

Perry Township Schools
COMPLAINT FORM

- Harassment Complaint** (refer to School Board Policy 3362)

- Public Complaint** (refer to School Board Policy 9130)

- Title VI** (refer to School Board Policy 3362, 4362,
(Racial Discrimination Complaint) 5517)

- Title IX** (refer to School Board Policy 3362, 4362,
(Sex Discrimination Complaint) 5517)

The purpose of this form is to assist you in filing a complaint with the Perry Township Schools. You are not required to use this form; a written statement with the same information is sufficient.

Complaints are to be submitted to the Director of Student Services who serves as the District Complaint Coordinator. Kathy Luessow serves in this capacity and may be contacted at 317-789-3700, by email: kluessow@perryschools.org or by mail:

Attention: Kathy Luessow
District Complaint Coordinator
Perry Township Schools
Indianapolis, Indiana 46227

Serving as an alternate complaint coordinator, is Sharon Baker, Director of Human Resources. Her contact information is 317-789-3791, sbaker@perryschools.org or by mail at the above address.

1 Contact Information

Name: _____

Position in District: _____

Department (if applicable): _____

Building Name: _____

Telephone No.: Home: () _____ **Work:** () _____

Email: _____

2 Person(s) harassed or discriminated against, if different from above:

Name: _____

Relationship in District: _____

3 Please list potential witness(es) if known: _____

4 Please indicate below the basis for which you believe these discriminatory or harassing actions were taken (e.g., "Race: African American" or "Sex: Female").

_____ **Race/Color:** _____

_____ **National Origin:** _____

_____ **Sex:** _____

_____ **Age:** _____

_____ **Disability:** _____

_____ **Other:** _____

5 To your best recollection, on what date(s) did the alleged discrimination and or harassment take place?

Earliest date of discrimination and or harassment:

Most recent date of discrimination and or harassment:

6 Please explain as clearly as possible what happened, why you believe it happened, and the details of the harassing or discriminating actions. Indicate who was involved, including individuals who witnessed the actions. Be sure to include how other persons were treated differently. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your allegations.)
