

PAUL PCS GRIEVANCE PROCEDURES

Paul PCS encourages, but does not require, individuals to discuss their concerns with appropriate school officials before filing a formal complaint. Paul PCS will not retaliate against any person who files a complaint in accordance with these procedures.

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide a prompt and equitable resolution of complaints. 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.

STUDENT & PARENT GRIEVANCES

Any person who believes that Paul PCS 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 by discriminating on the basis of race, color, national origin, sex, age, or disability may submit a complaint to the designated individuals below.

Complaints involving students or parents may be submitted to:

Caitlin McGinnis

Assistant Director of Special Populations
cmcginnis@paulcharter.org

TITLE IX GRIEVANCE PROCEDURES

Any person who believes that Paul PCS has violated [Title IX of the Education Amendments of 1972, 20 U.S.C. & 1681](#) may file complaints involving equal opportunities for male and female student athletes, allocation of scholarship dollars, or other violations of Title IX.

Complaints regarding Title IX violations may be submitted to:

NaKeisha Jones-Helton

Assistant Director of Climate, Culture and Support
njones-helton@paulcharter.org

EMPLOYEE & THIRD-PARTY GRIEVANCES

Complaints involving employees or third parties may be submitted to:

Pamela Merkersen

Executive Director of Talent
pmerkerson@paulcharter.org
202-291-7499, ext. 2267

FORMAL COMPLAINTS

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

Step 1

Within ninety (90) calendar days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above with one of the following leaders in the CC:

Shendrina Walker

Head of Schools
swalker@paulcharter.org

Dr. Lanette Bacchus

Director of Leadership Development
lbacchus@paulcharter.org

Dr. Tracy White

Chief Executive Officer
twhite@paulcharter.org

If the complaint is being made against the designated individual above, the complaint can be submitted directly to the CEO. If the complaint is being made against the CEO, the complaint can be submitted directly to the Board of Trustees' Board Chair (**Kemba Hendrix**, boardchair@paulcharter.org), who will designate an appropriate individual to investigate the complaint.

Complainants may use the complaint 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 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 to the CEO at 5800 Eighth Street, NW, Washington, DC 20011, within ten (10) business days after receipt of the response. The CEO 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 CEO or designee 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 CEO, he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the CEO's response. The CEO will provide the complainant's statement of appeal to the Board of Trustees. 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) calendar 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.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to the 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. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.