

## **CIVIL RIGHTS TRAINING FOR BREAKFAST IN THE CLASSROOM TEACHERS**

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Office of Civil Rights requires that teachers providing breakfast in the classroom meals receive an abbreviated Civil Rights training. This informational handout serves as the training requirement.

### **USDA FNS Protected Classes**

A protected class refers to any person, or groups of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order. Protected classes in the Child Nutrition Program are: Race, Color, Sex, National Origin, Disability, and Age.

### **Iowa Protected Classes**

Iowa adopts all of the Federal protected classes and also adds four additional classes:

1. Sexual Orientation 2. Gender Identity 3. Religion 4. Creed

### **Discrimination**

Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs. Examples of unlawful discrimination include:

- Separating genders during meal service
- Giving one group or type of participants larger or extra helpings of food
- Failing to provide children with a dietary disability accommodating meals

### **Reasonable Accommodations for Persons with Disabilities**

A school is required to provide food substitutions or modifications for a student with a dietary disability if a medical statement, completed and assigned by a licensed medical authority is on file. The appropriate medical statement form must be on file prior to providing a modified meal.

A school is not required, but is encouraged, to provide meal modifications and/or substitutions for students with a special dietary need that does not rise to the level of disability.

Check with your Nutrition Services Department for their policy on meal modifications and ensure that student medical statement forms on file receive the correct breakfast meal.

Reasonable accommodations also refer to ensuring that participants with a disability have physical access to programs and services; such as easily accessible entrances, restrooms, etc.

### **Reasonable Accommodations for Person with Limited English Proficiency (LEP)**

It is important that teachers are able to communicate with non-English speaking students to ensure they understand the meal pattern requirements for a reimbursable breakfast.

### **Complaint Procedure**

Check with your Nutrition Services Department for their civil rights complaint procedures. If a student or parent wishes to file a complaint, they can also be directed to the USDA Program Discrimination Complaint form: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

### **Customer Service**

- Good customer service will help to reduce or eliminate complaints of discrimination.
- All participants must be treated in the same manner.
- All participants within each grade group must receive or be offered the same serving sizes and menu items.
- Participants with special needs will have their needs addressed based on the severity of the need.
- All participants must be included in meals, snacks, activities, and discussions.
- All participants must be treated with courtesy and respect.

For additional information regarding Civil Rights for School Nutrition programs, visit:

<https://educate.iowa.gov/pk-12/operation-support/nutrition-programs/learning-tools>

Teacher \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**USDA Nondiscrimination Statement** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or

Fax:

(833) 256-1665 or (202) 690-7442; or

Email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."