



## Alaine Township High School District 207

1177 South Dee Road • Park Ridge, Illinois 60068-4398 • (847) 696-3600 • FAX (847) 692-8007

**Dr. Kenneth Wallace**  
*Superintendent*

*Administration Center*

July 1, 2018

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her 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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d 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. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

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 shall not be impaired by the person's 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 under this procedure 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.

### **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 a designated 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 gender. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

## **Investigation**

The 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 under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child 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 identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

## **Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

The Superintendent has designated two District Complaint Managers to implement the district's uniform grievance procedures. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting one of the following Complaint Managers:

Mr. Greg E. Dietz, Assistant Superintendent for General Administration  
Maine Township High School District 207 Complaint Manager  
1177 S. Dee Road  
Park Ridge, IL 60068  
1-847-692-8007

Ms. Mary Kalou, Assistant Superintendent for Business  
Maine Township High School District 207 Complaint Manager  
1177 S. Dee Road  
Park Ridge, IL 60068  
1-847-692-8026

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

**UNIFORM GRIEVANCE FORM**

Students, parents/guardians, employees or community members should complete this form in order to file a complaint if they believe the Board of Education, its employees or agents have violated their rights guaranteed by the federal or state constitution, federal or state statute or board policy.

**Complainant's Contact Information**

Name of Complainant:

Phone Number (day):

Phone Number (eve):

Street Address:

City, State, Zip:

Please indicate if you are a student, parent, guardian, employee, or community member.

**Nature of Complaint**

Date of Incident:

Names and Contact Information of Witnesses:

Please describe the nature of your complaint:

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Signature of Complainant (or parent/guardian)

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Date