



# KERN HIGH SCHOOL DISTRICT

## Nutrition Services Department

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**SUBJECT: Civil Rights Coordinator for the Kern High School District, Food Services Department**

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661-827-3190

**DESCRIPTION: The duties of the Civil Rights Coordinator are as follows:**

**1. Accept Complaints-**

- Complaints can be received verbally, in writing, or anonymously. If the complaint is verbal and the complainant is not inclined to put the allegation in writing, the person to whom the complaint was made must write up the complaint on behalf of the complainant. An anonymous complaint must be handled the same as any other complaint.
- A complaint form may be used but is not a prerequisite for accepting a complaint.
- Providing the name of the compliance coordinator, the Section 504 coordinator, and Title IX coordinator, if different from the compliance coordinator to the California Department of Education (CDE) and other interested parties

**2. Transcribe Complaints-** Make every effort to ensure the following information is documented.

- Name, address, and telephone number of the complainant
- The nature of the incident or action that led the complainant to feel discrimination was a factor.
- The basis on which the complainant believes discrimination exists.
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action.
- The date(s) during which the alleged discriminatory actions occurred.

**3. Forward Complaints-**Complaints are forwarded to the following agencies:

- Child Nutrition Program, CDE
- USDA Office of Civil Rights, Western Region
- USDA Office of Civil Rights, Director
- \*Addresses of Agencies are attached to this page

**4. Provide Resources**

- California Department of Education Civil Rights and Complaints web page (<https://www.cde.ca.gov/ls/nu/cr/>)
- USDA FNS Civil Rights web page (<http://www.fns.usda.gov/civil-rights>)
- Make available to the public and upon request to participants and potential participants, information about program requirements and the procedures for filing a complaint in English and/or in the appropriate language to non-English speaking persons.
- Ensuring that the most current version of the federal nondiscrimination statement is placed in a prominent location on all informational releases, publications, and posters concerning nutrition program activities.

**5. Ensuring that special meals are made available to disabled participants who have a medical statement on file documenting that their disability restricts their diet.**

6. **Develop a method to collect racial and ethnic data. It may be permissible to use visual identification, personal knowledge, or voluntary self-identification by an applicant to obtain racial and ethnic data.**

7. **Provide Training**

- Provide training and implementing procedures to determine and process civil rights complaints.
- Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff.
  - The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

**The current nondiscrimination statement is:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, and American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form](#) (PDF), complaint-form.pdf, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

If the material is too small, the following short version of the statement can be used on flyers, brochures, or pamphlets in print no smaller than the text:

**"This institution is an equal opportunity provider."**

If there is a Civil Rights discrimination claim at the sites, the Civil Rights Coordinator is to be notified immediately. It is the coordinator's responsibility to follow through on the complaint procedure, and send to:

**Kern High School District Equity Compliance Officer/Title IX Coordinator, Dean Juola**  
5801 Sundale Avenue  
Bakersfield, CA 93309

- Records of previous claims are kept for three years by the coordinator at the above address. School site Assistant Principals of Business and Cafeteria Supervisors receive a copy of their Civil Rights Complaint Procedure at the beginning of the school year.
- Anti-discrimination posters are found in all school site cafeterias and in all school offices. The Civil Rights Statement for the Child Nutritional Programs is published once a year at the beginning of the school year by the Superintendent of Schools. Where appropriate, the shorter version is published on KHSD procedure statements in **bold print** the same size as the other material.
- A student's participation in the free and reduced program is coded in the district's mainframe computer to prevent overt identification. The eligibility rosters are kept confidential but may be released as designated by KHSD board policy.
- The district ethnicity is tracked in the Synergy in report STU602 and is printed once a year. Each report is maintained in the Food Service office for a four-year period.
- Disability and special needs students: Supervisor has access to medical forms. These are filled out by the parent and physician and returned to the site where it is kept on file with a copy to the site administration and the Food Services Office.