# DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/ HAZING/DATING VIOLENCE/RETALIATION REPORT FORM

It is the policy of	[School/System] to provide a safe, positive
learning and working environment that is free f	from bullying, hazing, dating violence, sexual
harassment and other discrimination, and retalia knowledge of, any such actions, we encourage	•
Coordinator will be happy to support you by ar reviewing the report form for completion and report. The Title IX Coordinator's contact information of the contact information of the contact information of the contact information.	assisting as necessary with completion of the
Position:	
Address:	
Email:	
Phone Number:	

### **Retaliation Prohibited**

The School/System, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, policy, procedures, and the school/system's legal and investigative obligations. The school/system will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school/system from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school/system has an obligation to investigate the information provided.

**Note**: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

1. Information	About the Person Making This Report:
Name:	
Address:	
Phone Number:	
School Building	<u>;                                    </u>
I am a:	
□ Student □	Parent/Guardian □ Employee □ Volunteer □ Visitor
□ Other	(please explain relationship to the School/System)
•	e victim of the reported conduct, please identify the alleged victim:
Name:	
The alleged vic	tim is:   Your Child   Another Student   A School/System Employee
☐ Other:	(please explain relationship to the alleged victim)
	About the Person(s) You Believe is/are Responsible for the Bullying, Hazing, ther Discrimination You are Reporting
What is/are the reporting?	name(s) of the individual(s) you believe is/are responsible for the conduct you are
Name(s):	
The reported i	ndividual(s) is/are:
☐ Student(s)	☐ Employee(s)
□ Other	(please explain relationship to the School/System)

# III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:
When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):
Where did the reported conduct take place?
Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.
Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.
Have you reported this conduct to any other individual prior to giving this report?
□ Yes □ No
If yes, who did you tell about it?
If you are the victim of the reported conduct, how has this affected you?

I affirm that the information reported above is true belief.	to the best of my knowledge, information and
Signature of Person Making the Report	Date
Received By	Date

#### FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Inform	nation:		
Name:			
Phone Number:_			
School Building:			
Reporter is a:			
□ Student □	Parent/Guardian	□ Employee □ Volunteer	□ Visitor
□ Other		(please explain relationship	to the School/System)
If the reporter is	not the victim of the	he reported conduct, please ic	lentify the alleged victim:
Name:			
The alleged victi	m is:   Reporter	s's Child	☐ Another Employee
□ Other		(please explain relationship	to the alleged victim)

# **II. Respondent Information**

Please state the name(s) of the individual(s) beli	leved to have conducted the reported violation:
Name(s):	
The reported respondent(s) is/are:	
☐ Student(s) ☐ Employee(s)	
□ □ Other(please exp	plain relationship to the School/System)
III. Level of Report	
☐ Informal ☐ Formal (see additional information)	ation below on Title IX formal complaints)
IV. Type of Report:	
☐ Title IX Sexual Harassment ☐ Discrimination ☐ Hazing ☐ Dating Violence	on □ Retaliation □ Bullying □ Other
Nature of the Report (check all that apply):	
□Race	□Age
□Color	□ Creed
□Religion	□Sex
☐ Sexual Orientation	☐ Sexual Harassment (Title IX)
□ National Origin	□Ancestry
☐ Marital Status	□ Pregnancy
☐ Handicap/Disability	□Bullying

# V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduc	et occur?	
Is it being repeated?	☐ Yes	□ No
		t identified as a student receiving equitable participation from dual enrollment with the public school district of
□ No.		
☐ Yes. If so, assess whe public school entities for		imstances of the complaint implicate the services of the urposes.
How has the conduct affect academic, programs, activ	_	I victim's ability to fully participate in the School/System's lemployment?
What is the alleged victim	n's relationshi	p with the alleged respondent?
<u> =</u>		et information of individuals believed to have observed the owledge of the conduct and/or related circumstances.
Additional observations or submitted to the Title IX C		luding pictures, texts, emails, video or other information
VI. Safety Concerns		
respondent? (This require	s an individua	ire Emergency Removal of or Administrative Leave for a alized safety and risk analysis as to whether there is an or safety of a student or other individual.)
□ No.		
☐ Yes, please describe:		

VII. Othe	r Reports	
Has the co	nduct been reported to the police or any	other agency?
□No		
□Yes	Date reported:	Agency:
VIII. Othe	er Policies Implicated by Reported Cor	nduct
a School/S education School/Sy the sexual programs of	System education program or activity in program or activity includes the locate stem exercises substantial control over that harassment occurs. Title IX applies or activities, whether such programs or activities activities and a school programs activities are activities.	nt, the conduct must have taken place during nvolving a person in the United States. An ions, events or circumstances over which the both the respondent and the context in which to all of the School/System's education activities occur on-campus or off-campus.
□Yes		
□No		
	e definition of Title IX sexual harassmer ng (please check all that apply):	at, the conduct needs to satisfy one or more of
service o		ovision of an aid, benefit, or School/System ome sexual conduct, commonly referred to as
□Unwelco	ome conduct determined by a reasona	ble person to be so severe, pervasive and

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

objectively offensive that it effectively denies a person equal access to a School/System

- Length of relationship.
- Type of relationship.

education program or activity.

□ Sexual assault, dating violence, domestic violence or stalking.

• Frequency of interaction between the persons involved in the relationship.

**Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Sexual assault** means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Stalking** means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

- 1. Fear for their safety or the safety of others.
- 2. Suffer substantial emotional distress.

### IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):		
□ No further action at this time. Reason:		
□ Proceed under policy addressing hazing		
□ Proceed under policy addressing bullying		
□ Proceed under policy addressing sex discrimination		
☐ Proceed under policy addressing sexual harassment		

### X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

- 1. Explain to the complainant the process for filing a formal complaint.
- 2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
- 3. If the complainant is a student, the Title IX Coordinator shall contact a student's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.

Complainant's Signature:

5. Determine whether the complainant wishes this report to be treated as a formal complaint.

## **XI. Title IX Coordinator Signature**

I recommend the above course of action be information available at this time.	based on my consultation with the complainant and the
Title IX Coordinator:	Date:
XII. Title IX Formal Complaint Action	1
	omplainant check the appropriate box and sign and date mplainant wishes to have this form serve as a formal
I would like my report to be treated as a	formal complaint pursuant to Title IX.
□ Yes □ No	

Date:

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the legal counsel and School/System officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose process:	of serving as the formal complaint initiating that
Title IX Coordinator's Signature:	Date