

Blue Ridge Community Unit School District #18

411 N. John Street Farmer City, IL 61842

309.928.9141 309.928.5478

www.blueridge18.org

Procedure for Resolving Concerns

This administration 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 should participate in the process. Information gathering may include a personal conference, a telephone conversations or written communication, however a meeting in person shall occur before moving to Step Two.

Step Two

If resolution is not achieved at Step One, a "Concern Resolution Form" will be submitted to the building principal or department supervisor.

The following actions will be taken upon receipt of the Concern Resolution form:

- Any concern or series of concerns 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 to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal or department supervisor will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation to all parties.

Step Three

If resolution is not achieved at Step Two, the concerned party may appeal the recommendation to the Superintendent. 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 Superintendent will conduct a hearing involving all parties.
- The Superintendent will complete a written recommendation within seven days of the hearing completion.

This procedure shall not be construed to create an independent right to a be heard by the Board of Education.

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Name	<input type="text"/>	Date of Incidence or Occurrence	<input type="text"/>				
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Home Number	<input type="text"/>	Phone Number	<input type="text"/>				
Cell Number	<input type="text"/>	Phone Number	<input type="text"/>				
Email	<input type="text"/>		Email 2	<input type="text"/>			

Parties Involved

Facility
or
Location

Concern Involves (Please explain using the space below):

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

Name (or signature if submitted via hard copy)

Date