



Board of Director's Policy Governance 200 Series

Policy # 200.12

Uniform Grievance Policy

Summary: A person may file a complaint with the School's Complaint Manager if they believe the Board or its employees have violated their rights. The Complaint Manager will investigate the complaint and file a written summary of their findings with the Executive Director who will subsequently make a written decision. The Director's decision may be appealed to the Board.

A student, parent/guardian, employee, or community member should notify any School Complaint Manager 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, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.,
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act 5 ILCS 430/70- 5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
11. Victims' Economic Security and Safety Act, 820 ILCS 180;
12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
13. Provision of services to homeless students.
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed, under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. 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 accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and 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. 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. If a person is pursuing another remedy subject to a complaint under this policy, the School will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines may be extended by the Complaint Manager as they deem appropriate. As used in this policy, “school business days” means days on which the School’s main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail themselves of this grievance procedure may do so by filing a complaint with any School 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 a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

1. For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 500.14 Preventing Bullying, Intimidation and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 400.8 Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify their 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, this policy, or any collective bargaining agreement, (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, (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.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of their findings with the Executive Director. The Complaint Manager may request an extension of time. The Executive Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Executive Director or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Executive Director shall mail their written decision to the Complainant and the accused by email, or registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Executive Director’s decision, the Complainant or the accused may appeal the decision to the Board of Directors 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 Executive Director’s decision or direct the Executive Director to gather additional information. Within 5 school business days of the Board’s decision, the Executive Director shall inform the Complainant and the accused of the Board’s action.

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager’s or outside investigator’s report, the Board shall inform its written decision to the Complainant and the accused by email, or registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board of Directors. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Executive Director shall appoint a Nondiscrimination Coordinator to manage the School’s efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the School’s Title IX Coordinator.

The Executive Director shall appoint at least two Complaint Managers to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, preferably of different genders. The School’s Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, addresses, email addresses and telephone numbers of the Nondiscrimination Coordinator and Complaint Managers. The complainant may ask for the Executive Director to designate a substitute Complaint Manager if the complainant prefers that the person hearing their complaint be a specific which is not represented by either of the designated complaint managers.

Complaint Managers

Primary:

Secondary:

Tony Zamiar	Anne Gernady
Dean of Faculty and Students	School Psychologist
1531 Jones Point Road Grayslake Il. 60030	1531 Jones Point Road Grayslake Il. 60030
847-543-9722	847-543-9722
tzamiar@pccharterschool.org	agernady@pccharterschool.org

Non-Discrimination Coordinator

Melissa Thompson
Director of Special Education and Title IX Coordinator
1531 Jones Point Road Grayslake Il. 60030
847-543-9722
mthompson@pccharterschool.org

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).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106 105
ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.75 (final citation pending), 5/10-22.5,
5/22-19, 5/24-4, 5/27.1, 5/27-23.7 and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/1
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56
Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/10(b), and 70/25. 23
Ill.Admin.Code §§1.240, 200-40, 226.50, and 226.570.

CROSS REF.:

Parent Student Handbook
Collective Bargaining Agreement
Staff Handbook

Adoption Dates:

Adopted: March 15, 2005
Revised: February 26, 2008
Revised and Amended: November 19, 2024

