

## Annual Legal Notices

2024-2025 Calendar:

Monday, September 2 Labor Day, No Classes

Tuesday, September 3 First Day of Classes K-12

Thursday, September 5 First Day of Classes for EC/PK

Friday, November 1 End of First Quarter

Wednesday, November 27 No Classes

Thursday, November 28 Thanksgiving, No Classes

Friday, November 29 No Classes

Friday, December 20 Last Day of Classes Prior to Christmas Break

Dec 23 - Jan 1 Winter Break, No Classes

Thursday, January 2 Classes Resume

Friday, January 17 End of Second Quarter, End of Semester

Monday, January 20 No Classes

Friday, February 28 No Classes

Friday, March 21 End of Third Quarter, Last Day of Classes Prior to Spring Break

March 24 - March 28 Spring Break, No Classes

Monday, March 31 Classes Resume

Friday, April 18 No Classes

Friday, May 23 Senior Graduation

Monday, May 26 Memorial Day, No Classes

Tuesday, June 4 Last Day of Classes, End of Fourth Quarter, End of Semester

Welcome Students!

First Day of School is September 3<sup>rd</sup>!

We are excited to begin a new and exciting school year with your children. The information in this document includes some of the District's policies and procedures. Please use this document to learn about your rights under the law. The District's policies are located on the web at [www.mineralpointschools.org](http://www.mineralpointschools.org) Feel free to contact your child's office with any questions that are not answered to your satisfaction in this document.

Wednesday, September 4th is an early release day for all students grades K-12.

- The regular school day for grades K-5 is 8:00 a.m. - 3:25 p.m. with a lunch period extending between 11:00 a.m.-12:10 p.m.

Children planning to eat breakfast should arrive between 7:30 a.m. and 7:45 a.m.

- The regular school day for grades 6-12 at the middle and high school buildings is 8:00 a.m. - 3:25 p.m. All high school students will report to the high school gymnasium at 8:00 a.m. the first day. Middle school students will report to the cafetorium at 8:00 a.m. opening day.

Thursday, September 5th is first day of classes Early Childhood/Prekindergarten

#### **School Nutrition Services:**

The hot lunch program will start on Tuesday, September 5th.

#### **School Lunch Fees:**

**K-5 students \$ 3.05 (Reduced Lunch \$.40)**

**6-12 students \$ 3.40 (Reduced Lunch \$.40)**

**6-12 Salad/Specialty Bar \$ 4.00**

**Adult Lunch \$ 4.75**

**Adult Salad/Specialty Bar \$ 5.00**

**K-5 Breakfast \$ 1.75 (Reduced Breakfast \$.30)**

**6-12 Breakfast \$ 2.25 (Reduced Breakfast \$.30)**

**Adult Breakfast \$ 2.70**

**Milk per carton: \$ .60**

## **FEE SCHEDULE 2024 - 2025:**

### **Elem. Instructional Material Fees:**

<b>Grades K-5</b>	<b>\$45.00</b>
<b>PE Equipment Fee</b>	<b>\$13.00</b>

### **MS Instructional Material Fees:**

<b>Grades 6-8</b>	<b>\$55.00</b>
<b>Middle School Yearbook</b>	<b>TBD</b>
<b>Athletic Equipment Per Sport Fee:</b>	<b>\$15.00</b>
<b>Band Usage Fee:</b>	<b>\$15.00</b>
<b>Instrument Rental Fee</b>	
<b>Percussion</b>	<b>\$25.00</b>
<b>All Others</b>	<b>\$50.00</b>

### **HS Instructional Material Fees:**

<b>Grades 9-12 (Includes School Activity Pass)</b>	<b>\$55.00</b>
<b>Athletic Equipment Per Sport Fee:</b>	<b>\$25.00</b>
<b>Choir Usage Fee:</b>	<b>\$15.00</b>
<b>Band Usage Fee:</b>	<b>\$25.00</b>
<b>Instrument Rental Fee</b>	
<b>Percussion</b>	<b>\$25.00</b>
<b>All Others</b>	<b>\$50.00</b>
<b>Shop Fee</b>	<b>\$10.00</b>
<b>Media (per course / per semester)</b>	<b>\$15.00</b>
<b>Drama Club</b>	<b>\$15.00</b>
<b>Musical Theater Club</b>	<b>\$15.00</b>
<b>Club Dues (i.e., FBLA, FFA, Key, Skills)</b>	<b>TBD</b>
<b>Class Dues</b>	<b>\$ 5.00</b>
<b>PE Bowling Fee (per semester)</b>	<b>\$ 5.00</b>

*Mineral Point Middle & High schools has also implemented a "No Pay No Play" policy that prevents students with unpaid fees from participating in events like prom, athletics, and other extracurricular activities.*

**Substitute Teachers/Assistants:**

If you are interested in being a substitute teacher or assistant for the 2023-2024 school year, please send an e-mail to Angela Schubert, District Administrative Assistant at [angie.schubert@mp.k12.wi.us](mailto:angie.schubert@mp.k12.wi.us) to have your name placed on the current list of substitutes. Please specify teacher or assistant, grade level preference and subject areas.

