



## DPS Title IX Complaint Form

### Title IX Complaint Form

Please use this form to report an allegation of sex discrimination or retaliation on the basis of reporting sex discrimination or participation in a sex discrimination investigation, all of which are prohibited by Title IX. This form is meant for use by students, parents or guardians, and members of the public.

You may report an allegation anonymously if you choose. Our ability to properly investigate an allegation depends on the information provided, so please provide us with as much information as you are able to. Reporting anonymously may inhibit the District's ability to provide sanctions and remedies to the parties.

We are not able to guarantee that your report will remain confidential. In certain instances, we may be required to disclose it by law.

If you have any questions, please call our office at 217-362-3000 or email [mwilks@dps61.org](mailto:mwilks@dps61.org).

**Title IX Coordinator:**        **Monica Wilks, Director of Human Resources**  
**Email:** [mwilks@dps61.org](mailto:mwilks@dps61.org)  
**Phone:** 217-362-3000

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#### SECTION 1: WHO IS FILLING OUT THIS FORM?

Name: \_\_\_\_\_

Are you the alleged victim of the conduct? If no, who is? \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

May we contact you for further information?

[ ] Yes

[ ] No

#### SECTION 2: WHAT HAPPENED?

Can you tell us what happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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When and where did the actions described above happen? \_\_\_\_\_

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Does evidence exist that you would be willing to share? (e.g. texts, photos, emails, videos)? If so, please keep these materials. \_\_\_\_\_

Did anyone witness the actions described above? If yes, please identify the witnesses.

Yes. \_\_\_\_\_

No

Have you discussed this matter with anyone? If yes, please identify who you have spoken with.

Yes. \_\_\_\_\_

No

### Which category of Title IX sex discrimination do you believe the conduct falls within?

**Sex Discrimination:** Conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and/or gender identity that causes another person to be excluded from participation in, denial of the benefits of, or otherwise subjected to discrimination under any education program or activity operated by the District.

**Quid Pro Quo Harassment:** A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioned the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

**Hostile Environment Sexual Harassment:** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity.

**Retaliation:** Intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, or participated or refused to participate in any way manner in an investigation, proceeding, or hearing under the Title IX regulations.

**Specific Offenses:**

a.  **Sexual assault,** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.<sup>1</sup>

i.  **Rape:** Penetration, no matter how slight, of the vagina or anus with any body

<sup>1</sup> [https://showmecrime.mo.gov/CrimeReporting/documents/2023.0NIBRSUserManual\\_final.pdf](https://showmecrime.mo.gov/CrimeReporting/documents/2023.0NIBRSUserManual_final.pdf)

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part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instance in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (include due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

ii. [ ] **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

iii. [ ] **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

iv. [ ] **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

v. [ ] **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

b. [ ] **Dating violence**, meaning violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

c. [ ] **Domestic violence**, meaning felony or misdemeanor crimes committed by a person who: (1) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim; or (4) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

d. [ ] **Stalking**, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

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### SECTION 3: WHO DO YOU BELIEVE CAUSED THE HARM?

What is the name of the person who you believe caused the harm?

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If they are a student or staff member, at what school do they attend or work?

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If the person is a student, what grade are they in? \_\_\_\_\_

If the person is a staff member, what is their role (e.g. teacher, principal, or coach) at the school?

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### SECTION 4: DO YOU HAVE ANY OTHER INFORMATION YOU WOULD LIKE TO SHARE?

Is there anything else you would like us to know? \_\_\_\_\_

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Print Name

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Date

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Signature

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Signature of Bldg. Administrator or Dept. Supervisor

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Receipt Date

### TO BE COMPLETED BY TITLE IX COORDINATOR

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Signature Acknowledging Receipt

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Receipt Date