Conflict Resolution Policy

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EQUAL OPPORTUNITY EMPLOYMENT

Girls Global Academy is an Equal Opportunity Employer, and is committed to providing equal employment opportunity in recruitment, hiring, training and development, promotion, termination, compensation, benefits, and all other terms, conditions, and privileges of employment as required by applicable law.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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"), Girls Global Academy does not discriminate on the basis of race, color, national origin, ancestry, genetic information, sex, disability, age, religion, marital status, military status, personal appearance, sexual orientation, gender identity or expression, familial status, pregnancy, childbirth or related medical conditions (such as pregnancy or breastfeeding), family responsibilities, political affiliation, matriculation, source of income, or any other legally-protected status of an individual or group.

Additionally, Girls Global Academy has a zero-tolerance policy towards harassment of any kind, including a basis on any protected status set forth above, against all individuals, including GGA staff and leadership and the student body.

Furthermore, Girls Global Academy also requires its employees to abide by applicable state and federal non-discrimination and anti-harassment laws in their dealings with all members of the Girls Global Academy community—including visitors, vendors, and suppliers. Girls Global Academy places a high value on the input of family and guardians and encourages parents to offer feedback on any aspect of the school program. Any person who believes that Girls Global Academy has engaged in discrimination and/or harassment on the basis of race, color, national origin, ancestry, genetic information, sex, disability, age, religion, marital status, military status, personal appearance, sexual orientation, gender identity or expression, familial status, pregnancy, childbirth or related medical conditions (such as pregnancy or breastfeeding), family responsibilities, political affiliation, matriculation, source of income, or any other

legally-protected status of an individual or group, may submit a complaint to the designated individual pursuant to Girls Global Academy's Conflict Resolution Procedures that are provided below.

If you feel your complaint, whether administrative or programmatic, is not properly addressed at the school level, you may consider submitting a complaint via the Office of the State Superintendent of Education. Information about how to submit a complaint can be found at https://osse.dc.gov/ sites/default/files/dc/sites/osse/publication/attachments/ ESEA%20Complaint%20Procedure.pdf.

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. Questions about how to request a hearing shall be forwarded to the person responsible for the school's compliance with Section 504 listed below.
- 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, DC 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.

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 who is responsible for Section 504 compliance:

Molly Green, Special Education Coordinator
Girls Global Academy
733 8th Street NW
Washington, DC 20001
(202) 600-4822 ext 325

CONFLICT RESOLUTION PROCEDURES

The conflict resolution procedures outlined below establish how all complaints will be investigated and resolved. These procedures are intended to provide for a prompt and equitable resolution of complaints and do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Girls Global 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.

Girls Global Academy will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures.

Conflict Resolution Procedure

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 Employee Relations, Girls Global Academy, 733 8th Street NW, Washington, DC 20001, or via email er@girlsglobalacademy.org. If the complaint is being made against the designated individual responsible for investigating the complaint in Employee Relations, the complaint can be submitted directly to the individual identified in Step 2, who will designate an appropriate individual to investigate the complaint. 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 thirty (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/she may submit a signed statement of appeal to Karen Venable-Croft - Executive Director, Girls Global Academy, 733 8th Street NW, Washington, DC 20001, or via email within ten (10) business days after receipt of the response. If the complaint is being made against the Executive Director, the appeal can be submitted to Andria Wisler - Board Chair, Girls Global Academy, 733 8th Street NW, Washington, DC 20001 who will designate an appropriate individual to address the appeal. The Executive Director, or designee, 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 Executive Director, or designee, 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/she may appeal through a signed written statement to the school Board of Trustees within ten (10)

business days of the receipt of the Executive Director's response. A statement of appeal to the Board may be submitted to the Girls Global Academy Board of Trustees Board Chair Andria Wisler board@board.girlsglobalacademy.org who will provide the statement to the Board. 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 an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Complaints involving students who attend Girls Global Academy may be submitted to:

Molly Green, Special Education Coordinator
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
(202) 600-4822 ext 325

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.

Complaints involving employees of Girls Global Academy may be submitted to:

Nadia Khan, Human Resources Business Partner
er@girlsglobalacademy.org

Complaints involving Title IX of Girls Global Academy may be submitted to:

Queenesha Herbert, School Social Worker
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
**Contact the Principal (contact information provided above) to reach additional contacts, particularly for Special Education Title IX.*

Any person who believes that Girls Global Academy has engaged in discrimination and/or harassment on the basis of race, color, national origin, ancestry, genetic information, sex,

disability, age, religion, marital status, military status, personal appearance, sexual orientation, gender identity or expression, familial status, pregnancy, childbirth or related medical conditions (such as pregnancy or breastfeeding), family responsibilities, political affiliation, matriculation, source of income, or any other legally-protected status of an individual or group, may submit a complaint to the designated individual pursuant to Girls Global Academy's Conflict Resolution Procedures that are provided below.

Any person who believes that Girls Global Academy has harassed and/or discriminated on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or otherwise may submit a complaint to the designated individuals below.

Anyone having inquiries concerning Girls Global Academy's nondiscrimination policy or who wish to file a complaint alleging discrimination involving employees or third party should contact:

Any person who believes that Girl Global Academy has discriminated on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, or source of income, or otherwise may submit a complaint pursuant to Girls Global Academy's Grievance Procedure. A copy of the grievance procedure can be obtained by request through the individual(s) identified above, can be found on our website and can be found in the family/student handbook or staff handbook.

Queenesha Herbert, School Social Worker
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001
(202) 600-4822