**SUBSTITUTE TEACHER RATE:**

- Individual Daily Rate \$125.00
- After 10 days & thereafter \$150.00
- Long-Term \$200.00

Transportation Services

Transportation questions may be addressed to First Student,  
transportation manager, Todd Schmitz, at 987-3911.

Policy & Procedures for Accepting &  
Processing Special Education Referrals

Referral: (a) A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes that a child brought him or her for services or disability shall refer the child to the local education agency. (b) A person who is required to be licensed, who is employed by a local educational agency and who reasonably believes a child has a disability , shall refer the child to the local educational agency. (c) Any person, including a parent, who reasonably believes that a child with a disability may refer the child to a local educational agency.

Informing Parents Before Referral: Before submitting a referral to a local educational agency, a person required to make a referral shall inform the child's parent that he or she is going to submit the referral.

How to Refer: All referrals should be marked attention: Amy McDaniel, School Psychologist or Angela Klein, Director of Pupil Services.

LEA Procedures: A local education agency shall do the following (a) Document and date the receipt of each referral. (b) Initiate an evaluation in order to determine eligibility and need for special education services.

Timeline: The local education agency shall notify the parents of the educational placement of the child or will inform the parents that the child does not have a disability, within 60 days after the local education agency receives parental consent for an evaluation.

**ASBESTOS NOTIFICATION**

In accordance with federal legislation (Asbestos Hazard Emergency Response Act-AHERA) each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and have a plan of management. MINERAL POINT UNIFIED SCHOOL BOARD is up-to-date and a complete review of the plan may be obtained from the District Administrator, 705 Ross St, Mineral Point, WI 53565.

### Notification of Right to Pupil Records

Pupil records include behavioral records (standardized achievement tests, psychological tests, physical health records and statements relating to individual behavior) and progress records, attendance, grades, list of courses taken, and co curricular participation). All behavioral records are destroyed one year after the student graduates, except with written permission to maintain them. Progress records are maintained for five years and may be destroyed thereafter.

The parent/guardian or adult pupil has their right to review and inspect any pupil record pertaining to the pupil and to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights, School Board policy specifically outlines access to records by other individuals/agencies, which may or may not require parent permission.

Records are sent within five working days of receiving notice that a student has transferred to another school from the child's parent or receiving district.

If the parent/guardian or adult student believes that the district is not complying with the federal student record law, a complaint may be filed at the district administrative office. A copy of the School Board Policy Student Records may be obtained at the district administrative office.

Provisions are made to effectively notify parents when the parent's primary language is other than English.



# NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION

## ***Title IX Nondiscrimination Policy Statement –***

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: *Policy 113*.

## ***District Title IX Coordinators –***

The District employee who holds the position identified below serve as Title IX Coordinator for the District:

*Angela Klein*

*Director of Special Education & Pupil Services*

*Elementary Office: 611 Cothorn Street, Mineral Point, WI 53565*

*MS/HS Office: 705 Ross Street, Mineral Point, WI 53565*

*Phone: 608.987.0712*

*Email: [angela.klein@mp.k12.wi.us](mailto:angela.klein@mp.k12.wi.us)*

## ***Reporting Sex Discrimination –***

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.
2. By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

## ***Filing Formal Complaints of Title IX Sexual Harassment –***

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by electronic submission within the Safe School Alert Online Tip Reporting, submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 113 within the School Board policies.

***District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX –***

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in 411-Rule and 511-Rule within the School Board policies published on the District's website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 113 within the School Board policies published on the District's website.

American with Disabilities Act  
Grievance/Complaint Procedures

A complaint procedure is intended to provide for the presentation and investigation of complaints by applicants, participants, beneficiaries, and other interested persons relating to the school district's duties and responsibilities under the Americans with Disabilities Act of 1990 and implementing regulations. Any person who believes that an act or inaction by the school district is not in compliance with its duties and responsibilities under the Americans with Disabilities Act of 1990 and implementing regulations is encouraged to bring the complaint to the attention of the superintendent. The superintendent and the school district will make every effort to ensure that no adverse consequences occur to any person or witness who brought a complaint or provided information in any investigation of a complaint. Complaints shall be handled in a prompt, just, open and expeditious manner in accordance with these procedures. Copies of this complaint process and the name, office address and telephone number of the superintendent shall be made available to interested persons upon request.

## ANNUAL NOTICE - HOMELESS CHILDREN

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living emergency or transitional shelters;
  - abandoned in hospitals; or
  - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above. If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Mineral Point School District provides the following assurances to parents of homeless children:
  - There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
  - All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
  - Enrollment and transportation rights, including transportation to the school of origin shall be possible. “School of origin” is defined as the school the child attended when permanently housed or when last enrolled.
  - Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
  - Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records. Please contact **Angela Klein** at **608-987-0739 x170**, homeless liaison for the **Mineral Point School District** for additional information.

## **LOCKER ROOM PRIVACY**

The Mineral Point School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

## **ACADEMIC STANDARDS NOTICE**

The School District of Mineral Point has adopted the following Wisconsin Academic Standards for the 2024-25 school year.

