellness Steering Committee.

The Wellness Steering Committee is a formal committee that shall consist of not more than 13 members and that shall be chaired by the District Administrator. The committee's primary charge is to be involved in the periodic assessment, review, and updating of this Wellness Plan, with a particular emphasis on recommending steps to improve District-wide knowledge of and compliance with the Plan and on recommending possible changes to the Plan (e.g., new or revised goals). The chairperson:

1. Shall have the power to identify and recommend individuals to be appointed as formal members of the committee, including filling vacancies, while giving due attention to representation among the specific stakeholder groups identified in applicable federal regulations. However, not every stakeholder group must be represented at all times—particularly when there is a lack of interest. The appointment of any District employee to the committee shall be subject to the approval of the employee's supervisor, the appointment of any School Board member to the committee shall be made directly by the Board, and all other recommendations for committee membership shall be approved by the District Administrator. Any student appointee(s) shall be at least in 7<sup>th</sup> grade. An appointment may be for a defined term, or if no specific term is designated at the time of appointment, then the appointment shall be considered ongoing until the committee member is removed (including being replaced to accommodate additional interest in serving) or resigns. Employees serving on the committee in their official District-related capacity may resign their committee membership only with supervisory approval.
2. Shall maintain a list of current and historical committee members for at least the period required by the Wisconsin public records law.
3. May recommend the removal of any currently-serving committee member to the District Administrator, who shall either approve or reject the recommendation. However, only the School Board may approve the removal of a Board representative when the Board member in question is still actively serving on the Board.
4. Shall convene the committee as needed on dates established by the committee or chosen by the chair.
5. Shall ensure that the meetings of the Wellness Steering Committee are noticed in compliance with the Open Meetings Law.
6. May determine the extent to which minority positions or multiple options may be presented to District officials for further consideration in situations where there is a disagreement or lack of sufficient consensus among the committee members in regard to particular issues.

B. Meetings Designed as Stakeholder Awareness and Input Sessions.

The District Administrator will periodically hold, attend, and/or help organize meetings for the purpose of gathering input related to this Wellness Plan and its implementation.

C. Goal-Driven Events and Activities.

In formulating and implementing action steps related to the goals identified in this Wellness Plan, District-level and school-level personnel will attempt to identify specific opportunities for stakeholder input and participation.

## **VI. Assessing the Wellness Plan and Its Implementation**

The primary means of measuring the implementation of and schools' compliance with this Wellness Plan is through a formal assessment that will occur at least once every three (3) years. Such assessments shall be completed under the direction of the District Administrator. A report shall be

generated in conjunction with each such formal assessment that addresses at least all of the following:

1. The extent to which the District and District schools are in compliance with the Wellness Plan;
2. A description of the progress made in attaining the goals of the Wellness Plan, as assessed quantitatively and qualitatively to the extent practical and appropriate;
3. The extent to which the District's Wellness Plan compares to one or more model local school wellness policies/plans; and
4. A statement of any recommended changes to the District Wellness Plan, or a statement that no specific changes are recommended, shall be forwarded for formal District-level consideration and possible District-level approval. This statement may be forwarded by school officials who have school wellness leadership responsibilities and/or on behalf of the Wellness Steering Committee. When developing such recommendations, the remainder of the assessment report shall be reviewed and considered.

The written report that is created in conjunction with each formal, periodic assessment of this Wellness Plan shall be presented to the School Board. Notwithstanding the formal assessment and reporting process, recommendations to update or modify this Wellness Plan (e.g., to replace a goal that has been achieved) may be brought forward for District-level consideration and possible action (i.e., approval, rejection, or modification) at any time.

As a further means of evaluating the implementation of this Wellness Plan, including school compliance, the District Administrator will:

1. Identify the data and other records that will be required to reasonably document and evaluate the progress that is being made with the specific goals, nutritional standards, and other requirements outlined in this Wellness Plan. Particularly with respect to the Wellness Plan goals and related action steps that have specific near-term target dates or that are otherwise short-term in nature, progress should be monitored and informally evaluated on an interim basis between the years of the formal evaluations described above. Ultimately, information from and the results of any such interim assessments will inform and can be incorporated into the next triennial assessment.
2. Communicate expectations to school-based personnel related to tracking school-level data and preparing and organizing other school-level records that will be needed for assessment purposes, emphasizing when such documentation should occur.
3. Periodically meet with school-based personnel to serve as a support resource regarding Wellness Plan implementation and to review and discuss the school's compliance and progress to date.

## **VII. Reports and Other Communications Related to the District Wellness Plan**

The primary means that the District will use to inform the public of the content of this Wellness Plan, the status of implementation efforts, and the outcome of formal assessments will be through a prominent, wellness-themed web page or microsite that is part of the District's official website. Minimally, the following information will be prominently displayed or clearly linked on a continuous basis and without requiring any login or similar restriction on access:

1. The names, positions, and contact information of the District-level and/or school-level officials who have been designated as local wellness program leaders.
2. A complete copy of this Wellness Plan.
3. An executive-level summary of current Wellness Plan goals.
4. An executive-level summary of the most recent updates or modifications to the Wellness Plan, if applicable.
5. A complete copy of at least the two most recent triennial assessment reports (once available).
6. Information regarding how interested stakeholders can become involved in the development, implementation, review, and updating of the Wellness Plan.

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When electronically posting the above-identified information, the District will give due attention to using accessible formats and to the possible need to provide information in languages in addition to English.

In addition to electronic posting, at least once annually, the District will actively notify staff and school households of the Wellness Plan and how it can be accessed, and a similar active notice shall be given of the availability of each formal (triennial) assessment report at the time each such report is completed.

Additional steps may be taken to draw attention to the web-based resources identified above, including (1) featuring prominent links to the resources on the home pages of school-specific websites or web pages; (2) further promoting the availability of the information through school newsletters, District-approved social media accounts, or other District or school communications, and (3) mentioning the resources in connection with health and wellness-related presentations to parents and other community groups.

**USDA Nondiscrimination Statement and Complaint Information:**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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