

Civil Rights and Special Dietary Needs

Special Dietary Needs policy and procedures:

This document includes important information regarding food benefits for your child. If you need dietary accommodations for your child, additional assistance, or this information translated into another language at no cost to you please contact us at 509-758-6621.

Este documento incluye información importante con respecto a los beneficios alimentarios de su hijo/a. Si necesita una dieta especial para su hijo/a, asistencia adicional, o que se traduzca esta información a otro idioma sin costo, comuníquese con nosotros al 509-758-6621.

Special Dietary Needs Under the law, a disability is an impairment which substantially limits a major life activity, which can include allergies, and digestive conditions, but does not include personal diet preferences. Holy Family School, in participation with the National School Lunch Program, is required to make reasonable modifications to meals, to accommodate disabilities which restrict a child's diet. If food allergies/conditions are noted on health history forms or a parent notifies the school of such, a school staff will contact the parent/guardian to find out the needs of the child and provide a "Request for Special Dietary Accommodations" form to the family to fill out. The form must be filled out completely with: Food(s) to be omitted/avoided from the child's diet, how the ingestion of the food impacts the child, food(s) to be substituted and a signature of a State-recognized medical authority (a licensed health care professional authorized to write medical prescriptions in Washington) for example: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, Advanced Registered Nurse Practitioner (ARNP), and a Registered Dietitian* (*National school lunch only).

When Holy Family School is notified of an allergy or digestive condition, the process to begin accommodating the child will start. Although it may take some time to acquire special foods and provide staff training, reasonable modifications will be made as quickly as possible to keep the child safe and this will be communicated to the parent/guardian requesting the accommodation.

When a completed Dietary Prescription form is turned into the school/office, a copy will be provided to Lincoln Middle School who provide our lunches. If a Dietary Prescription form is not turned in, follow up will periodically be done until the form is turned in. See link below for the form.

Concerns and Complaints The Office for Civil Rights (OCR) at the United States Department of Agriculture (USDA) enforces civil rights laws for federally funded programs and prohibits discrimination in public schools on the basis of race, color,

national origin, sex, disability, and age. File complaints with OCR within 180 calendar days (6 months) of the date of the alleged discrimination.

- Contact your school district's Section 504 Coordinator if you believe discrimination has taken place.

- Visit OSPI's Office of Equity and Civil Rights webpage for more information. Link: <https://www.k12.wa.us/policy-funding/equity-and-civil-rights/school-district-charter-school-compliance-coordinators>

- Use the USDA Office of the Assistant Secretary for Civil Rights Program Discrimination Complaint form to file a complaint. Link: <https://www.usda.gov/directives>

Special Dietary Accommodations Form :

https://ospi.k12.wa.us/sites/default/files/2026-03/requestforspecialdietaryaccommodations_schoolmealprograms.pdf

Civil Rights Policy and Procedures:

Civil Rights regulations are intended to assure that benefits of Child Nutrition Programs are made available to all eligible people in a non-discriminatory manner ensuring equal access to all participants. Sponsors participating in USDA Child Nutrition programs are required to administer program services and benefits in accordance with all Civil Rights laws, regulations, instructions, policies, and guidance related to nondiscrimination.

Holy Family School will: provide benefits in a nondiscriminatory manner, prevent identification of participants eligible for benefits, complete annual Civil Rights Training, take reasonable steps to ensure access to individuals with Limited English Proficiency (LEP), make reasonable accommodations for disabilities, and maintain a Public Notification System.

To meet these requirements, Holy Family school will do the following:

- Complete Annual Civil Rights Training
- Have a Limited English proficiency (LEP) reference sheet and provide documentation in languages requested or find resources to help languages other than english.
- Make reasonable accommodations for persons with Disabilities.
- Have special dietary needs accommodations.
Special Dietary Accommodations Form :
https://www.csd12.org/page/special-dietary-needs#:~:text=https%3A//ospi.k12.wa.us/sites/default/files/2026%2D03/requestforspecialdietaryaccommodations_schoolmealprograms.pdf
- Have a public notification system where the "Justice for All Poster" is displayed and USDA non-discrimination statements are on all program material.

- Have a complaint Log.
- If a complaint is logged, the person filing the complaint may use this information and we will report it to the local state agency.
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- Contact your school Principal if you believe discrimination has taken place.
- Visit OSPI's Office of Equity and Civil Rights webpage for more information.
Link:
<https://www.k12.wa.us/policy-funding/equity-and-civil-rights/school-district-charter-school-compliance-coordinators>
- Use the USDA Office of the Assistant Secretary for Civil Rights Program Discrimination Complaint form to file a complaint. Link:
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