Students

STUDENT WELLNESS

In order to help ensure the health and well being of each student attending the Simi Valley Unified School District and to provide guidance to school personnel in the areas of nutrition, health, and physical activity, the Governing Board directs all SVUSD personnel, and encourages the involvement of families in our Simi Valley community, to implement the goals of this policy.

1. Community Wellness Committee

The Simi Valley Unified School District Wellness Committee will monitor implementation of the Wellness Policy. The committee will be comprised of District administrators, teachers, nurses, child nutrition staff, parent/guardians and community members. Student participation will also be encouraged.

(cf. 9140 - Board Representatives)

(cf. 1220 -Citizen Committees)

2. Nutritional Quality of Foods and Beverages Sold and Served on Campus

A. School Meals

- (1) The District will comply with the regulations of the National School Lunch Program and comply with the California State Nutrition Regulations always adhering to the more restrictive guidelines.
- (2) Increase the amount of whole grain products that are served.
- (3) Increase the availability of fruit and vegetables served during the meal period.
- (4) Only 1 percent (low fat) or fat free milk will be served.
- (5) Eliminate food containing trans fatty acids.
- (6) Reduce the use of foods containing high fructose corn syrup.
- B. Meal Schedules and Environment
- (1) Meals will be served in a clean and safe environment with adequate seating.
- (2) Students will have adequate time to eat after being served their meals.
- C. Breakfast
- (1) Schools will, whenever possible, operate the School Breakfast Program.

- (2) Schools that serve breakfast to students will notify parent/guardians and students of the availability of the School Breakfast Program.
- (3) All schools will encourage parent/guardians to provide a healthful breakfast for their children through newsletter articles, the use of the district/school website or other means of communication.
- D. Food Safety Issues
- (1) Students will be educated about the importance of washing their hands frequently for general health purposes and encouraged to wash their hands prior to meals.
- (2) Given concerns regarding food allergies and other dietary restrictions, students will be discouraged from sharing food and beverages with other students.
- (3) Director of Food Services will request two Health Department inspections of each kitchen annually, and post results along with Health Department permits to operate.
- E. Qualifications of School Food Service Staff
- (1) Qualified nutrition professionals will administer the school meal programs.
- (2) Food Services staff will be provided on-going training in food safety and nutrition, as well as written notification of changes of policies or procedures.
- (3) Food Services staff will follow HACCP (Hazard Analysis and Critical Control Point) guidelines.

Food sold outside the federal reimbursable meal program to students on school campuses must meet or exceed the following requirements: Ed Code 49430-49431.7, Title 5 Regulations (5CCR SEC 15500-15501, 5CCR (15575-15578), SB12, SB965, SB490 and 7CFR 210.11.

F. Elementary Schools:

- (1) During the school day the only food items that can be sold to students are full meals, water, milk or juice (50% real fruit juice).
- (2) Bake sales or treat days may not occur until 30 minutes after students are dismissed for the day.
- G. Middle and High Schools

All food sales on **campus** must comply with regulations, including but not limited to, the food services department. The governing board may permit an organization consisting solely of pupils of that school to sell compliant food or beverages during the school day. See (Exhibits 1-5) Summary of Food and Beverage Restrictions in California).

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

- H. Fundraising Activities
- (1) Food may be sold as part of a fundraiser, if the sale takes place off of and away from school premises or the sale takes place at least 30 minutes after the end of the school day (Exhibits 1 & 2).
- (2) Schools will promote fundraising activities that provide physical activity or the sale of healthy foods.
- (3) Secondary school vending machines and fundraising activities during the school day will sell only foods and drinks that meet the State and Federal Nutritional Standards and will comply with all competitive food and beverage regulations (Exhibits 1, 2 & 3).
- (4) The District will provide schools with a list of healthy alternatives for fundraising (Exhibit #6).
- I. Vending Machines
- (1) Contracts for or placement of vending machines must have prior approval of District administration.
- (2) Vending machines must comply with all Federal and State Competitive Food and Beverage Regulations.

