

TITLE IX OFFICIAL USE REPORT FORM

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 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.

SECTION 1: REPORTER/COMPLAINANT INFORMATION

Reporter Information

Reporter Name: _____
Position (If Reporter is employee) _____
Address: _____
Phone: _____ E-mail: _____
School Building: _____
Grade Level: _____

Reporter Classification

District student Parent/guardian of a District student
 District employee Other (*explain*) _____

Check box below if an anonymous complaint was made (Confirm that District Title IX Policy permits an anonymous complaint)

Complainant

Reporter is the complainant of the reported conduct
 Reporter is filing on behalf of complainant (*Complete the information below*)
Name of complainant: _____
The complainant is: Reporter's child Another District student A District employee
Other (*explain*) _____
Is the complainant aware that a report is being made?
 Yes No

SECTION 2: RESPONDENT INFORMATION

Name(s) of Individual(s) Allegedly Responsible for Reported Behavior

Name(s) of person(s) believed to be responsible: _____

Respondent Classification
The individual(s) named above is a/are: <input type="checkbox"/> District student(s) <input type="checkbox"/> District employee(s) <input type="checkbox"/> Other (<i>explain</i>) _____
SECTION 3: INCIDENT INFORMATION
Date(s) of Incident(s)
Date(s): _____
Is the conduct being repeated?
Location(s) of Incident(s) (<i>Select the appropriate box below</i>)
To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district’s education programs or activities, whether such programs or activities occur on-campus or off-campus.
The reported conduct occurred: during a school program or activity involving a person in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> on District property (<i>specify building or location</i>) _____ <input type="checkbox"/> off of District property <input type="checkbox"/> virtually, online, through electronic means (<i>please explain</i>) _____ _____
Description of Incident(s) including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

How is the Incident impacting the Complainant's ability to participate in the school's academic, programs, activities or school employment?
Relationship
Relationship of Complainant to Respondent: _____ _____
Witnesses to Incident(s)
Name(s) and contact information of any other person(s) who were present during the reported conduct: _____ _____
Name(s) and contact information of any other person(s) who may have knowledge of the reported conduct: _____ _____
Additional Evidence
Description of any available evidence documenting reported behavior, such as photographs, videos, or text message communications depicting or related to reported conduct: _____ _____ _____
Do you need to obtain the additional evidence described above? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4: ADDITIONAL REPORTING
Has this conduct been reported to local law enforcement or another agency?: <input type="checkbox"/> Yes <input type="checkbox"/> No Identify agency or law enforcement: _____ Date reported: _____
SECTION 5: TITLE IX
To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.
Did the reported conduct occur during a school program or activity involving a person in the United States?:

Yes No

Sexual Harassment Classification To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (check all that apply):

- A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity. (In order to investigate a sexual misconduct report per the Title IX regulations, the alleged conduct must be severe, pervasive, and objectively offensive ("SPOO"). Other instances of sexual harassment not regarded as SPOO are investigated per other District policies or the Student Code of Conduct.) General examples of conduct that could constitute sexual harassment include: Unwanted comments on appearance ▪ Sexual jokes ▪ Display of sexually offensive material ▪ Unwanted physical contact ▪ Invasion of personal space ▪ Repeated requests for personal information or dates
- Sexual assault, dating violence, domestic violence, or stalking.

Select the option that best describes the incident:

- Sexual assault – non-consensual sexual intercourse
- Sexual assault – non-consensual sexual contact
- Sexual harassment
- Domestic violence
- Dating violence
- Stalking
- Sexual exploitation
- Sex or gender based discrimination
- Transgender discrimination
- Pregnancy discrimination
- Other sexual misconduct

SECTION 6: SAFETY AND SUPPORTIVE MEASURES

Safety Concerns Are there safety concerns that may require Emergency Removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the *physical health or safety* of a student or other individual.)

- No ongoing safety concerns

Recommend temporary measures be taken against Respondent for the following reasons:

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

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):

- Proceed with Title IX Investigation using District Title IX Grievance Process.
- Proceed with investigation in accordance with other district policies as this matter does not trigger Title IX implications and requirements.
- No further action at this time.

Title IX Coordinator Signature: _____

Date: _____

Further Course of Action with Complainant if Title IX Sexual Harassment is Implicated

Upon determining Title IX sexual harassment implications, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint. If complainant wishes to pursue a formal Title IX Complaint have the complainant acknowledge, sign and date this form below.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

3. Contact a student complainant's parents/guardians (if appropriate) and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

(Note: 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 Acknowledgement to Proceed With Formal Complaint

I would like my report to be treated as a formal complaint pursuant to Title IX.

Yes No

Complainant's Signature: _____

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. The circumstances may be clearly unreasonable not to initiate the formal complaint process.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference not to file a formal complaint, it is necessary to proceed with the Grievance Process for Formal Complaints.

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____