

FORMAL COMPLAINT FORM (TITLE IX SEXUAL HARASSMENT)

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 below, and submit it by hand delivery, electronic mail, or U.S. mail using the contact information listed for the Title IX Coordinator:

Dr. Brock English Title IX Coordinator 72 S. Green Street Tupelo, MS 38804 (662) 841-8850 bwenglish@tupeloschools.com

Under federal law, only an alleged victim ("complainant") of sexual harassment who is currently participating or attempting to participate in the District's education program or activity (such as an enrolled student, an employee, or an applicant for employment or admission) has the right to use the formal complaint process to initiate an investigation. A parent or legal guardian may sign this complaint form and otherwise act on behalf of a minor in the formal complaint process.

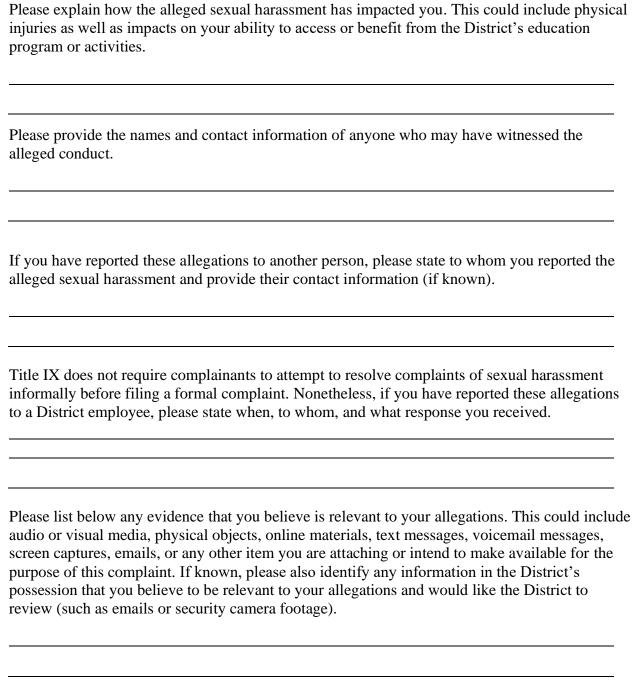
Please print or type when com	pleting this form:
Name of complainant:	
Address:	
Telephone number:	
Email address:	
education program or activity	ng in or attempting to participate in a District ? (See instructions.) Yes No a filling this form out on behalf of a minor complainant, please ion below.
Parent/Guardian Name:	
Address:	
Telephone number:	
Email address:	



You have the right to be represented by an advisor during the complaint process. The advisor may be, but does not have to be, an attorney. If you will be represented by an attorney or other 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 Name:	
Address:	
Telephone number:	
Email address:	
interviews associated with this	viduals that you intend to bring with you to any meetings or s complaint and provide their contact information below. You may de this information at a later time.
Name:	
Address:	
Telephone number:	
Email address:	
complaint. (Give specific, fact	circumstances of the alleged sexual harassment causing this tual details. Attach additional sheets if necessary and indicate ages will be attached to ensure complete receipt of your
harassment is called the "respe	t process, the person who is alleged to have committed the sexual ondent." Please provide the name(s) of the person or people you responsible for the alleged sexual harassment. If applicable, please osition:
When and where did the alleg and locations, if possible.	red sexual harassment occur? Please provide specific dates, times,







Please provide any other information that would be helpful for the District in reviewing your allegations.
Please describe the outcome or remedy you seek for this complaint.
Please provide below your physical or digital signature.
Complainant name:
Signature of complainant:
If complainant is under 18, parent's name:
Signature of parent:
Date of filing:
If this formal complaint is being signed by the District's Title IX Coordinator instead of a complainant:
Title IX Coordinator Name:
Title IX Coordinator 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 investigation. Please keep a copy of this completed form and any supporting documentation for your records. Please also review your rights and responsibilities at JB which is attached to this form and also available online at: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 sexual harassment formal complaint process but should be investigated by the District under a different policy or procedure, your formal complaint form will be forwarded to the appropriate District personnel in accordance with District policies. You have the right to appeal the dismissal of your formal complaint, as explained in Policy JB.