

**ELMIRA CITY SCHOOL DISTRICT  
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION COMPLAINT FORM**

The District 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 District. You will not be retaliated against for making a report.

The District 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 process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

**Instructions**

The District 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 District's Civil Rights Compliance Officer (CRCO) in person or by mail, email, or other method made available by the District. Completing this form as thoroughly as possible will assist the District 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 District's CRCO or a trusted staff member with whom you feel comfortable.

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

Hillary Austin, Superintendent  
[haustin@elmiracityschools.com](mailto:haustin@elmiracityschools.com)  
607-735-3010

Derek Almy, Director of Student Services  
[dalmy@elmiracityschools.com](mailto:dalmy@elmiracityschools.com)  
607-735-3040

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.

(Continued)

**ELMIRA CITY SCHOOL DISTRICT**  
**DISCRIMINATION, HARASSMENT, AND/OR RETALIATION REPORT 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 District:

*(Check all that apply)*

<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Job applicant
<input type="checkbox"/> Parent/legal guardian	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor/subcontractor/vendor/consultant
<input type="checkbox"/> Student teacher	<input type="checkbox"/> Intern	<input type="checkbox"/> 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 District:

*(Check all that apply)*

<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Job applicant
<input type="checkbox"/> Parent/legal guardian	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor/subcontractor/vendor/consultant
<input type="checkbox"/> Student teacher	<input type="checkbox"/> Intern	<input type="checkbox"/> Other _____

Primary building or location: \_\_\_\_\_

Further details including, if applicable, grade or title: \_\_\_\_\_

(Continued)

**ELMIRA CITY SCHOOL DISTRICT**  
**DISCRIMINATION, HARASSMENT, AND/OR RETALIATION REPORT 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 District:

☐ 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 his or her 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.

(Continued)

**ELMIRA CITY SCHOOL DISTRICT  
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION REPORT 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:

---

---

---

---

(Continued)

**ELMIRA CITY SCHOOL DISTRICT  
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION REPORT 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?

---

---

---

**Information about Legal Counsel**

If you have obtained legal counsel and would like us to work with them, provide their name and contact information:

---

---

**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 District Use Only**

Complaint initially received on: \_\_\_\_\_

(Continued)

**ELMIRA CITY SCHOOL DISTRICT  
DISCRIMINATION, HARASSMENT, AND/OR RETALIATION REPORT 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: \_\_\_\_\_

\_\_\_\_\_