

**School Board****Uniform Grievance Procedure**

Students or their parent(s)/guardian(s), employees, or community members should notify one of the 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 statutes, 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. 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 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, nor does it 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 will 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, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager will 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 will be filed with the School Board, which will 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 will render a written decision, which will 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 will be responsible for promptly forwarding all materials related to the complaint and appeal to the Board. Thereafter, the Board will render a written decision that will be provided to the Complainant. This grievance procedure will not be construed to create an independent right to a Board hearing.

Appointing Complaint Managers

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

Name:	Ms. Nancy Valenta	Nam:	Mr. Jay Strang
Address:	780 Shoreline Dr. Naperville, IL 60504	Address:	780 Shoreline Dr. Naperville, IL 60504
Tel. No.:	(630) 375-3055	Tel. No.:	(630) 375-3040

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.*;  
Rehabilitation Act, 29 U.S.C. ' 2000e *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. ' 168 *et seq.*; Illinois  
Human Rights Act, Sec. 1-1.01 *et seq.* (775 ILCS 5/1-101 *et seq.*);  
Illinois School Code, Sec. 10-20.7a, 10-22.19, 5/24-4 and 5/27. 1 (105 ILCS  
5/10-20.7a, 5/10-22.19, 5/24-4 and 5/27. 1); and  
23 Ill.Admin.Code ' 1.240 and ' 200-40.

CROSS REF.: 500.08, 500.20, 500.94, 500.95, 645.15, 715.11, 855, and 890.

Adopted: 12/13/00