

Peoria Unified School District

Civil Rights Discrimination Reporting

Any applicant or participant in the NSLP or SBP has the right to file a discrimination complaint based on one of the following:

1. Race
2. Color
3. National Origin
4. Sex
5. Age
6. Disability

At the onset of a complaint, the complainant must be advised of 100% confidentiality of the alleged complaint and the proceeding process(es). The complainant must be informed of “how to file a complaint” with the required complaint information:

1. Complainant must file a complaint within 180 days from the act of alleged discrimination
2. The Name, address, and telephone number or other means of contacting the person alleging discrimination
3. The location and name of the organization or office that is accused of the discriminatory practices
4. The nature of the incident or action or the aspect of program administration that led the person to allege discrimination
5. The basis for the alleged discrimination (race, color, national origin, sex, age, or disability)

If a person makes a verbal complaint **OR** refuses to place allegations in writing, then the person who the allegations were made to must write up the complaint (using the above information) for the complainant. Once complete, a copy of the complaint must be provided to the complainant and that person should be informed on where to or how to file the complaint with the appropriate authority.

Complaints must be forwarded to the ADE or Civil Rights Division of USDA Food and Nutrition Service. All potential complaints are kept in a Civil Rights Complaint Log with the Civil Rights Complaint.

Filing of the initial alleged complaint can be done to the following four authorities:

School Site Manger

To any site manager at the student's school

Peoria Unified School District – Food and Nutrition Department

Director of Food and Nutrition

Sandra Schossow

10271 N 95th Ave

Peoria, AZ 85345

Phone: 623-487-5183

Email: sschossow@pusd11.net

If necessary, to avoid long distance phone charges, email the above and a call will be returned to you.

The United States Department of Agriculture:

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Fax (202) 690-7442

Email at Program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

The Arizona Department of Education:

Ms. Melissa Conner, Associate Superintendent

Health and Nutrition Division

Arizona Department of Education

1535 West Jefferson Avenue, Bin #7

Phoenix, AZ 85007

Phone (local) - 602-542-5393

Outside of AZ - 1-800-352-4558