



# WASHINGTON LATIN GRIEVANCE POLICY & PROCEDURES

## **Grievance Policy**

Washington Latin strives to build strong, trusting relationships with all members of the community, including parents, students and faculty. When disagreements arise, we aim to resolve them through civil discussion. We encourage parents and guardians to address concerns or disagreements with members of the Latin faculty or administration directly to resolve the issue through informal conversation.

### ***Informal Grievance***

If direct conversation with the involved individual(s) does not resolve the issue, grievants are encouraged to take their concern for prompt and candid discussion with a supervisor, the Principal or Head of School.

If the situation is still not adequately resolved through these informal means, the following grievance procedures should be employed to ensure that complaints receive full consideration. Individuals are encouraged, but not required, to discuss their concerns with appropriate school officials before resorting to a formal complaint.

### ***Formal Grievance***

The grievance procedures outlined below establish how formal complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

### ***What May Be Grieved***

The Washington Latin grievance process should be used as follows:

- To deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts
- To resolve complaints of discrimination and harassment based upon race, color, national origin, sex, age, disability, religion, personal appearance, sexual orientation, gender identity or expression, etc.

### ***Who May Grieve***

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

Any person who believes that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

- Complaints involving *students* who attend Washington Latin may be submitted to Aryn Davis, Director of Student Support, [ardavis@latinpcs.org](mailto:ardavis@latinpcs.org), 5200 2<sup>nd</sup> Street NW, Washington, DC 20011, 202-223.1111.
- Complaints involving Washington Latin *employees or third parties* may be submitted to Yinnie Tse, Director of Finance, [ytse@latinpcs.org](mailto:ytse@latinpcs.org), 5200 2<sup>nd</sup> Street NW, Washington, DC 20011, 202-223.1111.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance. Washington Latin prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

## **Grievance Procedure**

A formal grievance may be filed by following the steps outlined below.

### ***Initial Grievance Submission***

- Within 90 days of the alleged incident (discrimination, harassment, etc.), written notice of the complaint must be filed with the individual designated above. Complainants may use the grievance form attached to the grievance procedure. 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 is 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.

### ***Appealing Initial Outcome***

- If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Head of School, Peter Anderson, [panderson@latinpcs.org](mailto:panderson@latinpcs.org) or by mail to 5200 2<sup>nd</sup> Street, NW Washington, DC 20011 within ten (10) business days after receipt of the response.
- 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, the 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.

### ***Appealing Second Outcome***

- If the complainant is not satisfied with the decision of the Head of School, he/she may appeal through a signed written statement to the school Board of Governors, (Chris Wilkinson, President, [chriswilkinson@gmail](mailto:chriswilkinson@gmail.com)) within ten (10) business days of the receipt of the Head of School's response.
- In an attempt to resolve the grievance, the Board 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.

### ***Filing a Complaint with the Office for Civil Rights***

- Grievants also have the right to file a complaint with the Office for Civil Rights by:
  - Mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1475
  - Faxing it to (202) 453-6021
  - 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).

## WASHINGTON LATIN PCS - GRIEVANCE FORM

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

Name of Person on Whose Behalf Complaint is Being Brought:

\_\_\_\_\_

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

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

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

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

Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SUMMARY OF COMPLAINT

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

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

Your suggestions on resolving the complaint:

\_\_\_\_\_  
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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.

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Name & Signature of Complainant Date

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Name & Signature of Person Receiving Complaint Date