

Kingsman Academy adopts OSSE's Complaint procedures for the receipt and resolution of complaints alleging violations of the law in the administration of ESEA programs. The complaint process is available for parties that believe an ESEA program was not administered in accordance with federal law and regulations. Prior to submission of a written complaint, the concerned party is encouraged to first communicate concerns with the specific authority most familiar with the matter to attempt to reach a resolution (e.g., the school where the incident arose). The concerned party may also contact the OSSE office assigned to that program with questions or concerns. While OSSE encourages the concerned party to first attempt to resolve the matter informally, such attempts are not legally required, and the concerned party may always submit a written complaint using the processes outlined in this document. This OSSE Compliant policy is available at enrollment, intake and our on website at: <https://www.kingsmanacademy.org/handbooks>

COMPLIANT POLICY AND GRIEVANCE PROCEDURES

Any person who believes that Kingsman Academy has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Kingsman Academy may be submitted to:

Compliance Director
Kingsman Academy Public Charter School
1375 E Street NE Washington, D.C. 20002
(202) 547-1028

Complaints involving employees of Kingsman Academy may be submitted to:

Compliance Director
Kingsman Academy Public Charter School
1375 E Street NE Washington, D.C. 20002
(202) 547-1028

The grievance procedures outlined below establish how complaints will be investigated and resolved. 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, 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.

Kingsman Academy 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.

Kingsman Academy prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint 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. Complainants may use the complaint form attached to the grievance procedure. 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 the 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 necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.
 - Within 30 business days of receiving the written notice of the 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 have occurred, appropriate corrective and remedial action will be taken.

- Step 2
 - If the complainant wishes to appeal the decision from Step 1, he or she may submit a signed statement of appeal to the Executive Director within 10 business days after receipt of the response. The Executive Director will review all relevant information and meet with the parties involved, as necessary. Within 21 business days of receiving the statement of appeal, the Executive Director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

- Step 3
 - If the complainant is not satisfied with the decision of the Executive Director he or she may appeal through a signed written statement to the President of the Board of Trustees (“the Board”) within 10 business days of the receipt of the Executive Director’s response. The written statement may delivered to the Receptionist in the main office of the school, emailed to President of the Board at president@kingsmanacademy.org, mailed to the school, or faxed to (202) 503-9913. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within 30 days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within 15 business days of this meeting.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

Notice of Procedural Safeguards and Grievance Procedures for Parents/Students

Parents and guardians 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:

School Support Services
Kingsman Academy Public Charter School
1375 E Street NE
Washington, D.C. 20002
(202) 547-1028

Any person who believes that Kingsman Academy has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Kingsman Academy’s Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Compliance Director
Kingsman Academy Public Charter School
1375 E Street NE
Washington, D.C. 20002
(202) 547-1028

Notice of Grievance Procedures for Employees

Any employee who believes that Kingsman Academy has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Kingsman Academy's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Compliance Director
Kingsman Academy Public Charter School
1375 E Street NE
Washington, D.C. 20002
(202) 547-1028

Section 504 - Notice of Parental Rights

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions. If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.
- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.

File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, D.C. 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), OCR.DC@ed.gov (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for Kingsman Academy who is responsible for Section 504 compliance is:

School Support Services
Kingsman Academy Public Charter School
1375 E Street NE
Washington, D.C. 20002
(202) 547-1028