



CIVIL RIGHTS COMPLIANCE & DISCRIMINATION COMPLAINT PROCEDURE

Training

Site managers are trained on Civil Rights annually and instructed to have students or guardians complete the discrimination complaint form in the event they determine a discriminatory act has occurred. Forms are also kept in the school office and completed forms submitted to Civil Rights Advocate. The form is then submitted to the appropriate authorities in accordance with below.

Accepting a Complaint

- Civil rights complaints will be directed at the on-site principal.
- All staff are trained on how to recognize and document civil rights complaints.
- Complaints can be received verbally, in writing, or anonymously.

Transcribing a Complaint

Staff will 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 to the complaint to feel discrimination was a factor.
- The basis of which the complainant believes discrimination exists.
- The names, telephone numbers, titles, and business or personal addresses of person who may have knowledge of the alleged discriminatory action.
- The date(s) during which the alleged discriminatory action took place.

Forwarding a Complaint

Complaints are forwarded to the following agencies immediately:

- State Department of Education School Nutrition Programs

Filing Deadline:

A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the letter of the complaint differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaints sent by fax or email will be considered filed on the day the complaint is faxed or emailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, you may have "good cause" if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period.
2. You were seriously ill or incapacitated.
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

IMPORTANT LEGAL INFORMATION BELOW CONSENT

This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974, 5 U.S.C. §552a, and concerns the information requested in this form to which this Notice is attached. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (USDA) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint case, the information collected during the investigation will be used to process your program discrimination complaint.

Disclosure is voluntary. However, failure to supply the requested information or to sign the form may result in dismissal of your complaint. If your complaint is dismissed, you will be notified. The information you provide in this complaint may be disclosed to outside parties where USDA determines that disclosure is: 1) Relevant and necessary to the Department of Justice, the court or other tribunal, or the other party before such tribunal for purposes of litigation; 2) Necessary for enforcement proceedings against a program that USDA finds to have violated laws or regulations; 3) In response to a Congressional office if you have requested that the Congressional office inquire about your complaint or; 4) To the United States Civil Rights Commission in response to its request for information.

REPRISAL (RETALIATION) PROHIBITED:

No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or participates in any manner in an investigation or other proceeding raising claims of discrimination.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Name of individual receiving complaint:

Date and time complaint received:

POLICY

In order to promote a healthy lifestyle for the residents in our care and to comply with federal guidelines for the National School Lunch Act, Children's Village, Inc. shall create a yearly wellness policy for the residents in our care.

PURPOSE

The purpose is to provide residents in our care an environment that promotes health and wellbeing, including nutritional meals, nutritional education, physical activities, and to comply with all state and federal guidelines.

PROCEDURES

- 1) No later than the first day of school year, Children's Village, Inc. shall establish a wellness policy to ensure compliance with the Richard B. Russell National School Lunch Act.
- 2) The wellness committee will be comprised of Executive Director, CNP director and house parents. The committee shall receive input from residents, parents and the public using methods that include, but are not limited to surveys, targeted conversations, and informal feedback.
 - a) The committee shall meet yearly to address any changes needed to the policy
 - b) On a triennial basis, the committee will evaluate compliance with the policy and the programs offered at Children's Village, Inc., compare the policy to model policies, and measure progress toward wellness policy goals.
 - c) The CNP director will keep minutes of these meetings and ensure that needed changes to policy are completed and implemented.
- 3) The wellness policy is comprised of the following elements:
 - a) Wellness policy development and evaluation
 - b) Health and wellness topics
 - c) Nutrition education
 - d) Nutrition guidelines
 - e) Nutrition promotion
 - f) Nutrition environment
 - g) Food and beverage advertising
 - h) Physical activity
 - i) Communication and implementation

