

CAFA INC. dba

Learning Foundation

Learning Foundation and Performing Arts Alta Mesa

Learning Foundation and Performing Arts Gilbert

Learning Foundation and Performing Arts Warner

NON-DISCRIMINATION POLICY

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

CAFA Inc. and CAFA Inc. Schools are committed to equal opportunity without regard to race, color, religion, sex, gender, gender Identity, sexual orientation, disability, national origin, age, height, weight, political beliefs, marital status, family status or veteran status. Equal employment opportunity is the responsibility of all CAFA Inc. employees. CAFA Inc. District does not discriminate in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission participation in the district's activities and programs. CAFA Inc. District also does not discriminate in its hiring or employment practices.

Qualified handicapped individuals, as well as qualified disabled veterans and veterans of the Vietnam era are encouraged to voluntarily self-identify in order to be considered for affirmative action.

CAFA Inc. is required by law to make reasonable accommodations for qualified individuals with disabilities, unless doing so would result in an undue hardship.

In the event of a complaint the school principal will notify the district office of the incident in writing which will then be forwarded to the USDA or to the Arizona Department of Education. The situation will be investigated by district and site personnel as well, in order to resolve or correct the situation involved in the complaint.

- Any person has the right to file a discrimination complaint.
- The verbal or written complaint must contain:
 1. Contact information (name, address, phone number).
 2. Location of incident.
 3. Nature of incident.
 4. Basis for alleged discrimination.
 5. Names, titles, and business addresses of persons who may have knowledge of the discriminatory action.
 6. Date(s) during which the alleged actions occurred.

- Complaint must be filed within 180 days from the alleged act of discrimination.
- To file a complaint, complainants may use one of the following methods:

Write: USDA, Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW,
Washington, D.C. 20250-9410
Fax: (202)690-7442
Email: program.intake@usda.gov.

To file a program complaint of discrimination:

Complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Evelyn Taylor, at the CAFA Inc. District Office, 4055 E. Warner Rd., Gilbert, AZ 85296. Phone 480-635-1900 or Email: learningfoundation@msn.com.

“This institution is an equal opportunity provider.”