

Title IX Complaint Form

Please use this form to report an allegation of sexual misconduct or retaliation, or sex/gender discrimination, all of which are prohibited by Title IX. This form is meant for use by students, parents or guardians, and members of the public.

You may report an allegation anonymously if you choose. Our ability to properly investigate an allegation depends on the information provided, so please provide us with as much information as you are able to.

We are not able to guarantee that your report will remain confidential. In certain instances, we may be required to disclose it by law.

YOUR RESPONSES TO ALL THE QUESTIONS LISTED BELOW ARE OPTIONAL. You do not need to answer every question to submit the form. If you have any questions, please call our office at [PHONE NUMBER] or email [EMAIL].

Title IX Coordinator: [NAME, TITLE]
[Email address]
[Phone number]

SECTION 1: WHO IS FILLING OUT THIS FORM?

Name of Complainant: _____

Email Address: _____ **Phone Number:** _____

May we contact you for further information?

Yes

No

SECTION 2: WHAT HAPPENED?

Can you tell us what happened? _____

When and where did the actions described above happen? _____

Does evidence exist that you would be willing to share? (e.g. texts, photos, emails, videos)? If so, please keep these materials. _____

Did anyone witness the actions described above? If yes, please identify the witnesses.

Yes. _____
 No _____

Have you discussed this matter with anyone? If yes, please identify who you have spoken with.

Yes. _____
 No _____

SECTION 3: WHO DO YOU BELIEVE CAUSED THE HARM?

What is the name of the person who you believe caused the harm? _____

If they are a student or staff member, what school do they attend or work at? _____

If the person is a student, what grade are they in? _____

If the person is a staff member, what is their role (e.g. teacher, principal, or coach) at the school?

SECTION 4: DO YOU HAVE ANY OTHER INFORMATION YOU WOULD LIKE TO SHARE?

Is there anything else you would like us to know? _____

Print Name

Date

Signature

TO BE COMPLETED BY TITLE IX COORDINATOR

Signature Acknowledging Receipt

Receipt Date

[INSERT DISTRICT LETTERHEAD]

[*Address of Employee*]

[*Date*]

Dear [*Employee*],

As a result of a Title IX Complaint, your knowledge of supportive measures for the parties is important to their continued access to the District's educational programs and activities. It is important to note first that these supportive measures are confidential. Should you have questions or concerns with your portion of the implementation of them, please contact the Title IX Coordinator only. These supportive measures are intended to restore or preserve access for the parties to the District's education program or activity without unreasonably burdening the other party. They are put in place to protect the safety of all parties and the educational environment that we provide. Further, they should help deter any future sexual harassment.

The following supportive measures are those that will be important for you to be aware of and to ensure success of implementation where necessary:

1. [*insert supportive measure*]
2. [*insert supportive measure*]

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

Written Determination must include:

- Identification of the section(s) of the recipient's code of conduct alleged to have been violated
 - Pull language verbatim
- A description of the procedural steps taken from the receipt of the complaint through determination, including
 - Notification to the parties,
 - Interviews with parties and witnesses,
 - Site visits, methods used to gather evidence, and
 - Hearings held
- Findings of fact supporting the decision
 - Include the burden of proof "preponderance of the evidence"
 - Not mandatory, but consider including findings of witness credibility to create a thorough record in case appealed
- Conclusions regarding the application of the recipient's policy to the facts
- A statement of, and rationale for, the result as to each allegation, including
 - a determination regarding responsibility,
 - any sanctions the recipient imposes on the respondent, and
 - any remedies provided by the recipient to the complainant designed to restore or preserve access to the recipient's education program or activity
- the recipient's procedures and permissible bases for the complainant and respondent to appeal, if the recipient offers an appeal

[INSERT DISTRICT LETTERHEAD]

[*Address of Party*]

Dear [*Party*],

On [*date*], the Initial Decision-Maker issued a [*written determination or notice of dismissal*] regarding the Title IX Complaint. On [*date*], [*identify the party who submitted the appeal*] appealed the [*determination or dismissal*] based on [*insert reason for appeal*].

Both parties – including you – have five (5) business days to submit a written statement in support of, or challenging, [the written determination or notice of dismissal].

Within thirty (30) business days, the Appellate Decision-Maker will affirm, reverse, or amend the written determination or notice of dismissal. Within five (5) business days after its decision, the Appellate Decision-Maker will simultaneously issue a written decision to both parties that will describe the result of the appeal and the rationale for the result.

Title IX Coordinator: [<i>Name, Title</i>]	Appellate Decision-Maker: [<i>Name, Title</i>]
[<i>Email address</i>]	[<i>Email address</i>]
[<i>Phone number</i>]	[<i>Phone number</i>]

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[*Address of Party*]

[*Date*]

Dear [*Party*],

On [*date*], the District received a complaint alleging a violation of Title IX. More specifically, the complaint alleges [*insert complaint allegations*]. In response to this, the District is making an offering of supportive measures designed to restore or preserve equal access to this district's education program or activity. These measures are intended to protect the safety of all parties involved and the educational environment of the school and to deter any further sexual harassment. These supportive measures are prohibited from unreasonably burdening the other party.

We are prepared to offer to you the following supportive measures [*the following are a non-exhaustive list of options listed in 34 C.F.R. § 106.44*]:

- 1) *Counseling*
- 2) *Extensions of deadlines or other course-related adjustments*
- 3) *Modification of class and work schedules*
- 4) *Campus escort services*
- 5) *Mutual restrictions on contact between parties*
- 6) *Changes in work locations*
- 7) *Leaves of absence*
- 8) *Increased security and monitoring of certain areas on campus*
- 9) *Other similar measures*]

[*Should the District decline to offer any supportive measures or should a party request a certain supportive measure and the District declines to offer it, the District must document why this decision was not clearly unreasonably in light of the known circumstances.*]

Any supportive measures that you choose to accept will be confidential to the extent that maintaining confidentiality would not impair the ability to implement the supportive measures. The Title IX Coordinator is tasked with the coordination and effective implementation of supportive measures. Should any issues, questions, or concerns arise with regard to supportive measures, please contact the Title IX Coordinator.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[Address of Party]

Dear [Party],

On [date], the District received a complaint alleging a violation of Title IX. More specifically, the complaint alleges [insert complaint allegations]. This letter is intended to provide you with information regarding an informal resolution of the complaint.

Upon the voluntary, written consent of the parties, the District may facilitate an informal resolution process. The informal resolution process is permitted – but not required – at any time prior to reaching a determination. However, the informal resolution process is not available to resolve allegations that an employee sexually harassed a student. Either party has the right to withdraw from the informal resolution process and resume the investigation at any time before agreeing to a resolution. Informal resolution may result in disciplinary measures.

The forms of informal resolution are: [list available forms of informal resolution (e.g. arbitration, mediation, restorative justice)]

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [contact information].

Respectfully,

Title IX Coordinator

Please complete the following

Name of Party: _____

Email Address: _____ **Phone Number:** _____

Do you wish to participate in the voluntary informal resolution process? If yes, please indicate which form of informal resolution you wish to participate in.

Yes _____

No

Signature

Date

[INSERT DISTRICT LETTERHEAD]

[*Address of Complainant*]

Dear [*Complainant*],

On [*date*], the District received your complaint. This letter is intended to provide you with information regarding the District's investigation.

The District's investigation of your complaint will be conducted pursuant to Board Policy 2:265 and Board Procedure 2:265-AP2. A copy of Board Policy 2:265 and Board Procedure 2:265-AP2 is attached. [*Include information regarding any available informal resolution process*]

The District's investigation will involve:

Identities of the parties involved in the incident, if known:	[<i>include available information</i>]
The conduct allegedly constituting Title IX sexual harassment:	[<i>include available information</i>]
Date and Location of the alleged incident, if known:	[<i>include available information</i>]
Alleged Code of Conduct violation	[<i>insert Code of Conduct language verbatim</i>]
Potential remedies and disciplinary sanctions if found responsible	[<i>insert Code of Conduct language verbatim</i>]

Please note that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation. All parties – including you and the Respondent – may have an advisor of their choice, who may be, but is not required to be, an attorney. All parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint – including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence – so that each party can meaningfully respond to the evidence before the investigation concludes.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[*Address of Investigator*]

Dear [*Investigator*],

On [*date*], the District received a complaint alleging a violation of Title IX. I am appointing you to investigate this complaint. This letter is intended to provide you with information regarding your investigation.

