

Cypress-Fairbanks Independent School District Title IX Sexual Harassment Formal Complaint Form

Your Right to File a Formal Complaint:

The policy of Cypress-Fairbanks ISD is that all students and employees be free from sexual harassment. All allegations of sexual harassment are taken very seriously. The District will make every reasonable effort to handle and respond to allegations and complaints filed in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of the persons bringing the complaint, and the person accused of the conduct.

Instructions:

Use this form to initiate a formal complaint of sexual harassment so that school officials may investigate and take appropriate steps to increase your safety.

Complete the form providing as much detailed information as possible so that the complaint may be properly investigated. It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to file:

This completed form should be submitted to the District's Title IX Coordinator, Deborah Stewart, in writing by email at deborah.stewart@cfisd.net, or by hand delivery to the 11440 Matzke Rd, Cypress TX. 77429, or to your Campus Title IX Coordinator in writing by email or by hand delivery. If you do not know the name of the individual who serves as your Campus Title IX Coordinator please contact the campus principal.

Confidentiality:

To conduct an investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of the complaint, or if disclosure is legally required. In signing the complaint form, you authorize the disclosure, as needed, of the information you have provided, and may provide in the future, regarding your complaint.

Retaliation prohibited:

Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action in accordance with District Policies and procedures.

TITLE IX SEX HARASSMENT FORMAL COMPLAINT FORM

Who is Filing the Complaint?

Name: _____ Grade: _____
Affiliation with District: Student Parent Volunteer
 Other (Describe: _____)
Address: _____
Email: _____
Phone: _____
Student/Employee ID _____

Who is the Alleged Victim (“Complainant”)?

Is Reporting Party Alleged Victim?: Yes No. If no, complete info about the alleged victim:
Alleged Victim’s Name(s): _____ Grade(s): _____

(if _____
students) _____
Affiliation with District: Student Parent Volunteer
 Other (Describe: _____)
Minor(s)? Yes No
School: _____
Student ID: _____

Who is the Alleged Perpetrator (“Respondent”)?

Alleged Perpetrator’s Name(s): _____ Grade(s): _____

(if _____
students) _____
Affiliation with District: Student Employee Parent Volunteer
 Other (Describe: _____)
Minor(s)? Yes No

Part IV: Allegations

What is Alleged _____
to have happened? _____
(Use additional pages _____
if necessary) _____

When Did Conduct First Happen? _____
Did It Happen More Than Once? Yes No. If yes, provide known dates.

When Did Conduct Last Happen? _____
Where Did the Conduct Happen? At School At a School Activity During School Hours
(Check all that apply) Using School Technology During Remote Learning
 Near School Other. If “other” is checked, describe where:

Were There Any Witnesses? Yes No. If yes, provide names/how to contact witnesses.

Did the Conduct Involve Any of the Following?

- Yes No **Nonconsensual sexual penetration** (vaginal, anal, or oral, including with an object)
- Yes No **Sexual conduct where the victim is incapable of giving consent** because of age or temporary or permanent mental or physical incapacity
- Yes No **Fondling** (nonconsensual touching of private body parts above or under clothing for sexual gratification)
- Yes No **Incest** (nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law)
- Yes No **Statutory Rape** (nonforcible sexual intercourse with a person who is under the statutory age of consent)
- Yes No **Employee Quid Pro Quo** (an employee conditioning an educational aid or benefit to or for a student on the student's participation in sexual conduct)
- Yes No **Dating Violence** (violence by a person who has or has been in a social relationship of a romantic or intimate nature with the alleged victim)
- Yes No **Domestic Violence** (felony or misdemeanor crimes of violence between people in or who have been in a legally recognized domestic relationship)
- Yes No **Stalking** (a course of conduct based on sex and directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress)

Have you brought this matter to the attention of any person at the District? If so, please list the name(s) of all other persons with whom you have discussed this matter and the date of the report(s):

Describe any impact or harm resulting from the reported conduct:

For complaint filed by the alleged victim ("complainant") or a minor complainant's parent/guardian: I certify that to the best of my knowledge, the preceding is true and correct:

Signature

Date

For complaint signed by the Title IX Coordinator on behalf of the institution: I certify that to the best of my knowledge, the preceding is true and correct:

Signature

Date