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 ____________________________

1. Name of student or employee affected ____________________________    Date(s) of Incident ____________________________

2. Name of alleged violator ____________________________

3. Location of Incident(s) ____________________________

4. 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)

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(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 ____________________________