Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310

Office of Learning | Student Services
Child Nutrition Programs
(503) 947-5902

Civil Rights Training for Site Staff

SPONSOR or SITE NAME: _____

TRAINING DATE: _____ STARTING TIME: _____ ENDING TIME_____
(mm/dd/yyyy)

TRAINING LOCATION: _____

TRAINER(S): _____

Required Training Topics

What is a Civil Rights complaint

"And Justice for All" poster
- *Nondiscrimination Statement*
- *Where to post*

What to do if someone has a civil rights complaint
- *Who handles the complaint at the site (gives complainant CR Complaint Form and documents in Civil Rights Complaint log)*
- *Who should the site staff inform of a civil rights complaint*
- *Civil Rights Complaint Log*
- *Civil Rights Complaint Form*

Collecting and recording racial and ethnic information on participants (beneficiary data)
- *When to collect racial and ethnic information*
- *How to collect racial and ethnic information*

Print Staff Name:	*Position:*	*Signature:*

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