



## **CareerTEC Formal Title IX Sexual Harassment Complaint Form**

CareerTEC does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in CareerTEC education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Individuals alleging sexual harassment, as defined in CareerTEC Employee Policy +++ shall complete and sign this form to request that the Title IX Coordinator initiate an investigation into such allegations.

“Sexual harassment” as defined in Title IX (“Title IX Sexual Harassment”) is prohibited. A person engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual’s sex that satisfies one or more of the following:

1. Conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CareerTEC’s educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30)

This document is intended for use by individuals presently participating in or attempting to participate in an education program or activity operated or controlled by the CareerTEC. It may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at the contact information provided below:

### ***CareerTEC Title IX Coordinator:***

<b>Title IX Coordinator</b>	Brian Greene
<b>Address</b>	2037 W. Galena Ave. Freeport, IL 61032
<b>Email</b>	<a href="mailto:brian.greene@fsd145.org">brian.greene@fsd145.org</a>
<b>Phone</b>	815-232-0709

[Alternatively, this document may be submitted using the online portal, a link to which can be found on the CareerTEC Webpage. ([www.careertec-il.org](http://www.careertec-il.org)).

Please note, this document must be filed by or signed by the complainant in order to proceed under CareerTEC' Title IX Grievance Process.

<i>Name of Complainant:</i>	
<i>Address of Complainant:</i>	
<i>Phone Number:</i>	
<i>Building Complainant Works at / Attends:</i>	

*Nature of Grievance:* Please describe the action you believe may be Title IX Sexual Harassment and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

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*When did the above described actions take place?*

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*Where did the above described actions take place?*

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*Were there any eyewitnesses to the described events?*

YES       NO

*If "YES," please list the names and, if known, contact information for the witnesses:*

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*Have you discussed this matter with any school employee?*

YES       NO

*If "YES," please list the names of the school employee(s) you have discussed this with, as well as **when** the discussion(s) took place and **where** it took place:*

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***I certify that the foregoing information is true and correct.***

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Name of Complainant:

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Signature:

\_\_\_\_\_

Date:

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**\* If filed by the Title IX Coordinator \*\***

***I certify that the foregoing information is true and correct.***

\_\_\_\_\_

Name of Complainant:

\_\_\_\_\_

Signature of Title IX Coordinator:

\_\_\_\_\_

Date:

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