TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

Tiffany Benson
Superintendent

2751 De Ronde Drive
Fairfield, CA 94533
(707) 437-4604

Cambridge Elementary School
100 Cambridge Drive, Vacaville
(707) 446-9494

Center Elementary School
3101 Markeley Lane, Fairfield
(707) 437-4621

Foxboro Elementary School
600 Morning Glory Drive, Vacaville
(707) 447-7881

Golden West Middle School
2651 De Ronde Drive, Fairfield
(707) 437-8240

Scandia Elementary School
100 Broadway Street, Travis AFB
(707) 437-4691

Travis Community Day School
2785 De Ronde Drive, Fairfield
(707) 437-8265

Travis Elementary School
100 Fairfield Avenue, Travis AFB
(707) 437-2070

Travis Education Center
2775 De Ronde Drive, Fairfield
(707) 437-8265

Vanden High School
2951 Markeley Lane, Fairfield
(707) 437-7333

Governing Board
Matthew Bidou
Brenda DaPrato
Suzanne Schwartz
Will Wade

Travis Unified School District Civil Rights Complaint Procedures
Food and Nutrition Services

Travis Unified School District (TUSD) is a sponsor of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs. TUSD provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by https://www.fns.usda.gov/cr/fns-instruction-113-1.

Accepting a Complaint

Civil rights complaints should be directed to:

Civil Rights Complaint Coordinator:
Gabriel Moulaison
2751 De Ronde Dr. Fairfield Ca 94533
707-437-4604
gmoulaison@travisusd.org

If a complainant makes allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the staff member receiving the complaint must document all elements of the complaint.

Anonymous complaints must be handled the same as any other complaint.

If complaint forms are used, notify complainants where they can be obtained. A complaint form is not a prerequisite for acceptance.

TUSD will not attempt to resolve civil rights complaints internally, nor will completion of the district's regular complaint process be required prior to accepting a civil rights complaint.

Any individual alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action.

Transcribing a Complaint

The Civil Rights Complaint Coordinator must maintain a complaint log that includes at minimum:

- Name and contact information of complainant
- Specific location and entity delivering benefits
- Nature of complaint
- Whether the allegation was verbal or written

CDE additionally recommends collecting:

- Detailed description of incident and discriminatory basis
- Names and contacts of witnesses
- Date(s) or duration of alleged discrimination

Forwarding a Complaint

Complaints must be forwarded within 5 calendar days to:
California Department of Education
Child Nutrition Programs
Civil Rights and Program Complaint Coordinator
1430 N Street, Room 4503
Sacramento, CA 95814-5901

Phone: 800-952-5609
Email: CNPComplaints@cde.ca.gov
USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Phone: 866-632-9992
Fax: 833-256-1665
Email: program.intake@usda.gov

Resources

CDE Civil Rights and Complaints: https://www.cde.ca.gov/ls/nu/cr/
USDA FNS Civil Rights: http://www.fns.usda.gov/civil-rights

USDA Nondiscrimination Statement

USDA NONDISCRIMINATION STATEMENT

(Included exactly as required by USDA; unchanged from template.)

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, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs).

Individuals with disabilities who require alternative means of communication for program information should contact the agency administering the program or the USDA through the Telecommunications Relay Service at 711.

To file a program discrimination complaint, individuals may complete the USDA Program Discrimination Complaint Form (AD-3027), available online or at any USDA office, or send a written letter to USDA including all information requested on the form. Forms and complaints may be submitted by mail, fax, or email using the contacts listed above.

This institution is an equal opportunity provider.