

Uniform Grievance Procedure

Perspectives uniform grievance procedure is evaluated annually accordance with district and state regulations and is based on the engagement of a range of stakeholders, including students and parent/guardians through our annual handbook review process.

Students, parents/guardians, employees or community members may file a complaint in accordance with this grievance procedure if they believe that the **Perspectives** Charter Schools Governing Board or **Perspectives** Charter Schools employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statutes, or **Perspectives** Charter Schools' Policy.

Perspectives is committed to working with families in a timely and transparent way. It is our hope that complaints can be resolved with staff in the building who work most directly with families day to day, however when that is not possible the following outlines additional steps to take.

SCOPE OF POLICY

Claims to be reviewed under this Policy include those arising under the following:

- Title II of the Americans with Disabilities Act (“ADA”)
- Section 504 of the Rehabilitation Act of 1973;
- Title IX of the Education Amendments of 1972; excluding Title IX sexual harassment complaints governed by 34 C.F.R. Part 106.
- Title VI of the Civil Rights Act;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act);
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- Bullying, 105 ILCS 5/27-23.7;
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, and/or programs;
- Victims’ Economic Security and Safety Act;
- Illinois Equal Pay Act of 2003;
- Provision of services to homeless students.
- Illinois Whistleblower Act;
- Misuse of genetic information (Illinois Genetic Information Privacy Act and Titles I and II of the Genetic Information Nondiscrimination Act); and
- Employee Credit Privacy Act.

Perspectives will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. 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 information 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 parent/guardian; this includes mediation.

RIGHT TO PURSUE OTHER REMEDIES NOT IMPAIRED

The right of a person to prompt and equitable resolution of a complaint filed hereunder 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, **Perspectives** will continue with a simultaneous investigation under this policy.

DEADLINES

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the **Perspectives** main office is open.

FILING A COMPLAINT

A person (Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with one of the designated **Perspectives** Complaint Managers, whose contact information is listed below. 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 the parents/guardians of a student. The Complaint Manager may assist the Complainant in filing a complaint under this grievance procedure.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to **Perspectives'** Bullying, Intimidation and Harassment Policy outlined in this handbook in addition to any response required by this policy.

INVESTIGATION

The Complaint Manager will investigate the complaint, or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure that both parties have an equal opportunity to present evidence during an investigation. The complaint or identity of the Complainant will not be disclosed except (1) as required by law, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. The

identify 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 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 the complaint under this procedure about the status of the investigation. The Complaint Manager shall file a written report of his or her investigation findings with the Chief Executive Officer within thirty school business days of the date the complaint was filed. The Complaint Manager may request an extension of time.

If a complaint is sexual harassment the complainant will be provided an opportunity to process their complaint. The Chief Executive Officer will keep the Board informed of all complaints.

DECISION AND APPEAL

Within five school business days after receiving the Complaint Manager's report, the Chief Executive Officer shall mail his or her written decision to the Complainant and the accused via first class U.S. mail, as well as to the Complaint Manager. All decisions shall be based on the preponderance of the evidence standard.

Within ten school business days after receiving the Chief Executive Officer's decision, the Complainant or the accused may appeal the decision to the Board 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 thirty school business days, the Board shall affirm, reverse or amend the Chief Executive Officer's decision or direct the Chief Executive Officer to gather additional information.

Within five school business days of the Board's decision, the Chief Executive Officer shall inform the Complainant and the accused of the Board's action.

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

Complaint Manager:
Amy Gambrel, Vice President of Student Supports
Perspectives Charter Schools
1530 S. State St. 2nd Floor
Chicago, IL 60605
312-604-2200

Non-Discrimination, Aggressive Behavior, Bullying, and Harassment Policy

POLICY #1: EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, religion, sex, gender, sexual orientation, ancestry, gender identity, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorder), status as homeless, or actual or potential marital or parent/guardian status, immigration status, order of protection status, including pregnancy, or any other protected category. Further, the **Perspectives** will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that **Perspectives** remains viewpoint neutral when granting access to school facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, based on sex, sexual orientation, or gender identity be denied access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

No student be subjected to harassment, intimidation, aggressive behavior, bullying or cyberbullying, whether verbal, physical, or visual, that occurs on school property, at all **Perspectives** sponsored events, field studies, internships, community action projects, all programs held at **Perspectives** Charter Schools or when a student's actions, whether on- or off-campus, affect the mission or operation of **Perspectives** Charter Schools, or otherwise have a nexus to school or impact on the school environment.