(cf. 3554 - Other Food Sales)

(cf. 1325 - Advertising and Promotion)

- J. Celebrations, Parties and Rewards
- (1) Food will not be used as a reward or withheld as a punishment for individual students.
- (2) Food served/sold during the school day must meet current nutritional requirements (Exhibits 1-5).
- (3) Serving of homemade foods should be discouraged but if it is a necessary part of a culture celebration, the food must be held and served utilizing food safety regulations.
 - Food must be held and received at temperatures below 41° or above 135°.
 - Food must be served within 1 hour of receiving and leftovers should be discarded or refrigerated immediately.
- (4) Celebrating individual student birthdays using food is prohibited. Parents will be informed of this policy via the school's handbook and newsletter.

- (5) Celebrations including food should take place after the noon day meal. Special provisions will be granted for graduations and culminations.
- (6) Foods of Minimal Nutritional Value (FMNV) are prohibited (soda, gum, candies, etc.).
- (7) School sponsored events (dances, athletic events and performances) where food is served, must occur after lunch time. Healthy food alternatives should be encouraged.
- (8) Schools are encouraged to work with Food Services to maintain food safety for events where food is served.

3. Nutrition and Physical Activity Promotion and Food Marketing

A. Nutrition Education and Promotion

The Simi Valley Unified School District will teach, encourage and support students' healthful eating. Schools will provide nutrition education and engage in nutrition promotion that:

- (1) Is offered at each grade level as part of a sequential, comprehensive, program based on the California Health Standards, designed to provide students with the knowledge and skills necessary to promote and protect their health.
- (2) Teach media literacy with an emphasis on food marketing.
- (3) Emphasize a balance between food intake and energy expenditure (physical activity/exercise).
- (4) Include developmentally appropriate, culturally relevant, activities and lessons.
- B. Integrating Physical Activity into the Classroom Setting:

In order 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:

- (1) Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- (2) Students will be provided short physical activity breaks between lessons or classes.
- C. Communication with Parents/Guardians

The District will:

(1) Provide nutrition tips on menus, newsletters and District websites and provide nutrient analyses of school menus at simi.k12.ca.us.

- (2) Provide information about physical education and other school based physical activity opportunities before, during and after the school day.
- (3) Support parent/guardians' efforts to provide their children with opportunities to be physically active outside of school.
- (4) Share information about nutrition, physical activity and physical education through website, school newsletter, school and community activities or other materials.
- D. Food Marketing in Schools
- (1) Schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually.
- (2) The promotion of only healthy foods, including fruits, vegetables, whole grains and low fat dairy products will be encouraged.
- (3) The marketing of food and beverages requires prior District approval.

4. Physical Activity Opportunities and Physical Education

- A. Daily Physical Education K-12
- (1) The goal for physical education is to encourage students to pursue life long fitness.
- (2) All students in grades K-10, including students with disabilities, special health care needs and in alternative educational settings will receive physical education as prescribed in Education Code 51222.
- (3) All physical education will be supervised by a credentialed teacher.
- (4) Instruction in physical education will be consistent with the California Physical Education Standards.
- (5) The District encourages that physical education at the elementary level must be distributed throughout the week (200 minutes in 10 days).
- (6) Alternative physical education opportunities for physical activities should be provided for all students.
- (7) Efforts will be made to encourage students to not substitute Marching Band for Physical Education.
- B. Physical Activity Opportunities Before and After School

- (1) Every effort will be made to offer extracurricular physical activity programs such as intramural programs.
- (2) High schools will offer interscholastic sports programs.
- (3) Schools will offer a range of activities to meet the needs of all students, regardless of gender, including students with disabilities and students with special health care needs.
- (4) The District will continue to foster positive relationships with community partners such as the Recreation and Park District, softball and baseball leagues, soccer and basketball leagues in order to encourage students to participate in physical activities outside of school.
- C. Physical Activity and Punishment
- (1) School personnel will not use physical activity for punishment.
- (2) School personnel will not withhold opportunities for physical education as a punishment.
- D. Daily Recess
- (1) At the elementary level all students will have a period of time for supervised recess.
- (2) Schools shall encourage students to engage in moderate to vigorous physical activity through the provision of space and equipment.
- (3) Schools shall discourage extended periods of inactivity for students.

