

Formal Complaint Form – Title IX

34 C.F.R. Part 106;

Board Policy/Administrative Regulation 4119.11, 4119.12, 5145.7, 5145.71

This form may be used by any District employee, student, or parent/guardian who believes they or their student has been subjected to sexual harassment prohibited under Title IX of the Educational Amendments of 1972 (“Title IX”) and request that the District investigate the underlying allegations of sexual harassment. This form may also be used by non-victims to report concerns of potential sexual harassment. *This form will be reviewed to determine whether Title IX applies to your situation.*¹

Sexual Harassment Under Title IX

Section 106.30 of Title 34 of the Code of Federal Regulations, and the District’s Title IX policy (cf. 4119.12, 5145.71) defines sexual harassment under Title IX as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
2. 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 recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C.12291(a)(10), “domestic violence” as defined in 34 U.S.C.12291(a)(8), or “stalking” as defined in 34 U.S.C.12291(a)(30).

Complaint

Please provide the following information about yourself:

Name: _____

Name of Complainant-Victim (if not you) _____

Address: _____

Phone: _____

E-Mail: _____

¹ Please note that if the conduct you are reporting does not rise to the level of sexual harassment under Title IX, the District will take steps to appropriately investigate and address your report in accordance with applicable alternative District policies, regulations and procedures.

Are you open to/interested in resolving this complaint through the informal resolution process?

Please select: **YES** or **NO**

By signing this document, I hereby declare that the above-stated information is true to the best of my knowledge. I am also requesting that the District accept this document as my formal Title IX complaint and that the District move forward and investigate the allegations, detailed above.

Name: _____

Signature: _____

Date: _____

Submittal Instructions

Please complete this form and submit it to one of the District's Title IX Coordinators in person or by mail at: 480 James Avenue, Redwood City, CA 94062, or by using the contact information below.

Jarrett Dooley

District Title IX Coordinator

jdooley@seq.org | (650) 369-1411 x22389

Gregg Patner

Title IX, Carlmont High School

gpatner@seq.org | (650) 595-0210 x30032

Karl Losekoot

Title IX, Menlo-Atherton High School

klosekoot@seq.org | (650) 323-5311 x50110

Gary Gooch

Title IX, Sequoia High School

ggooch@seq.org | (650) 397-9780 x60030

Karen van Putten

Title IX, Woodside High School

kvanputten@seq.org | (650) 367-9750 x40010

Amika Guillaume

Title IX, East Palo Alto Academy

aguillaume@seq.org | (650) 839-8900 x78010

Stephanie Ogden

Title IX, Redwood High School

sogden@seq.org | (650) 298-8876 x77334

Simone Rick-Kennel

Title IX, TIDE Academy

srkennel@seq.org | (650) 369-1411 x79010

*If this form is received by any other District administrator or employee, it should be promptly forwarded to the appropriate Title IX Coordinator.

What to Expect After Submitting this Form

This form will be reviewed by a Title IX Coordinator, who will evaluate whether Title IX and the District's implementing policies apply, or if another District policy or regulation should be used to process the complaint. You will then be contacted by a Title IX Coordinator or another District employee to discuss next steps, including how the District may support you or your student.