

The Lincoln Academy Policy Manual

Section	FAMILY HANDBOOK
Title	Wellness Plan
Code	400.2
Adopted	June 2, 2021
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This Wellness Plan outlines The Lincoln Academy's (TLA) approach to ensuring appropriate environments and purposeful opportunities for scholars to learn about and practice healthy eating and to engage in physical activity.

Designated Wellness Plan Leadership

The following individuals at TLA have primary responsibility for TLA's implementation and oversight of TLA's Wellness Plan: CEO, CFO, Principal, and Athletic Director.

Wellness Plan Goals

To promote the health and well-being of TLA scholars, TLA has adopted the following wellness goals:

- **Physical Activity Goals:** The physical activity goals within this Wellness Plan are intended to help scholars 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 scholars directly engaging in physical movement and exercise, will support and supplement TLA's comprehensive physical education curriculum.
 - **Physical Education:** TLA will provide physical education to all scholars in grades K-12, sequential physical education curriculum consistent with national and state standards for physical education. All scholars will receive physical education instruction by a certified physical education teacher in frequencies that meet or exceed the requirements set by the Wisconsin Department of Public Instruction (DPI), unless as otherwise allowable per state law or Board policy. To maximize the level of physical activity during a class period, class size shall be considered. Physical education instruction will provide scholars with learning opportunities to acquire the knowledge and skills needed to become lifelong, physically active individuals. All scholars will be provided equal opportunity to participate in

physical education classes. TLA will make appropriate accommodations to allow for equitable participation for all scholars and will adapt physical education classes and equipment as necessary. If a scholar's Individual Education Plan (IEP) states a scholar requires significant modifications to the physical education curriculum, a scholar should receive specialized instruction in the least restrictive environment (LRE). Instruction should be delivered by a licensed Adaptive Physical Education (APE) Teacher.

- After-School Activities: TLA will promote opportunities for scholars to participate in physical activity either before and/or after the school day, which includes but is not limited to WIAA athletics and school clubs and activities.
- Equal Access to Physical Activity: Physical activity during the school day will not be withheld as punishment for any reason. Physical activity may include, but is not limited to, recess, classroom physical activity breaks, outdoor education, or physical education classes. Only with parent/guardian approval should scholars be withheld from recess for academics.
- **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 scholars with the knowledge and skills necessary to appreciate the benefits of and make sound decisions related to eating habits and nutrition. TLA will teach, model, encourage, and support healthy eating by all scholars. TLA will provide nutrition education.
- **Nutrition Promotion Goals**: By establishing nutrition promotion goals, TLA intends to provide resources and opportunities for scholars, staff, and others that will help scholars to recognize, develop, and practice healthy eating habits within the school environment, at home, and/or in other community settings. TLA will engage in nutrition promotion that is designed to provide scholars with the knowledge and skills necessary to promote and protect their health. Instruction should align to the healthy behavior outcomes of the Center for Disease Control's Health Education Curriculum Assessment Tool (HECAT). Nutrition education should not only be a part of health education classes but also integrated into other subjects. Nutrition education should include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities including, but not limited to, cooking demonstrations, taste-testings, farm visits, and school gardens. Nutrition education information shall also be provided to parents/guardians on an ongoing basis.
- **Goals for Other TLA-Based Activities that Promote Scholar Wellness**: By establishing goals for other TLA-based activities that promote scholar wellness within this Wellness Plan, TLA 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 scholar wellness through programs that facilitate parent/family engagement or that involve partnerships or coordination with other public and private entities.
 - **Recess**: Supervised recess shall be provided daily for 15 minutes for grades K4-8 on all regularly-scheduled school days. Minutes may be

- **Outdoor Learning:** TLA will offer regular opportunities throughout the year for experiential, environmental, and nature-based outdoor learning in school gardens, school natural areas, and other outdoor classrooms.
- **Active Transport:** TLA will support and promote active transport to and from school, such as walking or biking. This includes developing school specific strategies in coordination with community programs, such as Safe Routes to School.

