



MUSCOGEE COUNTY SCHOOL DISTRICT

**SEXUAL HARASSMENT FORMAL COMPLAINT FORM (STUDENTS)**

You do not have to use this form to report sexual discrimination, in the form of sexual harassment, to the School District. You may send a letter, email, or call the Title IX Coordinator using the contact information below instead of using this form.

If you decide to use this form, please type or print all information and use additional pages if more space is needed. An online version of this form may be found as a link at: <https://muscogee.k12.ga.us/c/Divisions/StudentServices/TitleIXCoordinator>.

This form is the Formal Complaint form for reporting allegations of **sexual harassment, assault, stalking, or dating violence by students** enrolled in the District and is a request for investigation of the allegations stated herein by the District. Should you wish to file a complaint of sexual harassment against a District Employee or other person, please contact the District's Human Resources Title IX Coordinators at the office of the Region Chiefs (706) 748-3289.

**1. Name of person filing this complaint:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Telephone/Cell Phone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. Name of person discriminated against** (if other than the person filing). If the person experiencing sexual harassment is age 18 or older, we will need that person's signature on this complaint form. If the person is a minor, and you do not have the legal authority to file a complaint on the minor's behalf, the signature of the minor's parent or legal guardian is required.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Telephone/Cell Phone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**3. Student alleged to have violated Title IX (perpetrated sexual harassment):**

Student's Name: \_\_\_\_\_

Student's School (if known): \_\_\_\_\_

4. **Please describe each incident of the problem behavior.** For each action, please include the date(s) the harassment occurred (or the approximate date[s] if you know them), the name(s) of each person involved and why you believe the harassment was because of sex.

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(Use additional pages, as necessary)

5. **Have you previously attempted to resolve these allegations with the District through a grievance procedure, due process hearing, or appeal?**

Yes  No

6. **If the allegations contained in this complaint have been filed with any federal, state, or local civil rights agency or court, please give details.**

Agency or court: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Case No. or Reference No.: \_\_\_\_\_

7. **Formal Complaints must be signed by the Complainant, the Complainant's parent or guardian (if Complainant is a minor) or the Title IX Coordinator for Students. Please sign and date below:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Person Filing)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Person in Paragraph 2, or their parent or guardian)

Please mail, email, or hand deliver this completed Title IX Sexual Harassment Formal Complaint Form, along with copies of any written material or documents you believe will help the Title IX Coordinator understand your complaint, to:

Dr. Angela Vickers-Ward  
Title IX Coordinator  
Muscookee County School District  
2960 Macon Road  
Columbus, GA 31906

[Vickers-ward.angela.d@muscookee.k12.ga.us](mailto:Vickers-ward.angela.d@muscookee.k12.ga.us)

(706)748-3336

You may also file a complaint of sexual discrimination or harassment to the Office of Civil Rights. You can locate the mailing information for the correct enforcement office on OCR's website at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.

The Muscookee County School District adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The District does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex. As a recipient of federal financial assistance for education activities, the District is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, sexual orientation, and pregnancy or parenting status.

The District also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the District. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by District policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the District's community on the basis of sex is in violation of the District's policies.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator above. A report may be made at any time (including during non-business hours) by email.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit [www.muscookee.k12.ga.us](http://www.muscookee.k12.ga.us) or contact the Title IX Coordinator.