

BOARD OF EDUCATION**Uniform Grievance Procedure**

Students, parents, guardians, employees, or community members should notify a District Complaint Manager (as identified in Section 4 below) if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*;
5. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
6. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
7. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*;
8. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*;
9. curriculum, instructional materials, programs; or
10. Victims' Economic Security and Safety Act, P.S. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

The District Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with a District Complaint Manager. The Complainant shall not be required to file a complaint with a particular District Complaint Manager and may request a District Complaint Manager of the same sex. The District Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The District Complaint Manager shall assist the Complainant as needed.

2. **Investigation**

The District Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the District Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which the student is involved. The

complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The District Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment or other serious misconduct contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the District Complaint Manager's report, the Superintendent shall render a written decision that shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the District Complaint Manager. The District Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision that shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

4. Appointing District Complaint Managers

The Superintendent shall appoint at least two District Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator (as identified in Board Policy 5:10) may be appointed a District Complaint Manager. The Superintendent shall insert into this policy the names, addresses and telephone numbers of Current District Complaint Managers:

Name:	<u>Mr. Chad Vincent</u>	<u>Ms. Debbie Barnes</u>
Address:	<u>2165 Telegraph Rd.</u>	<u>2165 Telegraph Rd.</u>
Telephone No.:	<u>847/945-5900 ext. 115</u>	<u>847/945-5900 ext. 113</u>

- LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
 Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
 Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
 Equal Pay Act, 29 U.S.C. § 206(d).
 McKinney Homeless Assistance Act, 42, U.S.C. §11431 et seq.
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
 Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
 Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.
775 ILCS 5/1-101 et seq.
105 ILCS 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1 and 45/1-15.
23 Ill. Admin. Code §§ 1.240 and 200-40;
Equal Pay Act of 2003, P.A. 93-006
Victims' Economic Security and Safety Act, P.A. 93-591.

FIRST READING: August 24, 2005

ADOPTED: September 14, 2005