

**SEXUAL HARASSMENT UNDER TITLE IX**  
**(Intake Form)**

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 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 and 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 after discussing with the reporter during intake.

Date of Report: \_\_\_\_\_

**Person Making the 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):   Complainant   Complainant's Parent/Guardian  
Witness   Other Person with Knowledge (explain): \_\_\_\_\_

**Victim(s) (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 (Respondent): \_\_\_\_\_

Please provide the contact information requested above for each additional victim of the sexual harassment (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Respondent(s) (Alleged Perpetrators)**

Name: \_\_\_\_\_

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

Phone(s): \_\_\_\_\_

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

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

Other (Explain): \_\_\_\_\_

Relationship with the Complainant: \_\_\_\_\_

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## 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 sheet with all of the information. Please address:

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- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the paper is otherwise completely blank.

**Any Information Regarding Respondent** – Provide other relevant information about the person(s) involved in the alleged sexual harassment and their relationship with the complainant: \_

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**Witnesses** – Provide 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: \_

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**Other Persons with Information** – Provide 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: \_

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**Other Evidence** – Description of pictures, texts, emails, video, physical objects or other types of evidence relevant to the allegations, as provided to the Title IX coordinator: \_

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**Resolution** – In your opinion, what actions should the district take to address or resolve the conduct? Please note that the district is not obligated to follow your recommendations but is interested in your opinion. \_

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**Safety** – List any concerns regarding the safety of the complainant, respondent or any other person: \_\_\_\_\_

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**Supportive Measures** – List supportive measures discussed or offered: \_\_\_\_\_

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**Other Reports** – If the conduct has been reported to the police, the Children's Division of the Missouri Department of Social Services or any other agency, provide the name of any agency contacted: \_\_\_\_\_

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**Title IX Coordinator's Designation of Report  
(To be Completed by Title IX Coordinator)**

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 of 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, including all behaviors constituting forcible or nonforcible sexual offenses within the scope of the Federal Bureau of Investigation's 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 (except statutory 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 or her age or because of his or 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 or her age or because of his or 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 or her age or because of his or 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 temporary or permanent 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 of 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 ACA. 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.

FILE: ACA-AF2

Critical

I made the foregoing determinations on \_\_\_\_\_ [date] and in accordance with policy ACA.

\_\_\_\_\_  
Title IX Coordinator's Signature

\_\_\_\_\_  
Date

Title IX Coordinator's Printed Name: \_\_\_\_\_

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

Implemented:

Revised:

«AddressLine»