

**Upper Moreland School District
Discrimination/Harassment Incident Reporting Form**

Discrimination in any form is strictly prohibited by the School District. All reports of discrimination/harassment will be promptly and equitably addressed.

- Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in federally-funded education programs and activities and extends to employment.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin.
- The Age Discrimination Act of 1975 prohibits discrimination based on age.
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination against persons with disabilities.

It is the responsibility of the District to ensure that all students and members of the school community have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or sexual misconduct is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate supportive resources. Complaints alleging discrimination or harassment will be taken seriously and handled in a prompt and equitable manner.

Name of Person Filing Complaint: _____

Contact Information:

Address _____

Phone number _____ Cell phone _____

Email Address _____

Name of School (Elementary, Middle, High, Vocational):

Relationship to the School:

- Student
- Parent
- Faculty
- Employee
- Other (please describe):

Please describe the basis of the complaint (what was seen, heard or observed; when the alleged behavior(s) took place; where the alleged behavior(s) took place; and who was present):

Please identify the complainant, if someone other than the complainant is filing the report and if known. Please include the name and relationship of the complainant to the school (grade/year/job title, if employee):

Please identify the alleged perpetrator, if known. Please include the alleged perpetrator's name and relationship to the school (grade/year/job title, if employee):

Have you informed any other school employee of the alleged misconduct? If so, who, and on what date:

Name and contact information of any potential witnesses:

- If you are the complainant/victim and wish to remain anonymous, please check here.

Please understand that if you wish to remain anonymous, it may limit or prohibit the school from taking necessary or requested steps to address the basis of the complaint and the complaint may be dismissed.

Please note that the Title IX Coordinator may decide to file a formal complaint for sexual harassment, even if the Complainant declines to do so.

You may deliver or email this complaint to:

- The Title IX Coordinator at mlentz@umtsd.org or
- The Deputy Title IX Coordinator/Title IX Liaison
- Any Building Principal/Assistant Principal

You will be contacted to further discuss the complaint.

Signature: _____ Date: _____

NOTE:

- If you are an employee/faculty member of the school or otherwise identified as a **mandatory reporter** of child abuse (pursuant to Chapter 23 PA.C.S. §6311), please be reminded that the nature of the report may require you to make a report to ChildLine 1-800-932-0313.
- School District Administrator, Compliance Officer and/or Title IX Coordinator, please be advised that the nature of this report may require you to notify law enforcement.

Signature of School Official Receiving Report:

Date Report Received:

**Upper Moreland School District
Discrimination/Harassment
Formal Complaint Form**

I, _____, am filing this formal complaint of sexual harassment. The basis for my formal complaint is as follows (please include in your description date, name of alleged offender, where incident(s) took place and as much detail as possible. Please use an additional page if needed):

I am a (please circle): Student

Parent/Guardian of Student _____

The Title IX Coordinator has explained and I understand the following:

- The Title IX Coordinator will promptly review this complaint and will initiate an investigation if there is no basis for the complaint to be dismissed.
- If the complaint is dismissed, I will be notified and can appeal.
- A *Notice of Investigation* will be given to the alleged offender and me when the investigation is opened.
- I can request to resolve this complaint through an *Informal Resolution Process*. The Informal Resolution Process has been explained to me and can only take place if the alleged offender and I both voluntarily agree in writing to participate in that process.
- I can decide, at any time, to not proceed with this formal complaint by notifying the Title IX Coordinator in writing that I do not wish to proceed. I understand that the school may decide to pursue the complaint and an investigation, despite my withdrawal.
- I have the right to an advisor of my choosing, who may or may not be an attorney.
- Retaliation is prohibited. Please report any instances of retaliation to the Title IX Coordinator.

Student and/or Parent of Student

Date

As Title IX Coordinator, I am filing this formal complaint based on an incident reported to the School District by _____ on [insert date]. The incident report and any other additional relevant information are attached.

Title IX Coordinator

Date