



NORTHBROOK SCHOOL DISTRICT 27

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 Code: _____

Phone: _____ Email Address: _____

Date of Incident: _____ Location of Incident: _____

About whom is the 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 he 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. Rob McElligott, Director of Human Resources and Student Services.

If the complaint is about Dr. Rob McElligott, please print this form and give it to any school administrator of your choice.