
Civil Rights Complaint Procedure

Any student who believes they been denied benefits of the food service program or otherwise discriminated against with regards to the food service program on the basis of race, color, national origin, religion, gender identity or expression, genetic information, sexual orientation, physical characteristics or disability should report the alleged act immediately to a teacher, counselor, school nurse, or school administrator. Nothing in this regulation shall prevent any person from reporting discrimination directly to the Superintendent or designee.

- A. Initial complaints may be given verbally or in writing. If a verbal complaint is made, a written statement will be obtained from the student in his or her own words identifying the circumstances that led to the complaint. If, due to a student's age or other mitigating circumstances, a written statement cannot be obtained from the student, the principal or designee will prepare a written description of the student's allegations in writing.
- B. Complaints shall be forwarded to Student Services. Student Services will review the complaint and forward it to the USDA Office of Civil Rights.
- C. Students may also file a complaint of discrimination directly with the USDA Office of Civil Rights by the procedures outlined at <https://www.usda.gov/oascr/home>.

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