

KLONDIKE INDEPENDENT SCHOOL DISTRICT

2911 CR H
Lamesa, Texas 79331

Ph. 806-462-7334
Fax 806-462-7333

Program Year 2020 - 2021 Policy for Handling Complaints of Discrimination

The cafeteria will display the most current version of the "And Justice for All" nondiscrimination poster in a prominent location for public viewing.

Procedures:

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint. Individuals may file a complaint in writing, verbally, in person, by email or by phone. Complaints may be filed directly to TDA, USDA or will be forwarded to TDA with assistance from the district. Complaint forms can be found in the Main Office, Cafeteria or downloaded from the school website: klondike.esc17.net.

If assistance from the district is requested the staff will

1. Listen to any complaint or concern and provide the discrimination complaint form that either the complainant may complete or district staff will complete.
 2. The completed form will be forwarded to Steve McLaren, Superintendent.
- The Superintendent will forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:
Food and Nutrition Division
Texas Department of Agriculture
P.O. Box 12847
Austin, Texas 78711
 - Texas Department of Agriculture will forward the information to US Department of Agriculture.

Complaints may also be filed directly to the Texas Department of Agriculture by mailing to the address above or to USDA by following instructions below.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and 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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program 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. To request a copy of the complaint form, call (866) 632-9992. 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.

This institution is an equal opportunity provider.