



Homewood-Flossmoor High School
999 Kedzie, Flossmoor · 708-799-3000 · hfhighschool.org



Homewood-Flossmoor Community High School District 233 Fraud and Ethics Abuse Reporting Form

Accountability, honesty, and integrity are required of all Homewood-Flossmoor Community High School employees, students, and others who conduct business with District 233. Here, you will find information on how to report concerns relating to fraud or unethical behavior.

Please utilize the following steps when reporting:

- Visit the Homewood-Flossmoor HS website (hfhighschool.org).
- Select the “District Info” tab.
- Select the “Business Office” drop down tab.

Reporting Anonymously: Reports may be made anonymously or with identification. Investigating fraud and ethics abuse allegations, however, are more difficult if complaints are filed anonymously due to the challenges of obtaining necessary evidence to corroborate the allegation(s). Because District 233 does not undertake investigations without adequate cause, detailed information is essential.

When describing the fraud or the ethics abuse incident, please provide as much of the following information for each of your allegations. If there is more than one allegation, please number each.

Who?	Who is involved? If outside businesses or contractors are involved, what are the names of the businesses, who owns them, and where are they located? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?
What?	What specifically did the suspect do? What is wrong with it? Are there laws or regulations that govern the suspect’s actions? What types of documents would provide evidence of the improper activities? Where are the documents located? Who controls or has access to them?
When?	When did the allegation occur? Is it ongoing? How frequently has it occurred?
Where?	Where did the allegation happen?
How?	How did the wrongdoing occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

Please email this form to lcook@hf233.org or you can mail it (marked “confidential”) to:

Lawrence Cook
999 Kedzie Avenue
Flossmoor, IL 60422

If you have additional questions, please contact Lawrence Cook at 708-335-5505 or at lcook@hf233.org.



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Please describe how an HFHS investigator could locate supporting documentation, or attach a copy of evidence that you have in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access, as you are the reporting party and not the investigating party.

You may email this report to lcook@hf233.org or mail it to Lawrence Cook, 999 Kedzie Avenue, Flossmoor, IL 60422.