5. Health Education

The Simi Valley Unified School District believes that all students should receive information throughout their educational career that will allow them to be healthy individuals and to make healthy choices in their lives. In order for this to be accomplished the following goals shall be established for students in the District:

- (1) Students will demonstrate ways in which they can enhance and maintain their health and well being.
- (2) Students will understand and demonstrate behaviors that prevent disease and speed recovery from illness.
- (3) Students will practice behaviors that reduce the risk of becoming involved in potentially dangerous situations and react to potentially dangerous situations in ways that protect their health.
- (4) Students in grades 4-12 will understand and demonstrate how to play a positive, active role in promoting the health of families.

- (5) Students in grades 4-12 will understand and demonstrate how to promote positive health practices within the school and community including how to cultivate positive relationships with their peers.
- (6) Students in grades 6-12 will identify information, products and services that may be helpful or harmful to their health.

6. Monitoring and Policy Review

A. Monitoring

The Superintendent or designee will ensure compliance with established districtwide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the district's Superintendent or designee.

The District's nutrition staff will ensure compliance with nutrition policies within school food service program and will report on this matter to the Superintendent or designee. In addition, the District's School Food Authority will report on the most recent USDA School Meal Initiative review findings and any resulting changes.

The Wellness Committee will develop a summary report every two years on districtwide compliance with the District's established school wellness policies based on input from schools within the District. The report will be provided to the Board of Education and also distributed to all schools and other relevant school and community personnel.

B. Policy Review

The District will review the nutrition and physical activity policies as needed. The District will revise as necessary the wellness policies and develop work plans to facilitate their implementation.

Regulation

SIMI VALLEY UNIFIED SCHOOL DISTRICT

Approved:

June 27, 2006

Simi Valley, California

Revised:

May 19, 2009

EXHIBITS

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ADMINISTRATIVE REGULATION 5030 (STUDENTS, STUDENT WELLNESS)

- EXHIBIT 1 SUMMARY OF FOOD AND BEVERAGE RESTRICTIONS IN CALIFORNIA
- EXHIBIT 2 SUMMARY OF COMPETITIVE FOOD AND BEVERAGE SALES IN CALIFORNIA SCHOOLS
- **EXHIBIT 3 DEFINITIONS**
- **EXHIBIT 4 DEFINITIONS**
- EXHIBIT 5 THE STUDENT NUTRITION, HEALTH, AND ACHIEVEMENT ACT OF 2001, EC 49431.2(A)
- EXHIBIT 6 CELEBRATION AND SCHOOL SPONSORED EVENTS

Exhibit SIMI VALLEY UNIFIED SCHOOL DISTRICT

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Simi Valley, California

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5/19/09

STUDENT WELLNESS

SUMMARY OF FOOD AND BEVERAGE RESTRICTIONS IN CALIFORNIA

Middle & High Schools

From one half-hour before to one-half hour after the end of the school day, the only beverages sold to pupils by any entity are: fruit/vegetable based drinks containing at least 50% juice with no added sweeteners; water with no added sweeteners; 2% and 1% non-fat milk or soy/rice milk; or electrolyte replacement beverage that contains no more than 42 grams of sugar per 20 ounce serving. (Ed Code 49430-49431.7 & SB 965).

Non-compliant beverages may be sold ½ hour before or ½ after school (SB 965).

Snacks sold to pupils must contain not more than 35% calories from fat and not more than 10% calories from saturated fats and not more than 35% sugar by weight and not more than 250 calories per food item (35-10-35). Nuts, nut butters, seeds, eggs and cheese packaged for individual sale are exempt. Entrée items sold to pupils must contain not more than 400 calories per food item and not more than 4 grams of fat per 100 calories (Ed Code 49430-49431.7 7 SB 12)

Cannot sell or serve items containing trans fat. Cannot sell or serve items that have been deep fried, par fried or flash fried (SB 490).

