Alhuda Academy

National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASSP)

Civil Rights Policy

Policy Number	NSLP-POL-005
Effective Date	_08/31/2026_____
Review Date	Annually
Responsible Department	Food Service

I. Purpose

This policy Alhuda Academy is committed to operating its Child Nutrition Programs in compliance with USDA and Massachusetts DESE civil rights requirements and providing equal access to meal benefits for all eligible students

II. Nondiscrimination

Alhuda Academy will not discriminate in the administration of its Child Nutrition Programs on any basis prohibited by federal or state law. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and 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.

Student eligibility information will remain confidential, and meal service procedures will not identify or distinguish students based on meal eligibility.

III. Civil Rights Compliance

Alhuda Academy will:

- Provide annual civil rights training to staff involved in the School Nutrition Program.
- Display the current USDA “And Justice for All” poster in a visible location.
- Include the required USDA Nondiscrimination Statement on applicable School Nutrition Program communications.
- Provide reasonable language assistance to families with limited English proficiency.
- Provide required meal modifications and reasonable program access for students with disabilities.
- Ensure vendors and contractors involved in the School Nutrition Program follow applicable civil rights requirements.

IV. Civil Rights Complaints

Students, parents/guardians, or other individuals may make a civil rights complaint verbally or in writing.

Any staff member receiving a complaint will promptly notify the Food Service Director or designated school administrator. The school will:

- Document the complaint and date received.
- Maintain complaint information confidentially.
- Provide information regarding the USDA civil rights complaint process.
- Follow applicable USDA and DESE procedures for reporting and responding to the complaint.
- No individual will be retaliated against for making a civil rights complaint.

V. Recordkeeping and Monitoring

The Food Service Director or designated administrator will maintain documentation of:

- Annual civil rights training;
- Required public notices;
- Civil rights complaints;
- Language assistance and disability-related meal modifications, when applicable; and
- Other civil rights records required by USDA or DESE.

Records will be retained in accordance with Child Nutrition Program recordkeeping requirements. This will be tracked electronically on our “Alhuda_Academy_Civil_Rights_Compliance_Tracker.xlsx”

The policy and associated procedures will be reviewed annually and updated as needed.