



Title IX Discrimination Complaint Form (including sexual harassment)

Title IX Coordinator

Tiffany Palacios; Director of HR
(317) 519-4588

Mailing Address

1203 E. St. Clair St., Indianapolis, IN 46202

To file a complaint with Paramount Schools of Excellence, please complete and bring this form in person to the Title IX Coordinator or call our office to make arrangements for a representative to meet with you at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call (317) 519-4588 or tpalacios@paramountindy.org to leave a message.

Although Paramount cannot commit to keeping a Title IX discrimination complaint confidential because of the School's obligation to investigate the complaint, the School will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Paramount's Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Paramount Schools of Excellence does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities. The Director of HR (Tiffany Palacios, 317-519-4588) is the individual designated by the School to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

Title IX Discrimination Complaint Form

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. **When the form has been completed and signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the School.** We will provide you with a copy of this form as well as complete information about the Title IX complaint process.

The Title IX Coordinator and/or designee investigate complaints by staff and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.	I am filing this complaint as a: check one: (v)	
	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
	Name	
	Department (if applicable)	School (if applicable)
	Work Phone	Home Phone
	Work Address	
	Home Address	
	Employee ID	Student ID
	Have you brought this matter to the attention of any other person(s) at the School? If so, please list the name(s) and title(s) of all other persons with whom you have discussed this matter.	
	Type of Complaint Check all that apply (v)	
<input type="checkbox"/> Bullying		
<input type="checkbox"/> Cyber bullying		
<input type="checkbox"/> Gender Discrimination		
<input type="checkbox"/> Gender Inequity		
<input type="checkbox"/> Sexual Harassment		
<input type="checkbox"/> Sexual Assault		
<input type="checkbox"/> Sexual Misconduct		
<input type="checkbox"/> Stalking		
<input type="checkbox"/> Rape		
<input type="checkbox"/> Retaliation		
<input type="checkbox"/> Relationship Violence		

Complaint: Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

Name of person or persons you believe committed the offense against you and how you have contact with them, e.g. supervisor, co-worker, teacher, student, peer.

Describe the corrective action you are seeking. Attach additional pages if necessary.

For retaliation complaints, please explain why you believe someone retaliated against you:

Witnesses (The relationship information requested means co-worker, supervisor, teacher, student, etc.)

1.	Relationship	Telephone
2.	Relationship	Telephone
3.	Relationship	Telephone

I certify the aforementioned is true and correct.



Your signature

Date

For the Title IX Coordinator and/or Designee

Complaint taken by

Signature

Print Name

Date

WHO ENFORCES TITLE IX?

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html.

COMPLAINTS UNDER TITLE IX PARAMOUNT SCHOOLS OF EXCELLENCE

Students:

If you are a student who believes you have been subjected to (1) sexual harassment by staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator. Complaints must be submitted in writing not more than 300 days after the incident(s) in question. For good cause and at the School's discretion, the writing requirement or the 300 day time limitation may be waived.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator for Student Sexual Misconduct.

Employees:

If you are an employee who believes you have been subjected to discrimination under Title IX, including sexual harassment, or who wishes to file a complaint under Title IX, you can do so with the Title IX Coordinator. Complaints must be submitted in writing not more than 300 days after the incident(s) in question. For good cause and at the School's discretion, the writing requirement or the 300 day time limitation may be waived.

Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

CONTACT INFORMATION

Tiffany Palacios, Director of HR & Title IX Coordinator
Paramount Schools of Excellence
Phone: (317) 519-4588
Email: tpalacios@paramountindy.org