

Formal Complaint Form: The Title IX regulations require a Formal Complaint before beginning an investigation.

# Anchor Bay School District

Administration Office  
5201 County Line Rd., Suite 100  
Casco, Michigan 48064  
586-725-2861 Fax: 586-727-9059

Phil Jankowski  
Superintendent

Todd Rathbun, Assistant Superintendent

Joe McDonald, Director  
Secondary Education

Lora Gonzales, Director  
Human Resources

Robyn Randazzo, Director  
Business Service

Sherry Kenward, Director  
Student Service

Frank Cusimano, Supervisor  
Special Education

## TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

This form is being submitted by:

Complainant       Title IX Coordinator

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the Complainant is a student:

School Building Attending: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

If the Complainant is an employee:

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

Reporter's Name (if different than Complainant): \_\_\_\_\_

Relationship to Complainant: \_\_\_\_\_

Reporter Address: \_\_\_\_\_

Reporter Phone: \_\_\_\_\_ Reporter Email: \_\_\_\_\_

[Vision Statement](#)  
Educational Excellence Together

[Mission Statement](#)  
Empowering all students to succeed in an ever-changing world.

Anchor Bay School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age or other protected status in its programs, activities, or employment.

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1. Describe the alleged violation of the District's Title IX Sexual Harassment Policy that you are requesting the District investigate. Please be specific. Describe the specific and identify the individuals and potential witnesses involved. Describe or attach any incident(s) evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. Describe your proposed resolution to address the alleged violation(s).

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Date

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Complainant/Coordinator Signature

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**PLEASE SUBMIT THIS FORM TO:**

Lora Gonzales  
Director Human Resources  
Anchor Bay School District  
5201 County Line Road  
Casco, MI 48064  
lgonzales@abs.misd.net  
586-725-2861

**A person who believes that he/she has been discriminated against by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. You may file a complaint with OCR at any time. Filing a complaint with the District is not a prerequisite to filing with OCR.**

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