



# Learning Lodge Academy Equity Complaint Report Form

## For Discrimination, Harassment or Bullying Student, Parent, or Visitor Form

**This form is to be used when a student, parent or visitor 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 when given 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](mailto:jblossfield@learninglodgeacademy.com) or (727) 389-0067.

This form is required to initiate a formal investigation into allegations of discrimination, harassment, retaliation 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 form of 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.

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

- A. Places another person in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's performance or safety, or the safety of another; OR
- C. Has the effect of substantially disrupting the orderly operation of the learning environment.

**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 or learning environment;
- B. Causes discomfort or humiliation; OR

- C. Unreasonably interferes with the student's feeling of safety or ability to participation, or the feeling of safety of another.

**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) the incident(s) occurred, where it occurred, the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s). Attach any additional materials that may assist in the investigation process.

If a student is filing a complaint, the parent, guardian or trusted adult may assist the child, or the parent may file a complaint on behalf of the child.

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

Complaints concerning a violation of the Learning Lodge Academy Non-Discrimination policy and Bullying policy should be submitted on this form to the Learning Lodge Academy Equity Manager.

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

# Learning Lodge Academy

## Procedure for a Student, Parent or Visitor to File a Complaint

Complaints regarding discrimination, harassment, retaliation, or bullying including cyberbullying 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 investigate the complaint.
- 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 or policy.
- The investigation may include interviews with the complainant, respondent, or witnesses.
- Witnesses may be asked to provide a written statement.
- A parent may be present at any time their child participates in a formal interview.

Within fifteen (15) working days of receipt of the complaint, the equity manager will complete the investigation, issue a report, and submit the report to the principal. Within five (5) working days, the principal will issue a final decision or request further investigation. A copy of the principal's final decision will be delivered to both the complainant and respondent via USPS or electronically.

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 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 why he/she believes the decision should be reconsidered. The Equity Manager 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, acting on behalf of the Board of Directors, will review the request for appeal.
- During a review, the Board president, or designee, may meet with any of the parties involved.
- The Board president will review the merits of the complaint and the findings of the Equity Manager, and the final decision, and respond to the parties in writing within thirty (30) business days. The president will address the request for appeal and render a final decision on behalf of the Governing Board.
- A copy of the president's written 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 by 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 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  
Equity Complaint Report Form for a Student, Parent or Visitor**

\_\_\_\_\_  
Name of Person Filing Complaint Date

(\_\_\_\_\_) \_\_\_\_\_  
Preferred contact number Email

\_\_\_\_\_  
Address

**Check one:**

- Student       Parent       Visitor       Other \_\_\_\_\_

**Alleged Discrimination: (Check all that apply)**

- |                                |                                     |  |   |
|--------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Race  | <input type="checkbox"/> Disability | <input type="checkbox"/> Sexual orientation        | <input type="checkbox"/> Genetic information    |
| <input type="checkbox"/> Color | <input type="checkbox"/> Age        | <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Bullying               |
| <input type="checkbox"/> Sex   | <input type="checkbox"/> Religion   | <input type="checkbox"/> Marital Status            | <b>OR</b> <input type="checkbox"/> Other. _____ |

**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) and position(s) and your relationship with this person.**

**List any individuals who witnessed the incident(s). Include the name 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.

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Complainant's Signature

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Date

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Received by (signature)

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Date

The complaint form should be mailed, emailed or otherwise submitted to:  
Janet Blossfield, Equity Manager, Learning Lodge Academy  
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A oral complaint can be accepted by a teacher, principal, equity manager, or other staff member.

A complaint related to educational programs and services can be filed online to the U.S. Department of Education, Office of Civil Rights, using the Office of Civil Rights electronic complaint form. To access the form, go to <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.