

## El Camino Real Academy Policy Draft

### Civil Rights Policy and Procedures for USDA Child Nutrition Programs

School Year 2025-2026

#### 1. Purpose

This policy outlines Civil Rights compliance procedures specific to the USDA National School Lunch Program (NSLP) and other federal Child Nutrition Programs operated at El Camino Real Academy

#### 2. Non-Discrimination Statement

El Camino Real Academy complies with the USDA's Civil Rights regulations and policies, including the following USDA Non-Discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** USDA Food and Nutrition Service, 1320 Braddock Place, Room 334  
Alexandria, VA 22314; or
2. **Email:** [FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov).

Updated: April 17, 2025.

### 3. Complaint Procedure

Any person who believes they have been discriminated against in the operation of USDA programs may file a complaint using USDA Form AD-3027. Complaint forms are available at the school office and on the USDA website. All complaints will be documented and forwarded to the appropriate agency for resolution in a timely manner.

### 4. Public Notification

The USDA Non-Discrimination Statement is posted in the school office, cafeteria, and on the school's website. "And Justice for All" posters are displayed in visible areas where meals are served.

### 5. Staff Training

All food service personnel receive annual Civil Rights training covering:

- Protected classes
- How to handle complaints
- Accommodating special dietary needs
- Language assistance services

Training logs and sign-in sheets are retained annually for review.

### 6. Reasonable Accommodations & LEP

Students with disabilities are accommodated per medical documentation. Translation and interpretation services are provided upon request for families with limited English proficiency (LEP).

This institution is an equal opportunity provider. [Use this link for Assistance Tagline Translations.](#)

### 7. Recordkeeping

Records of training, complaints, and public notification efforts are maintained for a minimum of 3 years.

Approved by:

[Administrator Name]

[Title]

PED Academy

Date: [Insert Date]