

# San Bernardino City Unified School District

## Nutrition Services Wellness Policy

We invite the general public and the school community (including parents, students, representatives of the Nutrition Services Department, teachers of physical education, school health professionals, the School Board, and school Administrators) to be part of the Student Wellness Subcommittee. If you would like to be part of the Student Wellness Subcommittee, please contact the Nutrition Specialist at (909) 881-8000.

The Wellness Policy can be accessible online at [www.sbcusd.com](http://www.sbcusd.com) under District Offices: Nutrition Services.



## Student Wellness

### Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health service, mental health and social services staff, school counselors, psychologists, social workers, or psychiatrists); school administrators (e.g., superintendent, principal, vice principal); school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-ED). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community. Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the DWC.

### Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: [www.sbcusd.com](http://www.sbcusd.com)

### Monitoring and Policy Review

Each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies by completing the Healthy Schools Program assessment tool. Re-assessment using this same instrument will be done every other year. The information collected will assist in the development of a school-wide plan to promote coordinated

school health and wellness activities. The fitness gram data, student attendance and discipline statistics for students participating in the programs will be monitored to determine program effectiveness. The Student Wellness Subcommittee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

(cf. 6143 - Courses of Study)

### Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at Nutrition Services Department. Documentation maintained in this location will include but will not be limited to:

- \* The written wellness policy;
- \* Documentation demonstrating that the policy has been made available to the public;
- \* Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- \* Documentation to demonstrate compliance with the annual public notification requirements;
- \* The most recent assessment on the implementation of the local school wellness policy;
- \* Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

### Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- \* The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;

\*The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and

\*A description of the progress made in attaining the goals of the District's wellness policy. The position/person responsible for managing the triennial assessment and contact information is the Nutrition Specialist: 909-881-8000.

The DWC will update or modify the wellness policy based on the results of the results of the annual School Health Index or triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. The District will actively notify households/families of the availability of the triennial progress report.

### Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

### School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The District also operates additional nutrition-related programs and activities including Seamless Summer Feeding Option (SSFO), Supper program, and Child and Adult Food Care Program (CACFP). All

schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- \*Are accessible to all students;
- \*Are appealing and attractive to children;
- \*Are served in clean and pleasant settings;
- \*Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- \*Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom Techniques:
  - \*Daily fruit options are displayed in a location in the line of sight and reach of students.
  - \*All available vegetable options have been given creative or descriptive names.
  - \*All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - \* White milk is placed in front of other beverages in all coolers.
  - \* Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - \* A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - \* Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - \* Student artwork is displayed in the service and/or dining areas.
  - \* Daily announcements are used to promote and market menu options.
  - \*Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.
  - \*Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional.
  - \*School meals are administered by a team of child nutrition professionals.
  - \*The District child nutrition program will accommodate students with special dietary needs.

\*Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.

\*Students are served lunch at a reasonable and appropriate time of day.

\*Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

### Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School along with the California Department of Education Competitive Foods and Beverages 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. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> and <http://www.cde.ca.gov/ls/nu/he/compfoods.asp>. The Alliance for a Healthier Generation and California Project Lean provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org) and <http://www.californiaprojectlean.org>, respectively.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day\* will meet or exceed the USDA Smart Snacks nutrition standards and will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School and the California Department of Education Competitive Foods and Beverage nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

## Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas *from the Alliance for a Healthier Generation and the USDA*. Schools are encouraged to use only non-food fundraisers, and those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.). Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.

## Food and Beverage Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. Therefore, schools will limit food and beverage marketing to the promotion of those items that meet the above guidelines. School-based marketing of brands promoting predominately low-nutrient foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is expected.

Food and beverage marketing are defined as advertising and other promotions in schools. Food and beverage marketing often include an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

\*Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.

\*Displays, such as on vending machine exteriors.

\*Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)

\*Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.

\*Advertisements in school publications or school mailings.

\*Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

## Physical Education

Physical education is provided through the utilization of the *Physical Education Model Content Standards for California Public Schools, Kindergarten through Grade Twelve*, which represents the essential skills and knowledge that all students need to maintain a physically active, healthy lifestyle. Schools provide 200 minutes of physical activity every ten school days in grades one through six and 400 minutes of physical activity every ten school days for students in grades seven through twelve. (Ed Code 51210, 51222). The physical education curriculum is a planned sequential program of curricula and instruction will help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives and include the following:

\* Be consistent with state and district standards, guidelines and frameworks for physical education.

\*Encourage students to actively participate in moderate to vigorous activity for at least 50% of class time during most or all physical education class sessions.

\*Instruct students in a variety of motor skills that are designed to enhance the physical, mental, and social/emotional development.

\* Provide different physical activity choices, and modified activities for students with disabling conditions or special health problems.

\* Promote participation in physical activities outside of the school setting.

\* Promote lifelong participation in physical activity that will improve the overall health and fitness of students.

\* Administer the California Physical Fitness Test to all students in grades five, seven and nine during the months of February, March, April, and/or May. Students will receive their individual fitness test results upon completing the test.

\* Exempt temporarily from physical education only students with doctor verified medical conditions that do not allow for inclusion in the general, modified, or adapted physical education program. (Ed Code 51241).

## Physical Activity

Schools will also offer physical activity programs, such as Comprehensive School Physical Activity Program (CSPAP), outside of physical education class. This may include structured activity (sports, games, etc.), unstructured activity (walking, dance, etc.) or opportunities to participate in physical activity in the daily routine (walk to school or classroom activity breaks).

\* K-6 students have twenty minutes of recess available daily, not including lunch.

