

**Island City Academy**  
**SECTION 504 GRIEVANCE PROCEDURE**

Island City Academy has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office of Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611:

**Step 1:**

A person who believes that he/she has been discriminated against by Island City Academy is encouraged, but not required, to discuss the matter informally with the appropriate building principal, in the case of a student, or his/her immediate supervisor, in the case of an employee.

- A. If the building principal or immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the Island City Academy 504 Coordinator.
- B. The person receiving the complaint shall verbally convey his/her findings to both the person who is alleged to have committed the violation and the person who is the subject of the complaint within 10 business days.

**Step 2:**

- A. If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures outlined in Step 1, a written complaint may be submitted to Island City Academy's Section 504 Coordinator who will investigate the complaint.
- B. The complaint shall be signed by the grievant and include the:
  - a. grievant name and contact information;
  - b. facts of the incident or action complained about;
  - c. date of the incident or action giving rise to the complaint;
  - d. type of discrimination alleged to have occurred; and
  - e. specific relief sought.

f. Note: Witness names and other evidence as deemed appropriate by the grievant may also be submitted.
- C. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.
- D. A written disposition of the complaint shall be issued within 10 business days

of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint.

Step 3:

- A. If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent of Schools within 10 business days after the receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Island City Academy provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. Further, a grievant making a complaint is neither required to prosecute the matter nor confront the alleged discriminator or harasser when that would be inappropriate.

If you have any questions regarding these procedures or want to file a complaint, please contact Island City Academy 504 Coordinator:

Amy Ives  
504 Coordinator  
Island City Academy  
6421 South Clinton Trail  
Eaton Rapids, MI 48827