

*Appendix A*

**PROCEDURE FOR RESOLVING CONCERNS**

*McLean County Unit District No. 5*

The Board is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

**Step One**

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

**Step Two**

If resolution is not achieved at Step One, a “Concern Resolution Form” will be submitted to the building principal/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member’s personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

**Step Three**

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent or designee. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent or designee will conduct a hearing involving all parties.
- The Assistant Superintendent or designee will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member’s personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).

*Appendix B*

**CONCERN RESOLUTION FORM**

*McLean County Unit District No. 5*  
1809 West Hovey Ave., Normal, IL 61761-4339

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* \_\_\_\_\_ *City* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Phone #: *Home* \_\_\_\_\_ *Work* \_\_\_\_\_ *Cell* \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Concern Involves (please explain/use the back side if additional space is needed):

*Facilities (Building, Playground, Parking Area, etc.):* \_\_\_\_\_

\_\_\_\_\_

*Personnel:* \_\_\_\_\_

\_\_\_\_\_

*Transportation:* \_\_\_\_\_

\_\_\_\_\_

*Other:* \_\_\_\_\_

\_\_\_\_\_

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_

*The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.*

C & I September 28, 2004