



# Nondiscrimination Policy and Grievance Procedure

FWCS does not tolerate the unjust or prejudicial treatment of any individual or group's actual or perceived race, color or ethnic group, religion or religious practice, national origin, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability or any other basis prohibited by state or federal law. The immediate remedy for any act of discrimination shall be to end it, treat the individual equitably, and, as much as practically possible, to eradicate any effects of discrimination. Discipline should be imposed where appropriate.

## Grievance Procedure

1. **Coordinators.** Coordinators oversee the implementation of this procedure. FWCS designates the following employees as the coordinators of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972:
    - Austin Couch, Compliance Manager (Austin.Couch@fwcs.k12.in.us)
    - Marcia Simmons, Compliance Coordinator (Marcia.Simmons@fwcs.k12.in.us)Anyone may contact Mr. Couch or Ms. Simmons at:  
1200 S. Clinton St.  
Fort Wayne, IN 46802  
(260) 467-2135
  - Tim Captain, Director of Student, Family and Support Services (Tim.Captain@fwcs.k12.in.us) serves at the coordinator for Section 504 of the Rehabilitation Act of 1973.  
Anyone may contact Mr. Captain at  
230 E Douglas Ave  
Fort Wayne, IN 46802  
(260) 467-2120
  - School principals serve as the coordinators for civil rights grievances related to students in their buildings.
2. **Reporting.** The employee, student or patron alleging discrimination shall notify the appropriate coordinator described above (building level or corporation level). Complaints do not need to be made in writing and may be made anonymously, but coordinators will be better able to address the violation if they are provided specific information about the alleged act or omission and the parties involved. FWCS will take care to keep the identity of the complainant confidential if that is his or her request, but may not be able to guarantee anonymity. Complaints may be submitted online via Let's Talk and will be assigned to the appropriate coordinator.
3. **Investigation.** The coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint. The coordinator shall render a decision within fourteen calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant if the complaint was received in writing. Reasonable extensions of the deadlines in this Procedure shall be allowed upon request by either party.