During the school day, only one student organization may sell up to three food or beverage items upon approval of the governing board. Food and beverages cannot be prepared on campus and cannot be the same as items sold in the food services program that day. On no more than four days during the year, any number of student organization may sell food and beverages (CCR Title 5 15501)

The Sale of Foods of Minimal Nutrition Value (FMNV) is prohibited where meals are sold or eaten. FMNV is defined as foods providing less than 5% of RDI of specified nutrients and include soda, candy, chewing gum, jellies, etc. (7 CFR210.11).

During the School Day

During the morning meal time:

- ❖ Only compliant foods and beverages may be sold on campus beginning ½ hour before school.
- Student and other organizations may sell food or beverages consistent with SB 12/965/490
- ❖ Title 5 and Federal CFR 7.

Beginning of school day to lunch meal item:

- Student organizations may sell food or beverages consistent with SB12/965/490 Title 5 and Federal CFR7.
- Only compliant foods and beverages may be sold.

During lunch meal time:

- Student organizations may sell food or beverages consistent with SB12/965/490, Title 5 and Federal CFR 7.
- Only compliant foods and beverages may be sold.

End of lunch period to end of school day:

- Student organizations may sell food or beverages consistent with SB 12/965/490, Title 5 and Federal CFR 7.
- Only compliant foods and beverages may be sold.

After school day:

- ❖ Any organization may sell any food or beverage ½ hour after school.
- ❖ At school sponsored events, any organization may sell food.

Exhibit

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May 19, 2009

SIMI VALLEY UNIFIED SCHOOL DISTRICT Simi Valley, California

STUDENT WELLNESS

SUMMARY OF COMPETITIVE FOOD AND BEVERAGE SALES IN CALIFORNIA SCHOOLS

Policy References	California Education Code	California Code of Regulations (Clarification of Education Code)	California Code of Regulations (Student Organizations)	Local School Wellness Policy	Code of Federal Regulations (Foods of Minimal Nutritional Value)
Which Schools must comply?	All Public Schools (Charter and private schools exempt)	All Public Schools (Charter & private schools exempt)	Schools participating in National School Lunch Program, School Breakfast Program, or Food Distribution Program	Any school that participates in National School Lunch Program, School Breakfast Program, or Special Milk Program	All schools participating in a USDA meal program
Which Groups must comply?	All entities	All entities	Student organizations	Check with your district	All entities
What does it affect:	Foods and beverages (Education Code Sections 49431, 49431.2, 49431.5) Trans-fat foods (sold or served) Education Code Section 49431.7)	Clarifies definitions found in Education Code sections 49431, 49431.2, 49431.5	Additional restrictions on sale of foods and beverages	Check with your district	Specific foods and beverages identified by USDA as FMNV
When are the limits in effect: Elementary Schools	Foods: During school day ¹ Beverages: Regardless of time of day ² Trans fat foods: ½ hr. before start of school day to ½ hr. after	Same as California Education Code	After mid-day meal	Check with your district	During meal time
When are the limits in effect: Middle of High Schools?	Foods: 1/2hr. before start of school day to ½ hr. after ³ Beverages: ½ hr. before to ½ hr. after ⁴ Trans fat foods: ½ hr. before start of school day to ½ hr. after	Same as California Education Code	During and after school day	Check with your district	During meal time
Where?	The entire school campus	Same as California Education Code	The entire school campus	The entire school campus	Where meals are served and/or eaten

California Department of Education 1430 N. Street Sacramento, CA 95814 10/20/08

Exhibit

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SIMI VALLEY UNIFIED SCHOOL DISTRICT Simi Valley, California

Non-compliant foods can be sold ONLY by pupils of the school from ½ hour after end of the school day.

Non-compliant beverages can be sold ONLY by pupils of the school from ½ hour after end of the school day.

