

Rite of Passage
Charter High School
Civil Rights Policy

Food and Nutrition Services for Rite of Passage Charter High School Civil Rights Policy

Purpose: This policy covers the civil rights policy for the Food and Nutrition Service Programs in the Rite of Passage Charter High School

Authority: This policy is consistent with the Department of Agriculture's Civil Rights policy 2013-3.

Policy: This policy ensures that participants in the National School Lunch Program (NSLP), School breakfast Program (SBP), and the Afterschool Snack Program, where offered at Rite of Passage Charter High School will receive fair and equitable treatment without regard to the bases of race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

School Level Complaint Procedure for Rite of Passage Charter High School

If you wish to file a civil rights complaint alleging discrimination in the Federal Food and Nutrition Programs offered at Rite of Passage Charter High School you must follow the following steps.

1. Submit a written complaint to Jeff Mark, Director of Operations and Human Resources.
2. If your complaint is not resolved at this first step, you may have it submitted to the Program Director.
3. You may bypass the school system entirely and file a complaint directly with the USDA. Please refer to the following steps:

Click on the topics below for detailed information.

[How do I request a waiver of the 180-day filing deadline?](#)

[Whom may I contact for further information on filing a program discrimination complaint?](#)

[How is my discrimination complaint processed?](#)

USDA prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or a program that receives financial assistance from USDA, you may file a complaint with USDA. OASCR, through the Office of Adjudication, will investigate and resolve complaints of discrimination in programs operated or assisted by USDA.

USDA prohibits discrimination on the bases of race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on

the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

To file a program discrimination complaint, please complete the [USDA Program Discrimination Complaint Form](#). You or your authorized representative must sign the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter, it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint. **Employment civil rights complaints will not be accepted through this email address.**

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.), should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Send your completed complaint form or letter to us by mail, fax, or email. Here are our addresses and fax number:

Mail

U.S. Department of Agriculture
Director, Office of Adjudication
1400 Independence Avenue, SW
Washington, DC 20250-9410

Fax

(202) 690-7442

E-mail

program.intake@usda.gov

For help filling out the form, you may call any of these telephone numbers:

(202) 260-1026 (Local)
(866) 632-9992 (Toll-free Customer Service)
(800) 877-8339 (Local or Federal relay)
(866) 377-8642 (Relay voice users)