\* K-6 classroom teachers are encouraged to provide a minimum of two classroom physical activity breaks a day totaling a minimum of ten minutes. Resources include: Go Noodle, Hopsports Brain Breaks, Jammin Minutes and Alliance for a Healthier Generation Fitness Breaks.

\* Schools are encouraged to provide opportunities for extra physical activity before and/or after school such as: running/walking clubs, sports, dance, hiking, and yoga.

\* Schools are encouraged to provide safe route to school and resources to parents to promote active transportation to and from school.

\* The district provides physical education and physical activity professional development to teachers.

\* District personnel shall develop an indoor recess policy to ensure all elementary students receive at least twenty minutes of recess during inclement weather day.

\* Teachers and other school and community personnel will not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, physical education) as punishment. (Ed Code 49001)

## Health Education Components

The Board intends for health education to be part of a coordinated school health system that links district, school, and community programs and services to promote the health and well-being of students.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

Instruction also shall include injury prevention and safety, which may include but not be limited to prevention of brain and spinal cord injuries, hearing conservation, and avoidance of overexposure to sun.

(cf. 5142 - Safety)

Healthy, active and well-nourished students have better attendance, more academic success and decreased incidence of participation in risk behaviors that cause injury and illness. Obesity, Type 2 Diabetes, Cardiovascular Disease, HIV/STD's, mental health disorders and other health conditions are greatly affecting the students of our district. To support a high-quality instructional program in health education that will provide students with the skills, knowledge and confidence to develop and maintain active, healthy lifestyles Educational Services Department will do the following:

- \* Use the Health Framework for California Public Schools, Kindergarten through Grade Twelve, to develop a planned, and sequential curriculum that will address the physical, mental, emotional and social dimensions of health
- \* Choose one of the state-adopted health textbooks for classroom instruction at elementary, middle and high school levels
- \* Implement a plan to add a health class to the master schedule at both middle and high school levels
- \* Work with Human Resources to investigate the credentialing requirements for staff hired to teach health education classes at the secondary level.
- \* Provide staff development to elementary, middle and high school teachers that would be teaching the health education lesson.

#### Exemption from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of the school's health instruction that conflicts with his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)

Students so excused shall be given an alternative educational activity.

#### Involvement of Health Professionals

The district's health education program shall be designed to actively involve the community, including professional health and safety personnel, parents, in course evaluation. (Education Code 51913)

Health care professionals also shall be involved in the development and implementation of the district's health education plan and in course evaluation. Such professionals shall represent, at the district's option, the varied fields of health care, including voluntary collaborations with managed

health care and health care providers; local public and private health, safety, and community service agencies; and other appropriate community resources. (Education Code 51913)

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative.
2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs

### Nutrition Education

To ensure the health and welfare of each student and to provide guidance to school and district personnel in the areas of nutrition, health, physical activity and food service, the Board subscribes to the following:

- \* District health education curriculum standards and guidelines shall include both nutrition and physical education.
- \* Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, Harvest of the Month, taste-testing, farm visits and school gardens;
- \* Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods.
- \* Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise).
- \* Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services.
- \* Students shall receive nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- \* Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects.
- \*The school cafeteria shall serve as a “learning center” to allow students to apply critical thinking skills taught in the classroom.

\*Nutrition education shall involve sharing information with families and the broader community to positively impact students and the health of the community through media such as district or school newsletters, handouts, menus, parent/guardian forums, health fairs, the district or school website, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

\* Connect and partner with other entities such as the UC Cooperative Extension. UC Cooperative Extension shall provide Expanded Food and Nutrition Education Program (EFNEP) at no cost to low-income families. Bilingual EFNEP educators shall teach evidence-based hands-on nutrition lessons to students and their parents to help them gain the knowledge, skills, attitudes, and changed behavior necessary to choose nutritionally sound diets and improve well-being.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

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

\* Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and

\* Ensuring 100% of foods and beverages promoted to students meet the California Department of Education guidelines in Competitive Food Sales nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### Staff Wellness

Healthy eating and regular physical activity reduces the risk of developing chronic diseases such as heart disease, diabetes, stroke and many cancers. It also helps maintain healthy bones, muscles and joints and promotes psychological well-being. To create a healthier environment for all school district employees and to provide opportunities to learn strategies for living a healthier lifestyle the district will:

\* Allow staff to participate in worksite weight management programs.

\* Allow staff to implement walking programs onsite.

- \* Encourage staff to participate in ongoing physical activities at school such as recess, classroom activity breaks, morning run/walking clubs, and PE classes.
- \* Work with local businesses to obtain discounts for district employees desiring to participate in programs that increase physical activity outside of the workplace.
- \* Provide opportunities for district employees to receive information for the prevention, screening and management of chronic diseases.
- \* Provide healthy food and beverage options for employees at staff meetings, celebrations, training sessions, conferences and in on-site vending machines.
- \* Follow the nutrition and portion size guidelines for healthy food and beverage items sold in the staff cafeterias.
- \* Provide staff with accessible no-cost fitness classes and regularly communicate this information to all staff (monthly calendars, emails etc.).
- \* Provide staff with opportunities for input and feedback via surveys, staff meetings etc.
- \* Offer an employee wellness program, such as Go365/Humana Vitality and encourage staff to participate.
- \* Encourage staff to model healthy behaviors by sharing resources to support healthy eating and physical activity during the school day and in the classroom.

#### Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC. All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

## Community Partnerships

The District will enhance relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

## Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and 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, 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](tel:8008778339). 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](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](tel:8666329992). 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](tel:2026907442); or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Glossary:

Extended School Day - the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day - the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial - recurring every three years.

Regulation SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

approved: October 16, 2007 San Bernardino, California

revised: September 16, 2008

revised: October 6, 2008

revised: February 20, 2018

revised: December 16, 2019