Non-compliant foods can be sold from 1/2 hour after end of the school day or sold during a school-sponsored activity at the end of the school day.

Non-compliant beverages can be sold from ½ hour after end of the school day or sold during a school sponsored activity at least ½ hour after then end of the school day.

Students E(3) 5030(a)

STUDENT WELLNESS

Definitions

Elementary School – A public school maintaining any grade from kindergarten to grade 6, inclusive, but no grade higher than grade 6.

Middle School – Any public school maintaining grades 7 or 8, 7 to 9, inclusive, or 7 to 10, inclusive.

High School – Any public school maintaining any of grades 10 to 12, inclusive.

Full Meal –Any combination of food items that meet USDA-approved reimbursable meal pattern requirements.

Sold – The exchange of food for money, coupons, or vouchers.

Entrée - A food that is generally regarded as being the primary food in a meal, and shall include, but not be limited to, sandwiches, burritos, pasta, and pizza.

Snack – A food that is generally regarded as supplementing a meal, including, but not limited to, chips, crackers, onion rings, nachos, French fries, donuts, cookies, pastries, cinnamon rolls, and candy.

Elementary Schools - the following foods may be sold to students:

- 1. Full meals
- 2. Individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes.
- 3. Individually sold dairy items and whole grain food items if meets all of the following standards:

Not more than 35 percent of its total calories shall be from fat Not more than 10 percent of its total calories shall be from saturated fat Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar Not more than 175 calories per individual food item

4. Non-compliant foods may be sold provided:

The items are sold by students of the school and the sale of those items takes place off of and away from school premises, or

Student E(3) 5030(b)

STUDENT WELLNESS

The items are sold by students of the school and the sale of those items takes place at least one-half hour after the end of the school day.

Middle, Junior or High School - the following foods may be sold to students:

1. Snacks, except food served as part of the USDA meal program, shall meet all of the following standards:

Not more than 35 percent of its total calories shall be from fat. Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes, exempt.

Not more than 10 percent of its total calories shall be from saturated fat. Eggs or cheese packaged for individual sale, exempt.

Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar. Fruits or vegetables that have not been deep fried, exempt.

Not more than 250 calories per individual food item.

2. Entrée items, except food served as part of a USDA meal program, shall:

Contain no more than 400 calories per entrée.

Contain no more than four grams of fat per 100 calories contained in each entrée, and shall be categorized as entrée items in the School Breakfast or National School Lunch Programs.

3. Non-compliant foods may be sold provided:

The sale of those items takes place off of and away from school premises, or The sale of those items takes place on school premises at least one-half hour after the end of the school day, or

The sale of those items occurs during a school-sponsored student activity after the end of the school day.

Regulation

SIMI VALLEY UNIFIED SCHOOL DISTRICT

Simi Valley, California

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June 27, 2006

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May 19, 2009

Students E(4) 5030(a)

STUDENT WELLNESS

Definitions

Added Sweetener – Any additive that enhances the sweetness of the beverage, including added sugar, but does not include the natural sugar(s) that are contained within The fruit juice which is a component of the beverage.

Sale of Beverages - The exchange of a beverage for money, coupons, or vouchers.

Elementary Schools - the following beverages may be sold to students:

1. Regardless of the time of day:

Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener.

Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener.

Drinking water with no added sweetener.

Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.

2. Non-compliant beverages may be sold provided:

The items are sold by students of the school and the sale of those items takes place off of and away from school premises, or

The items are sold by students of the school and the sale of those items takes place at least one-half hour after the end of the school day.

3. Updated beverage standards effective January 1, 2006.

Middle/Junior High and High School - the following beverages may be sold to students:

1. From one-half hour before the start of the school day to one-half hour after the end of the school day:

Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener.

Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener.

Drinking water with no added sweetener.

Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.

An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.

2. Non-compliant beverages may be sold as part of a school event provided:

The sale occurs during a school-sponsored event and takes place at the location of that event at least one-half hour after the end of the school day, and Vending machines, student stores, and cafeterias selling non-compliant beverages are used later than one-half hour after the end of the school day.

