

### Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition services employee because of race, color, national origin, sex religion, age or disability.
3. The district will assure that all students and nutrition services employees are not subject to different treatment, inequitable impact or a hostile environment.
4. The district will ensure that no student is denied a meal as a disciplinary action as governed by rules of student conduct.
5. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for National School Lunch Program (NSLP) and School Breakfast Program (SBP) benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's civil rights coordinator within three days of receiving the complaint.
6. The district will make written or oral translations of all nutrition services materials available to all households who do not read or speak English.
7. The district will maintain strict confidentiality of all information on the confidential application for free and reduced price meals, including students' eligibility for free or reduced price meals and all household information. No information may be released from a student's confidential application for free or reduced price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be release without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
  - b. Any other confidential information contained in the confidential application for free and reduced price meals (family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, School Milk Program (SMP), CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)