



FOOD SERVICE DEPARTMENT

Teresa Cribbs

Director of Food Service

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TITLE: Procedures for Civil Rights Complaints

The following procedure outlines the District's school system for receiving and processing complaints alleging civil rights discrimination within FNS school meals Programs provides school staff guidance on the process of informing parents/guardians on the process to file a program complaint of discrimination to the Food Service Department.

Overview

Sponsors shall administer the Child Nutrition Programs in accordance with Civil Rights laws. The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because of or because all or part of an individual's income is derived from any public assistance program.

To meet the Federal and State compliance requirements for civil rights complaints, the following procedure has been written and implemented for the Amphitheater School District.

Guidelines

School staff shall inform parents/guardians of District students of their right to file a complaint of discrimination and the process to follow. If a parent/guardian ever feels that their child has been discriminated against while participating in the Child Nutrition Program, including during the serving of meals to him/her, they shall follow these procedures in voicing their complaint:

- 1) Take your written complaint or mail your complaint to any of the following locations:
 - a) Food Service Office at 200 E. Roger Rd. Tucson, AZ, 85705
 - b) Amphitheater Unified District Offices 701 W. Wetmore Road, Tucson, AZ 85705

Parents/guardians may also file a Civil Rights program complaint of discrimination, by completing the [USDA Program Discrimination Complaint Form](#), which can be requested by writing an email to OAC@usda.gov or calling (866) 632-9992. Parents/Guardians may also write a letter to the Center for Civil Rights Enforcement at the following address:

Amphitheater High • Canyon del Oro High • Ironwood Ridge High
Amphitheater Middle School • Coronado K-8 School • Cross Middle School • La Cima Middle School • Wilson K-8 School
Copper Creek Elementary • Donaldson Elementary • Harelson Elementary • Holaway Elementary • Innovation Academy • Keeling Elementary
Mesa Verde Elementary • Nash Elementary • Painted Sky Elementary • Prince Elementary • Rio Vista Elementary • Walker Elementary • Rillito Center • Amphi Academy Online

Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by Frances Araujo Lopez, Equity & Safety Compliance Officer and Title IX Coordinator, (520) 696-5164, faraujolopez@amphi.com, or Kristin McGraw, Executive Director of Student Services, (520) 696-5230, kmcgraw@amphi.com.

U.S. Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

Include the following in your complaint letter:

- Your name, address and telephone number.
 - The name, address, and telephone number of your attorney or authorized representative, if you are represented.
 - The basis of your complaint. The basis is what you believe was the motivating factor for the discrimination. For example, you may believe you were treated differently because of your race, color, religion, sex, age, national origin, marital status, sexual orientation, familial/parental status, disability, or because all or a part of an individual's income is derived from a public assistance program. (Not all bases apply to all programs).
 - The date(s) that the incident(s) you are reporting as discrimination occurred. Please note that we cannot accept a complaint about an incident that took place more than 180 days prior to the filing of the complaint. If the discrimination occurred more than 180 days prior to filing your complaint, you may request a waiver of the filing requirement. (See waiver information below.)
 - The name of the individual(s) or entity you believe discriminated against you and the agency or recipient that employs that/those individual(s).
 - The issue(s) of your complaint. The issue is a description of what happened, or the action that was taken by the individual(s) or agency that discriminated against you, resulting in some harm. Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support the events you are reporting, provide a copy of the supporting documents.
- c) Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

This institution is an equal opportunity provider.