

UNIONTOWN AREA SCHOOL DISTRICT CIVIL RIGHTS COMPLAINTS PROCEDURES

1) When Uniontown Area School District receives a Civil Rights complaint from the complainant (i.e. parent).

a) UASD will inform complainant of Federal Civil Rights rules and regulations that have been established for protected classes. (A protected class is any person or group of people who are protected from discrimination based on):

1. Race
2. Color
3. National Origin
4. Age
5. Sex
6. Disability

b) UASD will provide complainant the necessary information to file a complaint, which is:

1. Mailing address of the USDA:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. USDA's Telephone/Fax numbers and Email address:
(866) 632-9992 / (202) 690-7442 F/ program.intake@usda.gov
3. Electronic link to file a civil rights complaint:
http://www.ascr.usda.gov/complaint_filing_cust.html

Note: If the District is unsure if the complaint falls under a protected class, the District will provide complainant the federal complaint information.

c) After providing the complainant with the information on how to file a Civil Rights complaint directly at the Federal level, UASD will attempt to resolve the complaint if it is a matter that can be resolved quickly. Resolving complaints in real-time at the lowest possible level is encouraged. (***Note:** This is not an investigation as neither the sponsor nor the State agency has the authority to conduct complaint investigations. This is simply trying to resolve the situation if it was potentially caused by a miscommunication.)

If the complainant refuses to discuss the matter any further with the District or if the matter cannot be resolved quickly, then the District will:

1. reiterate the complaint filing procedures in 1)b),
2. document the complaint and actions taken (i.e. referral to Federal complaint procedures) in a Civil Rights complaint log that is separate from any other complaint log,
3. notify the State agency of the discussion.

If the complainant is willing to try to resolve the issue with the District and a satisfactory resolution is achieved, then the District will still remind the complainant (using the information in 1)b)) of his/her right to file at the Federal level if necessary. (***Note:** Complainants retain the right to file at the Federal level even if a resolution seems to have been reached at the sponsor level.) The District will document the complaint and actions taken (i.e. how resolution was achieved) in a log that is separate from any other complaint log, and notify the State agency of the resolution.

d) Regardless if the complainant wishes to file at the Federal level, the District will document as much information as possible in their Civil Rights complaint log including, but not limited to, the following:

☒ Date Complaint Received

- Complainant's Telephone Number
- Complainant's Email Address
- Allegation of Discrimination/Issue (i.e. FNS program involved, protected class(es) involved, etc.)
- Date of Alleged Discriminatory Action

1. The District **will forward** the information, **within 5 days of receipt of complaint** from complainant, to the State agency (process depicted below):

State Agency Civil Rights Coordinator State Agency Director* FNS Regional Office Civil Rights Contact FNS Headquarters Civil Rights Office Complainant

2. *State Agency level **must forward** complaint information, **within 5 days of receipt of complaint** from District, to the FNS regional office.

3. FNS team conducts complaint review and investigation, which includes contact with the complainant, State agency, District, etc.

2) Additional Information:

a) Complainants must file within 180 days of the alleged action

b) Confidentiality is extremely important

c) USDA complaint form:

English version: http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf

Spanish version: http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf