# Student/Parent Grievance Procedure

Any person who believes that Girls Global Academy has discriminated on the basis of race, color, national origin, sex, disability, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or otherwise may submit a complaint to the designated individuals below.

Complaints may be submitted to:

DeyJah Chappell, Principal & Director of Academics
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001

Complaints of student on student sexual harassment, sexual assault or dating violence are governed by Girls Global Academy's Student on Student Sexual Harassment Policy, found here www.girlsglobalacademy.org. Such complaints should be submitted to:

Queenesha Herbert, School Social Worker
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001

Complaints of bullying are governed by Girls Global Academy's Bullying Prevention Policy, found here www.girlsglobalacademy.org. Such complaints should be submitted to:

Brianey Winslow, Dean of Students
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001

Complaints pertaining to academics including the International Baccalaureate Programme, CTE, Dual Enrollment and Pathways should be submitted to:

Eleanor Corcoran, Academics Program Coordinator
Girls Global Academy Public Charter School
733 8th Street NW
Washington, DC 20001

The grievance procedures outlined below establish how all other 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 students and parents. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Girls Global Academy 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.

Girls Global Academy will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures.

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 the individual designated above. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the individual identified in Step 2, who will designate an appropriate individual to investigate the complaint. 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 Karen Venable-Croft, Executive Director Girls Global

Academy 733 8th Street NW Washington, DC 20001 or info@girlsglobalacademy.org, within ten (10) business days after receipt of the response. If the complaint is being made against the Executive Director, the appeal can be submitted to Board Chair Girls Global Academy 733 8th Street NW Washington, DC 20001 or board@girlsglobalacademy.org who will designate an appropriate individual to address the appeal. The Executive Director, or designee, 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 Executive Director, or designee, will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

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. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.