Okaloosa County School District
HUMAN RESOURCES

MIS 5139
Rev 3/19

EQUITY DOCUMENTATION OF FORMAL COMPLAINT

REPORTING VIOLATIONS OF EQUITY POLICIES: PROHIBITING DISCRIMINATION AND HARASSMENT

Deliver to the Equity Director, Personnel Services, Bay Area Office, Ft. Walton Beach, within forty-five (45) calendar days of the date you knew or should have known of the event(s) giving rise to the alleged violation.

Informal Step: Discuss the complaint with the Principal or Director, if unresolved, the formal procedure (below) may be utilized by an applicant, student, volunteer, employee or non-employee (in lieu of grievance via master contract).

Formal Step: (Please print)

Print Name (Last, First, MI) _____ Home Phone Number _____ Alternate Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Position and Work Location _____ Date Allegation(s) occurred _____

Name(s) of Offensive Party: _____

Your Relationship to the Offensive Party: _____

Witnesses that can support your claim: _____

_____

Cause of Discrimination [*Check appropriate box(es)*]

☐ Race ☐ Color ☐ Sex ☐ Religion ☐ Age ☐ Disability ☐ National Origin ☐ Religious Beliefs

☐ Marital Status ☐ Retaliation ☐ Not Applicable

Investigative Process and Appeal Guidelines: The District Equity Contact shall have thirty (30) calendar days to investigate. The period of investigation will cover as much time as necessary to obtain sufficient evidence to make a finding on the merits. Within fifteen (15) calendar days of the close of the investigation, the District Equity Contact shall inform the grievant, in writing, of the disposition. If the investigation results in finding the Equity Policy has been violated and disciplinary action is appropriate, the District Equity Contact shall within fifteen (15) calendar days of the close of the investigation, inform the Superintendent and the charged party of the findings and shall recommend to the Superintendent appropriate disciplinary action.

In determining whether alleged conduct constitutes harassment or discrimination, the **totality** of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Complainant and Respondent may file a written appeal to the outcome of the investigation within ten (10) calendar days of receipt of the investigative report to the Superintendent at 120 Lowery Place, S.E., Fort Walton Beach, Florida 32548.

Explanation of Allegations (Be Specific): Indicate how you were discriminated against and by whom. Explain in detail, the basis for your complaint, e.g. race, sex, religion, etc. Provide the names of all parties involved, including witnesses and anyone who you reported the allegation(s) to previously. (If additional space is needed, please attach additional sheets.)

Desired Resolution: What actions are you seeking to resolve this matter.

Investigator's Comments:

My signature confirms I have been briefed on the investigative process/appeals guidelines and I swear or affirm that the information provided is true and correct to the best of my knowledge and belief.

Signature of Complainant _____ Date _____

Signature of Investigator _____ Date _____

MIS 2083
REV 3/14

OKALOOSA COUNTY SCHOOL DISTRICT
HUMAN RESOURCES
EQUITY COMPLAINT FORM-STUDENT

Complainant's Name **Date**

This complaint is against [list name(s)]: _____

Witnesses [list name(s) if any]: _____

Describe the action that prompted this complaint: _____

Signature of Complainant

Signature of person(s) who assisted complainant in filing

Supervisor's notes on resolution:

Supervisor's Signature	Date