



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SAFE SCHOOLS

Notice of Title IX Allegation

This form is to be used for Title IX complaints of sexual harassment involving students. The Complainant has alleged the Respondent engaged in sexual harassment in violation of Palm Beach County School Board Policy 5.81.

Complainant First Name		MI	Last Name	Grade
Respondent First Name		MI	Last Name	Grade
School #	School Name			
Date of Allegation(s)	Time of Allegation(s)	Location of Allegation(s)		
Description of Allegation(s)				

The School District of Palm Beach County takes reports of alleged Sexual Harassment seriously. There is a formal process for investigation and resolution of such allegations. Allegations of sexual harassment can also be resolved through an informal resolution if there is agreement by the parties and the Title IX Coordinator.

Throughout the entire grievance process, Complainant and Respondent are entitled to have an advisor of their choice, who may be a parent, a trusted adult, or an attorney. This advisor may attend meetings with the parties to inspect and review evidence provided during the grievance process.

Federal law states that the respondent is presumed not responsible for the alleged sexual harassment until the investigation concludes. A determination regarding responsibility will be made at the conclusion of the grievance process.

The School District of Palm Beach County's Student Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

A meeting has been scheduled to discuss the complaint with _____
Name of Investigator

at _____ on _____ at _____
meeting time meeting date meeting location

If you have questions, contact: _____ at _____
Name of Title IX Lead Contact phone number

Additional information to be provided with this form:

- SDPBC Title IX grievance process
- Informal resolution process
- Role of an advisor in the grievance process
- Applicable Student Code of Conduct sections
- Title IX Policy
- Rights and Responsibilities as a Complainant/Respondent

Signature of Title IX Lead Contact Date

Signature of Principal Date