The Chief Executive Officer shall appoint a Nondiscrimination Coordinator, whom unless otherwise identified will be the Director of Human Resources. The Chief Executive Officer and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

POLICY #2: HARASSMENT POLICY

Bullying, Intimidation and Harassment is Strictly Prohibited

No person, including a **Perspectives** employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender related identity or expression; ancestry; age; religion; physical or mental disability; order

of protection status; status of being homeless; actual or potential marital or parent/guardian status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

Perspectives will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Title IX Sexual Harassment Prohibited

Sexual harassment of students is prohibited. This includes any person, including a **Perspectives** employee, agent, or student, who engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A **Perspectives** employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to **Perspectives'** educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
 - a. Examples of sexual harassment include: making sexual advances, requesting sexual favors, and/or engaging in other verbal or physical conduct, including sexual violence, or any action that of a sexual nature, such as touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

MAKING A COMPLAINT AND ENFORCEMENT

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, School Principal, Assistant Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student is a victim of any prohibited conduct perpetrated by another student shall be referred to the School Principal, Assistant Principal, or Dean of Students for appropriate action.

In accordance with the memorandum of understanding with Chicago Public Schools, **Perspectives** will report all allegations of student to student sexual harassment to the Office of Student Protections, and allegations of staff to student sexual harassment to the Office of the Inspector General. Additional agencies, such as DCFS, may also be contacted. **Perspectives** will work with Chicago Public Schools to implement the Title IX Procedure Manual,

Any **Perspectives** employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any **Perspectives** student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

Non-Discrimination Coordinator and Complaint Manager:

Non-Discrimination Coordinator
Ana Abonce, Vice President of Human Resources
Perspectives Charter Schools
1530 S. State St. 2nd Floor
Chicago, IL 60605
312-604-2200

Complaint Manager
Amy Gambrel, Vice President of Student Supports
Perspectives Charter Schools
1530 S. State St. 2nd Floor
Chicago, IL 60605
312-604-2200

AGGRESSIVE BEHAVIOR

Aggressive behavior includes behavior in which an individual student or a group of students, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, either physical or psychological harm on another student or group of students.

POLICY #3: PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

Bullying is contrary to State law and the policy of **Perspectives**. The policy outlined below is consistent with the policies of the charter school network. Nothing in this section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

As a part of our uniform grievance procedure, the prevention and response to bullying, intimidation, and harassment is evaluated annually accordance with district and state regulations and is based on the engagement of a range of stakeholders, including students and parent/guardians through our annual handbook review process. This process involves a review of current policies and their effectiveness that includes, but is not limited to, factors such as the frequency of victimization; student, staff and family observations of safety at school; identification of areas of a school where bullying occurs; the types of bullying utilized' and bystander intervention or participation. Information developed as a result of policy evaluation is provided to school administrators, school board members, school personnel, parents, guardians, and students.

Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals of **Perspectives**.

Bullying on the basis of actual or perceive race, color, national origin, military status, unfavorable discharge from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parent/guardian status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is access at a non-school-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased or used by **Perspectives** or a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This applies only when a school administration or teacher receives a report

that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function or program.

The School Principal shall post this policy on the **Perspectives** website. It will be distributed annually to parents/guardians, students, and school employees. This policy is consistent with the policies of **Perspectives**.

This policy shall be reviewed and evaluated using a process that considers the outcomes and effectiveness. Factors that may be considered in review include the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. Data collected for other purposes will be used in the policy evaluation. Any data or information developed as a result of the policy evaluation will be made available on the **Perspectives** website.

Bullying Defined

Bullying includes cyber-bullying. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed towards a student or students that has, or can be reasonably predicted to have, the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also prohibited.

Bullying may involve any of the following: physical, verbal, or psychological attacks, intimidation, sexual harassment or sexual violence directed against another individual or writings, messages or pictures delivered using multimedia communications or devices, harassment, threats, stalking, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Physical bullying includes, but is not limited to, punching, shoving, poking, or hair pulling. Verbal or psychological bullying includes, but is not limited to, name calling, teasing, gossip, humiliation, threats, manipulating social relationships, engaging in social exclusion, or other similar behaviors, whether engaged directly toward the target of such behavior, or through third parties. This list is meant to be illustrative and non-exhaustive.

