

# Washington Mathematics Science Technology PCHS Grievance Procedure

## Grievance Procedures

Any person who has a complaint with The Washington Mathematics Science Technology Public Charter High School, or believes that the 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. Parents/Guardians should also follow this process concerning any grievances about discipline, academics, enrollment, or other issues may submit a complaint with the designated individuals below:

- Dr. N'Deye Diagne, Head of School - 202-636-8011 – [ndiagne@wmstpchs.net](mailto:ndiagne@wmstpchs.net)
- Monica Leftwich, Title IX Coordinator/Intervention Coordinator - 202-636-8011 – [mleftwich@wmstpchs.net](mailto:mleftwich@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 Mathematics 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 Mathematics Science Technology Public Charter High School will not retaliate against any person who files a complaint in accordance with these procedures.

A formal complaint may be filed by following the steps outlined below:

### Step 1

Within 90 days of a complaint or alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form (which can be downloaded from the school's website or picked up from the school office) 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:

- Enrique Watson, Vice Principal – 202-636-8011

The Vice Principal 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, the Vice Principal 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 the Vice Principal, he/she may appeal within ten (10) days of the Vice Principal's response through a signed written statement to:

- Dr. Deneen Long-White, WMST Board President – [Deneen\\_long@yahoo.com](mailto:Deneen_long@yahoo.com)

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's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

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).

**COMPLAINT FORM**

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

Name of Person on Whose Behalf Complaint is Being Brought: \_\_\_\_\_

Name of Person Bringing Complaint: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SCHOOL: Washington Mathematics Science Technology Public Charter High School

**SUMMARY OF COMPLAINT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Your suggestions on resolving the complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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