

In accordance with Federal civil rights law and U.S. Department of Agriculture civil rights 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, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to the Compliance officer.

The Board directs that complaints of discrimination shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Food Program Coordinator as the school's Compliance officer.

ACCEPTING A COMPLAINT

A student or third party who believes s/he has been subject to discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA, is encouraged to immediately report the incident to a school employee.

The complaint will be accepted verbally or in writing. Procedures for receiving a complaint will not prevent a complaint from being accepted.

TRANSCRIBING A COMPLAINT

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer will investigate the complaint by conducting individual interviews with the complainant, the accused and others with knowledge relative to the incident.

The Compliance Officer 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 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 action occurred.

FORWARDING A COMPLAINT

The Compliance Officer will forward the complaint to the United States Department of Agriculture utilizing the process outlined below:

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

Submit your completed form or letter 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: (202) 690-7442; or
3. Email: program.intake@usda.gov