

# Title IX Formal Complaint Form

## General Statement of Policy Prohibiting Sexual Harassment

*Portsmouth Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.*

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

Parent/Guardian: \_\_\_\_\_

School Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s)

\_\_\_\_\_  
Name of person you believe has engaged in sexual harassment or sexual violence:

\_\_\_\_\_

\_\_\_\_\_  
Name of person(s) who were the target of the harassment, if any (you, a friend, etc.)

\_\_\_\_\_

\_\_\_\_\_  
List any witnesses that were present:

\_\_\_\_\_

\_\_\_\_\_  
Where did the incident(s) occur?

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what specific verbal statements were made, if any (including comments, threats, requests, demands, etc.); what, if any, physical contact was involved; what force, if any, was used. (Attach additional pages if necessary.)

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Have you reported this incident to a school administrator or other school staff member?  
If yes, please list the name of this person, the date of the report, and the method of communication.

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Please describe or attach (if possible) any relevant evidence that may pertain to your complaint.

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This complaint is filed based on my honest belief that sexual harassment or violence has occurred. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*If this complaint involves a student, please send to PPS Coordinator of School Counseling Lorraine Schlichte at [lorraine.schlichte@portsk12.com](mailto:lorraine.schlichte@portsk12.com). If this complaint exclusively involves staff members, please send to PPS Senior Supervisor of Performance and Retention Dr. Lorianne Smith at [lorianne.smith@portsk12.com](mailto:lorianne.smith@portsk12.com).*