



Department of Human Resources and Student Services
200 Broadhurst Rd.
Jacksonville, NC 28540
(910) 455-2211

Title IX Formal Complaint Form

This form should be completed by any person that seeks to have the district investigate an allegation of sexual harassment under Title IX, as that term is defined in Board of Education Policy 1725/4035/7236.

Complainant Name: \_\_\_\_\_

Complainant is a(n) [ ] student [ ] employee [ ] other \_\_\_\_\_

Parent Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Incident(s): \_\_\_\_\_

Date of Report: \_\_\_\_\_

Please describe the incident (use additional pages as necessary):

Multiple horizontal lines for describing the incident.

\*\*Note: the district may dismiss the Complaint if the alleged conduct does not rise to the level of sexual harassment, as defined in Title IX; the Complainant is no longer enrolled or employed with the district; the incident occurred outside the United States; or the incident occurred outside an educational program/activity.

**Would you like to file a formal complaint (i.e., investigation) into this matter?**

Yes       No\*

**Are you interested in participating in an Informal Resolution of this matter?**

Yes       No

**Complainant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title IX Coordinator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Note: If the Complainant chooses not to file a formal complaint, the complainant may decide to file a formal complaint later.

**Retaliation.** Retaliation against any person for the exercise of rights under Title IX or to interfere with those rights in any way is strictly prohibited and will subject the violator to disciplinary action. The identity of any person who has made a report or complaint of sexual harassment or who is the alleged perpetrator of sexual harassment will be confidential unless otherwise required or permitted by law. Complaints alleging retaliation may be filed according to the grievance processes established in Board of Education Policies 1740/4010 and 1750/7220.

**Confidentiality.** The district will keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment, any complainant, any respondent, and any witness, except as may be permitted or required by law, or as necessary to carry out the investigation and proceeding in this matter.