



Learning Lodge Academy

Discrimination or Harassment Complaint Report Form (Employee or Applicant)

This form is to be used when an employee of Learning Lodge Academy or applicant for employment wishes to file a complaint alleging discrimination, harassment, retaliation, or bullying, including cyberbullying.

If you believe you have been the subject of discrimination, harassment, retaliation or bullying on the basis of one or more of the following protected classes, please use this form to file your complaint. If you are unable to complete the form, your complaint can be accepted orally to the school's equity manager, principal or other school employee.

Protected classes: sex, race, color, national origin, religion, disability, marital status, genetic information, age or any other characteristics protected by Federal and/or Florida civil rights law (hereinafter referred to as unlawful harassment), or bullying, including cyberbullying.

Submit the completed form to: Janet Blossfield, Equity Manager, Learning Lodge Academy, 5844 Pine Hill Road, Port Richey, FL 34668. Email: jblossfield@learninglodgeacademy.com or (727) 389-0067.

This form is required to initiate a formal investigation into allegations of discrimination, harassment or bullying. All information provided by you is considered confidential; however, we cannot guarantee confidentiality. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. However, once a finding is made and the investigation is inactive, the complaint record becomes public record in accordance with Florida Statute Title X, Chapter 119 Public Records.

It is against policy for anyone to retaliate against you for filing a complaint. Please contact the Equity Manager at (727) 389-0067 if you experience any retaliation or negative repercussions from filing your complaint.

DEFINITIONS:

Discrimination: The prejudicial treatment of an individual based on their actual or perceived membership in a protected class.

Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee on the basis of a protected class, which is sufficiently *severe, persistent, or pervasive* that it:

- A. Places an employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with an employee's work performance; OR
- C. Has the effect of substantially disrupting the orderly operation of the worksite or school.

Bullying/Cyberbullying: *Systemically and chronically* inflicting physical hurt or psychological distress on an employee through unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture that:

- A. Is severe or pervasive enough to create an intimidating, hostile, or offensive work environment;
- B. Causes discomfort or humiliation; OR
- C. Unreasonably interferes with the individual's work performance or participation.

Incivility: Low-intensity deviant behavior, not based on a protected class, with the ambiguous intent to harm the target. Uncivil behaviors are characteristically rude and discourteous, display a lack of regard for others and show a lack of respect for the target. Examples of incivility include making insulting comments, spreading false rumors, social isolation and abrasive communication.

INSTRUCTIONS:

Please complete all sections of this form. Be as specific as possible when discussing the incident(s). Include the date(s), location(s), the incident(s), the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s). If additional space is needed, you may attach it to the form. Also attach any additional materials that may assist in the investigation process.

If you have any questions regarding the complaint process and/or Complaint Report Form, please contact the Equity Manager at (727) 389-0067.

Janet Blossfield, Equity Manager
Learning Lodge Academy
5844 Pine Hill Road
Port Richey, FL 34668
Email: jblossfield@learninglodgeacademy.com
(727) 389-0067

Learning Lodge Academy

Procedure: Discrimination or Harassment Complaint Submitted by an Employee or Applicant

Complaints regarding discrimination or harassment, on any basis protected by law, as outlined above, will be processed in accordance with the following procedures.

Step 1: Complaints may be oral or in writing and must be filed with the Learning Lodge Academy Equity Manager. Any school staff member that receives an oral or written complaint should submit the information to the Equity Manager within two (2) working days.

- The Equity Manager will receive an oral or written complaint.
- The principal will be notified.
- An investigation of the complaint will begin promptly. The investigation will be factually thorough, impartial, and completed within fifteen (15) working days from the date the complaint was received. The timeline may be extended upon mutual consent and in writing.
 - The investigation will include all relevant evidence as it is available from all sources regardless of how it may affect the outcome. The proper scope of an investigation is dictated by the facts at issue. An appropriate investigation is one that allows a reasonable fact finder to draw conclusions as to whether discrimination occurred.
- The identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law.
- The investigation may include interviews with the complainant, respondent, or witnesses.
- Witnesses may be asked to provide written statements.
- Following the investigation, a report will be issued, and a final decision rendered.
- The complainant and respondent will receive a copy of the report.

If it is determined that no further action is necessary, the complaint will be closed and all parties will be notified.

Step 2: Upon receipt of the report and final decision, the complainant or respondent will have five (5) working days after receiving the decision to file a request for appeal to the Learning Lodge Academy Board of Directors. The request for appeal must be in writing and detail the specific reasons why he/she believes the decision should be reconsidered.