- 4) **Health and wellness and nutrition education:** The social worker and nurse will provide a monthly calendar of the health education curriculum to the house parents. The curriculum shall consist of:
 - a) Mental health
 - b) Nutrition education
 - c) Hygiene
 - d) Drug and alcohol education
 - e) Teen pregnancy
- 5) **Nutrition guidelines and promotion:** Effort shall be made to adhere to the best possible standards in food preparation with due regard for the following principles:
 - a) Follow the United States Department of Agriculture (USDA) Nutritional standards for school meals
 - b) Continue offering healthy foods
 - c) Enhance palatability and attractiveness of menus
 - d) Ensure safety for consumption
 - e) Promote nutritious choices using methods that include, but are not limited to, posting the monthly menu, posters/signage for healthy food choices, and positive reinforcement.
- 6) **Nutrition Environment:** Children's Village will attempt to provide a pleasant eating experience for residents.
 - a) Residents have the ability to comment on the meals served in the following ways:
 - i. As part of the exit surveys they complete upon release. The data from the surveys is collected and shared with the house parents.
 - ii. Through Children's Village, Inc. grievance procedure as outlined in chapter 4-5
 - b) The house parents will work the nurse to meet the needs of residents with special diets whenever possible within regulatory requirements.
 - c) Water, milk, and juice will be available for residents to get at meals and throughout the day.
 - d) House parents provide supervision during meal service times.
- 7) **Food and beverage advertising:** Due to Children's Village, Inc. being a residential facility, there is no marketing of outside food or beverages and there are not vending machines inside facility.
 - a) The only food provided during school hours is made by house parents. The house parents adhere to the federal meal pattern requirements.
 - b) Outside food and drink are not permitted in the facility without the permission of the house parents.

- 8) **Physical activity:** The house parents shall facilitate at least one-hour daily physical activity.
 - a) Children take physical education, ROTC, cheerleading, and band during school. Residents are allowed at least one hour daily of physical activities in the evenings and on the weekends.
- 9) **Communication:** The wellness policy will be made public on Children's Village Inc. website along with the triennial assessment.
- 10) **Designee to ensure compliance:** The CNP Director is responsible for the operational implementation of the wellness policy and will ensure that the wellness committee meets on a yearly basis.
- 11) **The Children's Village Board members will meet a minimum of once every three years to address any changes needed in the wellness policy.**

If any individual who is interested in contributing to the development or implementation of our wellness policy is encouraged to contact the Nutrition Director at (205) 925-0074.

Local Wellness Policy: Triennial Assessment Summary

General Information

LEA: Children's Village

Month and year of current assessment: October 1, 2025

Date of last Local Wellness Policy revision: _____

Website address and/or information on how the public can access a copy of the Local Wellness Policy and Triennial Assessment:

www.childrensvillagebham.com

Wellness Committee Information

How often does your district wellness committee meet? Every 3 years

District Wellness Coordinator

Name	School	Job Title	Email Address
Janice Tyson	Children's Village	Executive Director	Village6@bellsouth.net
Name	School	Job Title	Email Address
Kathy Elom	Children's Village	Homes Manager	Village11@bellsouth.net

Designated Wellness Assessment Leader (can be the District Wellness Coordinator)

District Wellness Committee Members

Name	School	Job Title	Email Address
Maria Tyson	Children's Village	House Parent	
Tamika Lewis	CV	Social Worker	qols.village21@gmail.com
Matthew Herring	CV	Social Worker	Village20@bellsouth.net
Alesa Taylor	CV	House Parent	
Vanessa Singleton	CV	House Parent	
hakija Fuller	CV	Nurse	



Section 1. Comparison to Model School Wellness Policies

Complete a Triennial Assessment Tool ([WellSAT3.0 assessment tool](#), or other customized assessment tool) and keep a copy of the results on file for at least three full school years plus the current year. It will be reviewed during the next administrative review of your Child Nutrition program.

Indicate which model wellness policy language was used for comparison:

Alliance for a Healthier Generation Model Policy

WellSAT 3.0 example policy language (Print the WellSat report and include with your assessment)

X

Other (please specify): _____

Describe how your wellness policy compares to the model wellness policy. (May use a bullet format to list comparisons)

Children's Village with residents, house parents, councilors, and social workers is developing, implementing, monitoring nutrition and physical activity policies. All residents will have opportunities, support and encouragement to be physically active on a regular basis. Executive Director, CNP Director and House Parents will provide residents with access to a variety of nutritional and appealing foods that meet the health and nutritional needs of our residents, will accommodate the religious, ethnic and cultural diversity of the residents in meal planning and will provide clear, safe and pleasant settings for each resident to eat.

Children's Village will participate in available school meal programs (school breakfast, lunch and snacks), summer food service, fruit and vegetable snacks. Children's Village aims to address various aspects of health, including nutrition, physical activity, and mental wellbeing which is crucial for academic success and personal development.

