

# Barber National Institute

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**Policy Title:** National School Lunch Civil Rights Policy

**Policy #:** ELB-NSL-01

**Date of Implementation:** 5/22/2023

## I. POLICY STATEMENT:

Students and their parents/guardians will not be discriminated against related to their civil rights involving food served under the National School Lunch program. If it is felt there has been discrimination, the student, their parent/guardian may file a complaint.

## II. SCOPE: Elizabeth Lee Black School students, parents/guardians and personnel

## III. DEFINITIONS:

**ELBS:** Elizabeth Lee Black School

**FNS:** Food and Nutrition Services

**NSL:** National School Lunch program

**Protected Class:** Any person or group of people who are protected from discrimination based on: Race; Color; National Origin; Age; Sex (including gender identity and sexual orientation); or disability.

**USDA:** United States Department of Agriculture

## IV. POLICY IMPLEMENTATION:

- A. Any student or the parent/guardian of a student attending the Elizabeth Lee Black School, who feels they as a member of a protected class, have been discriminated against related to their Civil Rights involving food served under the Federal School Lunch program, may file a complaint. Confidentiality is extremely important in the handling of complaints.
  1. Complaints must be filed within 180 days of alleged action
- B. If ELBS personnel receive a complaint related to discrimination, they will attempt to resolve the issue, if it can be resolved quickly.
  1. If the student or their parent/guardian choose not to discuss the matter with ELBS personnel or if it is a matter that cannot be resolved quickly, ELBS will:
    - a. Provide information to the student/parent/guardian related to how they may file a complaint with the USDA.

- b. Document in a Civil Rights log, the complaint and actions taken by ELBS (in attempt to resolve and referral/sharing of how to file a complaint with USDA).
  - c. Notify the State Agency of the complaint and attempts to resolve.
2. If the student or their parent/guardian is willing to try to resolve the complaint with ELBS personnel to achieve a satisfactory resolution, ELBS will:
- a. Remind them that they have the right to file a complaint at the Federal level, if necessary.
  - b. Document the complaint and actions taken related to how the resolution was achieved in a Civil Rights log that is separate from any other complaint log.
  - c. Notify the State Agency of the resolution.
3. All complaints received will be entered into the ELBS Civil Rights Complaint Log and information received will include, but not be limited to:
- a. Date complaint was received
  - b. Complainant's Name
  - c. Complainant's Address
  - d. Complainant's Telephone Number
  - e. Complainant's Email Address
  - f. Allegation of discrimination/issue
  - g. Date of Alleged Discriminatory Action
4. ELBS must forward the complaint information within 5 days of receipt to the State Agency Civil Rights Coordinator.
- a. The information is then sent from the State Agency within 5 days of receipt of the complaint from ELBS to the FNS regional office.
  - b. FNS team will conduct a review and investigation of the complaint, which includes contacting the complainant, the State Agency, ELBS, etc.

**V. REFERENCES:**

**REGULATORY:**

National School Lunch Act

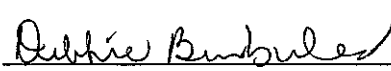
**DOCUMENT :**

Appendix A: List of Federal and State offices to receive complaints

**VI. APPROVALS:**

  
 \_\_\_\_\_  
 Service Line Administrator/Director

5-22-23  
 Date

  
 \_\_\_\_\_  
 Chief Operating Officer

05.22.2023  
 Date

**VIII. REVIEW AND REVISION HISTORY:**

| Version # | Approval Information |                            | Revision History |
|-----------|----------------------|----------------------------|------------------|
|           | Date                 | Service Line Administrator |                  |
| 1         | 05/XX/2023           | Cindy Priester             | New policy       |
| 2         |                      |                            |                  |
| 3         |                      |                            |                  |
| 4         |                      |                            |                  |