



**ELIDA LOCAL SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
401 E. North St.
Elida, Ohio 45807
419-331-4155**

Civil Right Policy

No person shall, on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the USDA or ODE, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program activity for which Elida Local School District receives federal financial assistance from the Food and Nutrition Service.

There will be no physical segregation of, nor any other discrimination against, any student because of the inability to pay the full price of the meal or milk.

The names of the students eligible to receive free or reduced-price meals or free milk shall not be published, posted, or announced in any manner and there shall be no overt identification of any such students by use of special tokens or tickets or any other means.

Students eligible for free or reduced-price meals or free milk shall not be required to:

- Work for their meals
- Use a separate lunchroom or milk service area
- Go through a separate serving line
- Enter the lunchroom through a separate entrance
- Eat meals or drink milk at a different time
- Eat a meal different from the one sold to children paying the full price
- Use a method of payment or distribution of tickets or tokens different from the method used by children paying full price

Free, reduced-price meals or milk shall not be denied to any student as disciplinary action.

All Food Service staff members will be given Civil Rights training on a yearly basis. This training will enable food service staff to recognize when or if any students Civil Rights have/are being violated and what to do if a complaint is made. Food service staff will immediately report any complaint to the Food Service Supervisor. The Food Service Supervisor will investigate the complaint & respond to the complaint within 3 business days.

If at any time, a member of the public believes that s/he has been subjected to discrimination, based on any of the factors above, the individual may file a complaint with the USDA.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send our completed complaint form or letter to the USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

This institution is an equal opportunity provider.