



ROME CITY SCHOOLS

Title IX Formal Complaint Form - Instructions

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination of students and employees of (“RCS” or the “District”), including sex discrimination, sexual harassment, and other sexual misconduct (such as sexual assault, stalking, and dating or domestic violence) in an educational program or activity. The District takes all acts in violation of Title IX very seriously and will make every reasonable effort to handle and respond to every Title IX complaint filed by students or employees in a prompt, fair, thorough, and equitable manner.

Definitions:

- (1) **Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- (2) **Respondent** – An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- (3) **Formal Complaint** – A document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s).
- (4) **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
 - a. 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;
 - b. 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
 - c. Activity that meets the following definitions of sexual assault, dating violence, domestic violence, or stalking:
 - i. **“Sexual assault”** which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, these are offenses which include:
 1. Rape, defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 2. Fondling, defined as the touching of the 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 their age or because of their temporary or permanent mental incapacity;
 3. Incest, defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
 4. Statutory rape, defined as sexual intercourse with a person who is under the statutory age of consent.
 - ii. **“Dating violence”** which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of

relationship, and the frequency of interaction between the persons involved in the relationship.

- iii. “**Domestic violence**” which includes 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 the jurisdiction receiving grant monies, 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 the jurisdiction.
- iv. “**Stalking**” which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for his or her safety or for safety of others; or (ii) suffer substantial emotional distress.

Instructions:

Please complete the attached form in order to file a Formal Complaint under Title IX. Once you have completed this form, please submit it by (mail, email, or hand delivery) to the District’s Title IX Coordinator:

John Fricks, Director of Instructional Technology and Communications
508 East Second Street
Rome, Georgia 30161
Phone: 706-236-5050
Email: eco@rcs.rome.ga.us

Please provide detailed information that describes the conduct that supports the allegations of sexual harassment. Please also identify the Respondent(s) and any witnesses to the alleged conduct to the best of your ability. It is important that you report the facts as accurately as possible and that you cooperate fully with the persons designated to investigate the complaint. As a reminder, the District prohibits knowingly making false statements or knowingly submitting false information during the complaint process. If you are unable to complete this form for any reason, please contact the Title IX Coordinator.

Please preserve all documents or other information that might serve as evidence to support your allegations of sexual harassment. Such evidence may include: (a) Electronic communications (email, text messages, social media posts); (b) photographs and videos; (d) audio recordings; and (e) handwritten notes and other documents.

Once you have completed and submitted this Formal Complaint form, the Title IX Coordinator will contact you shortly thereafter. You may also contact him/her should you have any questions or concerns or if you believe you are experiencing retaliation.



ROME CITY SCHOOLS
Title IX Formal Complaint Form

PERSON FILING TITLE IX FORMAL COMPLAINT

Person Filing Student RCS Employee Duly Authorized Representative
Complaint: Student's Parent/Legal Guardian Title IX Coordinator

[If the person who is filing this Formal Complaint is the Complainant, then please proceed to the "Complainant's Information" section below]

Name: _____ Date: _____

Address: _____

Telephone: _____ Email Address: _____

COMPLAINANT'S INFORMATION

Name: _____ Date: _____

Address: _____

Telephone: _____ Email Address: _____

School Name or Work Location: _____ Grade: _____

(if student) Date of Birth: _____ Student/Employee ID: _____

COMPLAINT DETAILS

[Please attach additional pages if necessary]

Identify the person(s) you believe committed the misconduct (*please include their name, their role/relationship to you/the Complainant, their grade or job title, and school. If you do not know their name, describe the person to the best of your ability*): _____

Describe what happened: _____

Where did the misconduct happen? _____

When did the misconduct happen? _____

If the misconduct has occurred more than once, have there been any efforts to stop the misconduct prior to this complaint? *(if yes, please describe the efforts)*

Were there any witnesses? *(please include their name, contact information, and relationship to the Complainant and/Respondent. If you do not know the name of a witness, describe the person to the best of your ability)*

Please describe any documents *(letters, emails, text messages, social media postings, pictures/videos, ect.)* that may serve as evidence to help prove that the misconduct occurred. For each document so identified, please tell us who possesses the documents:

How has this misconduct affected you/the Complainant?

Has the misconduct that is subject to this Complaint been discussed with any Rome City Schools employees or administrators prior to this Complaint being filed? *(if yes, please explain)*

What is your desired outcome or remedy that you would like to see from this Complaint?

Are you open to resolving the complaint through informal resolution?

COMPLAINT ACKNOWLEDGEMENT

BY SIGNING AND DATING THIS FORM, YOU ARE CERTIFYING THAT ALL STATEMENTS MADE IN THIS FORMAL COMPLAINT ARE TRUE AND CORRECT. YOU ARE ALSO ACKNOWLEDGING THAT YOU ARE FILING A FORMAL COMPLAINT UNDER TITLE IX AND THAT YOU ARE REQUESTING TO INITIATE THE FORMAL GRIEVANCE PROCEDURE UNDER TITLE IX.

_____ Date: _____
Complainant's Signature

Complainant's Printed Name

_____ Date: _____
Parent/Legal Guardian's Signature
(if Complainant is a minor)

Parent/Legal Guardian's Printed Name

_____ Date: _____
Title IX Coordinator

SUBMIT THIS FORM TO:

John Fricks, Director of Instructional Technology and Communications
508 East Second Street
Rome, Georgia 30161
Phone: 706-236-5050
Email: eco@rcs.rome.ga.us

OFFICE USE ONLY

Received by: _____ Date Received: _____ Case #: _____