Your investigation of the complaint must be conducted pursuant to Board Policy 2:265 and Board Procedure 2:265-AP2. A copy of Board Policy 2:265 and Board Procedure 2:265-AP2 is attached. [*Include information regarding any available informal resolution process*]

The investigation will involve:

Identities of the parties involved in the incident, if known:	[<i>include available information</i>]
The conduct allegedly constituting Title IX sexual harassment:	[<i>include available information</i>]
Date and Location of the alleged incident, if known:	[<i>include available information</i>]

Please note that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation. All parties may have an advisor of their choice, who may be, but is not required to be, an attorney. All parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint – including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence – so that each party can meaningfully respond to the evidence before the investigation concludes.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[*Address of Respondent*]

Dear [*Respondent*],

On [*date*], the District received a complaint asserting that you engaged in conduct that may have violated Title IX. I [*please insert alternative name if someone else will be investigating the complaint*] will be investigating this complaint on behalf of the District. This letter is intended to provide you with information regarding the District's investigation.

The District's investigation of your complaint will be conducted pursuant to Board Policy 2:265 and Board Procedure 2:265-AP2. A copy of Board Policy 2:265 and Board Procedure 2:265-AP2 is attached. [*Include information regarding any available informal resolution process*]

The District's investigation will involve:

Identities of the parties involved in the incident, if known:	[<i>include available information</i>]
The conduct allegedly constituting Title IX sexual harassment:	[<i>include available information</i>]
Date and Location of the alleged incident, if known:	[<i>include available information</i>]
Alleged Code of Conduct violation	[<i>insert Code of Conduct language verbatim</i>]
Potential remedies and disciplinary sanctions if found responsible	[<i>insert Code of Conduct language verbatim</i>]

Please note that you are presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation. All parties – including you and the Complainant – may have an advisor of their choice, who may be, but is not required to be, an attorney. All parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint – including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence – so that each party can meaningfully respond to the evidence before the investigation concludes.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[*Address of Witness*]

Dear [*Witness*],

On [*date*], the District received a complaint asserting that you witnessed conduct that may have violated Title IX. I [*please insert alternative name if someone else will be investigating the complaint*] will be investigating this complaint on behalf of the District. This letter is intended to provide you with information regarding the District's investigation.

The District's investigation of your complaint will be conducted pursuant to Board Policy 2:265 and Board Procedure 2:265-AP2. A copy of Board Policy 2:265 and Board Procedure 2:265-AP2 is attached.

Your presence is requested at [*date/time/location*] for an interview regarding these allegations.

Please note that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation. All parties – including you – may have an advisor of their choice, who may be, but is not required to be, an attorney. All parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint – including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence – so that each party can meaningfully respond to the evidence before the investigation concludes.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[Address of Party]

[Date]

Dear [Party],

On [date], the District received a complaint alleging a violation of Title IX. More specifically, the complaint alleges [insert complaint allegations]. This letter is intended to provide you with notice that the complaint is being dismissed as required by 34 C.F.R. § 106.45(b)(3)(i).

The District's investigation of the complaint produced findings that [**must choose at least one of the following 3 options:** *the conduct did not rise to meet the definition of sexual harassment under 34 C.F.R § 106.30(a) AND/OR did not occur against a person in the United States AND/OR did not occur in the District's education program or activity*] because [*Insert factual information that is basis of that conclusion*].

An appeal of the dismissal of the complaint is available if you believe this dismissal was decided incorrectly, procedural irregularity affected the outcome of the matter, new evidence that was not reasonably available at the time the determination of dismissal was made, or if Title IX personnel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. An appeal may be pursued by submitting a Written Notice of Appeal to the Title IX Coordinator [name] within [10 school business days if using PRESS procedures] of receiving this notice.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [contact information].

Respectfully,

Title IX Coordinator

[INSERT DISTRICT LETTERHEAD]

[*Address of Party*]

[*Date*]

Dear [*Party*],

On [*date*], the District received a complaint alleging a violation of Title IX. More specifically, the complaint alleges [*insert complaint allegations*]. This letter is intended to provide you with notice that the complaint is being dismissed as permitted by 34 C.F.R. § 106.45(b)(3)(ii).

