

## **Robert Lee ISD**

1323 W. Hamilton Street

Robert Lee, TX 76945

### **Policy for Handling Discrimination Complaints**

**Policy:** All cafeterias will display the update nondiscrimination poster in a prominent location for public viewing in the serving area.

**Procedures:** The cafeteria manager or unit supervisor will:

1. List to parent complaints or concerns, try to answer questions and provide them with a discrimination complaint form to be completed.
2. The completed form will be forwarded to the Child Nutrition Director.

**Procedures:** The Child Nutrition Director will:

1. Forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:

Food and Nutrition Division  
PO Box 12847  
Austin, TX 78711

2. Texas Department of Agriculture will forward information to USDA.