



Office of School Nutrition  
1580 Logan, Suite 760  
Denver, CO 80203

To: Breakfast in the Classroom Teachers  
From: The Colorado Department of Education School Nutrition Unit  
Date: August 18, 2020  
Re: Civil Rights Training for Breakfast in the Classroom

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Office of Civil Rights requires that teachers providing meals in the classroom receive an abbreviated Civil Rights training. This memorandum serves as the training requirement.

#### USDA FNS Protected Classes

A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order. Protected classes in the Child Nutrition Programs are:

- Race
- Sex
- Age
- National Origin
- Color
- Disability

Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs. Examples of unlawful discrimination include:

- Separating genders during meal service
- Giving one group or type of participants larger or extra helpings of food
- Failing to provide children with a dietary disability accommodating meals

#### Reasonable Accommodations for Persons with Disabilities

A school is required to provide food substitutions or modifications for a student with a dietary disability. Check with your Nutrition Services Department for their policy on meal modifications and ensure that students with dietary disabilities receive the correct breakfast meal.

Reasonable accommodations also refer to ensuring that participants with a disability have physical access to programs and services; such as easily accessible entrances, restrooms, etc.

#### Reasonable Accommodations for Persons with Limited English Proficiency (LEP)

It is important that teachers are able to communicate with students with English as a second language to ensure they understand the meal pattern requirements for a reimbursable breakfast.

#### Complaint Procedures

Check with your Nutrition Services Department for their civil rights complaint procedures.

If a student wishes to file a complaint, they can also be directed to the USDA Program Discrimination Complaint form: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

For additional information regarding civil rights for school nutrition programs, visit:

<http://www.cde.state.co.us/nutrition/civilrights>