*NOTE: Required components are

Section 2. Progress towards Goals listed in blue.

*NOTE: Re

<p>Nutrition standards for all foods and beverages for sale on the school campus (school meals and Smart Snacks)</p> <p><u>To be compliant with the USDA final rule and ALSDE:</u></p> <ul style="list-style-type: none">All foods and beverages available on the school campus during the school day as part of the school meal program meets or exceeds the USDA regulations for the National School Lunch and School Breakfast programs• All foods and beverages outside of the school meal program are not sold within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity Smart Snack and Fundraiser Guidance and Implementation.• Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.	<p>Describe progress and next steps:</p> <p>Children's Village does not sale meals or smart snacks.</p> <p>House Parents will receive training to provide greater understanding and serve as a resource person with goals for nutrition education and guidelines for all foods. That they meet federal nutrition standards.</p>
---	---

<p>Access to free potable water on campus</p> <p><u>To be compliant with the USDA final rule:</u></p> <p>Free, safe, unflavored drinking water is available to all students during mealtimes in the cafeteria.</p> <p>List how access to potable water is made available in schools.</p>	<p>Describe progress and next steps:</p> <p>Free drinking water is available during all meals and all during the day.</p>
--	--

Section 2. Progress towards Goals continued

*NOTE: Required components are

listed in blue.

Guidelines for other foods and beverages available on the school campus, but not sold	Describe progress and next steps:
<p><u>To be compliant with ALSDE:</u></p> <p>All foods and beverages outside of the school meal program are not provided within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity Smart Snack and Fundraiser Guide and Implementation.</p>	N/A

Marketing and advertising of only foods and beverages that meet Smart Snacks	Describe progress and next steps:
<p><u>To be compliant with the USDA final rule:</u></p> <p>Our school only markets or advertises foods and beverages that meet the USDA Smart Snacks in School nutrition standards on the school campus, during the school day.</p> <p>If applicable, list additional school goals below:</p>	N/A

Section 2. Progress towards Goals continued

*NOTE: Required components are

*NOTE: Required components are listed in blue.	
<p>Physical Activity Goal(s)</p> <p><u>To be compliant with the USDA final rule:</u> The district requires that a combination of physical activity opportunities be offered daily to all students, including students with disabilities, before and after school.</p> <p>List physical activity opportunities that are offered at schools:</p>	<p>Describe progress and next steps:</p> <p>Each resident has the opportunity to participate in school activits. Residents participate at school -- volleyball, basketball, football and indoor and outdoor track after school and at Children's Village.</p>
<p>Nutrition Promotion and Education Goal(s)</p> <p><u>To be compliant with the USDA final rule:</u> The district will ensure that students and staff receive consistent nutrition messages throughout the school campus including in Classrooms, gymnasiums, and cafeterias. The district and all schools will promote healthy food and beverage choices for all students across the school campus during the school day and will encourage participation in school meal programs.</p> <p>List how nutritional promotion and nutrition education are provided in schools:</p>	<p>Describe progress and next steps:</p> <p>Children's Village encourages residents to participate in the breakfast, lunch and snack program. Build support for healthy environment that encourages nutritious food choices and physical lifestyle. House Parents will work with the nurse to meet the needs of residents with special diets.</p>

Section 2. Progress towards Goals continued

*NOTE: Required components

are listed in blue.

Other school-based activities to promote student wellness goal(s)	Describe progress and next steps:
<p>To be compliant with the USDA final rule: The district integrates wellness activities across the entire school setting, including the cafeteria, other food and beverage venues, classrooms, and physical activity facilities.</p> <p>List other school-based activities that are offered by the district:</p>	<p>Bowling Wrestling Flag Football (Girls) Swimming Soccer Children's Village follow the recommended guidelines for a healthy diet and fitness for our residents.</p>

CHECKLIST:

Triennial Assessment was made public:

Date: _____

Updated Wellness Policy received Board approval: (if applicable)

Date: _____

Wellness Policy was made public

SIGNATURES:

Section 2. Progress towards Goals continued

*NOTE: Required components are

District Wellness Assessment Leader

DATE:

Kathy Elson
Dolley Elson
10/1/2025

District Wellness Coordinator

Janice Tyson

Superintendent

PRINT

NAME:

DATE:

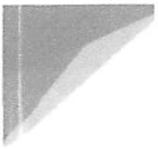
Vanessa Singleton
Vanessa Singleton
10/1/2025
Alesia Taylor
Alesia Taylor
10/1/2025

PRINT

NAME:

DATE:

PRINT NAME:



Section 3: School Level Progress Report

Print or copy this section to be completed by each school.

