

## Columbia School District

### Food Service Civil Rights Procedure

Procedure Purpose: Ensure that Civil Rights regulations are met within the Child Nutrition Program.

- Annually provide and complete Civil Rights training for all staff working with CNP participants or applicants.
  - Training will be documented according to regulations.
- The current Justice for All poster will be displayed where meals are served or distributed.
- The USDA non-discrimination statement must be on all publications and the school website when possible in full, or “This institution is an equal opportunity provider” if it is not feasible to fit the full statement.
- Maintain complaint log for Nutrition Services. All complaints will be documented in one place and shared with the superintendent as the Civil Rights officer, complaints will be forwarded to OSPI and USDA. The required questions are kept with the log.
- Ensure reasonable accommodations for persons with disabilities. Follow board policy and procedure 5010.
- Accommodate students with special dietary needs. School nurses will notify food service staff of new or changed needs and coordinate with parents to ensure a note signed by a recognized medical authority is received. If food service staff are notified of a dietary need directly, they will inform the nurse.
- Provide important food service communications in the districts major languages.
- Where food service forms are found on the school website, a link will be included to USDA translated forms.
- Utilize district ethnicity and racial data from annual student registration as needed for reporting in WINS. This information is kept in the student record system.