Standards and Nutrition Guidelines for Foods and Beverages Available to Scholars

- **Foods Sold to Scholars at School:** The following nutrition standards and guidelines apply to foods and beverages offered for sale to scholars on TLA premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:
 - Reimbursable meals offered in any federally-subsidized school meal program shall meet the statutory and regulatory nutrition standards established for such meals.
 - Foods and beverages sold to scholars 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 scholars, and items sold in school stores or on snack carts.
 - 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 DPI) a limited number of exempt scholar organization fundraisers involving the sale of food or beverage items that do not meet any minimum nutrition standards. DPI currently allows up to two approved exempt fundraisers per scholar organization per school year with each such fundraiser lasting no longer than two 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 TLA policies and procedures related to fundraisers.
 - Foods that, with appropriate TLA approval, is 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.

- **Foods Provided or Distributed but not Sold to Scholars:** The following standards and guidelines apply to foods and beverages that are provided or distributed (but not sold) to scholars on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:
 - 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 scholars during the school day without first receiving written permission from the CFO. TLA must also be aware of and adhere to federal requirements regarding the availability of free drinking water for scholars.
 - Classroom Celebrations, Receptions for Special Events, and Similar Special Occasions: Teachers and scholars are encouraged to offer or distribute healthy snacks and treats for 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 Operations Manager and made available to staff and parents/guardians. This list may include, but is not limited to, items such as the following: fresh fruit or fruit cups, fresh vegetables and low-fat dip, dried fruits, string cheese/cheese cubes, whole grain crackers, other low-fat crackers, trail/cereal mixes (no candy included), yogurt, pretzels, popcorn, low-fat muffins.

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 scholars and that also would not qualify as a healthy snack option as defined by TLA standards may, in moderation, be served or distributed to scholars unless otherwise restricted by a directive of the Principal. However, unless the Principal or his/her administrative designee approves an exception, whenever school staff is 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 scholar’s parent or guardian is primarily responsible for initiating such an occasional celebration, TLA shall encourage parents and guardians to provide a healthy snack item to be offered in conjunction with any offering of minimal nutritional value.

Staff members are strongly encouraged to schedule occasional celebrations and other events where food is served or distributed to occur after the scholars’ scheduled lunch period. As needed and while maintaining an appropriate degree of confidentiality, staff will also make parents, guardians, and scholars 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 scholar group.

- **Teacher-Initiated Rewards or Learning Incentives:** Staff's use of foods of minimal nutritional value as scholar 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 TLA's list of healthy snack options for foods served or distributed during the school day, as outlined above.
- **Other Meetings and Events:** At any other TLA-sponsored meeting/event that occurs before, during, or up to 30 minutes after a school day that involves scholar participation and that has not otherwise been addressed in this section of the Wellness Plan, any food or beverage that is provided by TLA and served to the attendees shall either (1) adhere to TLA's nutrition guidelines for food and beverages sold on school campus during the school day, as identified above; or (2) adhere to TLA's list of healthy snack options for items served or distributed to scholars during the school day, as mentioned above. The 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.
- **Food an Individual Scholar Brings from Home:** Nothing in this Wellness Plan attempts to create or modify any TLA rules for the foods and beverages that a scholar brings to school for his/her own consumption.

Marketing of Food and Beverages

No TLA 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 scholars) that do not meet the minimum federal nutritional standards for foods and beverages that are sold to scholars outside of the school meal programs. "School campus" means any area of TLA property that is accessible to scholars 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 scholars.
- 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 scholars 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 scholars and staff remain subject to any other applicable TLA 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 scholar, a lunch bag, a water bottle or thermos, or the packaging on items that are brought from home for personal consumption.

