

**HOUGHTON-PORTAGE TOWNSHIP SCHOOLS
SCHOOL NUTRITION PROGRAMS
CIVIL RIGHTS COMPLAINT PROCEDURE**

Civil Rights Complaint received by Sponsor
(Verbal or Written)



Civil Rights Complaint Documented
In Civil Rights Complaint Log



Sponsor gives Complainant Civil Rights Complaint Form
And/or Sponsor completes Civil Rights
Complaint Form with Complainant



If Complainant returns Civil Rights Complaint Form to Sponsor,
Sponsor forwards Civil Rights Complaint Form to MDE
School Nutrition Programs within 3 working days.

Send Civil Rights Complaints to: Michigan Department of Education
Office of School Support Services
School Nutrition Programs
Civil Rights Consultant
P.O. Box 30008
Lansing, MI 48909

HOW TO RECOGNIZE A CIVIL RIGHTS COMPLAINT

If a person says their *civil rights* are being affected, the complaint must be treated as a civil rights complaint. Other legitimate complaints may only be voiced or observed as being unequal treatment. In all cases, the established procedure is to use a complaint form, document in the Civil Rights Complaint Log, refer the request to the civil rights authority in the school district, and report the complaint to the Michigan Department of Education (MDE). The complaint can be investigated locally, resolved locally, and MDE can be notified of the resolution.

Potential issues for a civil rights complaint may start with a phone call, letter, email, fax, or any other form of communication where someone feels they or someone they know has received unequal treatment in the operation any Child Nutrition Program.

There are (6) protected class in Child Nutrition Programs and these are **race, color, sex, age, national origin, and disability**.

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others either intentionally, by neglect, or by the actions or lack of actions based on race, color, sex, age, national origin, or disability.

To quickly identify a civil rights violation, remember **4 D's**:

- **Deny** program benefits unfairly
- **Delay** program benefits unfairly
- Treat **differently**
- Give **disparate** treatment (defined as a policy or practice which, “on the face of it” is not discriminatory, but has a discriminatory impact in practice, also known as the “effects test”)