

Civil Rights Policy for National School Lunch Programs

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or any other basis prohibited by law, in its implementation of such a program.

Sponsors shall administer the Child Nutrition Programs in accordance with Civil Rights laws. The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because of or because all or part of an individual's income is derived from any public assistance program. Information

To meet the Federal and State compliance requirements for civil rights complaints, the following policy has been written and implemented for the Surprise Valley Joint Unified School District.

The Civil Rights/Complaint Coordinator is Janelle Anderson.

To file a complaint of discrimination contact:

Janelle Anderson
P.O. Box 100
470 Lincoln Street
Cedarville, Ca 96104
(530) 279-6141 Extension 124 or 222

When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

Child Nutrition Program
Civil Rights and Program Complaint Coordinator
Nutrition Services Division
1430 N Street, room 1500
Sacramento, CA 95814-2342
(916) 445-0850 or (800) 952-5609

OR

Office of Civil Rights USDA, Western Region
90 Seventh Street, STE 10-100
San Francisco, CA 94103
(415) 705-1336 or Fax (415) 705-1364
Or Joe.Torres@fns.usda.gov

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OR

USFA, Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(800) 795-3272 or (202) 720-6382 (TTY)

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, Surprise Valley Joint Unified School District shall assist the complainant in the filing of the complaint. A complaint form will be provide.

Surprise Valley Joint Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination and seek to resolve those complaints in accordance with our UCP procedures.

Surprise Valley Joint Unified School District ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate.

What constitutes discriminatory behavior?

The following are general examples of prohibited discriminatory behavior:

- Denying an individual or household the opportunity to apply for Food and Nutrition Services (FNS) program benefits or services on the basis of race, color, national origin, sex, or disability. The Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Program on Indian Reservations (FDPIR) also prohibit discrimination on the basis of religion and political beliefs.
- Providing FNS program services or benefits in a different manner on the basis of race, color, national origin, age, sex, or disability, unless the difference is necessary to comply with nondiscrimination requirements, such as disability accommodations. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting members for planning and advisory bodies in such a way as to exclude persons from membership on the basis of race, color, national origin, age, sex, or disability. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting FNS program sites or facilities in a manner that denies an individual access to FNS program benefits, assistance, or services on the basis of race, color, national origin, age, sex, or disability. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.

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In order to meet federal civil rights requirements for child nutrition programs, the Nutrition Services Division recommends that the Civil Rights Coordinator maintain a Complaint Log and work with the appropriate people to resolve the complaint.

The complaint log should include (at a minimum) the following information:

- The name, address, and telephone number or other means of contacting the complainant
- The specific location and name of the entity delivering benefits
- The nature of the complaint or action that led to the charges being filed

If the nature of the complaint appears discriminatory, the NSD recommends that the Civil Rights Coordinator collect the following information:

- The basis on which the complainant feels that discrimination occurred. In order to be considered a discrimination complaint, the complainant must feel discriminated against based on one or more of the protected classes
- The names, titles, and if known, addresses of persons who may have knowledge of the discriminatory action or situation
- The date(s) that the alleged discrimination occurred, or the duration of such action

The Civil Rights Coordinator shall make a written report, within the timelines contained in the Uniform Complaint Procedures, regarding the complaint which will include the findings, resolution, and any action taken and any steps taken to insure compliance with district and federal civil rights policies. The written report will include state and federal contact information . A copy of the report will be provided to the complainant and the district superintendent.

References:

Uniform Complaint Procedures
CDE Civil Rights and Complaint Procedures for Child Nutrition Programs
US Department of Agriculture Food Nutrition Service Civil Rights Compliance and Enforcement
BP 3555 Nutrition Program Compliance

October 30, 2014
June 9, 2015

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