- 3. Non-compliant beverages may be sold not later than one-half hour before the start of the school day and not sooner than one-half hour after the end of the school day.
- 4. Updated beverage standards effective January 1, 2006 for middle/junior high schools.
- 5. High schools:

Commencing July 1, 2007, no less then 50 percent of all beverages sold to students shall meet the above criteria.

Commencing July 1, 2009, all beverages sold to students shall meet the above criteria.

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Simi Valley, California

Students E(5) 5030

STUDENT WELLNESS

The Student Nutrition, Health, and Achievement Act of 2001, EC 49431.2(a)

A. Commencing July 1, 2007, snacks sold to a student in middle, junior, or high school, except food served as part of a USDA meal program, shall meet all of the following standards:

- 1. Not more than 35 percent of its total calories shall be from fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.
- 2. Not more than 10 percent of its total calories shall be from saturated fat. This subparagraph does not apply to eggs or cheese packaged for individual sale.
- 3. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars. This paragraph does not apply to the sale of fruits or vegetables that have not been deep fried.
- 4. No more than 250 calories per individual food item.
- B. Commencing July 1, 2007, entree items sold to a student in middle, junior, or high school, except food served as part of a USDA meal program, shall contain no more than 400 calories per entree, shall contain no more than four grams of fat per 100 calories contained in each entree, and shall be categorized as entree items in the School Breakfast Program or National School Lunch Program.
- C. A middle, junior, or high school may permit the sale of food items that do not comply with subdivision (a) or (b) in any of the following circumstances:
- 1. The sale of those items takes place off of and away from school premises.
- 2. The sale of those items takes place on school premises at least one-half hour after the end of the school day.
- 3. The sale of those items occurs during a school-sponsored student activity after the end of the school day.
- D. It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section.

(Added by Stats. 2005, Ch. 235, Sec. 4.)

Regulation

SIMI VALLEY UNIFIED SCHOOL DISTRICT

Simi Valley, California

approved:

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May 19, 2009

Students E(6) 5030

STUDENT WELLNESS

Celebration and School Sponsored Events

Alternative Fundraising Ideas - Things You Can Do

Ball de AlAsok (Soli Conditation Date)

Auction Singing telegrams Gift wrapping Bike-a-thons Golf tournament Skate night Bowling night Jog-a-thons Talent shows Car washes Jump-rope-a-thons Treasure hunt Magic show Carnivals Walk-a-thons Read-a-thons Celebrity Basketball Game Workshops/classes

Recycle

Dances

Family/glamour portraits Festivals

Recycling cans/paper/ink cartridges

Alternative Fundraising Ideas - Things You Can Sell

Activity Cards Fruit smoothies & slushies Personalized stationary
Balloon bouquets Gift baskets Plants
Bath accessories Gift items Pocket calendars
Batteries Gift wrap, boxes, and bags Scarves

Batteries Gift wrap, boxes, and bags
Books & calendars Greeting cards School art drawings
Brick/stone/tile memorials
Buttons, pins & stickers Healthy snack items School spirit gear & accessories

Candles Holiday ornaments Spirit/seasonal flags
Cookbooks House decorations Stadium pillows
Coupon books Jewelry Stuffed animals
Emergency kits for cars Lic. plate frames w/school logo. T-shirts & sweatshirts

Coupon books

Emergency kits for cars

Lic. plate frames w/school logo

T-shirts & sweatshirts

First aid kits

Magazine subscriptions

Tupperware

Flowers & bulbs

Megaphones

Valentine's Day flowers

Football game shoot outs Mugs Yearbook covers
Fruit & Vegetable baskets Newspaper space/ads Yearbook space/monograms

Tent to Togotable busicets Temspaper space, and Tent book space, monograms

Regulation approved:

revised:

June 27, 2006 May 19, 2009 SIMI VALLEY UNIFIED SCHOOL DISTRICT Simi Valley, California 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. 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:

(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: <u>program.intake@usda.gov</u>.

This institution is an equal opportunity provider.