

**Formal Public Complaint Form**  
**Uniform Grievance Procedure**  
 Human Resources

A student, parent/guardian, employee, or community member may complete this form and submit it to any District Complaint Manager (identified at the bottom of this page) if he/she believes that the Board of Education, its employees, or its agents have violated his/her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., (excluding Title IX sexual harassment complaints governed by Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*).
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.\*
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*\*).
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60.
8. Bullying, 105 ILCS 5/27-23.7.
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
10. Curriculum, instructional materials, and/or programs.
11. Victims' Economic Security and Safety Act, 820 ILCS 180/.
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/.
13. Provision of services to homeless students.
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

\* A separate process is available if the complaint is for Title IX sexual harassment. See Policy 2:265 and contact one of the District Title IX Coordinators, Dr. Adam Zehr or Karrie Baughman at (847) 659-6158.

**SUBMIT COMPLETED FORM TO ONE OF THE FOLLOWING INDIVIDUALS**

District Complaint Managers:

Dr. Adam Zehr  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6158

Mrs. Karrie Baughman  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6158

Dr. Amy MacCrindle  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6158

Mrs. Deanna Gill  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6158

Mr. Mark Altmayer  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6158

Please provide the following information:

**Reporting Party**

Name: \_\_\_\_\_ Status: ☐ Employee ☐ Student ☐ Parent

Home Address: \_\_\_\_\_ ☐ Community Member ☐ Applicant

☐ Other \_\_\_\_\_

Email Address: \_\_\_\_\_ Personal Phone No.: \_\_\_\_\_

**If Employee**

Title: \_\_\_\_\_ Building: \_\_\_\_\_

Work Phone No.: \_\_\_\_\_

**If Student**

Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Building: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone No.: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

**If Applicant**

Position Applied For: \_\_\_\_\_ Date of Employment Application: \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

Steps already taken to resolve concern: \_\_\_\_\_

Remedy requested: \_\_\_\_\_

**Reporting Party Signature**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you do not hear back from a Complaint Manager within ten (10) days of the date filed,  
please contact the Superintendent at (847) 659-6158.**

**For Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date of Initial Response: \_\_\_\_\_

Type of Response: \_\_\_\_\_