

Sexual Harassment Under Title IX - Intake Form

Note: The purpose of this form is to assist the Title IX Coordinator in determining, in cooperation with the Person Making the Report, whether the behavior alleged constitutes Sexual Harassment Under Title IX or a violation of other laws or the district's code of conduct. This is not a Formal Complaint under Title IX and submission of this form to the Title IX Coordinator does not begin the timelines associated with a Title IX Formal Complaint.

Retaliation Prohibited: The district, its employees and other people are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred. **Confidentiality:** The district will keep this report confidential as allowed by law. However, it may be necessary to disclose information contained in this report in order to investigate the conduct alleged and to administer an appropriate response. **If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator.**

_____ Title IX Coordinator to initial here once discussed with the reporter during intake.

Date of Report:

Person Making Report

Name

Address:

Phone(s):

Email:

Relationship with District (circle at least one): Student Employee Volunteer Visitor Other (Explain)

Relationship to Incident (circle at least one): Victim Parent/Guardian of Victim Witness Other
Person With Knowledge (explain):

Alleged Victim (if different than Person Making Report)

Name

Address:

Phone(s):

Email:

Relationship with District (circle at least one): Student Employee Volunteer Visitor Other (Explain)

Relationship with the alleged perpetrator:

Alleged Perpetrator(s)

Name

Address:

Phone(s):

Email:

Relationship with District (circle at least one): Student Employee Volunteer Visitor Other (Explain)

Relationship with the victim:

If more than one person participated in the alleged sexual harassment, please provide their names and contact information below.

Reported Conduct Summary

Describe below the conduct and other information supplied to the Title IX Coordinator during intake that may constitute sexual harassment. If the following space is not sufficient, please attach an additional page with all of the information. Please address: (1) Where did the conduct occur, and is it being repeated? (2) With regard to the school context, how has the conduct affected the alleged victim's ability to fully participate in the school's academics (or school employment), and/or school programs and activities?

Any Information Regarding Respondent

Insert other relevant information about the person(s) involved in the alleged sexual harassment and their relationship with the victim.

Witnesses

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

Other Persons With Information

Insert names, descriptions, and/or contact information of any other person with information regarding or verifying these claims, including other persons with whom the conduct has been discussed.

Other Evidence

Description of pictures, texts, e-mails, video, physical objects, or other types of evidence relevant to the allegations, as provided to the Title IX Coordinator.

Safety

Insert any concerns regarding the safety of the alleged victim, perpetrator or any other person.

Other Reports

If the conduct has been reported to the police, the Children's Division of the Missouri Department of Social Services or to any other agency, insert the name of any agency contacted.

Title IX Coordinator's Designation of Report

[Title IX Coordinator to complete:] After consultation, this report is designated as:

_____ A report giving the district actual knowledge of allegations of Sexual Harassment Under Title IX (or associated retaliation) prohibited in Policy ACA because it is a report alleging conduct on the basis of sex, within the scope of the district's Education Programs or Activities (as defined below) that satisfies one or more of the following (check all that apply):

An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or

Sexual Assault: This includes all behaviors constituting forcible or non-forcible sexual offenses within the scope of the FBI national uniform criminal incident reporting system. At present these classifications include any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of consent. Sexual Assault specifically includes:

Rape: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Fondling: The touching of private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her permanent or temporary mental incapacity.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent pursuant to Missouri law.

Dating Violence- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence- 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 Missouri, 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 Missouri.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

OR -

_____ NOT a report giving the district actual knowledge of allegations of Sexual Harassment Under Title IX (or associated retaliation) prohibited in Policy AC?. Instead, the allegations reported concern:

_____ A complaint of Illegal Discrimination and/or harassment or associated retaliation prohibited in Policy AC.

_____ An employee grievance under Policy GBM.

_____ A complaint regarding federal programs under Policy KLA.

_____ A complaint under Policy KL.

_____ A report of bullying under Policy JFCF

_____ A report of potential misbehavior the Person Making the Report is required to provide the district, or voluntarily provides the district. The Person Making the Report seeks no other action.

_____ Other (explain):

And, therefore:

the reported allegations are hereby transmitted to be handled in accordance with the provisions of the cited policy above; or

no further action is being taken on the reported allegations at this time.

I made the foregoing determinations on [date] _____ and in accordance with Policy ACA.

Signed: _____, Title IX Coordinator

Print name: _____, Title IX Coordinator

Upon making the foregoing disposition, a copy of this completed form is being provided to the reporter.