

Child Nutrition Civil Rights Complaint Procedures

Bartlett Independent School District provides the Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of race, color, national origin, sexual origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you feel in any way that your child has been discriminated against while participating in the Child Nutrition Program, including during the serving of meals to him/her, please follow these procedures in voicing your complaint:

1. Please fill out the Discrimination Complaint Form at Bartlett ISD Admin Office, located at 404 N. Robinson, Bartlett, Texas 76511.
2. Take your form to the Child Nutrition Director, Elizabeth Maddox (254-493-0378) or your child's principal. All written complaints will be accepted by the school district and forwarded to the Food and Nutrition Division, Texas Department of Agriculture.
3. You may also make your complaint to the BISS Superintendent, Travis Edwards, 404 N. Robinson, Bartlett, Texas 76511.
4. If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or 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). USDA is an equal opportunity provider and employer.

Non-Discrimination Statement: In accordance with Federal Law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA-Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC, 20260-9410, or call 202/270-5934 (voice and TDD). USDA is an equal opportunity provider and employer.