

Deborah Brown Community School (DBCS)

Title IX Complaint Form

Deborah Brown Community School (DBCS) complies with Civil Rights Laws, including Title IX of the Education Amendments of 1972. The DBCS Board of Education strongly encourages staff and student victims of Title IX violations, including sexual harassment, to come forward with their complaints. Staff, students or their parents who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to Title IX violations, including sexual harassment, are encouraged to report these conditions to the Title IX Coordinator. Any employee to whom such report was made will provide notice of the report to the Title IX Coordinator for DBCS.

To submit a formal complaint regarding Title IX, including sex discrimination, sexual harassment, sexual assault, domestic violence or stalking should contact the Title IX Coordinator in person or Email.

The current Title IX Coordinator for DBCS is:

Marian Washington

2 South Elgin East Avenue

Tulsa, OK 74103

Email: mwashington@dbcschool.org

Head of School: Deborah Brown
dbrown@dbcschool.org

DBCS provides a variety of training and development opportunities for all staff, including those who respond to allegations regarding Title IX, including sexual harassment. To ensure that the Board's philosophy regarding Title IX is followed by staff, the Administration will develop specific regulations governing the implementation of this policy.

Personal Information of Complainant

Legal Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Email Address: _____

School: _____ Student ID # _____

Respondent Information: Please list individual(s) alleged to have engaged in prohibited conduct including sexual harassment.

Respondent Name: _____ Employee Assignment: _____

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Complaint Information

Type of Complaint

_____ Sexual Harassment:	Dates incidents occurred: _____
_____ Sexual Assault:	Dates incidents occurred: _____
_____ Gender Harassment:	Dates incidents occurred: _____
_____ Stalking:	Dates incidents occurred: _____
_____ Bullying including Cyber:	Dates incidents occurred: _____
_____ Retaliation:	Dates incidents occurred: _____
_____ Other _____	Dates incidents occurred: _____

Description of Complaint

Please describe in detail your complaint against the person named in the previous section, including how he/she harassed you in a manner identified in this document. **Identify: Who, What, When and Where.**

Please attach additional sheets if necessary

Witness Information: Please identify those individuals who are witnesses or who have knowledge to the incidents.

Witness #1: _____ Relationship to you: _____

Phone Number: _____ Email: _____

Witness #2 _____ Relationship to you: _____

Phone Number: _____ Email: _____

If you discussed this matter with the witnesses listed, please provide the name of the witness, the date you spoke with them and your method of communication.

Please identify any DBCS administrators or law enforcement agency or security guards to whom you have reported your concerns.

DBCS

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I, _____, attest that the information that I have provided above is correct and accurate.

Complainant Legal Name (Please Print)

Complainant Signature

Date