**Form** **C:**

**SEXUAL** **DISCRIMINATION** **COMPLAINT** **FORM**

Submit to (email, mail or in-person):

Dr. Bryan O’Black [oblackb@sasd.k12.pa.us](mailto:oblackb@sasd.k12.pa.us) (412) 492-1200 ext. 2801 1800 Mt. Royal Blvd. Glenshaw, PA 15116

Dr. Kathleen Graczyk [graczykk@sasd.k12.pa.us](mailto:graczykk@sasd.k12.pa.us)

(412) 492-1200 ext. 2814 1800 Mt. Royal Blvd. Glenshaw, PA 15116

**Any** **person** **may** **report** **sex** **discrimination,** **including** **Sexual** **Harassment** **(whether** **or** **not** **the** **person** **reporting** **is** **the** **person** **alleged** **to** **be** **the** **victim** **of** **conduct** **that** **could** **constitute** **sex** **discrimination** **or** **Sexual** **Harassment)** **in** **person,** **by** **mail,** **by** **telephone,** **or** **by** **electronic** **mail,** **using** **the** **above-contact** **information** **listed** **for** **the** **Title** **IX** **Coordinator,** **or** **by** **any** **other** **means** **that** **results** **in** **the** **Title** **IX** **Coordinator** **receiving** **the** **person’s** **verbal** **or** **written** **report.**

**Nature** **of** **Complaint**

❑ Verbal/Written Harassment orAbuse ❑ Pressure forsexual activity

❑ Repeated remarks/gestures to a person with sexual or demeaning implications

❑ Displaying sexually suggestivematerials

❑ Unwelcomed touching

❑ Suggesting/demanding sexual involvement with implied threat concerning one's grades

❑ Intimidating behavior (cornering/blocking) ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name and best way to contact you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a student: \_\_\_\_\_\_\_\_\_\_\_. If yes, what Grade/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Are you submitting this onyour own behalf or onbehalf of someoneelse? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If submitting onbehalf of someoneelse, please identify them and providecontact information: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describethe conduct that brought youhere: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did this occur (date and time)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did this occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is/are the perpetrators (name; relationship to the District)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who else was present when this incident occurred? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was their involvement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a written description of this/these incident(s). Please include as much detail as possible.

I have reviewed the aboveinformationand it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential and will only be discussed ona need to know basis as a means of investigating and resolving this matter. However, the District shall not restrict the ability of either party to discuss the allegations under investigationorto gather and present relevant evidence.

TADMS:5354085-1014539-154663

I understand that the Title IX Coordinator shall promptly contact me(or, if I am not the alleged victim, the alleged victim) to discuss theavailability of SupportiveMeasures, considermy wishes with respect to SupportiveMeasures, inform me of the availability of SupportiveMeasures with orwithout the filing of aFormal Complaint, and explain to me the process forfiling aFormal Complaint.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of PersonFiling Report\*

\_\_\_\_\_\_\_\_\_ Date

**\*** **Signatures** **may** **be** **physical** **or** **digital,** **or** **otherwise** **indicates** **that** **the** **signing** **person** **is** **the** **person** **filing** **the** **complaint** **of** **sex** **discrimination.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Title IX Coordinator (UponReceipt)

\_\_\_\_\_\_\_\_\_ Date

**Oral** **Report:**

Check Here if Title IX CoordinatorReceived an Oral Report: \_\_\_\_\_\_\_\_\_\_

In an Oral Report, Title IX Coordinatorshould completethe Complaint. In addition, please notethe following:

Was the Oral Report submitted in personor over the phone? \_\_\_\_\_\_\_\_\_\_\_\_

What was the dateand time of thereport? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did the Title IX Coordinatorreceive the report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach any notes taken by the Title IX Coordinatorwhen receiving the Report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Title IX Coordinator

\_\_\_\_\_\_\_\_\_ Date

TADMS:5354085-1014539-154663

**Form** **D:**

**FORMAL** **COMPLAINT** **-** **SEXUAL** **HARASSMENT** **COMPLAINANT**

Submit to (email, mail or in-person):

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(412) 492-1200 ext. 2814 1800 Mt. Royal Blvd. Glenshaw, PA 15116

**Complainant:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Respondent:** **(If** **more** **than** **one,** **attach** **additional** **sheets)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I allege that the allegations contained in my previously filed Sex DiscriminationComplaint constitutes Sexual Harassment against the above-identified Respondent(s)and request that the District investigatethis/these allegation(s) of Sexual Harassment. Additional allegations/statements are attached to this Formal Complaint.

At the timeof filing aFormal Complaint, I am participating in in orattempting to participatein the Education Program orActivity of the District.

I have reviewed the aboveinformationand it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential and will only be discussed ona need to know basis as a means of investigating and resolving this matter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Complainant\*

\_\_\_\_\_\_\_\_\_ Date

**\*A** **Formal** **Complaint** **may** **be** **filed** **with** **the** **Title** **IX** **Coordinator** **in** **person,** **by** **mail,** **or** **by** **electronic** **mail,** **by** **using** **the** **above-contact** **information.** **Any** **document** **alleging** **Sexual** **Harassment** **against** **a** **Respondent** **that** **is** **signed** **by** **a** **Complainant** **participating** **in** **or** **attempting** **to** **participate** **in** **the** **Education** **Program** **or** **Activity** **of** **the** **District** **will** **be** **accepted.** **The** **Formal** **Complaint** **must** **include** **the** **Complainant’s** **physical** **or** **digital** **signature,** **or** **otherwise** **indicates** **that** **the** **Complainant** **is** **the** **person** **filing** **the** **Formal** **Complaint.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Title IX Coordinator

\_\_\_\_\_\_\_\_\_ Date

TADMS:5354085-1014539-154663