

School BoardUniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy including:

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. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students;
13. Illinois Whistleblower Act. 740 ILCS 174/1 et seq.;
14. Misuse of genetic information.

The Complaint Manager will endeavor to respond to and 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 will 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. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The 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 Complaint Manager may assist the Complainant in filing a grievance.

## 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 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 Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board 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 Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

### Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District' Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name :	<u>Ms. Mary Iwema, District Office</u>	<u>Mark Bocian, Spring Wood School</u>
Address:	<u>5540 Arlington Drive East</u>	<u>5540 Arlington Drive East</u>
	<u>Hanover Park IL 60133</u>	<u>Hanover Park, IL 60133</u>
	<u>Phone: 630-894-2250</u>	<u>630 893-8900</u>

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 *et seq.*;  
 Americans with Disabilities Act 42 U. S. C. § 12101 *et seq.*;  
 Equal Pay Act, 29 U.S.C. § 206(d);  
 Immigration Reform and Control Act, 8 U.S.C. § 1324a *et seq.*;  
 Individuals With Disabilities Education Act, 20 U.S.C. Sections 1400 *et seq.*  
 McKinney Homeless Assistance Act, 42 U.S.C., Sections 11431 *et seq.*  
 Rehabilitation Act, 29 U.S.C. § 2000e *et seq.*;  
 Title VI of Civil Rights Act 42 U.S.C. § 2000e *et seq.*;  
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C., Sections 2000 *et seq.*  
 Title IX of the Education Amendments, 20 U.S.C. § 168 *et seq.*; Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*  
 Victims' Economic Security and Safety Act, P.A. 93-591;  
 Illinois Equal Pay Act of 2003, P.A. 93-0006; or

105 ILCS 5/2-3.8, 5/3-10, 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.  
Illinois Whistleblower Act, 740 ILCS 174/1 et seq.  
Genetic Information Nondiscrimination Act, 42 U.S.C. §200ff et seq.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.

CROSS REF.: 5.10, 5.20, 6.260, 7.10, 7.20, 7.180, 8.70, 8.110  
Adopted: March 21, 1996  
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