

Civil Rights Complaint Procedure

The **Calico Rock School District** strives to treat all students fairly and prohibits discrimination. This includes student participation in the National School Lunch Program, the School Breakfast Program, Afterschool Snack, and the Fresh Fruit and Vegetable Program. The following explains what to do if you believe you have been treated unfairly. Households with limited English proficiency or who require materials in Braille, large print, American Sign language, or audiotape should contact the USDA through the Federal Relay Service at (800) 877-8339.

Anyone has the right to file a complaint. The complaint must be filed within 180 days, and needs to include the following:

1. What happened: Please include the exact details of the event.
2. The date(s) of what happened.
3. The names of individuals involved: this may be yourself, your student(s), or school staff members.
4. The basis of the complaint: What aspect of the event was discrimination?

Your complaint may be made anonymously, however, please include sufficient information to process the claim.

To start the complaint procedure, please contact the following:

Name: Anita Nordrum

Email: anordrum@calico.k12.ar.us

Phone number: 870-297-3745

**Address: Calico Rock School District
PO Box 220
Calico Rock, AR 72519**

The school district will send the complaint to the following office:

USDA Southwest Regional Office

1100 Commerce St. Room 522
Dallas, TX 75242-980
Phone: 214-290-9800

Individuals may also write to the following office to file a complaint:

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