Blue area includes specific guidance. Gray area includes examples.

Place an "X" in the appropriate column by each bullet and add additional goals in the space provided.

School:

Children's Village

Date: 10/1/2025

School Wellness Leader:

Page 1 of 4

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e., school meals and Smart Snacks)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<p><u>To be compliant with the USDA final rule and ALSDE:</u></p> <p>All foods and beverages available on the school campus during the school day as part of the school meal program meets or exceeds the USDA regulations for the National School Lunch and School Breakfast programs</p> <p>All foods and beverages outside of the school meal program are not sold within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity Smart Snack and Fundraiser Guidance and Implementation</p> <p>Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.</p>	<input checked="" type="checkbox"/>			<p>Children's Village do not sale food.</p> <p>Children's Village school meals are the main source for residents every day, will follow USDA to ensure these meals are even more nourishing while keeping them appealing to them. Whole Grains, Milk-1% flavored and unflavored, limits on specific high sugar products, and reduction on sodium.</p>

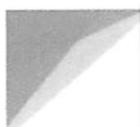
Section 3: School Level Progress

Report continued

Page 2 of 4

Guidelines for other foods and beverages available on the school campus, but not sold (i.e., classroom parties and rewards)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with ALSDE:</u> • All foods and beverages outside of the school meal program are not provided within the timeframe of 1 hour before or after school meals per Alabama Implementation of USDA Smart Snacks in School and Fundraising Activity Smart Snack and Fundraiser Guidance and Implementation.				N/A
If applicable, list additional school goals below:				
Marketing and advertising of only foods and beverages that meet Smart Snacks	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with the USDA final rule:</u> Our school only markets or advertises foods and beverages that meet the USDA Smart Snacks in School nutrition standards on the school campus, during the school day.				N/A
If applicable, list additional school goals below:				

Section 3: School Level Progress



Report

Page 3 of 4

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<p><u>To be compliant with the USDA final rule:</u> The district requires that a combination of physical activity opportunities be offered daily to all students, including students with disabilities, before and after school.</p>	X			<p>Children's Village encourages regular physical activities on school days and encourages participation in sports and recreational activities outside of school.</p>
<p>Examples:</p> <ul style="list-style-type: none"> Physical education: (structured and unstructured play) Our school prohibits withholding activities/recess as a punishment. 				
List school goals in this section:	X			<p>Academic performance Boost self-confidence Organization Time management To set them on the path to success. Which will benefit residents both inside and outside of school. Learning to set goals and reach them is a helpful tool for all residents that will help them take their learning from good to great.</p>

Section 3: School Level Progress

Nutrition Promotion and Education Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<p><u>To be compliant with the USDA final rule:</u> The district will ensure that students and staff receive consistent nutrition messages throughout the school campus including in classrooms, gymnasiums, and cafeterias. The district and all schools will promote healthy food and beverage choices for all students across the school campus during the school day and will encourage participation in school meal programs.</p>	X			<p>Children's Village health education to help residents to make informed choices about their health and well-being.</p>
<p>Examples:</p> <p>Age-appropriate nutrition education lessons are provided to students in all grade levels throughout the school year</p> <ul style="list-style-type: none"> • National School Lunch/School Breakfast Week promotion 				
<p>List school goals in addition to the required outreach included in this section:</p> <ul style="list-style-type: none"> • School Breakfast Outreach • Summer Food Service Outreach 	X			<p>Engaging residents, staff and community in wellness initiative raises a collaborative approach to improving residents' health.</p>

Report

Page 4 of 4

Section 3: School Level Progress

Other school-based activities to promote student wellness goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Notes:
<u>To be compliant with the USDA final rule: The district integrates wellness activities across the entire school setting, including the cafeteria, other food and beverage venues, classrooms, and physical activity facilities.</u>	X			<p>We promote wellness based upon health standards for each grade level.</p> <p>We support our wellness policy by following recommended guidelines for a healthy diet and fitness recommendations for our residents.</p>
Examples:				
<ul style="list-style-type: none"> • Social Emotional Development • Counseling • Health Services • Physical Environment • Caregiver (Family) Engagement • Community Involvement 	X			<p>Counseling</p> <p>Health Care</p> <p>Play Therapy</p> <p>Social Emotional Activities</p>
List school wellness activity goals in this section:	X			



