

**ERIE 1 BOCES
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION
COMPLAINT FORM**

Erie 1 BOCES prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to: race; color; religion; disability; national origin; sexual orientation; gender identity or expression; military status; sex; age; and marital status.

If you believe that you have been subjected to or have witnessed discrimination, harassment, and/or retaliation, you are encouraged to report it to the BOCES. You will not be retaliated against for making a report.

The BOCES will promptly respond to reports of discrimination, harassment, and/or retaliation, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance procedure and impose disciplinary measures and implement remedies when warranted.

Instructions

The BOCES will investigate all complaints of discrimination and/or harassment regardless of the form in which those complaints are made. However, this form may be used to make a report of discrimination, harassment, and/or retaliation.

Once completed, it should be submitted to the BOCES' Civil Rights Compliance Officer (CRCO) in person or by mail, email, or other method made available by the BOCES. Completing this form as thoroughly as possible will assist the BOCES in providing for the prompt, thorough, and equitable resolution of all allegations. Inquiries about the completion or submission of this form may be directed to the BOCES' CRCO or a trusted staff member with whom you feel comfortable.

The BOCES has designated the following BOCES employee(s) to serve as its CRCO(s):

For Employees: Kelly Eisenried
Director of Human Resources Services
Erie 1 BOCES
355 Harlem Road
West Seneca, NY 14224
716-821-7006
keisenried@e1b.org

For Students: Anedda Trautman
Assistant Superintendent of Instructional Services
Erie 1 BOCES
355 Harlem Road
West Seneca, NY 14224
716-821-7462
atrautman@e1b.org

If you are more comfortable reporting orally or in another manner, the person to whom you report the discrimination, harassment, and/or retaliation will complete this form, provide you with a copy, and follow any required processes.

You may use additional sheets of paper if needed and attach any relevant materials or evidence to this complaint form.

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**ERIE 1 BOCES
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION
COMPLAINT FORM (Cont'd.)**

Information about the Complainant

(The person who is making the report of discrimination, harassment, and/or retaliation)

First and last name: _____

Complainant's relationship to the BOCES:

(Check all that apply)

Student Employee Job applicant
 Parent/legal guardian Volunteer Contractor/subcontractor/vendor/consultant
 Student teacher Intern Other _____

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Complainant's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Select preferred communication method:

Home phone Cell phone Work phone Email In-person

Information about the Alleged Victim

(The person alleged to have experienced the discrimination, harassment, and/or retaliation.)

Is the complainant the alleged victim? Yes No

If the complainant is not the alleged victim, complete the following as thoroughly as possible.

First and last name: _____

Alleged victim's relationship to the BOCES:

(Check all that apply)

Student Employee Job applicant
 Parent/legal guardian Volunteer Contractor/subcontractor/vendor/consultant
 Student teacher Intern Other _____

Primary building or location: _____

Further details including, if applicable, grade or title: _____

(Continued)

**ERIE 1 BOCES
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COMPLAINT FORM (Cont'd.)**

Alleged victim's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Respondent

(The person alleged to have perpetrated the discrimination, harassment, and/or retaliation.)

First and last name: _____

Respondent's relationship to the alleged victim:

Classmate Teacher Student Supervisor
 Subordinate Co-worker Other _____

Respondent's relationship to the BOCES:

Student Employee Job applicant
 Parent/legal guardian Volunteer Contractor/subcontractor/vendor/consultant
 Student teacher Intern Other _____

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Respondent's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Incident(s)

(Check all that apply)

- Discrimination -- Generally stated, discrimination consists of the differential treatment of an individual or group of people on the basis of their membership in a legally protected class.
- Harassment -- Generally stated, harassment consists of subjecting an individual, on the basis of membership in a legally protected class, to unwelcome conduct and/or communications.
- Retaliation -- Generally stated, retaliation consists of subjecting an individual to adverse action because the individual participated in a legally protected activity.

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**ERIE 1 BOCES
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COMPLAINT FORM (Cont'd.)**

Indicate the basis of discrimination and/or harassment:
(Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Creed | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Religion | <input type="checkbox"/> Gender identity or expression |
| <input type="checkbox"/> Race | <input type="checkbox"/> Marital status | <input type="checkbox"/> Predisposing genetic characteristics |
| <input type="checkbox"/> Color | <input type="checkbox"/> Familial status | <input type="checkbox"/> Criminal arrest or conviction record |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Military status | <input type="checkbox"/> Status as a victim of domestic violence |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Retaliation | |

Other [specify what you believe to be the basis of the discrimination and/or harassment] _____

Describe the alleged incident(s) of discrimination, harassment, and/or retaliation and how it has affected you. **Include any known date(s), time(s), and place(s) of the alleged incident(s).**

Is the discrimination, harassment, and/or retaliation continuing? Yes No

Information about Witnesses

List the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

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**ERIE 1 BOCES
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COMPLAINT FORM (Cont'd.)**

Information about Previous Reports

Have you previously reported or provided information (oral or written) about this or related incidents? If yes, when and to whom did you report information to? What was the remedy, outcome, or resolution?

Additional Information

Did you use additional sheets of paper and/or attach any relevant materials or evidence in completing this form? Yes No

If yes:

Indicate how many additional sheets of paper have been attached: _____

Identify all relevant materials and evidence that have been attached: _____

I certify that the facts in this report are true to the best of my knowledge, information, and belief.

First and last name: _____

Signature: _____

Date: _____

For BOCES Use Only

Complaint initially received on: _____

**ERIE 1 BOCES
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COMPLAINT FORM (Cont'd.)**

Form initially completed by:

The complainant

_____ based on an oral report
(name and title)

_____ based on a written report
(name and title)

Other _____

Indicate to whom and the date that this complaint was forwarded, if at all: _____
