

**Title IX Sexual Harassment Incident Reporting Form**

The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. The Board prohibits sexual harassment that occurs within its education programs and activities and will take appropriate action when an individual is determined to be responsible for the sexual harassment of a student or staff member.

If you have experienced, or if you have knowledge of, any unlawful sexual harassment, you are encouraged to complete this form. The School’s Title IX Coordinator can assist you with completing this form and with any questions about the application of Title IX and its implementing regulations.

Retaliation against a person making a report of sexual harassment, filing a formal complaint of sexual harassment, or participating in a Title IX investigation is strictly prohibited and can result in disciplinary sanctions/consequences.

Please complete all sections of this form. You may attach additional pages as needed if your answers do not fit in the space provided. Return completed forms to the School’s Title IX Coordinator:

**Jenna Parnell**  
**243 North Milton Street**  
**330.669.0055**  
**Tesc\_jparnell@tccsa.net**

<b>SECTION 1: REPORTER INFORMATION</b>
<b>Part 1a: Your Contact Information</b>
Your Name: _____ Address: _____ Phone: _____ E-mail: _____ School Building: _____
<b>Part 1b: Reporter Classification (Select the appropriate box below)</b>
<input type="checkbox"/> I am a School student <input type="checkbox"/> I am the parent/guardian of a School student <input type="checkbox"/> I am a School employee <input type="checkbox"/> Other ( <i>please explain</i> ) _____
<b>Part 1c: Relationship to Alleged Victim (Select the appropriate box below)</b>
<input type="checkbox"/> I am the victim of the reported conduct ( <i>Continue to Section 2</i> ) <input type="checkbox"/> I am filing this report on the victim’s behalf ( <i>Complete the information below</i> ) Name of alleged victim: _____ The alleged victim is: <input type="checkbox"/> My child <input type="checkbox"/> Another School student <input type="checkbox"/> A School employee

Other (please explain) \_\_\_\_\_

**SECTION 2: RESPONDENT INFORMATION**

**Part 2a: Name(s) of Individual(s) Responsible for Incident**

Name(s) of person(s) you believe are responsible: \_\_\_\_\_  
\_\_\_\_\_

**Part 2b: Respondent Classification (Select the appropriate box below)**

The individual(s) named above is a/are:  School student(s)       School employee(s)  
 Other (please explain) \_\_\_\_\_

**SECTION 3: INCIDENT INFORMATION**

**Part 3a: Date(s) of Incident(s)**

Date(s): \_\_\_\_\_

**Part 3b: Location(s) of Incident(s) (Select the appropriate box below)**

The reported conduct occurred:  
 on School property (specify building or location) \_\_\_\_\_  
 off of School property (please explain) \_\_\_\_\_  
\_\_\_\_\_

**Part 3c: Description of Incident(s)**

*Please provide a description of the incident(s) describing the reported conduct in as much detail as possible, and explain how the reported conduct has affected you or the alleged victim:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 3d: Witnesses to Incident(s)**

If possible, please provide the name(s) of any other person(s) who were present during the reported conduct: \_\_\_\_\_

If possible, please provide the name(s) of any other person(s) who may have knowledge of the reported conduct: \_\_\_\_\_  
\_\_\_\_\_

**Part 3e: Prior Reporting (Select the appropriate box below)**

Before filing this Report:

I reported the conduct to a School employee (*please provide the name(s) of the employee(s) with whom you discussed the reported conduct*): \_\_\_\_\_

I have not reported the conduct to a School employee prior to completing this form.

\_\_\_\_\_  
Signature of Reporter

\_\_\_\_\_  
Date

*Note: For purposes of Title IX sexual harassment, this Incident Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX. If a Title IX complaint ensues you will be asked to sign a formal complaint.*

*Depending on the circumstances, there may be additional policy and/or student code of conduct violations implicated.*

*The School will use all reasonable efforts to respect the confidentiality of the Complainant, the individual(s) against whom the complaint is filed, and any witnesses, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.*

**LIBERTY PREPARATORY SCHOOL  
BOARD APPROVED**

**June 17, 2021**