

CIVIL RIGHTS PROCEDURES

**Dade County School Nutrition
An Equal Opportunity Provider
Of Services and Employment**

In USDA programs, discrimination is prohibited on the bases of race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

In USDA employment, discrimination is prohibited on the bases of race, color, religion, sex, national origin, age (if 40 or over), disability, reprisal (for prior participation in an EEO activity or having opposed discrimination), political affiliation, sexual orientation, marital status, parental status, or genetic information. ASCR, through the Office of Adjudication and Compliance, investigates and resolves complaints of discrimination in USDA employment and in programs operated or assisted by USDA.

A. Purpose

1. Dade County School Nutrition staff should be familiar with this summary of civil rights laws, regulations and guidelines regarding equal opportunity and affirmative action and how they apply to their responsibilities.

B. Civil Rights Procedure

1. Dade County School Nutrition and the National School Lunch and Breakfast Programs prohibit discrimination in employment and in program access and participation on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status and family status.
2. The School Superintendent is designated as administratively responsible for civil rights matters. The school nutrition director is designated as an “alternate” responsible for civil rights matters in the absence of the County Superintendent.
3. All academic and non-academic staff should be familiar with the Dade County School Nutrition Department’s civil rights procedures. All newly employed staff should be given orientation to the civil rights procedures. Civil rights procedures should be periodically reviewed with the nutrition staff.
4. A copy of the Civil Rights Procedure shall be accessible to all staff should be maintained in the county office for staff reference purposes.
5. The USDA nondiscrimination poster “.... And Justice For All....” should be prominently displayed in all school cafeterias and kitchens.

6. All office facilities and resources should be available on a nondiscriminatory basis to staff and clientele.
7. All staff should be familiar with civil rights complaint procedures.

C. Equal Program Opportunity

1. A civil rights statement should be on all printed Dade County School Nutrition Program material including all menus printed for the public.
2. Program content materials and delivery methods should promote and encourage inclusive participation.
3. Volunteers should be fully informed about civil rights and nondiscrimination policies.
4. The Americans with Disabilities Act (ADA) requires that School Nutrition programs be accessible to persons with disabilities and that reasonable accommodations be provided. All staff should be familiar with the ADA Summary of Regulations and Guidelines.

D. Equal Employment Opportunity

1. Dade County School Nutrition procedure on civil rights is required to be placed in a prominent and conspicuous location in the school kitchens.
2. Dade County School Nutrition staff is required to follow a prescribed set of procedures to ensure equal employment opportunity and equal opportunity for service to all students.
3. Sexual harassment is prohibited by the Dade County School Nutrition Department. An employee who engages in sexual harassment is subject to disciplinary action up to and including termination of employment. All staff should be familiar with the Dade County Board of Education's Policy on Sexual Harassment. (Refer to the Board Policy Book on line.)

Forms for filing complaints are on file in the Central Office of the Dade County Board of Education at 52 Tradition Lane Trenton Georgia 30752 telephone 706-657-4362 Fax 706-657-4572. The School Nutrition Department may be contacted for assistance.

Please mail this form and the completed Identity Release Statement to the following address:
 Office for Civil Rights, Office of Justice Programs
 U.S. Department of Justice
 810 7th Street, N.W.
 8th Floor
 Washington, D.C. 20531

This institution is an Equal Opportunity Employer and pPovider