

### Anti-Discrimination Policy

It is a policy of Cactus Park Elementary not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by NRS 613.330, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Cactus Park Elementary's compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the School Principal, and the Business & Operations Manager, or to the Office for Civil Rights, US Department of Education, Washington, D.C.

A person who believes he or she has been subject to or witnessed an incident of discrimination and harassment shall promptly make a report in writing using the *Title IX Form: Discrimination and Harassment Report*. This form can be found at [www.Cactus Park Elementary.org/people](http://www.CactusParkElementary.org/people) or at the Office of the Director of Business & Operations.

Title IX Officers:

Karli Casto - [kcasto@pilotednevada.org](mailto:kcasto@pilotednevada.org)

Emerald Washington - [ewashington@pilotednevada.org](mailto:ewashington@pilotednevada.org)

### Grievance Policy

Cactus Park Elementary is committed to maintaining a strong partnership and on-going dialogue between its teachers, staff, students, and families. If there is a concern about a school policy, academic grade, discipline decision, or anything else, Cactus Park Elementary welcomes your input and encourages you to contact the appropriate staff member at the school. Cactus Park Elementary is committed to addressing the concerns of families and seeking a resolution that, first and foremost, benefits the academic development of your student toward success outside of the school's walls.

**Informal Complaint Process:** For academic issues the first call should be to the Assistant Principal (AP). The AP will collaborate with the teacher to address any parent/guardian concerns. If there is not a resolution to the problem, the parent/ guardian should then contact the principal. All issues will be mediated at this level and the appropriate decisions will be made.

Discipline problems should first be discussed with the Social Emotional Health Coordinator. They will collaborate with the teacher to address any parent guardian concerns. If there is no resolution to the problem, the parent/guardian should then contact the principal. All issues will be mediated at this level and the appropriate decisions will be made.

**Formal Complaint Process:** If the informal complaint process fails to produce a satisfactory resolution, a parent or guardian may initiate a formal complaint by submitting a letter in writing or request a meeting with the principal outlining, in detail, the events, policies, or decisions at issue. Within a week of a formal complaint being filed, the principal will promptly conduct a thorough investigation into the matter and issue a response in writing detailing his or her findings and recommendations. If the parent or guardian is still not satisfied, he or she may appeal the school leader's determination to the Board of Directors.

**Board of Directors:** If the matter still remains unresolved, the parent or guardian may write to the Executive Board of Directors to request a review. A designated Board committee will schedule a meeting, at which time the parent will have an opportunity to address his or her concerns. The committee will issue a report on its findings to the Board prior to the next regular meeting, and the Board may take action as appropriate based on the committee's recommendations. A parent wishing to attend a Board meeting will be permitted to speak but will be asked to limit his or her comments to 3 minutes; Board meeting times will be posted on the Cactus Park Elementary website ([Cactus Park Elementary.org](http://CactusParkElementary.org)) and notice will be posted at the location of the meeting 3 days in advance. If additional time is necessary for public participation and comments, an extra 30 minutes will be allotted at the end of the Board meeting. A parent or guardian may address the Board at any meeting without going through the informal and formal complaint processes outlined above, but the Board encourages

these constructive conversations with the relevant parties prior to direct outreach to the Board. The Board has the power and duty to take action as appropriate.

**Authorizer:** If, after presentation of the complaint to the Board of Directors, the parent or guardian believes that the Board has not adequately addressed the complaint, the parent or guardian may present the complaint to the school's authorizer, which may investigate and respond. The authorizer has the power and duty to take remedial action as appropriate.

**Contact Information for Authorizer:**

State Public Charter School Authority  
2080 East Flamingo Road, Suite 230  
Las Vegas, NV 89119  
702-486-8895