Cyberbullying Defined

Cyberbullying includes the use of technology or any electronic communication including without limitation any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation email messages Internet communications, instant messaging, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the author assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posted of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Response to Bullying

This bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians. Students who engage in cyberbullying off-campus may be subject to discipline if the conduct affects the mission and/or operation of **Perspectives** Charter Schools, or otherwise have a nexus to school or a school activity, which includes after school events.

Nothing in this section is intended to infringe upon any right to exercise free expression or free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

Perspectives Charter Schools works to prevent bullying of all kinds and provide a safe space for students. All **Perspectives** employees who witness bullying or school violence, or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying must: a) intervene immediately in a manner that is appropriate to the context and ensures the safety of all persons involved; and 2) report the incident of bullying or retaliation to the Principal/Designee as soon as possible after the report is received via a Bullying Complaint form and cooperate fully in an investigation of the incident and implementation of a safety plan developed by the Principal/Designee.

Parents/guardians and students should report **Perspectives** Charter Schools employees or students who are contributing to, commenting on and engaging in fighting, bullying, and/or inappropriate activities via social media. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Complaint Manager or any staff member. Anonymous reports are also accepted.

Anonymous reports shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Consistent with federal and state laws and rules governing student privacy rights, the School Principal, or designee, shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. "Restorative measures" means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, and (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of student' behavioral health needs in order to keep students in school, (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

The School Principal, or designee, shall promptly investigate and address reports of bullying by, among other things:

- Making all reasonable efforts to complete the investigation within ten school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident;
- Involving appropriate school support personnel and other staff persons with knowledge, experience and training on bullying prevention, as deemed appropriate, in the investigation process;
- Consistent with federal and state law rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The School Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of **Perspectives'** jurisdiction and shall require **Perspectives** to provide the victim with information regarding services that are available from **Perspectives** and from community resources, such as counseling, support services, and other programs.

The School Principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, and social emotional skill building, counseling, school psychological services, and community based services.

A reprisal or retaliation who reports an act of bullying is prohibited. A student's act or reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if **Perspectives'** investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information. However, knowingly making a false accusation or providing knowingly false information, as a means of retaliation or as a means of bullying, will be treated as bullying for the purposes of determining any consequences or other appropriate remedial actions.

If the student who engaged in bullying behavior is a student with a disability, the school shall convene the IEP Team to determine if additional supports and services are needed to address the inappropriate behavior and develop the student's social and emotional skills. The team may also consider examining the environment in which the bullying occurred to determine if changes to the environment are warranted. For example, the IEP Team should consider a behavior intervention plan for the student or review a current behavior intervention plan and revise if necessary. The Principal/Designee shall comply with the Procedural Safeguards for Discipline of Students with Disabilities/Impairments when considering interventions and consequences for students with disabilities.

Discipline for Policy Violation

Aggressive behavior, bullying, cyberbullying, or harassment, constitutes negative behaviors that are not aligned to **Perspectives** Charter Schools Student Code of Conduct. Students who engage in aggressive behavior, bullying, or harassment, will be subject to discipline in accordance with the Student Code of Conduct. If bullying is found to be based on a student's status or protected characteristic, the matter may be treated as an act of discrimination or harassment.

Reporting Behaviors

Witnesses or victims of aggressive behavior, harassment, or bullying should report the issue to the School Principal. The Principal of each Perspectives Charter Schools campus is as follows:

Perspectives Rodney D. Joslin Campus

Principal: Dorienne Canada-Pendleton

Address: 1930 S. Archer Chicago, IL 60616

Phone: (312) 225-7400

Fax: (312) 225-7411

Perspectives Middle Academy

Principal: Jasmine Morales

Address: 8522 S. Lafayette Chicago, IL 60620

Phone: (773) 358-6300

Fax: (773) 358-6399

Perspectives Leadership Academy & High School of Technology
Vice President of School - Perspectives Leadership Academy / Perspectives High School of Technology: Eron Powell

Address: 8522 S. Lafayette Chicago, IL 60620

Phone: (773) 358-6100

Fax: (773) 358-6199

Perspectives/IIT Math & Science Academy

Vice President of School - Perspectives Math and Science Academy TyNeisha Banks

Address: 3663 S. Wabash Chicago, IL 60653

Phone: (773) 358-6800

Fax: (773) 358-6055

If the issue hasn't been resolved, contact:

Amy Gambrel, Vice President of Student Supports, 312-604-2200 | studentcomplaints@pcsedu.org