

Cuero Independent School District

960 E. Broadway ~ Cuero, Texas 77954

Phone (361) 275-1900

TITLE IX FORMAL COMPLAINT FORM

INSTRUCTIONS FOR FILLING OUT THIS FORM: If you believe that you have been the victim of sexual harassment, please fill out this form, sign where indicated, and submit it by hand delivery, by e-mail to Title IX Coordinator, Deputy Superintendent Kim Fleener, at kfleener@cueroiosd.org, or by U.S. mail to the Title IX Coordinator using the contact information listed above.

This formal complaint form is intended for use by the alleged victim of Title IX sexual harassment (referred to in Title IX Regulations as the “complainant.”) Under Title IX and the Family Educational Rights and Privacy Act (“FERPA”), a parent or legal guardian may sign a complaint form and otherwise act on behalf of a minor student in the formal complaint process.

If you are not filling out this form as a parent or guardian, and you intend to report sexual harassment against another person in the District’s educational program(s) or activity(ies), please report your concerns to the Title IX Coordinator so the District can take further action. The District will process all formal complaints in accordance with Board Policies DIA(LEGAL) and (LOCAL) and FFH(LEGAL) and (LOCAL).

Please print or type when completing this form:

Complainant’s Information:

Name: _____ ID#: _____

Campus/Department: _____ Grade/Job Title: _____

Address: _____

Parent/Guardian(s) Name(s): _____

Email: _____ Phone: _____

Is the Complainant participating in, or attempting to participate, in a District educational program or activity, such as an enrolled student, an employee, or an applicant for employment or admission? _____ Yes _____ No

You have the right to be represented by an advisor during the complaint process. The advisor may or may not be an attorney. If you will be represented by an attorney or an advisor in presenting your complaint, please identify the person and provide the contact information below. If unknown at this time, you may provide this information at a later time.

Advisor's Name: _____

Address: _____

Email: _____ Phone: _____

Please list any additional individual(s) you intend to bring with you to any meetings or interviews associated with this complaint and provide their contact information below. You may add additional pages or provide this information at a later date.

Name: _____

Address: _____

Email: _____ Phone: _____

In a Title IX complaint process, the person who is alleged to have committed the sexual harassment is called the "Respondent." Please provide the name(s) of the person or people you allege to be the Respondent(s) responsible for the alleged sexual harassment. If applicable, please include the person's grade level, title or position:

Where and when did the alleged sexual harassment occur? Please provide specific dates, times, and locations, if possible. _____

Please describe the facts and circumstances of the alleged sexual harassment causing the complaint. Give specific, factual details. Attach additional sheet(s) as needed and indicate below how many additional pages will be attached to ensure the complete receipt of your complaint.

Please explain how the alleged sexual harassment has impacted you. *This could include physical injuries as well as impacts on your ability to access or benefit from the District's educational program or activity.*

Please provide the names and contact information, if available, of anyone who may have witnessed the alleged incident(s). _____

Title IX Investigation
Form C – Title IX Complaint Form

If you reported these allegations to another person, please state to whom you reported the incident(s) and provide their contact information, if known.

Title IX does not require complainants to attempt to resolve complaints of sexual harassment informally before filing a formal complaint. If you have reported this incident(s) to a District employee, please state when, to whom, and what response you received.

Please list below any evidence you believe is relevant to your allegations. *This could include audio or visual media, physical objects, online materials, text messages, voicemail messages, screen captures, emails, or any other item you are attaching or intend to make available for the purpose of this investigation. If known, please also identify any information in the District's possession that you believe to be relevant to your allegations and would like the District to review (such as emails or security camera footage).*

Please provide any other information that would be beneficial for the District to review in investigating your allegations. _____

Please describe the outcome or remedy that you seek for this complaint. _____

By signing below, I attest that the above information is true and correct to the best of my knowledge.

Complainant's Name: _____

Complainant's Signature: _____ Date: _____

If complainant is under the age of 18, parent or guardian's name: _____

Signature of parent/guardian: _____

Date of filing: _____

If this formal complaint is being signed by the Title IX coordinator instead of a complainant:

Title IX Coordinator's Name: _____

Title IX Coordinator's Signature: _____

Date of filing: _____

Notice to Complainant: This document is a legal record of the allegations of sexual harassment that you have reported to the District in order to request a formal Title IX investigation. Please keep a copy of this completed form and any supporting documentation for your records. Please also review your rights and responsibilities at Board Policy [DIA\(LEGAL\)](#) or [FFH\(LEGAL\)](#), which is attached to this form. Any questions or concerns that you may have during this process may be directed to the District's Title IX Coordinator.

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX complaint process but should be investigated by the District under a different policy or procedure, your formal complaint will be forwarded to the appropriate District personnel in accordance with District Board Policy. [See Board Policies DIA, FFI, FFH.] You have the right to appeal the dismissal of your formal complaint, as explained in Board Policy DIA(LEGAL) or FFH(LEGAL) and the District's Title IX formal complaint process.