

STEWART COUNTY SCHOOLS

Process for Filing a Formal Complaint

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall explain to the complainant the process for filing a formal complaint.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator.

Ben Duncan
Title IX Coordinator
1031 Spring Street
Dover, TN 37058
(931) 232 – 5176

benduncan@stewartcountyschools.org

Signature of Title IX Coordinator

When the complainant wishes not to file a formal complaint, the Title IX Coordinator has the option of signing a formal complaint when he/she believes it is clearly unreasonable not to investigate the allegations.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

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Formal Complaint of Sexual Harassment {Form}

NOTE: A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. Filing a formal complaint initiates the grievance process. After the formal complaint is filed, written notice regarding the allegations will be prepared and given to both parties - the complainant and the respondent.

Name of Person Filing: _____

Location(s), date(s), and time(s) of incident(s) (if unknown, provide approximate timeframes):

Nature of the Incident: _____

Name of Witness (if any): _____

Please provide any additional relevant information: _____

Name or identity of the individual(s) who committed the misconduct: _____

Relationship to reporting individual:

- Student
- Boyfriend/girlfriend
- Staff
- Other _____

Signature of Filer

Date