### Disciplinary Literary Standards

- Agriculture, Food and Natural Resources
- Art & Design
- Business and Information Technology
- Computer Science
- Dance
- Early Learning
- English Language Arts
- Environmental Literacy & Sustainability
- Family and Consumer Sciences
- Health
- Health Science
- Information and Technology Literacy
- Literacy
- Marketing, Management, and Entrepreneurship
- Mathematics
- Music
- Nutrition Education
- Personal Financial Literacy
- Physical Education
- School Counseling
- Science
- Social Studies
- Technology and Engineering
- Theatre
- World Languages
- Essential Elements: ELA
- Essential Elements: Mathematics
- Essential Elements: Science

For more information on these standards, please visit: <http://dpi.wi.gov/standards>

### **EDUCATIONAL OPTIONS**

Children who reside in the School District of Mineral Point, have the following educational options:

- Attendance at public schools
- Attendance at private schools participating in the Wisconsin Private School Choice Program
- Attendance at charter schools
- Attendance at virtual schools
- Full-time open enrollment; and
- Youth options, course options, and options for pupils enrolled in a home-based private educational program

Parents of children with disabilities are also advised that there is a special needs voucher program

For more information, please contact: Mitch Wainwright, Superintendent

**Title I Programs** – School districts that receive federal Title I program funds are required to notify parents of their district’s parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

School districts receiving Title I funds are also required to provide the following annual notification:

Teacher and Paraprofessional Information – Districts must notify parents at the beginning of the school year that they may request and obtain information regarding the professional qualifications of paraprofessionals providing instructional-related services to their child and the professional qualifications of their child’s classroom teachers, including the following: (1) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (3) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certifications or degree.

This notification must be given to the parents of each student attending a school in the district that receives Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner, in a uniform format (including alternative formats as requested), and, to the extent possible, in a language that parents can understand.

School Report Cards – Districts must publicly disseminate a report card to parents and the public that includes the following information at the district and school levels: (1) aggregate student achievement at each proficiency level on state tests, including comparisons to state averages; (2) disaggregated student achievement at each proficiency level on state tests by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged (the local data must also show a comparison to state averages); (3) comparisons of student achievement by subgroup to the state’s annual measurable objectives for each group on each test; (4) the percentage of students not tested disaggregated by the above subgroups; (5) the most recent two-year trend in student achievement in each tested subject area and grade level; (6) graduation rates for high school students by subgroup and compared to state averages; (7) the professional qualifications of teachers (aggregate and disaggregate, comparing high-poverty to low-poverty schools); and, (9) the percentage of classes not being taught by highly qualified teachers (aggregate and disaggregated, comparing high-poverty to low-poverty schools).

School report cards must be disseminated to all parents of students attending district schools and be in a format and, to the extent practicable, in a language parents can understand. Districts must also make the report cards widely available to the public through means such as posting on the Internet, distribution to the media, and through public agencies.

In addition to the above notifications, a school receiving Title I funds must:

- Notify parents if their child is assigned to, or taught for 20 consecutive days or more by a teacher(s) of a core academic subject who is not “highly qualified”. This provision applies to all teachers in a school that receives Title I funds, including substitute teachers, not just those who work in the Title I programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

Wisconsin’s ESEA Flexibility Waiver requires school districts to notify parents, when applicable, that their child’s school has been named a Title I Priority School or Title I Focus School. School districts with one or more Priority Schools must:

- (1) Seek input from families and the community in selecting meaningful interventions aligned with the turnaround principles to be implemented in the schools, and
- (2) Include in Priority School interventions ongoing mechanisms for family and community engagement.

**PUBLIC RELEASE  
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM**

This is the public release that we will send to: **MINERAL POINT DEMOCRAT TRIBUNE** sent on **JULY 22, 2024**

**RELEASE STATEMENT**

The **MINERAL POINT UNIFIED SCHOOL DISTRICT** today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

**FAMILY SIZE INCOME SCALE  
For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$19,578	\$ 19,578.01 and \$27,861	\$ 1,632	\$1,632.01 and \$2,322
2	26,572	26,572.01 and 37,814	2,215	2,215.01 and 3,152
3	33,566	33,566.01 and 47,767	2,798	2,798.01 and 3,981
4	40,560	40,560.01 and 57,720	3,380	3,380.01 and 4,810
5	47,554	47,554.01 and 67,673	3,963	3,963.01 and 5,640
6	54,548	54,548.01 and 77,626	4,546	4,546.01 and 6,469
7	61,542	61,542.01 and 87,579	5,129	5,129.01 and 7,299
8	68,536	68,536.01 and 97,532	5,712	5,712.01 and 8,128
For each additional household member, add	+ 6,994	+ 6,994 and +9,953	+ 583	+ 583 and + 830

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, Food Distribution Program on Indian Reservations (FDPIR), or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDPIR or W-2 case number, program name, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy (*Title of Determining Official*)

will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: (*Name, Title, Address and Telephone of Hearing Official*) \_\_\_\_\_.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of textbook fees.

**Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged



discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.