

**USD 303**

**COMPLAINT of DISCRIMINATION FORM**

The policies of the Board of Education of USD 303 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment.

Harassment of individuals on any of these grounds is strictly prohibited.

Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: **Superintendent**, 414 East Chestnut,  
Ness City, KS 67560; 785-798-2210  
Building Discrimination Coordinators: **Grade School Principal**, 500 East Chestnut,  
Ness City, KS 67560; 785-798-2222  
**High School Principal**, 200 North Fifth,  
Ness City, KS 67560; 785-798-3991

Name of Complainant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Nature of Complaint: I believe that I have been the subject to discrimination on the basis of:

- Race
- Sex
- Age
- Harassment on the basis of \_\_\_\_\_
- Color
- Sexual Harassment
- Racial Harrassment
- National Origin
- Disability
- Religion

Please describe the incident or act complained of: \_\_\_\_\_

Please include information about:

Who was the person engaging in the conduct? \_\_\_\_\_

What was the nature of the conduct? \_\_\_\_\_

When did it occur? \_\_\_\_\_

Where did it occur? \_\_\_\_\_

What effect did the incident have on you? \_\_\_\_\_

(Please attach additional sheets if necessary.)

Were there any witnesses to this incident?  Yes  No If yes, please indicate who the witnesses were: \_\_\_\_\_

What action do you believe the school should take with regard to this incident? \_\_\_\_\_

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter?  Yes  No

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_