



The SEED School of Washington, D.C.
a public charter school

NONDISCRIMINATION POLICY

General Statement of 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”), the Age Discrimination Act of 1975 (“The Age Act”), and the DC Human Rights Act applicants for admission, scholars, parents, sources of referral of applicants for admission, and all unions or professional organizations holding collective bargaining or professional agreements with SEED DC are hereby notified that SEED DC does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual in admission or access to, or treatment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning SEED DC’s compliance with Section 504, ADA, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act as they apply to **scholars and parents** or who wish to file a complaint regarding such compliance should contact:

Director of Student Support Services
4300 C Street SE
Washington, DC 20019
(202) 248-7773 x5046
nbest@seedschooldc.org

Grievance Procedure for Reporting Complaints of Discrimination

Any person who believes that SEED DC has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act may submit a complaint involving scholars who attend SEED DC to the individual designated below:

Director of Student Support Services
4300 C Street SE
Washington, DC 20019
(202) 248-7773 x5046
nbest@seedschooldc.org

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

SEED DC encourages individuals to discuss their concern with the appropriate school official before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

SEED DC 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. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the Head of School. 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 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.



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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 has occurred, appropriate corrective and remedial action will be taken.

Step 2: If the complainant wishes to appeal the decision from Step 1, s/he may submit a signed statement of appeal to the Head of School, within ten (10) business days after receipt of the response. The Head of School can be contacted at (202) 248-7773 x5069 (P), hos@seedschooldc.org or by mail at 4300 C Street SE, Washington, DC 20019. The Head of School 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 Head of School 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 Head of School s/he may appeal through a signed written statement to the School Board of Trustees within ten (10) business days of the receipt of the Head of School's response. A statement of appeal to the Board may be submitted to the Chair of the Board at desasealy@gmail.com, 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.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance process. The regional office for the District of Columbia is located at 200 Independence Avenue SW and can be reached at (200) 368-1019 (P), (215) 861-4431 (F), (800) 537-7697 (TDD).