

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

Section I

Any person who believes he/she has been subject to discrimination or harassment by any student, employee, or other third party, or denied equal opportunity or access to programs or services on the basis of race, color, creed or ancestry; disability, religion, gender, national origin, sexual orientation, age, marital status, height or weight may file a complaint, which shall be referred to as a *grievance*, with the Academy's Civil Rights Coordinator:

Superintendent
2900 East Apple Avenue
Muskegon MI 49442

231-777-4972

Should the Civil Rights Coordinator (Superintendent) be the person against whom the discrimination and/or harassment grievance is filed, the grievance shall be referred to the Board of Director's President: President, WayPoint Academy Board of Directors, 2900 E. Apple Avenue, Muskegon, MI 49442.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, and Cleveland, Ohio 44114-2611.

Section II

The person who believes he/she has a valid basis for grievance may, but is not required to, discuss the grievance informally with the Academy's Civil Rights Coordinator, who, in turn, shall investigate the complaint and reply with an answer to the complainant. Filing an informal complaint is not necessary nor required prior to filing a formal complaint, the procedures for which are noted below:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Academy's Civil Rights Coordinator within five (5) business days of the alleged discrimination. The Coordinator shall investigate the matters of the grievance and reply in writing to the complainant within five (5) business days of receipt of the grievance.

Step 2

If the complainant wishes to appeal the decision of the Academy's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Board of Directors within five (5) business days of his/her receipt of the Coordinator's response. In an attempt to resolve the grievance, the Board of Directors shall meet with the concerned parties and their representatives within twenty (20) business 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 ten (10) business days of this meeting.

Any person who files a complaint, assists with or participates in an investigation of a complaint of alleged discrimination and/or harassment, shall be protected from any threat or retaliation.

The Academy's Civil Rights Coordinator will provide a copy of the Academy's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.