# Uniform Grievance

Section A - Introduction

A student, parent/guardian, employee, or community member (hereinafter "Complainant") should notify any Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the state or federal constitution, state or federal statute or regulation, Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Section 504 of the Rehabilitation Act of 1973;
3. Title VI of the Civil Rights Act;
4. Equal Employment Opportunities Act (Title VII of the Civil Rights Act);
5. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
6. Provision of services to homeless students;
7. Sexual harassment prohibited by the State Officials and Employees Ethics Act, Illinois Human Rights Act, and Title VII of the Civil Rights Act of 1964;
8. Title IX of the Education Amendments of 1972, excluding Title IX sexual harassment complaints;
9. Illinois Equal Pay Act of 2003;
10. Breastfeeding accommodations for students;
11. Bullying;
12. Curriculum, instructional materials, and/or programs;
13. Illinois Whistleblower Act;
14. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, and Titles I and II of the Genetic Information Nondiscrimination Act;
15. Employee Credit Privacy Act;
16. Victims' Economic Security and Safety Act.

The Complaint Manager will first attempt to resolve complaints informally without resorting to this grievance policy. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly, equitably, and in adherence to due process standards. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the Respondent (or the Respondent's parents/guardians) or through mediation.

This policy shall not be construed to create an independent right to a hearing before the superintendent or Board.

Section B - Appointment of Complaint Managers

Each year, the superintendent shall appoint at least one Complaint Manager for each facility to administer this policy. If possible, the superintendent will designate two Complaint Managers for the district and two for each high school.

The superintendent will require that any Complaint Manager or other individual designated by the superintendent as an investigator or facilitator of the process outlined in this policy:

1. Not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;

2. Receive training on, among other things, relevant statutes, regulations and policies (including without limitation the provisions listed in Section A), issues of relevance regarding questions and evidence, the scope of the District's educational programs or activities pertaining to the complaint, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), how to serve impartially, and how to prepare an investigative report that fairly summarizes relevant evidence.

In cases of complaints in which the Respondent is a board member, superintendent, associate or assistant superintendent or principal, the board or superintendent may designate an external Complaint Manager and/or investigator.

The superintendent shall insert into this policy and keep current the names, official titles, and contact information of the Complaint Managers.

| **Glenbrook High School District 225** | | |
|---|---|---|
| Angelica Romano | Executive Director<br>of Human Resources | (847) 486-4720<br>aromano@glenbrook225.org |
| Rosanne Williamson | Assistant Superintendent<br>for Educational Services | (847) 486-4701<br>rwilliamson@glenbrook225.org |

| **Glenbrook North High School** | | |
|---|---|---|
| Lauren Bonner | Associate Principal for Administrative Services | (847) 509-2404<br>lbonner@glenbrook225.org |
| Ed Solis | Associate Principal<br>for Curriculum and Instruction | (847) 509-2402<br>esolis@glenbrook225.org |

| **Glenbrook South High School** | | |
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| Lara Cummings | Assistant Principal<br>for Student Services | (847) 486-4550<br>lcummings@glenbrook225.org |
| Cameron Muir | Associate Principal<br>for Curriculum and Instruction | (847) 486-4404<br>cmuir@glenbrook225.org |

Section C - Filing a Complaint

A person who wishes to avail him or herself of this grievance policy may do so by submitting a written complaint with any Complaint Manager. Complaints regarding allegations of student misconduct will be routed by the Complaint Manager to the appropriate principal or designee. Cases involving an alleged violation of a collective bargaining agreement will use the grievance process within the appropriate agreement. In cases involving a student, the Complaint Manager may require, in addition to meeting with the student, a meeting with the student's parent(s)/guardian(s).

The District prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint. Any individual who files a complaint, or provides information regarding a complaint that is later found to be lacking credible foundation or otherwise to have been filed or provided in bad faith, may be subject to disciplinary measures.

Section D - Investigation Process

If a complaint is not resolved informally, the Complaint Manager or designee will inform the Respondent, if not already informed, of the complaint, and will investigate the complaint. The Complaint Manager and any designee will review laws, regulations, policies, and contracts that may be relevant to the complaint. The Complaint Manager and any designee shall ensure both parties have an equal opportunity to present evidence during an investigation. The identity of the Complainant may be kept confidential except: (1) as required by law, regulation or policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

If the Complainant is a student under 18 years of age, the Complaint Manager and any designee will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The identity of any student Complainant or witness under the age of 18 may be kept confidential except: (1) as required by law, regulation or policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the parent/guardian of the student.

The Complaint Manager and any designee will inform, at regular intervals, the Complainant and the Respondent about the status of the investigation. Within 30 school business days, after the date the complaint was filed, the Complaint Manager and any designee shall file a written report of his or her findings with the superintendent. The Complaint Manager and any designee may request an extension of time from the superintendent.

The superintendent will keep the Board informed of all complaints submitted under Section D of this policy.

If a Complaint Manager's written report contains allegations involving the superintendent or Board member(s), such report shall be filed directly with the Board, which will make a decision in accordance with the Section E of this policy.

Section E - Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the superintendent shall send his or her written decision to the Complainant and the Respondent by first class U.S. mail and copy the Complaint Manager and any designee. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the superintendent's decision, the Complainant or the Respondent may appeal the decision to the Board by making a written request to the Complaint Manager.

The Complaint Manager shall promptly forward all materials regarding 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 five school business days after the Board's decision, the superintendent shall inform the Complainant and the Respondent of the Board's action.

For complaints containing allegations involving the superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or external investigator's report, the Board shall send its written decision to the Complainant and the Respondent by first class U.S. mail.

Deadlines may be adjusted when reasonable and appropriate as determined by the superintendent.

Section F - Right to Pursue Other Remedies

The right of a person to prompt an equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. The use of this grievance policy is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing any such other remedies, the District may continue with a simultaneous investigation under this policy.

Approved: January 25, 2021