



OGDEN PREPARATORY ACADEMY

Official Procedure

5. Facilities

5.04.PRC.1 Child Nutrition Programs Discrimination Complaints Procedure

Effective/Revision Date: 02/06/2020

Page 1 of 3

Ogden Preparatory Academy (OPA) shall accept all complaints of discrimination, whether written or verbal, relating to the Child Nutrition Programs (CNP).

Definitions:

1. **Discrimination:** different treatment which makes a distinction of one person or a group of persons from others; intentionally, by neglect, or by the actions or lack of actions based on the six protected classes in the Child Nutrition Programs.
2. **Protected classes:** race, color, national origin, sex, age, or disability.
3. **Complainant:** person(s) issuing the complaint.

OPA will keep a log of all discrimination complaints, with the same information as that forwarded to the USBE Child Nutrition Programs or USDA.

1. Discrimination complaints from individuals will be handled by the OPA Human Resources Director.
2. Complaints of discrimination will contain the following information:
 - a. Name, address, telephone number and any other means to contact the complainant.
 - b. Specific name, location, and telephone number of the location where the alleged discrimination took place that caused the discrimination complaint.
 - c. Nature of the incident or action that led the complainant to feel discriminated against.
 - d. A list of which of the six listed protected classes were discriminated against with a description of the complaint.
 - e. Name(s), title(s), and addresses of people who may know of the alleged discrimination or action that caused the complaint (for example: teacher, cook, or director).
 - f. The date(s) the action(s) causing the discrimination complaint occurred and how long or how often it occurred.

- g. NOTE: While an effort should be made to obtain this information to ensure the complaint is well recorded, OPA shall receive and/or report complaints regardless of missing information.
- 3. The person filing the complaint must do so within 180 days of the alleged discrimination.
- 4. Upon receipt of a complaint, OPA will immediately forward the complaint to USBE Child Nutrition Programs or USDA Office of the Assistant Secretary for Civil Rights.
- 5. OPA will handle anonymous complaints in the same manner as other non-anonymous complaints.

Utah State Board of Education, Director of Child Nutrition Programs 250 East 500 South PO Box 144200 Salt Lake City, Utah 84114-4200	OR	USDA Office of the Assistant Secretary for Civil Rights 1400 Independence Ave, SW, Stop 9410 Washington, D.C. 20250-9410
--	----	--

Civil Rights can be broken into these areas of focus for compliance:

1. Public Notification System
 - a. OPA shall display the “And Justice For All” poster in a prominent place.
 - b. OPA shall provide informational materials in the appropriate translations concerning the availability and nutritional benefits of the meal programs.
 - c. All materials provided to the public by OPA which mention the NSLP or associated programs must contain the nondiscrimination statement. Where space is limited the short statement may be used.
 - d. OPA will make program information available to the public upon request; and
 - e. OPA will notify the community of program benefits through an annual public release.
2. Limited English Proficiency
 - a. OPA will take reasonable steps to provide information in Spanish for participants.
3. Accommodations for those with Disabilities
4. Data Collection
 - a. OPA will collect racial and ethnic data annually through voluntary self-identification during the registration process in the OPA SIS system.
 - b. Data shall be maintained for 4 years.
5. Civil Rights Complaints
6. OPA makes the following assurances:
 - a. Admission procedures will not restrict enrollment by minority persons;

5.04.PRC.1 Child Nutrition Programs Discrimination Complaints Procedure

- b. Denied free and reduced priced applications shall not be based on race, color, national origin, sex, age, or disability; and
- c. OPA shall make reasonable accommodation to persons with disabilities unless the accommodation would pose undue hardship on the operation of OPA's CNP program.

Document History

Approved: 2/6/2020 *Origination in conjunction with Annual Review Compliance*

Legal References

Title VI of the Civil Rights Act of 1964 - Race, Color, National origin

Title IX of Education Amendments of 1972 – Sex

Section 504 of Rehab. Act of 1973 – Disability

Age Discrimination Act of 1975 – Age

<https://www.fns.usda.gov/fns-nondiscrimination-statement>