

## Grievance Procedures

Any person who believes that **The Washington Math Science Technology Public Charter High School** has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint to the designated individuals below.

Complaints involving **The Washington Math Science Technology Public Charter High School** students or employees may be submitted to any of the following school administrators:

- Ms. Jennifer Gray, 504 Plan Coordinator – 202-636-8011 – [jgray@wmstpchs.net](mailto:jgray@wmstpchs.net)
- Mr. John Zimmerman, Vice Principal- 202-636-8011- [jzimmerman@wmstpchs.net](mailto:jzimmerman@wmstpchs.net)

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. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

**The Washington Math Science Technology Public Charter High School** encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint. **The Washington Math Science Technology Public Charter High School** will not retaliate against any person who files a complaint in accordance with these procedures.

All information related to the grievance and investigation will remain confidential, except to the extent release is required by law.

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 one of the individuals designated above. Complainants may use the complaint form attached to the grievance procedures. 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 adequate, reliable and 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.

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 or harassment have occurred, appropriate corrective and remedial action will be taken.

## Step 2

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal within ten (10) business days after receipt of the response to:

- Dr. N'deye Diagne, Head of School – 202-636-8011 - [ndiagne@wmstpchs.net](mailto:ndiagne@wmstpchs.net)

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, 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 Head of School he/she may appeal within ten (10) business days of the receipt of Head of School's response through a signed written statement to:

- Ms. Jeneen Ramos, Charter Board President – [Jeneen.ramos@ghfa.gov](mailto:Jeneen.ramos@ghfa.gov)

In an attempt to resolve the grievance, the Board of Trustees 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 of Trustees' disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html). For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov).

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: \_\_\_\_\_

- I. Name of Person on Whose Behalf Complaint is Being Brought: \_\_\_\_\_  
Name of Person Bringing Complaint: \_\_\_\_\_  
Relationship/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
SCHOOL: Washington Math Science Technology Public Charter High School

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