



# Discrimination/Harassment Report or Title IX: Sexual Harassment Initial Report Form

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) is a federal law that prohibits unlawful discrimination and harassment of students and/or employees based on a protected status, including sexual harassment. The Board has adopted procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful harassment and/or discrimination as described in School Board Policies: [2401 – Nondiscrimination/Equal Opportunity](#); [2403 – Harassment and Sexual Harassment of Employees](#); and [5125 - Harassment and Sexual Harassment of Students](#). Refer to the following School Board Policies for applicable procedures [2404 – Employee and Third Party Discrimination and Harassment Complaint Procedure](#); [5125-R - Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures](#). [5130 – Student Discrimination and Harassment Complaint Procedure](#).

**Please use this form when reporting INITIAL reports of ALL possible incidents where a student(s) and/or employee(s) may have been discriminated against or harassed on the basis of sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, and economic status, physical or mental disability.**

Title IX: Sexual Harassment: A formal written complaints by alleged victim and/or their parent/legal guardian should be to the District Title IX Coordinator/HRO at the contact information below, and/or the [NH Commission of Human Rights](#). In your correspondence, please include:

- The complainant’s name, address, and telephone number where the complainant should be reached during business hours;
- Information about the person(s) injured by the alleged sexual harassment;
- The name and location of the Milford School District school/office where the alleged harassment and/or discrimination occurred; and
- A description of the alleged sexual harassment in sufficient detail to enable the Title IX Coordinator to understand what occurred and when the incident happened.

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or which complaint procedure applies is encouraged to contact the Title IX Coordinator/Human Rights Officer (HRO).

Karen Langille, Director, Human Resources  
 Districtwide Title IX Coordinator/HRO  
 SAU40  
 100 West St.  
 Milford, NH 03055  
 603-673-2202

Incident Information		
Today's Date:	Today's Time	Name of Person Submitting Report:
Complaint's Name:		Complaint's Status:
Complaint's Address:		<input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other
Name of Accused (Respondent):		Complaint's Phone Numbers:
Location of Incident:		Home:
		Mobile:
		Email:
		Accused (Respondent) Status:
		<input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other

## Description of Alleged Harassment/Discrimination and/or Title IX Sexual Harassment

Provide a description of the alleged harassment and/or discrimination (Include details such as Who, What, When, Where):

Are there any witnesses to this matter?

Yes

No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incidents(s).

Name:

Phone Number:

Email:

Name(s):

Phone Number:

Email:

## Signatures

I certify the information above is true and correct to the best of my knowledge.

Your Name Printed:

Your Signature:

Date:

Title IX Coordinator/Designee  
Printed Name:

Title IX Coordinator/Designee  
Signature

Date: