

Sands CISD
Policy for Handling Complaints of Discrimination, 2022-23

Policy:

Sands CISD will display the most current version of the USDA nondiscrimination ...*And Justice for All* poster in a prominent location viewable by participants. Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint. Individuals may file a complaint in writing, verbally, or in person.

Procedures:

Complaints may be filed directly to TDA or USDA, or forwarded to TDA if assistance from district staff is requested. The Discrimination Complaint form can be found in cafeteria, main office, and online at [Sands Consolidated Independent School District \(esc17.net\)](https://esc17.net) **REQUIRED POSTINGS**

If assistance from the district is requested, Sands CISD staff will:

- Listen to any complaint or concern and provide the complainant with the Discrimination Complaint Form that either the complainant will complete or district staff will complete.
- The completed form will be forwarded to Wayne Henderson, Sands CISD Superintendent.
- The Superintendent will forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:
 - Food and Nutrition Division
 - Texas Department of Agriculture
 - P.O. Box 12847
 - Austin, TX 78711
- District staff will not attempt to resolve the complaint before forwarding the complaint to TDA. Documentation will be retained if complaint resolution begins while awaiting TDA response.
- Complaints maybe filed directly to TDA at the address above, at the link below, or directly to USDA by following the directions below.
 - Link to submit discrimination complaints to TDA:
<https://app.smartsheet.com/b/form/063062f61d4d42e590290cbddb4ea35b>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.