- The written request for appeal should be provided to the Equity Manager who will promptly forward all materials relative to the complaint and appeal to the Board president.
- The Board of Directors authorizes the president to act on their behalf in matters related to an appeal.
- The Board president will review the request for an appeal.
- The Board president, or designee, may meet with one or more parties involved.
- The Board president will review the merits of the complaint, the findings of the Equity Manager, and the final decision and respond to the parties, in writing within thirty (30) working days. The president will address the request for appeal and render a final decision on behalf of the Governing Board.
- A copy of the final decision will be delivered to the parties.
- The timeline may be extended upon mutual consent and in writing.
- The decision of the Board will be final. However, the decision in no way prejudices a party from seeking redress through state or federal agencies as provided in law.

If the equity manager is the subject of the complaint, the complainant may file the complaint with the Board.

If the Board of Directors (as a whole) or an individual board member is the subject of the complaint, the complainant should submit the complaint to the Equity Manager who will refer the complaint to the Board's legal counsel.

The timelines established in each step of this procedure may be extended upon mutual consent of Learning Lodge Academy and the complainant in writing.

This procedure is used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

**Learning Lodge Academy
Discrimination or Harassment Complaint Report Form
(for Employee or Applicant)**

Name of Person Filing Complaint Date _____

(_____) _____
Preferred contact number Email _____

Address

Check one:

- Employee Applicant

Alleged Discrimination: (Check all that apply)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sex | <input type="checkbox"/> Veterans' status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital status | <input type="checkbox"/> Other. _____ |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Genetic Information | OR <input type="checkbox"/> Bullying/Cyberbullying |
| <input type="checkbox"/> Age | <input type="checkbox"/> National or ethnic origin | |
| <input type="checkbox"/> Disability | | |

Date alleged incident (s) took place: Earliest _____ Latest _____

Continuing: YES NO

Specific complaint: Please provide detailed information including names, dates, places, and activities. Specifically, how were you treated differently from others or how were you discriminated against or unlawfully harassed, on the basis of sex, race, color, national origin, religion, disability, marital status, genetic information, or any other characteristics protected by Federal and/or Florida civil rights law OR describe the repeated bullying behavior that has caused you physical hurt or psychological distress. Please include any actions, comments, or incidents that caused you to file your complaint. Attach additional pages, if necessary.

Person(s) allegedly causing the discrimination/harassment/bullying. Include name(s), position(s), contact information, if known, and your relationship with this person(s).

List any individuals who witnessed the incident(s). Include the name(s), position(s) and contact information, if known.

What steps, if any, have been taken to report and/or resolve the matter to this point?

What solution/resolution/outcome would you like to see?

By signing this complaint form, I affirm that, to the best of my knowledge, the information contained is true and factual. I also consent to the release of the above information for the purposes of an investigation. I understand that the completion of this form or filing of a discrimination, harassment and/or retaliation complaint does not extend the time for filing a complaint with an outside agency or in a court of law. Additionally, I understand that the effective date of filing this complaint is the date this form is physically received by the Learning Lodge Academy Equity Manager. I further understand that if I knowingly provide false or fraudulent information in a complaint, I may be subject to disciplinary action.

Complainant's Signature

Date

Received by (signature)

Date

The complaint form should be mailed, emailed or hand-delivered to:
Janet Blossfield, Equity Manager
Learning Lodge Academy
5844 Pine Hill Road, Port Richey, FL 34668.
Email: jblossfield@learninglodgeacademy.com
(727) 389-0067.

A claimant has the right to register a discrimination or harassment complaint with the U.S. Department of Education's Office for Civil Rights (OCR) at (800) 421-3481, 400 Maryland Avenue SW, Washington, DC 20202 or <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.
To file a complaint online go to: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

An employee claimant has the right to register a complaint with the federal Equal Employment Opportunity Commission (EEOC) and the Florida Commission on Human Relations (FCHR).

The EEOC can be contacted at (800) 669-4000, <https://www.eeoc.gov/employees/howtofile.cfm>, info@eeoc.gov, or at 100 SE 2nd Street, Suite 1500, Miami, Florida 33131 or 501 East Polk Street, Suite 1000, Tampa, Florida 33602.

The FCHR can be contacted at (800) 342-8170, <http://fchr.myflorida.com>, or at 4075 Esplanade Way, Room 110, Tallahassee, Florida 32399.