

## **Designation of Title VI, Title IX, Section 504/ADA and Age Act Coordinator and Grievance Procedures**

The following person has been designated to as the School's Lead Coordinator to handle inquiries regarding the School's non-discrimination policies under Title IX (sex), Section 504/ADA (disability), Title VI (race, color national origin), and the Age Discrimination Act (age) in the School's programs and activities:

Kristine J. Dunne  
General Counsel  
Carlos Rosario International Public Charter School  
1100 Harvard Street, NW  
Washington, DC 20009  
(202) 797-4720  
[kdunne@carlosrosario.org](mailto:kdunne@carlosrosario.org)

- **Grievance Procedures under Section 504/ADA, Title VI, or the Age Act, and under Title IX for Employees and Third Parties**

Anyone wishing to submit a complaint regarding the School's compliance with these laws should contact the Coordinator identified above. This includes complaints from students (or their parents/guardians) and employees.

The grievance procedures outlined herein establish how certain types of complaints will be investigated and resolved. These procedures are apart from any other standard complaint procedures identified above (requiring submission to the Coordinator), as well as complaint procedures in student or employee handbooks for any other complaints, such as discrimination complaints not governed by these procedures. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents (for minor students) or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Carlos Rosario School encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Carlos Rosario School prohibits retaliation against individuals who file a complaint or participate in a complaint investigation. The School also prohibits intimidation, threats, or any other effort to prevent or obstruct someone from submitting a complaint.

- **Title IX Grievance Procedures for Students**

A formal complaint under Title IX may be filed by following the steps outlined below:

**Step 1:** Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as appropriate, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential to the fullest extent possible.

Within thirty (30) business days of receiving the written notice of complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment has occurred, appropriate corrective and remedial action will be taken.

**Step 2:** If the complainant wishes to appeal the decision from Step 1, they may submit a signed statement of appeal to the School's CEO within ten (10) business days after receipt of the response. The CEO will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the CEO will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken. The School's CEO, Allison R. Kokkoros, may be reached at [akokkoros@carlosrosario.org](mailto:akokkoros@carlosrosario.org); (202) 797-4700; or Carlos Rosario International Public Charter School, 1100 Harvard Street, NW, Washington, DC 20009.

**Step 3:** If the complainant is not satisfied with the decision of the CEO, the complainant may appeal through a signed written statement, including a copy of the complaint and CEO's decision, to the School's Board of Trustees within ten (10) business days of the receipt of the CEO's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such appeal. A copy of the Board's response to the appeal shall be sent to each concerned party within fifteen (15) business days of the meeting(s) with concerned parties. Complainants may contact the School's Board of Trustees via Board Chair Patricia Sosa c/o Carlos Rosario School, 1100 Harvard Street, NW, Washington, DC 20009.

### **Notice of Section 504 Rights and Procedural Safeguards for Students**

This is a notice of students' rights under Section 504. These rights are designed to keep students fully informed about the School's decisions about you (or for parents/guardians of minor students, your child) and to inform students of your rights if you disagree with any of those decisions.

If a student is in the process of being considered for Section 504 eligibility due to a disability or has been identified for Section 504 accommodations/services, the student may have the right to the following:

- Participate in and benefit from the school's education program without discrimination based on disability.
- Be educated in facilities and receive services comparable to those provided to non-disabled students and with non-disabled students to the maximum extent appropriate.
- Be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the School.

- Receive notice with respect to any action taken regarding the identification, evaluation, or placing of the student.
- Have evaluation, educational, and placement decisions for the student based upon information from a variety of sources, by a group of persons who know the student, the student's evaluation data, and placement options.
- Have educational and related aids and services that are necessary to afford a student with a disability an equal opportunity to participate in a school program. Such aids and services will be provided without cost except for those fees imposed on non-disabled students, and to the extent that such aids and services would not result in a fundamental alteration of the School's program or impose an undue burden.
- Request mediation or a hearing to challenge actions regarding the student's identification, evaluation or placement. The student may take part in the hearing and have an attorney represent the student, at the student's own expense. Hearing requests can be made pursuant to the School's Grievance Procedure.
- File a grievance or complaint with the DC Office of Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, (202) 453-6020 (phone, 202-453-6021 (fax), [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) (email), <http://www2.ed.gov/about/offices/list/ocr> .

Students (and parents/guardians, in the case of minor students) who want to learn more about their disability rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the School's **Section 504 Coordinator**:

Alice-Ann Beachy, Vice Principal  
Carlos Rosario International Public Charter School  
1100 Harvard Street, NW  
Washington, DC 20009  
(202) 797-4700 ext. 146  
[abeachy@carlosrosario.org](mailto:abeachy@carlosrosario.org)