



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 2-260

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BOARD OF EDUCATION

UNIFORM GRIEVANCE PROCEDURE

Students or their parents/guardians, employees, or community members may file a complaint in accordance with this grievance procedure, 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 including:

1. Title II of the Americans with Disability Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The complaint manager will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a 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 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 gender. The complaint manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents/guardians 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 or 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 Board which shall render a decision in accordance with Section three 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. In the event the Complainant is not satisfied with the decision, the Complainant may appeal the decision to the 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 Board. Thereafter, the 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 Board hearing.

If the grievance is a Title IX or a Section 504 complaint, following the receipt of the decision rendered by the Board of Education, the student may appeal that decision to the Superintendent of the Educational Service Region of Cook County pursuant to Section 3-10 of the Illinois School Code and thereafter to the State Superintendent of Education pursuant to Section 2-3.8 of the Illinois School Code.

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 the Director of Personnel and Communications and Assistant Superintendent for Business 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:

*Complaint Manager
Address and Phone Contact Information at School District 203*

Complaint Manager

Address and Phone Contact Information at School District 203

Legal References: Age Discrimination in Employment Act, 29 U.S.C. § 621, et seq.

Americans with Disabilities Act, 42 U.S.C. para 12101 et seq.

Equal Pay Act, 29 U.S.C. § 206(d)

Immigration Reform and Control Act, 8 U.S.C. § 1324a, et seq.

Rehabilitation Act, 29 U.S.C. 791, et seq.

Title VII of 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, 522/-19, 5/24-4, and 5/27.1

23 Ill. Admin. Code § 1.240 and § 200-40

Adopted: 6/23/94

Revised: 3/20/2006