

Paramount Academy Notice of Non-Discrimination & Grievance Procedure

Paramount Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Retaliation is a prohibited form of discrimination. The following person has been designated as the **Complaint Coordinator** and is authorized to handle inquiries regarding the non-discrimination policies:

Email: Grievance@paramountacademy.com

Phone: (623) 977-0614 ext 204

Students, parents of students and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the ADA, and Section 504 of the Rehabilitation Act of 1973.

Procedures for Filing Complaints

Level One

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnessed discrimination or harassment shall immediately inform the school principal of the report or complaint and will initiate procedures for investigation.

Investigation of the Complaint

The school principal will investigate the incident personally, or designate another school employee to conduct the investigation at the Principal's discretion. The alleged victim or witness will be required to complete an Incident Report form, or a written statement containing all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Principal shall contact an outside agency (i.e., Child Protective Services or law enforcement) as required by statute or when otherwise deemed appropriate by the Principal. The investigation shall conclude with a written report that will include findings, conclusions and any possible recommendations, including any resulting discipline referral. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Two

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Complaint Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) calendar days from the date the grievant received the response from a level one complaint. The grievant may request that a meeting concerning the complaint be held with the Complaint Coordinator who shall investigate the complaint and attempt to resolve it. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three

If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Executive Director of the Board of Directors within ten (10) calendar days after the grievant received the report from the Complaint Coordinator. The grievant may request a meeting with the Executive Director to discuss the appeal. The Board at its discretion may perform its own investigation and/or hire an outside third party to conduct an independent investigation. Once a decision is rendered by the Board of Directors, the grievant will be notified in writing of the decision within no less than thirty (30) working days after the Board receives the appeal.

***This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. Notification of these policies can be found in our front office and on our website at:
www.paramountacademy.com***