



The SEED School of Washington, D.C.  
*a public charter school*

**PARENT/GUARDIAN GRIEVANCE PROCEDURE**

SEED DC has the obligation to ensure that the behavior and conduct of employees are acceptable and conducive to learning. Concerns and complaints will not be ignored. Conflicts or complaints should be resolved directly with the employee whenever possible. All cases, concerns, or complaints will be reviewed and addressed by the employee's supervisor. A resolution does not always mean that a final decision has to be sanctioned or approved by the parent/guardian or employee.

When issues of concern fail to be resolved, the parent should complete a *Parent Grievance Form* located in the Office of Family & Community Engagement. This form allows the parent/guardian an opportunity to identify the facts and submit the complaint to facilitate resolution. This form should be submitted to the Director of Family & Community Engagement ([rhomanjones@dc.seedschool.org](mailto:rhomanjones@dc.seedschool.org)). The director will process the grievance form and is obligated to begin a process of seeking resolution within two business days. Please contact [rhoman@seedschooldc.org](mailto:rhoman@seedschooldc.org) or 202-248-3025 to begin any grievance process.

Parents/Guardians who are not satisfied with this determination may appeal to the Head of School at [hos@seedschooldc.org](mailto:hos@seedschooldc.org). If the family is not satisfied with the appeal process with the Head of School, they can contact SEED DC's Chair of the Board, Desa Sealy, at [desasealy@gmail.com](mailto:desasealy@gmail.com). Both appeals must be made in writing within five calendar days of the final determination