

**OAKLAND UNIFIED SCHOOL DISTRICT
 Title IX Sexual Harassment Complaint Procedures
 Administrative Regulation 5145.71(a) (Students)
 Administrative Regulation 4119.12(a) (Personnel)
 Exhibit 1 - Revised**

FOR OFFICE USE ONLY Date Received: _____ Received by: _____ Mailed to: _____ Date Mailed: _____ Copy filed by: _____ Response due: _____
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TITLE IX Sexual Harassment Formal Complaint Form

Please note that this information is intended to give you an overview of certain rights and options under the Title IX grievance process. For full policy definitions and OAKLAND UNIFIED SCHOOL DISTRICT (“District”) procedures, see Administrative Regulation 5145.71(a) (Students) and/or Administrative Regulation 4119.12(a) (Personnel) regarding the Title IX Sexual Harassment Complaint Procedures.

This form should be completed by any Title IX Complainant who seeks to have the District process a complaint of “Title IX Sexual Harassment,” as defined in Administrative Regulation (AR) 5145.71(a) – Title IX Sexual Harassment Complaint Procedures (Students) and/or Administrative Regulation (AR) 4119.12(a) Title IX Sexual Harassment Complaint Procedures (Personnel). This form may be filed with the Title IX Coordinator in person, by mail, by email or via FAX at:

Title IX Coordinator(s): Gabriel Valenzuela, Ombudsperson
 1000 Broadway, Suite 150, Oakland, CA 94607
 Email: Gabriel.Valenzuela@ousd.org
 Office (510) 879-4281, FAX (510) 879-3678

Please contact the Title IX Coordinator, if you have any questions regarding the process for filing or investigating Formal Complaints of Title IX Sexual Harassment.

1. Person Filing Complaint: (Please complete the following section)

Name of Complainant:	
Address, City, Zip Code	
Telephone:	
Email address:	
School and/or Department:	
Name of Respondent(s) (Person against whom complaint is being filed against)	
Relationship to Complainant	

2. What is your role in the OAKLAND UNIFIED SCHOOL DISTRICT?

<input type="checkbox"/> Student at:	
<input type="checkbox"/> Employee at:	
<input type="checkbox"/> Employee's job title:	
<input type="checkbox"/> Other:	

3. Is/are the Respondent(s) enrolled or employed by the District and, if so, what is/are the Respondent(s) role(s) with the District (check all that apply)?

<input type="checkbox"/> Student(s) at:	
<input type="checkbox"/> Employee(s) at:	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Not enrolled as a student or employed by the Oakland Unified School District	

4. Where did the alleged conduct occur (location)?

5. Check the box(es) below that best describe(s) the alleged incident (Note: may include online misconduct)

- Hostile Environment Sexual Harassment - Sexual harassment that is so severe, pervasive, and objectively offensive that it effectively denied you equal access to the school's education program or activity
- Stalking
- Sexual Assault
- Domestic Violence
- Dating Violence
- An employee of the District conditioned an aid, service, or benefit on your

participation in unwelcome sexual conduct (quid pro quo sexual harassment)

Other:

6. Date(s) of Incident(s) (or time frame during which behavior persisted):

7. Describe the alleged incident(s) with as much detail as possible including the place it occurred, date, time, and individuals involved (additional pages may be attached as needed):

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Retaliation

Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or the District’s Title IX policies or procedures, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Title IX Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Title IX Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or the District’s Title IX policies or procedures, constitutes retaliation. Complaints alleging retaliation may be filed according to the District’s Board Policy and Administrative Regulation 1312.3: Uniform Complaint Procedures and/or Board Policy 4030: Non-Discrimination in Employment (Personnel) and Administrative Regulation 4031: Complaints Concerning Discrimination in Employment (Personnel).

Informal Resolution Option

The District offers a Title IX Informal Resolution process to resolve allegations of Title IX Sexual Harassment other than those involving an allegation of harassment of a student by an employee. This process does not include a full investigation and determination, but instead involves facilitation or mediation between the parties. You will be contacted about the option to participate in voluntary Informal Resolution, if applicable.

8. By signing this document, I assert that the information listed above is true to the best of my knowledge and that I am requesting the OAKLAND UNIFIED SCHOOL DISTRICT investigate this Formal Complaint of Title IX Sexual Harassment.

Name	
Date:	