

HAMPTON TOWNSHIP SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

104-AR-0. REPORT FORM FOR EMPLOYEE COMPLAINTS OF DISCRIMINATION

Directions: Please use this form to report complaints of discrimination and return the form to the building principal. If the building principal is the alleged discriminator, please contact the Compliance Officer. If the Compliance Officer is the alleged discriminator, please contact the Superintendent. All contact information is available on page 2 of this form.

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination was based on (circle those that apply):

Race Color National Origin Sex
Age Disability Religion Sexual Orientation
Ancestry Other: _____

Name of person(s) you believe violated the district's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident(s) as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident(s) occurred. Attach additional pages if necessary:

List any witnesses who were present: _____

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If you have additional evidence, please describe it here. Attach additional pages if necessary and attach evidence as appropriate: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature (Optional)

Date

Received By

Date

Contact Information:

Dr. Amy Kern
Principal, Central Elementary School
kern@ht-sd.org
(412) 492-6322

Dr. Colleen Hannagan
Principal, Poff Elementary School
hannagan@ht-sd.org
(412) 492-6336

Dr. Laurie Tocci
Principal, Wyland Elementary School
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(412) 492-6346

Mrs. Marlynn Lux
Middle School Principal
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(412) 492-6357

Dr. Marguerite Imbarlina
Principal, Hampton High School
imbarlina@ht-sd.org
(412) 492-6378

Dr. Rebecca Cunningham
Compliance Officer
Assistant Superintendent
cunningham@ht-sd.org
(412) 492-6305

Dr. Michael Loughead
Superintendent
loughead@ht-sd.org
(412) 492-6302