

**NEW LEBANON CENTRAL SCHOOL DISTRICT
HARRASSMENT/ANTI HARRASSMENT COMPLAINT FORM**

Name and Position of Complainant: _____

Address: _____ Home Phone: _____ Work Phone: _____

Date Complaint Filed: _____

Name and/or Description of Alleged Harasser/Discriminator: _____

If the Alleged Harassment was toward Another Person, Identify that Other Person: _____

Description of Alleged Harassment/Discrimination: Describe the incident(s) as clearly as possible, including such things as any verbal statements made (e.g., threats, requests, demands); what, if any, physical contact was involved; etc. Attach additional pages if necessary. _____

Date and Place of Incident(s): _____

Were there Other Individuals Involved _____

If Yes, Name the Other Individual(s) and Their Role: _____

Names of Witnesses (if applicable): _____

Has the Incident Been Previously Reported? _____

If Yes, When and to Whom? _____

Describe the Outcome and/or Resolution: _____

(Use additional sheets to provide additional information if necessary.)

Remedy Sought by Complainant: _____

Date

Signature of Complainant

(Continued)

**NEW LEBANON CENTRAL SCHOOL DISTRICT
HARASSMENT COMPLAINT FORM (Cont'd.)
APPEAL FORM (if applicable)**

Name and Position of Complainant: _____

Date Appeal Filed: _____

Date Original Complaint Filed: _____

Have There Been Any Prior Appeals Filed Related to this Complaint? _____

If Yes, When and to Whom? _____

Describe the Decision Being Appealed and Why: _____

Date

Signature of Complainant

(Continued)

**NEW LEBANON CENTRAL SCHOOL DISTRICT
HARASSMENT COMPLAINT FORM (Cont'd.)**

(To Be Completed By Various District Personnel)

Decision of Complaint Officer and Action Taken: _____

Action Taken by Superintendent (if applicable): _____

Action by the Board (if applicable): _____

Other Comments: _____

Date

Signature of Complaint Officer

Date

Signature of Superintendent

NOTE: For complaints regarding allegations of **Sexual Harassment**, please refer to Form #6121F -- Sexual Harassment Complaint Form.