

Interboro School District



Food Service Procedures

Civil Rights Complaint Procedures

1. A parent or student of the district that believes that they have been discriminated against with respect to their participation in the National School Lunch Program may file a complaint via one of the following options:
 - a. By calling Maureen Keough at 610-461-6700 x1135 to review your complaint and provide the basis for the complaint.
 - b. By email to maureen.keough@interborosd.org. Please provide the basis for the complaint and the specific issues that are in question. Also, provide contact information for the parent so the district may follow up with the complaint.
 - c. Follow the instructions on the **And Justice for All** poster hanging at your child's school cafeteria.
2. All complaints that are filed with the district will be documented and include the elements of the complaint. All allegations received must be transcribed by the person receiving the complaint. All information will be provided to the complainant.
3. All complaints received by the district will be reviewed by the SFA Director of Finance with the district solicitor. The information will be sent to an outside agency including the USDA and the PA Department of Education, Bureau of Budget and Fiscal Management, Division of Food and Nutrition.