



**Clarksdale Municipal School District's procedure for receiving and processing Civil Rights complaints alleging within our Child Nutrition Program is as follows:**

### **Right to File a Complaint**

Educational institutions have a responsibility to protect every student's right to learn in a safe environment free from unlawful discrimination and to prevent unjust deprivations of that right. The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

These civil rights laws extend to all state education agencies, elementary and secondary schools, state vocational rehabilitation agencies, libraries and museums that receive federal financial assistance from ED. These include all public schools and most public and private colleges and universities.

Any person alleging discrimination based on race, color, national origin, sex (including gender identity and sexual orientation) has a right to file a complaint within 180 days of the alleged discriminatory action.

### **How to File a Complaint**

All civil rights complaints within Clarksdale Municipal School District should be directed to the Office of the Superintendent. The Superintendent, Dr. Toya Harrell-Matthews, can be reached via phone at 662-627-8500 or by email at [tmatthews@cmsd.k12.ms.us](mailto:tmatthews@cmsd.k12.ms.us). Complaints may be submitted verbally, in writing, or anonymously.

**Online:** You may file a complaint with CMSD using our electronic complaint form at the following link: <https://tinyurl.com/CMSDCivilRights>.

**Email:** The CMSD Civil Rights Complaint Form is located on our district webpage [www.cmsdschools.org](http://www.cmsdschools.org) under the Child Nutrition section or send your own signed letter to [tmatthews@cmsd.k12.ms.us](mailto:tmatthews@cmsd.k12.ms.us). If you write your own letter, please include the information bulleted in the section below. For those without current email accounts, internet access may be freely available from your local public library, and free email accounts are available from several large providers.

**Mail or Facsimile:** You may mail to Clarksdale Municipal School District Attn: Dr. Toya Harrell-Matthews 526 S. Choctaw Street Clarksdale, MS 38614. Again, you may use the CMSD Civil Rights Complaint Form or write your own letter. If you write your own letter, please include:

**"Education of Our Children: TOP PRIORITY"**

- The complainant's name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours.
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person (s) are not required).
- The name and location (city and state) of the institution that committed the alleged discriminatory act(s); and

A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination. Explain as clearly as possible what happened. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have a document(s) to support the events you are reporting, provide a copy of the supporting document.

### **Complaint Procedure:**

The Superintendent will obtain all necessary complaint information and process the complaint according to and in compliance with federal and state guidelines within 90 days. The complaint will be forwarded to the appropriate state and federal agencies (i.e., Mississippi department of education and USDA Office of Civil Rights).

### **Who can File a Discrimination Complaint**

Anyone may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person(s) is responsible for securing any necessary written consent from that individual, including when a parent files for a student over the age of 18. For those who may be deaf or hard of hearing, interpreter resources are linked here: <http://www.odhh.org/resources/interpreters/>

### **Timeliness**

A complaint must ordinarily be filed within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer ago than this and you are requesting a waiver, you will be asked to show good cause why you did not file your complaint within 180-day period.

### **Contact Information**

**Clarksdale Municipal School District**

**526 S, Choctaw Street**

**Clarksdale, MS 38614**

**662-627-8500 (phone)**

**662-624-9405 (fax)**

**[tmatthews@cmsd.k12.ms.us](mailto:tmatthews@cmsd.k12.ms.us)**

**Web link for filing an OCR complaint with CMSD**

**<https://tinyurl.com/CMSDCivilRights>**

**Mississippi Department of Education  
Office of Child Nutrition  
P.O. Box 771  
Jackson, MS 39205-0771  
601-576-5000**

**U. S. Dept. of Agriculture Director  
Office of Adjudication 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410**

**U.S. Dept. of Health & Human services  
200 Independence Av., SW  
Washington, D.C. 20201  
1-800-368-1019 (toll free)  
TTD: 1-800-537-7697  
Website link for filing a complaint with OCR:  
<http://www.hhs.gov/civil-rights/filing-a-complaint/index.html>**