



**YINGHUA
ACADEMY**

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Unlawful Sex Discrimination Toward a Student, Staff or Parent

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student, Staff or Parent

Yinghua Academy maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students, staff and parents are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant Name _____

Home Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Date of alleged incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:

If the alleged unlawful sex discrimination was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc.: *(attach additional pages if necessary)*

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant Signature _____ Date _____

Received by _____ Date _____

CC: Human Resources/Unlawful Sex Discrimination