

Harassment/ Discrimination Complaint Checklist

The following checklist should be followed for the filing of a complaint alleging harassment/discrimination, using the Fayette County Public Schools' harassment/discrimination complaint procedure. This checklist is provided to facilitate understanding of the complaint process.

Informal Resolution (Not Mandatory -- May Begin with Formal Resolution Below)

- ☐ 1. Discuss the complaint with Supervisor/Principal, with the purpose of resolving the issue.
- ☐ 2. Should the informal resolution be unsatisfactory in resolving the issue, then within five (5) days of the informal resolution process, file a formal written complaint with:

Civil Rights Compliance Officer
Fayette County Public Schools
701 East Main Street
Lexington, KY 40502

Necessary forms for filing may be obtained from any Fayette County Public School, from a Supervisor/Principal, from the Civil Rights Compliance Officer, or at fcps.net.

Formal Resolution

- ☐ 1. Complainant should submit a formal written complaint on the Harassment/ Discrimination Complaint Form (Form B-employee, Form C-student).
- ☐ 2. The Civil Rights Compliance Officer shall be empowered to investigate all written complaints and take all necessary action to avoid delay and maintain order in the proceedings.
- ☐ 3. The Civil Rights Compliance Officer may hold a conference to resolve the issue(s).
- ☐ 4. The Civil Rights Compliance Officer may interview witnesses as part of the fact-finding process.
- ☐ 5. The Civil Rights Compliance Officer may facilitate the resolution of the complaint at any stage of the proceedings.
- ☐ 6. The Civil Rights Compliance Officer will send a written finding to the Complainant and the Respondent.