Port Townsend School District No 50 Equity Inquiry Form

Discrimination / Harassment Complaint Information Gathering Form Per School Board Policy/Procedure 6590/6590P

The purpose of this form is to allow a potential complainant to submit information to assist in fact finding and investigation of the alleged complaint. Completion of this form is the first step in the formal process of filing a potential discrimination or harassment complaint.

Definitions: **Discrimination** is defined as unfair or unequal treatment of any person or denial of equal access to educational, employment or workplace activities. Harassment is any behavior or environmental factor that offends a person, by referring negatively or stereotypically to one's age, race, gender, color, creed, national origin, sexual orientation, religion, marital status, handicapping condition or status with regards to public assistance. This information pertains to a charge of _____ Discrimination or _____ Harassment or _____ Both (Check One) Name of person completing the form _____ Today's Date _____ Name of student or employee affected _____ Date(s) of Incident Name of alleged violator _____ Location of Incident(s) Description of the problem (describe what happened, including who was there, and specific descriptions of any slurs or speech, symbols, or physical acts that suggest to you that the problem was an act of discrimination or harassment) (Use back of form or additional sheets if necessary to complete the information) Signature of complainant _____ Date _____

Signature of receipt in Business / Personnel Office

Date _____