

Section 504/ADA Grievance Procedures

If any person believes that Mountain Discovery has violated the regulations of Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (ADA), he or she may submit a grievance with Mountain Discovery's Section 504/ADA Coordinator.

Grievances involving students who attend Mountain Discovery may be submitted to:

Tracy Wharton, 504/ADA Coordinator
890 Jenkins Branch Rd., N.
Bryson City, NC 28713

Grievances involving employees of Mountain Discovery or third parties may be submitted to:

Carter Petty, Director
890 Jenkins Branch Rd., N.
Bryson City, NC 28713

The grievance procedures outlined below establish how grievances will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of grievances. Mountain Discovery prohibits retaliation against individuals who file a grievance or participate in a grievance investigation.

Any person who believes they have been discriminated against based on disability, retaliated against for filing or participating in the investigation of a grievance, or otherwise wishes to contest Mountain Discovery's application of Section 504 or ADA may file a grievance by taking the following the steps.

Step 1

A grievance form must be completed and signed by the grievant and submitted to the Section 504/ADA Coordinator within thirty calendar days of the date that the discrimination or retaliation is believed to have occurred. A grievance form can be obtained from either of the individuals listed above, although that form is included at the end of these grievance procedures. The Coordinator will conduct an adequate, reliable and impartial investigation of the matters presented in the grievance, which will include an opportunity to present witnesses and other evidence, and will issue a written decision to the grievant within twenty business days of the submission of the grievance.

Step 2

If the grievant wishes to appeal the decision of the Section 504/ADA Coordinator, the grievant may submit a signed statement of appeal to the Director within ten business days after receipt of the Coordinator's response. The Director will review the grievance and all evidence obtained in connection with the grievance and issue a written decision to the grievant within fifteen business days of the submission of the appeal.

Step 3

The grievant may file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) at any time before or after the grievance. The OCR regional office that has jurisdiction over schools in North Carolina is located at the following address: U.S. Department of Education, Office for Civil Rights, District of Columbia Office, 400 Maryland Avenue, SW, Washington, DC 20202-1475 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax) or by email at OCR.DC@ed.gov. The web addresses for OCR are <http://www2.ed.gov/about/offices/list/ocr> (the Office) and <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> (to file a complaint).

Approved by the Board, 8-25-2016

SECTION 504/ADA GRIEVANCE FORM

Date: _____

I. Name of Person on Whose Behalf the Grievance is filed: _____

Name of Person Filing the Grievance: _____

Relationship/Title: _____

Address: _____

Phone: _____

Email Address: _____

SUMMARY OF GRIEVANCE:

II.

(Use reverse side or attach additional pages if more space is needed)

Names or positions of others affected by the possible violation:

Your suggestions for resolving the grievance: _____

III. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of the Complainant Date

Signature of Person Receiving the Grievance Date