Your District's Scorecard

Policy Assessment Name: Children's Village (10/2025)

District Name: BIRMINGHAM CITY

Congratulations! You have completed the [WellSAT Policy Assessment](#). You can see your Policy scores for each item below. Please note if you are missing any of the federal requirements in Section 1. Items with a rating of "0" (item not addressed in the policy) or "1" (weak statement addressing the item) can be improved by referring to the links at wellsat.org/resources.

Section 1. Federal Requirements		Rating
FR1	Includes goals for nutrition education that are designed to promote student wellness.	1
FR2	Assures compliance with USDA nutrition standards for reimbursable school meals.	2
FR3	District takes steps to protect the privacy of students who qualify for free or reduced priced meals.	2

FR4	Free drinking water is available during meals.	2
FR5	Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards.	2
FR6	Addresses compliance with USDA nutrition standards (Smart Snacks) for all food and beverages sold to students during the school day.	NA
FR7	Regulates food and beverages sold in a la carte.	NA
FR8	Regulates food and beverages sold in vending machines.	NA
FR9	Regulates food and beverages sold in school stores.	NA
FR10	Addresses fundraising with food to be consumed during the school day.	NA
FR11	Regulates food and beverages served at class parties and other school celebrations in elementary schools. Use N/A if no elementary schools in district.	NA

FR12	Restricts marketing on the school campus during the school day to only those foods and beverages that meet Smart Snacks standards.	NA
FR13	Addresses how all relevant groups will participate.	NA
FR14	Identifies the officials responsible for compliance with all components of the local wellness policy in each school.	2
FR15	Addresses making the wellness policy available to the public.	NA
FR16	Addresses the assessment of district implementation of the local wellness policy at least once every three years.	2
FR17	Addresses making triennial assessment results available to the public and specifies what will be included.	2
FR18	Addresses a plan for updating policy based on results of the triennial assessment.	2

Section 2. Nutrition Environment and Services Rating

NES1	Addresses access to the USDA School Breakfast Program.	2
NES2	Addresses how to handle feeding children with unpaid meal balances without stigmatizing them.	NA
NES3	Specifies how families are provided information about determining eligibility for free/reduced price meals.	NA
NES4	Specifies strategies to increase participation in school meal programs.	2
NESS5	Specifies marketing to promote healthy food and beverage choices.	2
NES6	Addresses the amount of "seat time" students have to eat school meals.	NA
NES7	➔ Addresses purchasing local foods for the school meals program.	2
NES8	USDA Smart Snack standards are easily accessed in the policy.	NA
NESS9	Exemptions for infrequent school-sponsored fundraisers.	NA

NES10	Addresses foods and beverages containing caffeine at the high school level.	NA
NES11	Addresses nutrition standards for all foods and beverages served (not sold) to students after the school day, including before and aftercare on school grounds, clubs, and after school programming.	2
NES12	Addresses nutrition standards for all foods and beverages sold (not served) to students after the school day, including before and aftercare on school grounds, clubs, and after school programming.	NA
NES13	Addresses food not being used as a reward.	2
NES14	Addresses availability of free drinking water throughout the school day.	2

	Section 3. Nutrition Education	Rating
NE1	Nutrition education teaches skills that are behavior focused, interactive, and/or participatory.	2
NE2	All elementary school students receive sequential and	2

comprehensive nutrition education.

NE3	All middle school students receive sequential and comprehensive nutrition education.	2
NE4	All high school students receive sequential and comprehensive nutrition education.	2
NE5	Nutrition education is integrated into other subjects beyond health education.	NA
NE6	Links nutrition education with the food environment.	2
NE7	• Nutrition education addresses agriculture and the food system.	2

Section 4. Physical Education and Physical Activity Rating

PEPA1	☒ There is a written physical education curriculum for grades K-12.	NA
PEPA2	The written physical education curriculum for each grade is aligned with national and/or state physical education standards.	NA