



National Collegiate Preparatory (PCHS)

Policy: Section 504 – Grievance Procedure & Complaint Form

If any person believes that National Collegiate Preparatory PCHS has violated the regulations of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, he/she may submit a complaint to Elena Roberts Section 504/ADA coordinator.

Complaints involving students who attend National Collegiate Preparatory may be submitted to:

Special Education Coordinator

4600 Livingston RD SE

Washington, DC 20032

(202) 832-7737

Complaints involving employees of National Collegiate Preparatory PCHS may be submitted to:

Dianne Brown Ed.D., Chief Academic Officer

dbrown@nationalprepd.org

4600 Livingston RD se

Washington, DC 20032

(202) 832-7737

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.

Any person who believes they have been discriminated against based on disability or otherwise wishes to bring a complaint related to National Collegiate Preparatory PCHS's application of Section 504 or ADA may file a complaint by following the steps outlined below:

Step 1

A complaint form must be completed and signed by the complainant and submitted to the Section 504/ADA coordinator. The coordinator will investigate the matters of grievance outlined in the complaint and reply in writing to the complainant within ten (10) business days.

Step 2

If the complainant wishes to appeal the decision of the school Section 504/ADA coordinator, he/she may submit a signed statement of appeal to the Chief Academic Officer within ten (10) business days after receipt of the coordinator's response. The Chief Academic Officer will meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting with the parties.

Step 3

If the complainant is not satisfied with the decision of the Chief Academic Officer 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 Chief Academic Officer's response. In an attempt to resolve the grievance, the Board shall 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 ten (10) business days of this meeting.

Step 4

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax).

SECTION 504/ADA COMPLAINT FORM

Date: _____

Name of Person on Whose Behalf Complaint is Being

Brought: _____

Name of Person Bringing Complaint:

Relationship/Title: _____

Address: _____

Phone: _____

Campus: NCP PCHS

SUMMARY OF COMPLAINT:

II.

If others are affected by the possible violation, please give their names and/or

positions: _____

Your suggestions on resolving the complaint:

III. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date