Stakeholder Involvement

TLA is required to provide opportunities for administrators, teachers (including physical education and health education teachers), school food service staff, school health professionals (e.g., a registered nurse serving the schools), scholars, parents/guardians, Board members, and other interested members of the community to participate in the development, implementation, and periodic review and updating of TLA’s Wellness Plan.

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

- **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 CFO. 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 TLA’s knowledge of and compliance with the Wellness Plan and on recommending possible changes to the Wellness Plan (e.g., new or revised goals). The chairperson:
 - 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 TLA employee to the committee shall be subject to the approval of

the employee's supervisor, the appointment of any Board member to the committee shall be made directly by the Board, and all other recommendations for committee membership shall be approved by the CEO. Any scholar appointee(s) shall be at least in 7th 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 capacity may resign their committee membership only with supervisory approval.

- Shall maintain a list of current and historical committee members for at least the period required by the Wisconsin public records law.
- May recommend the removal of any currently-serving committee member to the CEO, who shall either approve or reject the recommendation. However, only the Board may approve the removal of a Board representative when the Board member in question is still actively serving on the Board.
- Shall convene the committee as needed on dates established by the committee or chosen by the chair.
- Shall ensure that the meetings of the Wellness Steering Committee are noticed in compliance with the Open Meetings Law.
- May determine the extent to which minority positions or multiple options may be presented to TLA 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.
- **Meetings Designed as Stakeholder Awareness and Input Sessions:** The Principal will periodically hold, attend, and/or help organize meetings for the purpose of gathering input related to this Wellness Plan and its implementation.
- **Goal-Driven Events and Activities:** In formulating and implementing action steps related to the goals identified in this Wellness Plan, TLA personnel will attempt to identify specific opportunities for stakeholder input and participation.

Assessing the Wellness Plan and Its Implementation

The primary means of measuring TLA's implementation of compliance with this Wellness Plan is through a formal assessment that will occur at least once every three years. Such assessments shall be completed under the direction of the CFO and shall be in line with federal requirements and any applicable requirements of the DPI. For purposes of carrying out triennial assessment requirements, TLA shall do the following:

1. Complete the Wellness School Assessment Tool (WellSAT) to evaluate how the Wellness Plan compares to model policy language and best practices for school wellness; and

2. Complete the DPI-required Local Wellness Policy Report Card, which addresses: (a) the extent to which TLA is in compliance with the TLA Wellness Plan; (b) the progress made in attaining the goals of the Wellness Plan; and, (c) the extent to which the TLA Wellness Plan compares to model policy language and best practices for school wellness.

The Local Wellness Policy Report Card shall be reviewed and considered when developing any recommended changes to the Wellness Plan or determining that no specific changes need to be made. Any recommended changes to the Wellness Plan shall be forwarded for formal administrative consideration and possible administrative approval. The recommended changes may be forwarded by school officials who have school wellness leadership responsibilities and/or on behalf of the Wellness Steering Committee.

TLA's completed Local Wellness Policy Report Card, along with any recommended changes to the Wellness Plan, shall be presented to the Board prior to being communicated to the public as outlined below.

Notwithstanding the formal triennial 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 administrative 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 CFO will:

- 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.
- 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.
- Periodically meet with TLA personnel to serve as a support resource regarding Wellness Plan implementation and to review and discuss TLA's compliance and progress to date.

Reports and Other Communications Related to the Wellness Plan

The primary means that TLA 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 TLA'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 TLA 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 Local Wellness Policy Report Cards (once available).
6. Information regarding how interested stakeholders can become involved in the development, implementation, review, and updating of the Wellness Plan.

When electronically posting the above-identified information, TLA 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, TLA 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 (Local Wellness Policy Report Card) 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 TLA's websites or web pages; (2) further promoting the availability of the information through school newsletters, TLA-approved social media accounts, or other TLA communications, and (3) mentioning the resources in connection with health and wellness-related presentations to parents/guardians and other community groups.

USDA Nondiscrimination Statement and Complaint Information

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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, (AD-3027) found online at: 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:

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

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