



## Riverside Christian School Wellness Policy

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# Riverside Christian School Wellness Policy

## Preamble

### The Gospel Motivates

As a Christian school, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us, imperfect as it may be with problems of illness and diseases as a result of sin. But knowing what God has done for us through Jesus Christ, the forgiveness of sins, life, and salvation, our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it usable for His service. By keeping our bodies well-maintained (physically fit) and filled with the right kinds of fuel (foods) needed to sustain us, we will be ready at a moment's notice for the demands and tasks He is calling us to do.

(Adapted from "Fill'er Up-With Good Food," by Steve Grunewald, writer/editor of Better Health, a quarterly wellness letter published by Concordia Plan Services of the Lutheran Church-Missouri Synod and published in **Shaping the Future**, a publication of the Lutheran Education Association, Winter, 2005.)

Riverside Christian School (hereto referred to as RCS) is committed to the optimal development of every student. RCS believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.<sup>8,9,10</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.<sup>11,12,13,14</sup> Finally, there is evidence that adequate hydration is associated with better cognitive performance.<sup>15,16,17</sup>

This policy outlines RCS's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students at RCS have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available throughout the school campus;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of RCS in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and

- RCS establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

Adding to the wellness goals and procedures stated above is the desire to have the students and staff of RCS be spiritually healthy. We will provide opportunities, in and out of the classroom, to promote this desired outcome. This policy applies to all students and staff at RCS.

## **I. School Wellness Committee**

### ***Committee Role and Membership***

RCS will convene a representative wellness committee (hereto referred to as the WC) 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 RCS wellness policy.

The WC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school administrator, school board members; health professionals; and the general public. To the extent possible, the WC will reflect the diversity of the community.

### ***Leadership***

The Principal will convene the WC and facilitate development of and updates to the wellness policy, and will ensure the school's compliance with the policy.

The designated official for oversight is Principal, Cindy Waind. She can be reached at [cindyw@rcsrams.org](mailto:cindyw@rcsrams.org), or 218-773-1770.

Other WC members:

<b>Name</b>	<b>Title</b>	<b>Role on Committee</b>
Cindy Waind	Principal	Convene meetings, lead planning and implementation
Kathy Dostal	Business Manager	Reporting compliance
Pam Anderson	Food Service Director	Nutrition specialist
Nate Anderson	Physical Education Teacher/Parent	Increase physical activity school-wide Give a parent's and teacher's perspective
Student representatives from grades 6-8	Students	Generate ideas to promote wellness

## **II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

### ***Implementation Plan***

RCS 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; 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, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This wellness policy can be found at: [rcsrams.org](http://rcsrams.org)

### ***Recordkeeping***

RCS will retain records to document compliance with the requirements of the wellness policy at the school office and/or on the school's network. 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 Wellness Policy; including an indication of who is involved in the update and methods RCS uses to make stakeholders aware of their ability to participate on the WC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the RCS wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the RCS Wellness Policy has been made available to the public.

### ***Annual Notification of Policy***

RCS 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. RCS will make this information available via RCS website and/or district-wide communications. RCS will provide as much information as possible about the school nutrition environment. This will include a summary of the RCS events or activities related to wellness policy implementation. Annually, RCS will also publicize the name and contact information of those 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, RCS will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the school is in compliance with the wellness policy;
- The extent to which RCS'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 RCS's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Cindy Waind, Principal, who can be reached at cindyw@rcsrams.org or 218-773-1770,

The WC will monitor the school's compliance with this wellness policy and sponsor education and activities that promote wellness within RCS.

RCS will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The WC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as the school's 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.

### ***Community Involvement, Outreach and Communications***

RCS is committed to being responsive to community input, which begins with awareness of the wellness policy. RCS will actively communicate ways in which representatives of WC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the school. RCS 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 Smart Snacks in School nutrition standards. RCS will use electronic mechanisms, such as email or displaying notices on RCS's website, as well as non-electronic mechanisms, such as newsletters, 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. RCS will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that RCS is communicating important school information with parents.

RCS will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. RCS will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **III. Nutrition**

### ***School Meals***

Our school 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.

RCS participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and MN Kindergarten Milk. RCS is 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. (RCS offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using the following marketing and merchandising techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - 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.
  - Student surveys and taste testing opportunities are used to inform menu development.
- 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.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout the school campus\*. RCS students may bring their water bottle to lunch.

- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards.

### ***Competitive Foods and Beverages***

RCS is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. RCS doesn't sell food or beverages to students during the school day. Should that change in the future, RCS is committed to ensuring that 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 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.

