

## CONCEPT CHARTER SCHOOLS

### SECTION 504 GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify the District's Section 504 Coordinator if he or she believes that the Board of Directors, its employees, or agents have engaged in discrimination on the basis of disability.

The Coordinator will attempt to 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 a complaint filed under this Grievance Procedure 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 and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this Procedure, "school business days" means days on which the District's main office is open.

#### **1. Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this Grievance Procedure may do so by filing a complaint with the District's 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 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 student's parent(s)/guardian(s). The Complaint Manager will assist the Complainant as needed.

#### **2. Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her 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 or this policy, or (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, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness,

Within 30 school business days of the date the complaint was filed, the Complaint Manager will file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report will be filed with the Board of Directors, which will make a decision in accordance with

Section 3 of this Grievance Procedure. The Superintendent will keep the Board informed of all complaints.

**3. Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent will mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Directors by making a written request to the Complaint Manager. The Complaint Manager will promptly forward all materials relative to the complaint and appeal to the Board of Directors. Within 30 school business days, the Board of Education will affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent will inform the Complainant of the Board's action. This grievance procedure will not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this Grievance Procedure will not prejudice any party.

**Appointing Section 504 Coordinator and Complaint Manager**

The Superintendent will appoint a Section 504 Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others on the basis of disability. The Superintendent will also appoint a Complaint Manager.

The Superintendent will insert into this policy the names, addresses, and telephone numbers of current Section 504 Coordinator and Complaint Manager.

**Section 504 Coordinator:**

**Complaint Manager:**

Name/Title Cheryl L. Kalkirtz/Director of Specialized Services	Name/Title Serdar Kartal/School Director Horizon Science Academy - Belmont
Address 2250 E. Devon Avenue, Sute 215	Address 5035 W. North Avenue, Chicago, IL 60639
Telephone (847) 824-3380 x245	Telephone (773) 237-2702
Email kalkirtz@conceptschoools.org	Email kartal@hsabelmont.org

**CONCEPT CHARTER SCHOOLS  
COMPLAINT OF DISCRIMINATION**

**NAME OF COMPLAINANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**PLEASE COMPLETE ALL REQUESTED INFORMATION BELOW:**

**1. WHY DO YOU BELIEVE THAT DISCRIMINATION ON THE BASIS OF DISABILITY HAS OCCURRED?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. WHEN AND WHERE DID THIS OCCUR?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. WHO WAS DIRECTLY INVOLVED IN WHAT OCCURRED?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. WHO ELSE WAS PRESENT OR MAY HAVE KNOWLEDGE OF WHAT OCCURRED?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. HOW WOULD YOU LIKE TO SEE THIS SITUATION RESOLVED?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_