

**Series 3000: Operation, Finance, and Property**

**3100 General Operations**

**3118-F-1 Title IX Sexual Harassment Formal Complaint Form**

**District Letterhead**

This form is being submitted by: ☐ Complainant ☐ Title IX Coordinator

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

Contact Information: \_\_\_\_\_

**If the Complainant is a student:**

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building Attending: \_\_\_\_\_

**If the Complainant is an employee:**

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

**Complaint Details**

Reporter's Name (if different than Complainant): \_\_\_\_\_

Reporter's Relationship to Complainant: \_\_\_\_\_

Reporter's Contact Information: \_\_\_\_\_

Respondent's Name (if known): \_\_\_\_\_

1. Describe the alleged sexual harassment that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. What would you like the District to do to remedy the situation?

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Complainant's/Coordinator's Signature

Date

**Please submit this form to:**

Erin Bybee-Wilcox  
Middle School Assistant Principal  
Boyne City Public Schools  
1025 Boyne Ave  
Boyne City, MI 49712  
[ebybee-wilcox@boyneschools.org](mailto:ebybee-wilcox@boyneschools.org)  
231-439-8231

John Hertel  
High School Assistant Principal  
Boyne City Public Schools  
1035 Boyne Ave  
Boyne City, MI 49712  
[jhertel@boyneschools.org](mailto:jhertel@boyneschools.org)  
231-439-8132

### **3118-F-1 Title IX Sexual Harassment Formal Complaint Form**

A person alleging discrimination by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, ~~1350 Euclid Ave, Suite 325, Cleveland, OH 44115.1244~~ **Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582**. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.

