

**School Nutrition  
Lodi Board of Education  
Civil Rights Complaints**

If the Lodi Board of Education receives a Civil Rights complaint from the complainant (i.e. parent/guardian) the Lodi Board of Education will provide Form 148 Complaint Form. After providing Form 148 the Lodi Board of Education may attempt to resolve the complaint. The Lodi Board of Education will document the complaint and actions taken in a Civil Rights Complaint log. Documentation will include the date of the complaint, complainant's name, address, telephone number, and e-mail address, nature of complaint and protected class(es) involved, and date of alleged discrimination. If the matter cannot be resolved quickly or if the complainant refuses to discuss the matter the Lodi Board of Education will reiterate the complaint filing procedures. Upon knowledge of the filing of a formal Civil Rights complaint, the Lodi Board of Education will notify the NJ Department of Agriculture within three working days.