

## **EARLY CHILDHOOD ACADEMY PUBLIC CHARTER SCHOOL**

### **NOTICE OF NONDISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Early Childhood Academy Public Charter School (ECA) are hereby notified that ECA does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Anyone having inquiries concerning ECA's compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act or who wish to file a complaint regarding such compliance should contact:

David DeSchryver, Secretary  
ECA Board of Trustees  
david.a.deschryver@gmail.com

Early Childhood Academy PCS  
4025 9<sup>th</sup> Street, SE  
Washington, DC 20032

who has been designated by ECA to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act.

### **NOTICE OF PROCEDURAL SAFEGUARDS AND GRIEVANCE PROCEDURES FOR PARENTS AND STUDENTS**

Parents, guardians, and students who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Pamela Faulcon  
Director of Curriculum & Instruction  
pfaulcon@ecapcs.org

Early Childhood Academy PCS  
4025 9<sup>th</sup> Street, SE  
Washington, DC 20032

Anyone who believes that ECA has violated the regulations of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act can submit a complaint to the Director of Curriculum & Instruction pursuant to ECA's Grievance Procedures. A copy of the grievance procedures is listed below and can be obtained by request from the ECA Director of Curriculum & Instruction, Pamela Faulcon.

## NOTICE OF GRIEVANCE PROCEDURES FOR PARENTS & STUDENTS

ECA is committed to providing the best possible conditions for all members of the school community including students, families, visitors, teachers and administrators. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from school supervisors and administrators. ECA strives to ensure fair and honest treatment of all students, families, visitors and employees. Everyone is expected to treat each other with mutual respect. If a student, parent/guardian, or visitor disagrees with established rules of conduct, policies or practices, or their treatment, he or she may express his or her concerns through the following problem resolution procedure. No person will be retaliated against or penalized formally or informally, for voicing a complaint with ECA in a reasonable, business-like manner or for participating in the investigation of a complaint pursuant to the grievance procedure.

A student, parent or guardian may initiate the grievance procedure to appeal any final decision of school personnel except as provided in section 1 below. Any person may initiate the grievance procedure to resolve complaints of discrimination based upon race, color, national origin, sex, age or disability. This grievance procedure does not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

1. This policy does not apply in the case of suspension or expulsion or in the case of alleged sexual harassment where the provisions of the Sexual Harassment Policy apply.

2. Step I – Principal Conference – A parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. If a complaint of discrimination is being made against the Principal, the written request can be submitted to the Executive Director, who will designate an appropriate individual to investigate the complaint. The request shall state in detail the basis for the grievance, name the specific policy, rule or law believed to have been violated, and specify the relief being sought. The written complaint can be sent or delivered to ECA Principal or ECA Executive Director at 4025 9<sup>th</sup> Street, SE Washington, DC 20032. The following additional guidelines shall be observed in Step I:

A. No grievance will be heard unless it has been filed in writing within thirty (30) calendar days after the act or condition giving rise to the grievance and such filing must state with particularity the basis for the grievance, the policy regulation and/or procedure, rule or law believed to have been violated, and the remedy sought.

B. The principal shall initiate an adequate, reliable and impartial investigation and grant a conference within five (5) school days following receipt of the written complaint.

C. The person making the complaint will be permitted to present any information, documents, or witnesses that he/she would like to be considered as part of this conference and investigation. All information related to the conference and investigation will remain confidential.

D. Within ten (10) school days of the conference, the Principal will respond to the complaint in writing summarizing the outcome of the investigation and any corrective or remedial action necessary.

3. Step II – Appeal to Executive Director – If the grievance is not resolved at Step I, the grievant may appeal the decision in writing to the Executive Director. The written appeal can be sent or delivered to

ECA Executive Director at 4025 9<sup>th</sup> Street, SE, Washington, DC 20032. The appeal must be made within five (5) school days following receipt of the principal's written response. The Executive Director or designee shall review the complaint, principal's response, and all information presented as part of the investigation, and meet with the individuals involved, if necessary. Within 15 school days of receiving the appeal, the Executive Director will respond in writing summarizing the outcome of the appeal and any corrective or remedial action necessary.

4. Step III – Appeal to the Public Charter School Board – If the grievance is not resolved at Step II, and it involves an alleged violation of state or local board policy or state or federal law or state rule, it may be appealed in writing to the District of Columbia Public Charter School Board. The board's consideration of these appeals will take place according to the published Policies and Procedures of the District of Columbia Public Charter School Board. Contact information for the Public Charter School Board is as follows: 3333 14th Street NW, Suite 210, Washington, DC 20010, (202) 328-2660, [www.dcpubliccharter.com](http://www.dcpubliccharter.com)