



TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

F.I.R.S.T. Institute does not discriminate on the basis of sex in its education programs or activities. All formal complaints will be responded to within two weeks of submission. F.I.R.S.T. Institute will do its best to complete the grievance process within 90 days of the formal complaint's submission to the Title IX Coordinator. However, should the school need to have a limited, short-term, and temporary extension of the process for a good cause, both parties will be notified in writing. (85 FR 30270)

Our full policy can be found at www.first.edu under the downloads section

SCHOOL AFFILIATION	
☐ Faculty	☐ Student Applicant
☐ Administrative Staff	☐ Employment Applicant
☐ Currently Enrolled Student	☐ Graduate
☐ Other:	
COMPLAINANT	
First Name	
Last Name	
Address	
Phone	
Email	
TYPE OF COMPLAINT	
☐ Sexual Harassment	☐ Domestic Violence
☐ Sexual Assault	☐ Stalking
☐ Dating Violence	
Other:	
RESPONDENT	
NAME	
RELATIONSHIP TO SCHOOL	



DESCRIPTION OF COMPLAINT	
Date	
Time	
Place	
Explanation (Attach additional pages as necessary): 	
PREVIOUS ACTION	



Title IX Coordinator Contact Information

Emmanuel Francois 407.316.8310 Ext 1307. 423 S Keller Rd, Suite 100, Orlando, FL 32810 emmanuel.francois@first.edu

Emergency

- i. Contact local law enforcement at 911 immediately. Then contact the Title IX Coordinator.
- ii. Under the new Title IX regulations, F.I.R.S.T. Institute is allowed "to remove a respondent from the [school's] educational programs or activities on an emergency basis, with or without a grievance process pending, as long as post-deprivation notice and opportunity to challenge the removal is given to the respondent." (85 FR 30046)

Non-Emergency

Any individual may report sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by electronic mail. A formal complaint must be filed in order to initiate a Title IX grievance process.

Formal Complaint Process

F.I.R.S.T. Institute must respond to all reports of sexual harassment once the school has actual knowledge of the incident(s) and document why the response was not deliberately indifferent. The sexual harassment must have occurred within F.I.R.S.T. Institute's education programs or activities and the United States. Anyone can make a report to the Title IX Coordinator (in person, by email, phone, or mail). F.I.R.S.T. Institute will investigate all formal complaints through the school's Title IX policy through a fair grievance process that treats both the complainant and respondent equally. Respondents are not considered responsible for the policy violation until the grievance process has concluded. If a report is found not to be a violation of this policy, then F.I.R.S.T. Institute has the right to address the issue through the school's regular disciplinary procedures. Supportive measures will be offered to all complainants even if no formal complaint is completed and respondents if a formal complaint has been filed. In the case of a respondent is found responsible for the reported policy violation, the school will take appropriate disciplinary measures.

Discretion and Privacy Statement

- i. The institution will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, except as permitted by FERPA, required by law, or necessary to carry out Title IX grievance procedures.
- ii. One exception is if "the complainant's identity is necessary to provide supportive measures for the complainant (e.g., where a no-contact order is appropriate and the respondent would need to know the identity of the complainant in order to comply...or campus security is informed about the no-contact order in order to help enforce its terms)." (85 FR 30132)
- iii. Another exception is if the complainant and/or respondent is a minor, in which case "a parent or guardian has the legal right to act on behalf of the individual." (85 FR 30030)
- iv. F.I.R.S.T. Institute will do its best to use discretion with grievance procedures in order to protect the privacy of the individuals involved. However, "investigations almost always require some intrusion [of] privacy." (85 FR 30107)
 - a. Reporting Options
 - i. The following are options that can be taken either individually or simultaneously.
 1. Title IX Coordinator
 - a. Under new Title IX regulations, F.I.R.S.T. Institute is required to "initiate a grievance process when a complainant files, or a Title IX Coordinator signs, a formal complaint, so that the Title IX Coordinator takes into account the wishes of a complainant and only initiates a grievance process against the complainant's wishes if doing so is not clearly unreasonable in light of the known circumstances." (85 FR 30045)
 2. Local Law Enforcement
 - a. If a report includes criminal activity, F.I.R.S.T. Institute has the right to report to local law enforcement.
 - b. Maitland Police Department
 - i. Addresses
 1. 1837 Fennell St Maitland, FL 32751
 - ii. Phone Numbers
 1. Emergency: 911
 2. Non-emergency: 407-539-6261
 3. General: 407-539-6261
 - iii. Email dmanuel@maitlandpd.org (Not for criminal complaints)
 3. U.S. Department of Education, Office for Civil Rights Contact Information
 - a. Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202-110. 800-421-3481. OCR@ed.gov

Any concerns over F.I.R.S.T. Institute's Title IX policy may be submitted to the Title IX Coordinator and/or the U.S. Department of Education, Office for Civil Rights.

Anonymous Reporting

- i. A non-formal complaint report of a possible Title IX policy violation can be submitted anonymously. However, when "a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent (via the written notice of allegations)." (85 FR 30133)
- ii. While there are some supportive measures that can be provided while keeping the complainant's identity confidential from the respondent, there are some supportive measures that cannot be provided unless the complainant's identity is revealed. (85 FR 30134)

Title IX Statute

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.) prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance. F.I.R.S.T. Institute complies with the Title IX regulations issued by the U.S. Department of Education on May 19, 2020, codified at 34 C.F.R. Part 106, which govern the institution's response to allegations of sexual harassment occurring within its education programs or activities in the United States.