

**LAKE SHORE CENTRAL SCHOOL DISTRICT
HARASSMENT COMPLAINT FORM**

Name of complainant: _____ Date submitted: _____

Address: _____

Home phone: _____ Cell: _____ Work: _____
(please circle the number you'd prefer us to call)

The complainant is: (check all that apply):

_____ an employee, holding the position of _____ at _____ (location)

_____ a student, grade _____ at _____ (school or location)

_____ a parent or community member

_____ other (please specify your relationship with or association to the District) _____

Basis of this complaint/grievance:

_____ Race, color, creed, national origin/ethnicity

_____ Sex, gender, sexual orientation, sexual harassment, other harassment

_____ Disability

_____ Marital status

_____ Age

_____ Partnership Status

_____ Military/veteran status

_____ Retaliation

_____ Religion

_____ Other/Not sure (Please briefly explain): _____

Name and/or description of accused person(s): _____

Description of Alleged Harassment/Discrimination/Incident: _____

Date, Time and Place of Violation(s): _____

Witnesses, if any, or others who should be contacted with knowledge important to this investigation, including contact information for each: _____

Others you may have discussed this complaint/grievance/incident with, including contact information for each: _____

Has this incident/discrimination been previously reported? []Y []N If yes, when and to whom?

Describe the remedy, outcome or resolution: _____

Remedy Sought by Complainant: _____

_____ Date

_____ Signature of Complainant

(This form is to be used for all complaints within the Lake Shore Central School District, including incidents of alleged discrimination or harassment)

**LAKE SHORE CENTRAL SCHOOL DISTRICT
DISTRICT RESPONSE TO COMPLAINT FORM**
(To Be Completed by Various District Personnel)

Decision of Principal or Supervisor and Action Taken

Decision of Compliance Officer

Action Taken by Superintendent

Action by the Board

Other Comments

Date

Signature of Compliance Officer

Date

Signature of Superintendent