

Educational Service Center 4228 Two Mile Road Bay City, MI 48706-2324 Phone: 989.686.4410 Fax: 989.667.3286

TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

This form is being submitted by:		
Complainant Title IX Coor	dinator	
Complainant Name:		
Address:		
Phone: Email:		
If the Complainant is a student:		
School Building Attending:	Grade:	Birthdate:
If the Complainant is an employee:		
Job Title:	D Title: Building:	
Reporter's Name (if different than Complainant):		
Relationship to Complainant:		
Reporter Address:		
Reporter Phone:		

1. Describe the alleged violation of the District's Title IX Sexual Harassment Policy that you are requesting the District investigate. Please be specific. Describe the specific incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

2. Describe the date/time/location(s) of the alleged incident(s).

Formal Complaint Form: The Title IX regulations require a Formal Complaint before beginning an investigation.



3. Describe your proposed resolution to address the alleged violation(s).

Date

Complainant/Coordinator Signature

PLEASE SUBMIT THIS FORM TO:

Becky Smith Director of Human Resources, IX Coordinator Bay-Arenac ISD 4228 Two Mile Road Bay City, MI 48706 smithr@baisd.net (989) 667-3201

A person who believes that he/she has been discriminated against by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. You may file a complaint with OCR at any time. Filing a complaint with the District is not a prerequisite to filing with OCR.





This form must be completed by the Title IX Coordinator.

Documentation of Supportive Measures

1. Supportive measures offered to Complainant (include description and date):

2. Supportive measures offered to Respondent (include description and date):

3. Supportive measures rejected by either party:

4. If a determination was made that supportive measures are not required, explain the rationale for that determination:

Date

Title IX Coordinator Signature

Documentation of Supportive Measures Form: Supportive measures are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. If the District does not provide a Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

