



EXECUTIVE PREPARATORY  
ACADEMY OF FINANCE

### **Stakeholder Complaint Procedure**

Whenever parents have a complaint, they are urged to speak first with their child's teacher so that the teacher may attempt to resolve the issue. If the complaint is regarding an issue that is larger in scope or the issue is not resolved by the teacher, the teacher will report the complaint, or the parent may bring the complaint, to the school principal. If the principal is unable to or does not satisfactorily resolve the issue, the parent may bring their complaint to the CEO. If the CEO is unable to or does not satisfactorily resolve the issue, the parent may bring their complaint to the EPAF Board of Directors. Parents may also bring complaints to the LAUSD Charter School's Division.

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## **F. Teacher Involvement**

EPAF views teachers as the experts in curriculum and instruction. As the primary executors of the Charter School's educational program, they are the day-to-day stewards of the Charter School's mission and vision. Their voices will be heard by the Principal and the Board as authoritative in matters related to curriculum, instruction, and student achievement, and will have weight in all areas of school decision-making. Teachers will confer among themselves and with administrators to discuss concerns, student progress, student needs, professional development plans, long-range school plans, and other governance issues.

The Charter School and/or its non-profit corporation is a separate legal entity and will be solely responsible for the debts and obligations of the Charter School.

The Charter School will comply with the Brown Act.

\*Members of the Charter School's executive board, any administrators, managers or employees, and any other committees of the School shall comply with federal and state laws, nonprofit integrity standards and LAUSD's Charter School policies and regulations regarding ethics and conflicts of interest.

\*The District reserves the right to appoint a single representative to the Charter School board pursuant to Education Code section 47604(b).

## **Grievance Procedure for Parents and Students**

The Charter School will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with the Charter School alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. The Charter School will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.

The Charter School will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504.

The Charter School will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

## **\*LAUSD Charter Policy**

The Charter School will comply with the District policy related to charter schools, as it may be changed from time to time after notice and reasonable opportunity for input from the Charter School Collaborative.

**\*Responding to Inquiries**

The Charter School shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the District and shall consult with the District regarding any inquiries. The Charter School acknowledges that it is subject to audit by LAUSD including, without limitation, audit by the District Office of the Inspector General.

If an allegation of waste, fraud or abuse related to the Charter School operations is received by the District, the Charter School shall be expected to cooperate with any investigation undertaken by the District and/or the Office of the Inspector General, Investigations Unit.

**\*Notifications**

Notification is to be made to the Innovation and Charter Schools Division in writing of any notices of workplace hazards, investigations by outside regulatory agencies, lawsuits, or other formal complaints, within one week of receipt of such notices by the Charter School.

