

**BURNT HILLS- BALLSTON LAKE CSD**  
**SEXUAL HARASSMENT COMPLAINT FORM**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for targets to report alleged incidents of sexual harassment. This form is intended to be used by both *students* and *employees*.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form to the best of your ability and submit it to:

Dacey Bonney Title IX Coordinator at [dbonney@bhbl.org](mailto:dbonney@bhbl.org)  
518-399-9141 ext. 85011.  
PO Box 1389  
Ballston Lake, NY 12019

or

Michael Nickson Deputy Title IX Coordinator at [mnickson@bhbl.org](mailto:mnickson@bhbl.org)  
518-399-9141 ext. 85006  
PO Box 1389  
Ballston Lake, NY 12019

You can submit your completed form in person (HR office), via email or through the mail at PO Box 1389 Ballston Lake, NY 12019.

You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, the district will complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. For additional resources, visit:

<http://www.ny.gov/programs/combating-sexual-harassment-workplace>

**YOUR INFORMATION** (for all persons making a complaint)

Your Name:

Name of student (for parents/guardians):

Home Address:

Home or Cell Phone:

Email:

School (for students):

Grade/Class (for students):

Work Address (for employees):

Work Phone (for parents/guardians/employees):

**Job Title** (for employees):

**Preferred Communication Method**

(please select one): phone \_\_\_\_, email \_\_\_\_, mail \_\_\_\_, in person \_\_\_\_

**SUPERVISOR INFORMATION** (for employees)

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

**COMPLAINT INFORMATION** (for all persons making a complaint)

1. Your complaint of Sexual Harassment is made against:

**Name:**

**Job Title (if an employee):**

**Grade/Class (if a student):**

**School Address/Work Location (if known):**

**Phone (if known):**

**Relationship to you** (please circle one below):

(for employees)

Supervisor / Subordinate / Co-Worker / Student / Other:

(for students)

Teacher / Other staff member / Other Student / Other:

*(Please use additional sheets of paper if the complaint is against multiple people.)*

**2. Please describe what happened and how it is affecting you and your work or education. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.**

**3. Date(s) and location(s) sexual harassment occurred:** \_\_\_\_\_

**Is the sexual harassment continuing?** \_\_\_ Yes \_\_\_ No

**4. Please list the name and contact information (if known) of any witnesses or individuals who may have information related to your complaint:**

*The following question is optional, but may help the district's investigation.*

**5. Have you previously complained about or provided information (verbal or written) about sexual harassment or related incidents to the district? \_\_\_ Yes \_\_\_ No If yes, when and to whom did you complain or provide information?**

If you have retained legal counsel and would like us to work with them, please provide their contact information.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**While the process may vary from case to case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.**

**Information regarding the process:**

- Investigator will conduct an immediate review of the allegations and take any interim actions.
- Relevant documents, emails or phone records will be requested, preserved and obtained.
- Interviews will be conducted.
- The individual who complained and the individual(s) accused of sexual harassment are notified of the final determination and that appropriate administrative action has been taken.

**Sexual harassment is considered a form of employee misconduct and that sanctions will be enforced against any individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.**

**Retaliation against individuals who complain of sexual harassment or who testify or assist in any investigation or proceeding involving sexual harassment is unlawful.**