



**Hellenic Classical Charter Schools (HCCS)  
Park Slope (PS), est. 2005  
Staten Island (SI), est. 2019**

**COMPLAINT FORM**

Please provide the requested information so that Hellenic Classical Charter Schools (“the School”) may investigate and resolve your complaint. You are not limited to the space provided and may attach additional pages. Once you have completed this form, please provide a copy of it to the Superintendent, Christina Tettonis, by email at [ctettonis@hccs-nys.org](mailto:ctettonis@hccs-nys.org), or in person by visiting the School’s administrative offices. Alternatively, you may complete this form and provide a copy to the School’s President of the Board.

Name \_\_\_\_\_ Title \_\_\_\_\_

Department/Location \_\_\_\_\_ Supervisor \_\_\_\_\_

- A. Complaint(s) – Please describe your complaint(s), including the name of the person(s) about whom you are complaining. If your complaint involves specific comments, please include a description of the comments.
  
  
  
  
  
  
  
  
  
  
- B. Related Material – Please list, and if possible, provide copies of, any emails, text messages, letters, notes, memos, diary entries, calendars, reports, or other items that relate to your complaint(s):
  
  
  
  
  
  
  
  
  
  
- C. Persons with Information – Please list any individuals who you believe may have information about your complaint(s):
  
  
  
  
  
  
  
  
  
  
- D. Prior Report(s) – Have you reported your concerns to anyone else at the School? If so, please provide the name and position of the person to whom you reported the concerns, and the date of the report.

**I understand that if I become aware of additional information that relates to my complaint, I must promptly provide such information to Christina Tettonis or the Board President. I also am aware**

**that the School prohibits retaliation against me for filing this complaint, and I agree that I will immediately report any incident I believe is retaliatory using the School's procedures for reporting retaliation.**

\_\_\_\_\_  
Reporter's Signature

\_\_\_\_\_  
Date completed by Reporter's

\_\_\_\_\_  
Christina Tettonis, Superintendent or Board President

\_\_\_\_\_  
Date received from Employee