



## Maine Township High School District 207

Dr. Kenneth Wallace  
Superintendent

Ralph J. Frost Administration Center  
1131 South Dee Road  
Park Ridge, Illinois 60068-4398  
(847) 696-3600  
FAX (847) 696-3254

July 1, 2009

### Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers, 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 Disabilities Act;
2. Title IX of the Education Amendments;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act,
5. Title VII of the Civil Rights Act of 1964

The Complaint Managers for each building are:

- **Maine East High School**  
Ms. Jill Sweetwood, Mathematics Department Chairperson  
Mr. Dino DiLegge, Assistant Principal for Students
- **Maine South High School**  
Ms. Linda Rutschke, Assistant Principal for Instruction  
Mr. Don Lee, Physical Education Department Chairperson
- **Maine West High School**  
Mr. Dave Berendt, Assistant Principal for Students  
Ms. Joann Huber, Applied Arts & Technology Department Chairperson
- **Youth Campus School**  
Ms. Juli Amidei, Department Chairperson  
Mr. Mike Pressler, Assistant Principal for Instruction - East
- **Alternative Resource Center**  
Mr. Ron Dernick, Department Chairperson

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.

## **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 sex. 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 may assist the Complainant in filing a grievance.

## **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, 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 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**

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of education 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 of Education. Thereafter, the Board of Education 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 of Education 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 Mr. Greg E. Dietz, Assistant Superintendent for General Administration and Ms. Mary Kalou, 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:

Mr. Greg E. Dietz, Assistant Superintendent for General Administration  
Complaint Manager  
Maine Township High School District 207  
1131 S. Dee Road  
Park Ridge, IL 60068  
1-847-692-8007

Ms. Mary Kalou, Assistant Superintendent for Business  
Maine Township High School District 207  
1131 S. Dee Road  
Park Ridge, IL 60068  
1-847-692-8026

**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 \_\_\_\_\_ Phone Number (day) \_\_\_\_\_

Street Address \_\_\_\_\_ Phone Number (eve) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please indicate if you are a: \_\_\_\_\_ student \_\_\_\_\_ parent/guardian \_\_\_\_\_ employee  
\_\_\_\_\_ community member

**Nature of Complaint**

Date of Incident \_\_\_\_\_

Witnesses \_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of your complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant (or parent/guardian)

\_\_\_\_\_  
Date