

# Springfield Public Schools

1550 Main Street

Springfield MA, 01103

## Title IX Discrimination Formal Complaint

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) is a federal civil rights law that prohibits sex-based discrimination in federally funded educational programs and activities.

When a formal complaint has been filed, the Springfield Public Schools (“SPS”) Title IX Coordinator will ensure SPS responds to the complaint by first providing information about the SPS Title IX grievance process to the Complainant and the Respondent.

- **Complainant:** An individual who is alleged to be the victim of sexual harassment.
- **Respondent:** An individual who is alleged to be the perpetrator of sexual harassment.
- **Formal Complaint:** A document filed by a Complainant (or parent or guardian) and/or signed by the SPS Title IX Coordinator alleging sexual harassment against a Respondent and requesting that SPS investigate the allegation.

### Springfield Public Schools Title IX Coordinator:

Kathleen O’Sullivan

Senior Administrator of Human Resources and Educator Development

SPS Title IX Coordinator

1550 Main Street Springfield MA, 01103

Phone: 413-787-7100 Ext: 55428

Written complaints should be mailed to the address above or emailed to

[titleix@springfieldpublicschools.com](mailto:titleix@springfieldpublicschools.com)

**COMPLAINANT PERSONAL INFORMATION (Please Print) If the person being discriminated against is a minor, the signature of the student’s parent, guardian, or other authorized legal representative is required.**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Work \_\_\_\_\_

Student ID: \_\_\_\_\_ School: \_\_\_\_\_

Employee ID \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee's School/Office Location \_\_\_\_\_

**TYPE OF COMPLAINT**

Discrimination based on: Check all that apply.

- Sexual Harassment
- Sexual Assault
- Gender Based Harassment
- Domestic Violence
- Dating Violence
- Stalking
- Retaliation
- Sexual stereotypes
- Pregnancy status
- Sexual orientation
- Gender Identity
- Other Sex Based Discrimination: \_\_\_\_\_

Incident Occurred: Earliest \_\_\_/\_\_\_/\_\_\_ Latest \_\_\_/\_\_\_/\_\_\_

- Continuing Action

**RESPONDENT INFORMATION**

Please list the individual(s) alleged to have engaged in sex-based discrimination, sex based harassment, or sex-based prohibited conduct.

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

School/ Department: \_\_\_\_\_

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

School/ Department: \_\_\_\_\_

**NATURE OF COMPLAINT**

Please specifically describe your complaint against the named person(s) in the previous section, including how the person(s) discriminated against you because of your sex, sexual orientation, or gender identity, sexually harassed you, assaulted you, or retaliated against you. Please describe the behavior, comments, or incidents that caused you to file your complaint and why you believe the discrimination was based on sex. (attach additional pages if necessary)

Who: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

What:

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Were there any witnesses to this matter?

- Yes
- No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s).

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

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

Please identify any administrators, SPS employees, or law enforcement agency to whom you have reported your concerns:

Reported to: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have documents or written information that you think will help to SPS understand your complaint?

Yes

No

If yes, please describe the documents or written information you have.

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Have you complained about the allegations that you raise in this complaint to your school, or another organization or agency?

Yes

No

If yes, have you complained about the allegations that you raise in this complaint by:

Filing an internal complaint or appeal with your school?

Participating in your school's grievance procedures?

Participating in a due process hearing

If you answered yes to any of the above questions, please describe the status of the complaint, grievance, or due process and provide a copy of your complaint or grievance or due process, and if completed, the decision.

<b>SIGNATURES</b>
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- I certify the information above is true and correct

Your Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title IX Coordinator/Designee Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Title IX Coordinator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX.**