

**Hawthorn Academy**  
**Child Nutrition Program Civil Rights Complaint Procedures**

Hawthorn Academy (the “School”) participates in USDA Child Nutrition Programs, including the National School Lunch Program and the School Breakfast Program. As a participant in these federal programs, the School is prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in its administration of these programs or any other program or activity conducted or funded by USDA.

**Complaint Procedures**

Accordingly, any person who believes he or she has been the victim of discrimination by the School in connection with its administration of the USDA Child Nutrition Programs, or any third person with knowledge of conduct that may constitute discrimination against another person by the School in connection with the School’s administration of the USDA Child Nutrition Programs, should immediately report the alleged acts to the following person:

Dr. Deborah Swensen – Lead Director  
9062 South 2200 West  
West Jordan, UT 84088  
(801) 282-9066  
[dswensen@hawthornacademy.org](mailto:dswensen@hawthornacademy.org)

If the complaint is against the School’s Lead Director, the complaint should be submitted to the following person:

Meggen Pettit – Board President  
9062 South 2200 West  
West Jordan, UT 84088  
(801) 282-9066  
[MPettit@hawthornacademy.org](mailto:MPettit@hawthornacademy.org)

Complaints may be submitted to the appropriate person above verbally, in person, or in writing. The School shall forward all complaints to the Utah State Board of Education, Child Nutrition Programs, for resolution (the School does not resolve the complaint itself). If a complaint is made verbally or in person, the person receiving the complaint shall transcribe the complaint and forward it to the Utah State Board of Education, Child Nutrition Programs, for resolution.

Notwithstanding the foregoing, if a complaint is received by the School in a way or manner other than that described above, the School shall accept the complaint and forward it to the Utah State Board of Education, Child Nutrition Programs, for resolution. In addition, if a parent makes a complaint to School personnel other than the Lead Director or Board Chair, the School personnel shall transcribe the complaint (if it’s not already in writing) and give it to the Lead Director or Board Chair, as applicable, who will then forward the complaint to the Utah State Board of Education, Child Nutrition Programs, for resolution.

**Compliance Officer**

The School's Lead Director is the designated compliance officer for all federal civil rights matters under any applicable federal laws and shall coordinate the School's efforts to comply with federal civil rights laws. Any questions concerning these procedures should be directed to the School's Lead Director.