

Independent School District 152

Probstfield Center for Education 2410 14th St. S., Moorhead, MN 56560 • Fax: 218-284-3333 www.moorheadschools.org • Superintendent: 218-284-3330 • Architett Superintendent: 218-284-3330

- Assistant Superintendent: 218-284-3370
- Human Resources: 218-284-3350

Discrimination Complaint Form Administrative Procedure: 402.1 Date Adopted: 10/30/2006 Dates Reviewed: 8/9/2010, 11/10/2014, 2/12/2018

Section: 400 EMPLOYEE/PERSONNEL Date Revised: 11/10/14

GENERAL STATEMENT OF POLICY PROHIBITING UNLAWFUL DISCRIMINATION

Moorhead Area Public Schools maintains a firm policy prohibiting all forms of unlawful discrimination. All students and parents/guardians of students or school district employees are to be treated with respect and dignity. Unlawful discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Directions: Completed forms are to be given to either your supervisor or to the human resources department. This complaint may be in either oral or written form. If assistance is needed to complete this form in either an oral or written manner, please request help from the human resources department (218/284-3350).

Grievant:		
Home Address:		
Work Address:		
Home Phone:	Work Phone:	
Date of Alleged Incident(s):		
Name of person(s) you believe unlawfully discriminated against you:		
If the alleged discrimination was against another perso	on, identify that person:	

Describe the incident(s) as clearly as possible, including such things as: a. Verbal statements (i.e. threats, requests, demands, etc.); b. What, if any, physical contact was involved; etc. (Attach additional pages if necessary):

Where did the incident(s) occur:		
List any witnesses that were present:		
This complaint is filed based on my honest belief that unlawfully discriminated against me. I hereby certify that the information I have provided in this computer is true, correct and complete to the best of my knowledge and belief.		has
Grievant Signature	Date	
Received by:	Date	