

HAMPTON TOWNSHIP SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

248-AR-0. REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Directions: Please use this form to report complaints of unlawful harassment and return the form to the building principal. If the building principal is the alleged harasser, please contact the Compliance Officer. If the Compliance Officer is the alleged harasser, 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 harassment 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 unlawful harassment policy:

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

Describe the incident(s) as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

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

List any witnesses who were present: _____

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 harassed 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
(724) 492-6336

Dr. Laurie Tocci
Principal, Wyland Elementary School
tocci@ht-sd.org
(412) 492-6346

Mrs. Marlynn Lux
Middle School Principal
lux@ht-sd.org
(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