Lumen High School
Nutrition Services
Procedure for Handling
Complaints of Discrimination

1. Complaints of discrimination must be filed within 180 days of the alleged discrimination.
2. Complaints of discrimination should be given to either the Director of Finance and Operations (Jared Schatz) or the Civil Rights Compliance Coordinator (Shauna Edwards).
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so. (Complaint form attached.)
4. Complaints of discrimination should contain as much as possible of the following information:
    - Name, address, e-mail address, and telephone number or other means of contacting the complainant.
    - The specific location and name of the entity providing the benefits.
    - A description of a specific action that caused the complainant to believe that discrimination was a factor.
    - Basis on which the complainant feels that discrimination occurred (race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity).
    - Name and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
    - The date(s) the alleged discriminatory actions occurred or the duration of such action.

Lumen High School
Nutrition Services
Civil Rights Complaint Form

Name of Complainant: _____

Address: _____

Telephone Number (include area code): _____

E-mail Address: _____

Indicate the discriminatory action or incident (include date action occurred):

_____

_____

_____

_____

_____

On what basis does the complainant believe he/she was discriminated against (race, color, national origin, gender, age, disability, reprisal or retaliation for prior civil rights activity)?

_____

_____

Persons who many have knowledge of the discriminatory action:

Name	Address	Telephone Number

_____

_____

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