DISCRIMINATION/SEXUAL HARASSMENT/ RETALIATION REPORT FORM

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from sexual harassment, other discrimination and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. Reports of sexual discrimination, harassment, and/or retaliation will be directed to the District's Title IX Coordinator/Compliance Officer. The Title IX Coordinator/Compliance Officer will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report.

The Title IX Coordinator / Compliance Officer's contact information is:

Position: Director of Administrative Support Services

Address: 6820 Market Street, Russell, PA 16365

Phone Number: 814-723-6900

Retaliation Prohibited

The district, its employee and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator and/or the Compliance Officer 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, Board policy, procedures, and the district's legal and investigative obligations. The school 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 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 and/or the Compliance Officer prior to filing the report. Once this report is filed, the district 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.*

I. Information about the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a:

☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____(please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Another Employee ☐ A Student

☐ Other _____(please explain relationship to the alleged victim)

II. Information about the Person(s) you believe is/are Responsible for the Bullying, Hazing, Harassing or other Discrimination you are Reporting

What is/are the names(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

☐ Student ☐ Employee(s)

☐ Other _____(please explain relationship to the district)

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 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?

Attached Additional Page (If Necessary)

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. I understand that any false information provided herein is subject to penalties contained in 18 Pa. C.S.A. Sec. 4904, relating to unsworn falsification to authorities.

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 (including those that may be received through the Safe2Say Something program) 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 as described in Policy 1216 and Procedure to Policy 1216-002. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a:

☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____(please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Another Employee ☐ A Student

☐ Other _____(please explain relationship to the district)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s)

The reported respondent(s) is/are:

☐ Student(s) ☐ Employee(s)

Other _____(please explain relationship to the district)

III. Level of Report

☐ Informal ☐ Formal (see additional information below on Title IX formal complaints)

IV. Type of Report

☐ Title IX Sexual Harassment ☐ Discrimination ☐ Retaliation

Nature of the Report (check all that apply):

☐ Race
☐ Color
☐ Religion
☐ Sexual Orientation
☐ National Origin
☐ Marital Status
☐ Handicap/Disability
☐ Age
☐ Religious Creed
☐ Sex
☐ Sexual Harassment
☐ Ancestry
☐ Pregnancy
☐ Genetic Information

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 conduct occur?

Does the complainant believe the conduct will continue? ☐ Yes☐ No

If the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, please contact the Director of Special Education.

How has the conduct affected the alleged victim's ability to fully participate in the school's academic programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

Identify additional evidence that may be helpful in the course of the investigation.

VI. 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

☐ Yes, please describe:

VI. Other Reports

Has the conduct been reported to the police or any other agency?

☐ No

☐ Yes: Date reported _____ Agency _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐ Policy 1215 – Discrimination/Title IX Sexual Harassment Affecting Students
☐ Policy 1216 – Discrimination/Title IX Sexual Harassment Affecting Staff
☐ Other _____

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 incident occur during a school program or activity involving a person in the United States?

☐ Yes ☐ No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please 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

☐ Sexual assault, dating violence, domestic violence or stalking

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:

- Length of relationship
- Type of relationship
- 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 offence under a state or federal law that is classified as a forcible or non-forcible 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:

☐ Procedure to Policy 1216-001 Discrimination Complaint Procedures

☐ Procedure to Policy 1216-002 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

☐ Other

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. Contact a student complainant'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 and/or upon request of law enforcement or child welfare agency, 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.
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 based upon my consultation with the complainant and the information available at this time.

_____ _____

Signature of Title IX Coordinator Date

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date

below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

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

☐ Yes ☐ No

_____ _____

Signature of Complainant 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. If the facts contained in this report, if presumed as true, could meet the definition of Title IX sexual harassment, the Title IX Coordinator must proceed with the filing of a formal complaint unless the Title IX Coordinator determines that circumstances exist to support a finding it is not clearly unreasonable to refrain from initiating the formal complaint process. In making this determination, the Title IX Coordinator should consider, among other issues, the reasons the complainant is requesting a formal complaint not be filed and also analyze whether supportive measures may be a sufficient response to the alleged behavior under the circumstances, whether the filing of a formal complaint is necessary to perform a further investigation into the alleged facts to determine if there is an ongoing health or safety threat to others or whether failure to proceed will preclude the school district from pursuing disciplinary sanctions against the respondent for inappropriate behavior the school district believes should be addressed if found to be true. The Title IX Coordinator must analyze all of these factors and conclude it is not clearly unreasonable under the known circumstances in order for the Title IX Coordinator *not* to proceed with the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other district 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 of serving as the formal complaint initiating that process.

_____ _____

Signature of Title IX Coordinator Date