



### Grievance Form

A student, parent/guardian, employee, visitor, vendor, or any other community member may notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights, including sexual discrimination protected by Title IX, guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

**What to do first.** When you have a concern or complaint with a school district employee, it is always best to first discuss your concern with the employee involved. If this is either impossible or unsatisfactory, you may contact the employee's supervisor. If you feel that your complaint has not been satisfactorily addressed, please submit a completed Grievance Form to the District Complaint Manager for further review.

**Please Check One:** Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Staff \_\_\_\_\_ Other/Volunteer \_\_\_\_\_

Name (please print): \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

**About whom is this complaint being filed?** \_\_\_\_\_

**Description of Incident (attach extra pages if necessary):**

**Other Information:**

**If you believe this incident was based on discriminatory, bullying or harassing behavior, please check all that apply to the incident:**

Sex \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Creed \_\_\_\_\_ National Origin \_\_\_\_\_ Race \_\_\_\_\_ Religion \_\_\_\_\_ Marital Status \_\_\_\_\_  
Sexual Orientation \_\_\_\_\_ Gender Identity \_\_\_\_\_ Physical Attributes \_\_\_\_\_ Ancestry \_\_\_\_\_ Familial Status \_\_\_\_\_  
Disability \_\_\_\_\_ Political Belief \_\_\_\_\_ Political Party Preference \_\_\_\_\_ Socioeconomic Status \_\_\_\_\_

**Have you reported this incident to an administrator? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please list name:** \_\_\_\_\_

**I agree that all of the information on this form is accurate and true to the best of my knowledge.**

### **Questions to answer**

During the review process, you and the employee may be asked to answer the following types of questions:

- What is the problem?
- Is it focusing on a person?
- Or, is it focusing on an action by a person?
- What is the history of the problem?
- How long have you had this concern or complaint?
- Has the action occurred once or many times?
- Has the action come from more than one person?
- Have you approached the person about whom you are complaining?
- What change or remedy are you seeking?
- What do you request the district consider as a possible solution?

### **The next step**

The Complaint Manager will tell you what she expects to do with your complaint.

For example:

- How the employee against whom you are complaining will be contacted.
- If there will be another meeting involving you.
- When and how you can expect to hear back from the supervisor.

### **Submitting Form**

If submitted electronically, this form will be received by the District Complaint Manager, Dr. Theresa Fournier, Assistant Superintendent for Personnel and Student Services.

If this complaint is about Theresa Fournier, please print this form and give it to any school administrator of your choice.