



## ACHIEVEMENT PREP

### GRIEVANCE POLICY AND PROCEDURE

It is the policy of Achievement Prep that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

Achievement Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

#### 1. What May Be Grieved

The Achievement Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

#### 2. Who May Grieve

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

#### 3. Other Remedies

The existence of this procedure does not bar grievant from also filing claims in other forums to the extent permitted by state or federal law.

#### 4. Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievant are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor or the school Principal.

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.

#### 5. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school Principal. Grievant may use the Grievance Form, which is attached hereto and is also available online from the school website, or from the school Principal. The written notice shall identify the nature of the complaint, the date (s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and or parent shall sign and date the grievance. The Principal can be reached at the contact information provided below.

The Principal will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.



All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with the governmental authorities.

Within thirty (30) business days of receiving the written notice, the Principal shall respond in writing to the grievant (the “Response”). The Response shall summarize the course of the investigation, determine the validity of the grievance, and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

## **6. Appeals**

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Achievement Prep Legal Department (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant’s reasons for not accepting the Response. The appeal, in letter form, may be sent to: Achievement Prep Legal Department, 908 Wahler Place, SE, Washington, DC 20032.

Within fifteen (15) days from receiving the written appeal, the Legal Department (or designee) will respond in writing to the appellant as to the action to be taken and the reasons therefor.

## **7. Prohibition Against Retaliation**

Achievement Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Achievement Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

## **8. Modification**

Achievement Prep may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Achievement Prep.

## **9. Contact Information**

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