Choose one of the following 3 paragraph options:

(1) The District has received written notice [*on date*] from the complainant to the Title IX Coordinator that the complainant withdrew their formal complaint or any allegations therein. [*Insert specific details as necessary*].

(2) The District has found that the respondent is no longer [*employed or enrolled*] at [*District*].

(3) Through its thorough and timely investigation, specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. More specifically, [*insert specific reasons*].

An appeal of the dismissal of the complaint is available if you believe this dismissal was decided incorrectly, procedural irregularity affected the outcome of the matter, new evidence that was not reasonably available at the time the determination of dismissal was made, or if Title IX personnel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. An appeal may be pursued by submitting a Written Notice of Appeal to the Title IX Coordinator [*name*] within [*10 school business days if using PRESS procedures*] of receiving this notice.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in this process. The District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If you have any questions regarding the information included above or any other aspect of the investigation, please do not hesitate to contact me at [*contact information*].

Respectfully,

Title IX Coordinator

Title IX Informal Resolution Process

1. Participation in the Informal Resolution process is voluntary and requires informed and written consent.
2. The Facilitator will present the option of an Informal Resolution and proposed terms to each party independently and in writing.
3. All communication between parties will go through the Facilitator.
4. Informal Resolution will not require that the parties confront each other or even be present in the same room.
5. The parties may consult their advisor who may, but is not required to be an attorney at any time during the process. The advisor may be with the party during the Informal Resolution process.
6. Either party may withdraw from the Informal Resolution process at any time during it without any penalty, up to the point that written resolution agreement is signed.
7. If either party withdraws, the formal grievance procedure will resume.
8. Upon reaching an informal resolution agreement, the terms will be put in writing with an opportunity for both parties to review the terms and then both parties will sign, still physically separated from one another.
9. Should either party refuse to sign the Informal Agreement, the Informal Resolution Process will be considered failed and it will return to the formal grievance process.
10. A signed resolution agreement is binding on both parties.
11. The Facilitator has the authority to end the informal resolution process if the Facilitator believes that one or both parties are not operating in good faith. Should this occur, the formal grievance process will resume.
12. Both parties and the Facilitator will have an opportunity to offer proposals to become a part of the final outcome/agreement.
13. An informal resolution agreement may include, but is not limited to: an admission of responsibility, an admission of false allegations, disciplinary/punitive sanctions, counseling, and involvement in an educational program.

Title IX Appeal Form

Please use this form to appeal a written decision regarding a Title IX complaint. This form may be submitted within ten (10) business days after a party receives either the Initial Decision Maker's written determination or the notice of dismissal.

Please note that upon receipt of an appeal, the Title IX Coordinator will notify the other party in writing that an appeal has been filed. Both parties – including you – will have five (5) business days to submit a written statement in support of, or challenging, the outcome.

Within thirty (30) business days, the Appellate Decision-Maker will affirm, reverse, or amend the written determination or notice of dismissal. Within five (5) business days after its decision, the Appellate Decision-Maker will simultaneously issue a written decision to both parties that will describe the result of the appeal and the rationale for the result.

Title IX Coordinator:	[Name, Title]	Appellate Decision-Maker:	[Name, Title]
	[Email address]		[Email address]
	[Phone number]		[Phone number]

SECTION 1: WHO IS FILLING OUT THIS FORM?

Name of Party: _____

Email Address: _____ **Phone Number:** _____

May we contact you for further information?

- Yes
- No

SECTION 2: BASIS OF APPEAL?

Why are you appealing the written determination or the notice of dismissal? Please provide details in the space provided.

Procedural irregularity affected the outcome. _____

 New evidence now available that could affect the outcome but that was not reasonably available at the time the determination or dismissal was made. _____

 The Title IX Coordinator, Investor, or Initial Decision-Maker had a conflict or interest or bias for or against complainants or respondents generally or me in a way that affected the outcome. _____

Other (please provide reason): _____

SECTION 3: DO YOU HAVE ANY OTHER INFORMATION YOU WOULD LIKE TO SHARE?

Is there anything else you would like us to know? _____

Print Name

Date

Signature

TO BE COMPLETED BY TITLE IX COORDINATOR

Signature Acknowledging Receipt

Receipt Date