To support healthy food choices and improve student health and well-being, 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. These standards will apply through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in the cafeteria, vending machines, the school store and snack or food carts.

### ***Celebrations and Rewards***

RCS encourages all foods offered on the school campus to meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. RCS will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. RCS encourages the USDA Smart Snacks in School nutrition standards being used for celebration and party offerings.
2. Classroom snacks brought by parents. RCS encourages the USDA Smart Snacks in School nutrition standards being used for classroom snacks sent from home. A list of snack ideas meeting the standards will be given to parents.
3. Rewards and incentives. RCS will provide teachers and other relevant school staff a list of alternative ways to reward children. Non-food celebrations will be promoted. Food will not be withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

RCS does not sell food for fundraising purposes during the school day. Should this change in the future, 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\*. RCS will make available to parents and teachers a list of healthy fundraising ideas.

RCS will promote the use of non-food fundraisers, and encourage 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.

### ***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 the school, 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.

RCS 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:

- School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- School nutrition services shall implement at least 5 Smarter Lunchroom techniques at RCS.

### ***Nutrition Education***

RCS will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Health education is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, and farm visits;
- 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 and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

RCS will include in health education a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture



- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

RCS is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. RCS strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising that contains messages inconsistent with the health information RCS is imparting through nutrition education and health promotion efforts. It is the intent of RCS to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with our wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for 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.<sup>15</sup> 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
- 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 RCS.
- 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 RCS nutrition services/Athletics Department/ PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the wellness policy. RCS does not market or sell food or beverages to students during the school day, at this time.

#### **IV. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A students' physical activity can be provided not only through school physical education class, but also with recess, before or after school time and with classroom breaks throughout the day.

To the extent possible, RCS will ensure that its grounds and facilities are safe and that equipment is available to students to be active. RCS will conduct necessary inspections and repairs.

- Through shared-use, outdoor physical activity facilities and spaces will be open to students, their families, and the community outside of school hours.
- RCS will ensure that inventories of physical activity supplies and equipment are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible.

#### ***Physical Education***

RCS will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. RCS will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 90 minutes per week throughout the school year.

All **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education.

RCS physical education program will promote student physical fitness through individualized fitness and activity assessments via the Presidential Youth Fitness Program and will use criterion-based reporting for each student.

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.

#### ***Essential Physical Activity Topics in Health Education***

Health education will be woven through the curriculum in all grades, including many of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down

- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### **Recess**

Students in grades K-3 will have at least 30 minutes of recess daily. Students in grades 4-8 will have 20 minutes of recess daily. Teachers will be encouraged to send students to recess at every opportunity. RCS will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

Outdoor recess will be offered when weather is feasible for outdoor play. Students will be allowed outside for recess except when outdoor temperature or wind chill factor is below zero, during or “code red” (heat alert) days, during storms with lightening or thunder, at times of high mosquito count, or at the discretion of the building administrator based on his/her best judgment of safety conditions.

In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### **Classroom Physical Activity Breaks**

RCS recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. RCS recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom times at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

RCS will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks.

### **Active Academics**

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible and do their part to limit sedentary behavior during the school day.

RCS will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

RCS offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. RCS will encourage students to be physically active before by allowing any students at school between 7:45am and 8:20am, to have an active recess. The after school program will provide opportunities for students to have choice in large muscle activities.

## **V. Other Activities that Promote Student Wellness**

RCS will integrate wellness activities across the entire school setting, not just in the cafeteria and physical activity facilities. RCS 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.

RCS is 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 RCS'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 WC.

### ***Community Partnerships***

RCS will continue relationships with community partners, as stated below, 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.

RCS will continue to participate in Altru Health System's Walk to Win Program, learn wellness from college athletes involved in FCA, partner with the WPC for 5<sup>th</sup> grade students as they learn about health in adolescence, participate with the NDSU Extension office for 4<sup>th</sup> grade "Grow a Pizza" education as these programs remain available.

### ***Community Health Promotion and Family Engagement***

RCS 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, RCS will use electronic mechanisms as well as non-electronic mechanisms, to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

RCS will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. RCS promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free.

### ***Professional Learning***

When feasible, RCS will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help the RCS staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing academic improvement plans/efforts.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, 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 Ave SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

*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.

Appendix A

**School Contacts**

Cindy Waind	Principal	cindyw@rcsrams.org	218-773-1770
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Pam Anderson	Food Service Director	pamw@rcsrams.org	218-773-1770

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