

Arlington Public Schools maintains a firm policy prohibiting all forms of unlawful discrimination and harassment. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, based on race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other basis protected by law, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

SECTION #1: Your Contact Information	
Name	<input type="text"/>
Telephone Number(s)	<input type="text"/>
Department/Building	<input type="text"/>
Position/Title	<input type="text"/>
Supervisor	<input type="text"/>
Mailing Address	<input type="text"/>

Type of Discrimination Alleged (Check boxes which apply)

- Harassing behavior on the basis of 
 Graffiti and/or display of harassing or discriminatory material  
 Discriminatory behavior on the basis of 
 Assault - physical, verbal and/or sexual  
 Bullying/peer abuse: physical, verbal and /or sexual
  Hate Crime, activity and/or recruitment  
 Electronic harassment, stalking, threatening physical or sexual harm, and/or discrimination  
 Other   
Specify

**Status**

(check appropriate box)

- Employee
  Substitute
  Applicant
  Volunteer
  Other

Describe \_\_\_\_\_

Are you represented by a Union?  Yes  No

If yes, please provide us with the Union Representative's information below.

Name	<input type="text"/>
Work Location	<input type="text"/>
Phone	<input type="text"/>

SECTION #2:	RESPONDENT(S) INFORMATION
	Name & Information of Person(s) Responsible for the Alleged Discriminatory Conduct
Name	<input type="text"/>
Telephone number	<input type="text"/>
Work Site/Building	<input type="text"/>
Position/Title	<input type="text"/>

**SECTION #3: QUESTIONNAIRE**

1. Explain the specific actions or situation that caused you to believe you were discriminated against (*treated differently from other employees or applicants*) because of race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.
2. Please include date(s) on which alleged act of discrimination took place and names of witness(es), if any.
3. Describe the incident as clearly as possible, including such things as what force, if any, was used; any verbal statements that were made (for example: threats, demands, requests, etc.); what, if any physical contact was involved; what you did to avoid the situation, etc.
4. What remedy are you seeking? (Attach additional sheets, if necessary.)

**SECTION #4: AFFIDAVIT**

I acknowledge that the matter contained in the attached statement is true and correct to the best of my knowledge, information, and belief. I also acknowledge that per law and policy, I will be protected from retaliation on the basis of my participation. I also acknowledge that retaliation on my part will be considered grounds for a complaint.

Signature of Complainant \_\_\_\_\_ **\*\*Original signature required! Please print and sign.\*\***  
*(This notation will not print.)*

Date

**SECTION #5: ROUTING INSTRUCTIONS**

**Please forward this form to the Human Resources Department as soon as it is completed.**

Arlington Public Schools  
Human Resources Department  
315 N French Ave  
Arlington, WA 98223  
Telephone 360-618-6212/FAX 360-618-6219

This report form is to be used in filing complaints which fall under the following Arlington Board Policies:

- 4299 Civility
- 5010 Non-Discrimination and Affirmative Action
- 5011 Sexual Harassment

\*For discrimination or harassment complaints regarding students, refer to Policy 3207 *Prohibition of Harassment, Intimidation, and Bullying* and associated forms.