

WYOMING GIRLS SCHOOL PROCEDURAL MANUAL	Chapter: Food Service Procedure: Civil Rights Complaints Procedure Number: 4-A-3
Policy Reference: N/A	Reviewed/Revised: Original: 09/2025

A. PROCEDURE:

1. Accepting a Complaint:
 - a. Formal Civil Rights complaints may be accepted verbally, in writing, or anonymously and within 180 days of the alleged discriminatory action.
 - b. All Civil Rights Complaints shall be routed to Valori Marshall, Food Service Director.
Mail: PO Box 868
Sheridan, WY 82801
Phone: (307) 675-3035
Email: valori.marshall@wyo.gov.
2. Transcribing a Complaint:
 - a. The person accepting the complaint must obtain the following information (verbally, in writing, or anonymously):
 - i. Name, address, and telephone number of the complainant
 - ii. The nature of the incident or action that led the complainant to feel discrimination was a factor
 - iii. The basis on which the complainant believes discrimination exists
 - iv. The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action
 - v. The date(s) during which the alleged discriminatory action occurred
 - b. The complaint shall be processed within 90 days.
3. Forwarding a Complaint:
 - a. Civil Rights complaints can not be processed by the Wyoming Girls School nor the Department of Family Services and must be forwarded within five days to:
Wyoming Department of Education
Attn: Child Nutrition Programs
122 W. 25th St., Ste. E200
Cheyenne, WY 82002