



## Civil Rights Assurance

### Programs Available

#### 1. Nutrition Program

- Breakfast - Technology Leadership High School offers nutritious breakfasts to children to promote learning and healthy eating behaviors. All students eat for free.
- Lunch - Technology Leadership High School serves a variety of healthful, balanced lunches that prepare students to learn. All students eat for free.
- Nutrition Support - Technology Leadership High School will make modifications to the regular school meals for a student with a disability that restricts his/her diet. This service requires a diet prescription form to be completed that is available at the front office.

#### 2. Title I

- Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Technology Leadership High School is a school wide Title I to upgrade the instructional program for the entire school.

#### 3. Title II

- Provides funds for preparing, training, and recruiting High Quality Teachers, Principals, or other School Leaders

#### 4. McKinney Vento

- "Children and youth in transition" means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including the below. A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.
  - Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
  - Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  - Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
  - Migratory children and youth who are living in a situation described above.

## **Nondiscrimination Policy**

In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity, sexual orientation, religious creed, disability, age, political beliefs, marital status, family/parental status, income derived from public assistance or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at the front office of Technology Leadership High School, and at any USDA office, or call (866) 632-9992 or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider.

## **School Complaint Procedures**

Technology Leadership High School takes all concerns and complaints seriously. The school values the concerns of our parents/guardians, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible. In the instances when that is not possible, a formal process is in place:

Step 1: Informal Resolution with Executive Director

Step 2: Filing a Written Formal Complaint to the Executive Director and to the appointed Board Designee. Complaints must be filed within 180 days of any wrong doing.

Step 3: An investigation will generally be completed within forty-five (45) calendar days.

Step 4: When the investigation is concluded by Tech, the complainant and respondent (if applicable) will have ten (10) working days from the date of the written notification to submit an appeal in writing to the Governing Board.

Step 5: The Governing Board will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant or respondent of its decision in writing.