

Liza Jackson Preparatory School  
HUMAN RESOURCES

**EQUITY DOCUMENTATION OF FORMAL COMPLAINT**

REPORTING VIOLATIONS OF EQUITY POLICIES: PROHIBITING DISCRIMINATION AND HARASSMENT

Deliver to Liza Jackson Preparatory School, Human Resource Manager, 1123 Hospital Rd. Fort Walton Beach, FL 32547, 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, 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 Liza Jackson Preparatory School's 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 LJPS Equity Contact shall inform the grievant, in writing, of the disposition. If the investigation results in find the Equity Policy has been violated and disciplinary action is appropriate, the LJPS Equity Contact shall within fifteen (15) calendar days of the close of the investigation, inform the Board of Directors and the charged party of the findings and shall recommend to the Board of Directors 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 Board of Directors at Liza Jackson Preparatory School.

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.

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Signature of Complainant

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Date

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Signature of Investigator

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Date