

LAKEVIEW ACADEMY CIVIL RIGHTS COMPLAINT PROCEDURE

The Sponsor or Institution shall accept all complaints of discrimination, whether written or verbal, relating to the Child Nutrition Programs (CNP). Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; intentionally, by neglect, or by the actions or lack of actions based on the six protected classes in the Child Nutrition Programs: race, color, national origin, sex, age, or disability.

Lakeview Academy will keep a log of all discrimination complaints, with the same information as that forwarded to the USBE Child Nutrition Programs or USDA.

1. Discrimination complaints from individuals will be handled by Food Service Director or School Director.

2. Complaints of discrimination will contain the following information:

- Name, address, telephone number, and any other means to contact the complainant (person issuing the complaint).**
- Specific name, location, and telephone number of the location where the alleged discrimination took place that caused the discrimination complaint.**
- Nature of the incident or action that led the complainant to feel discriminated against.**
- A list of which of the six listed protected classes were discriminated against with a description of the complaint. The six protected classes are: race, color, national origin, sex, age, or disability.**

- Name(s), title(s), and addresses of people who may know of the alleged discrimination or action that caused the complaint (for example: teacher, cook, or director).
- The date(s) the action(s) causing the discrimination complaint occurred and how long or how often it occurred.

NOTE: While an effort should be made to obtain this information to ensure the complaint is well recorded, missing information must not keep an institution from receiving and/or reporting complaints.

3. The person filing the complaint must do so within 180 days of the alleged discrimination. If submitted to the institution, it will be immediately forwarded to USBE Child Nutrition Programs or USDA Office of the Assistant Secretary for Civil Rights. The sponsor or institution will handle anonymous complaints in the same manner as other non-anonymous complaints.

**Utah State Board of
Education, Director of
Child Nutrition
Programs**

250 East 500 South

PO Box 144200

**Salt Lake City, Utah
84114-4200**

OR

USDA

**Office of the Assistant
Secretary for Civil Rights**

**1400 Independence Ave, SW,
Stop 9410**

Washington, D.C. 20250-9410