

Title IX Sexual Harassment FORMAL COMPLAINT FORM

This complaint form is to be submitted by students or guardian for on-campus incidents that occurred on or after August 12, 2020. If the incident you are reporting occurred before this date, please consult with your School Site Administrators for additional guidance. If you need support completing this form, please see your School Site Administrators.

I. Your Contact Information

Last Name: _____ First Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work or Cell Phone: _____

Email: _____

II. Complainant (Victim) Information

Name of Complainant (if different from above): _____

School Name: _____

Grade: _____ Principal: _____

III. Respondent (Accused) Information

Name of Respondent: _____

School Name: _____

Is the accused a student? Yes: _____ No: _____ If yes, please indicate the accused student's grade: _____

Is the accused a School Staff Member? Yes: _____ NO: _____ Other: If other, identify the School Affiliation or organization: _____

Title IX Rights, Policies + Procedures

Title IX is a federal law that provides that students shall not be discriminated on the basis of sex in educational programs. ***By submitting this form, you are alleging one or more of the following occurred while on campus or at a school sponsored event:***

- A student (the Complainant) has been a victim of sexual harassment that is so severe, pervasive, and objective offensive that it has denied them equal access to their education.
- A student (the Complainant) has been a victim of sexual assault, including rape, fondling, incest, and/or statutory rape; dating violence, domestic violence, or stalking.
- An employee of the School has requested a student's (the Complainant's) participation in conduct of a sexual nature.

Upon submission of this form to the Office of Equity, your complaint will be reviewed within 5 days. If your complaint meets the legal criteria for the conduct described above, it will be formally investigated by the School's Title IX Coordinator. If your complaint does not meet the legal criteria, it will be referred to the school site for follow-up under the School's Bullying & Harassment Policies. *No disciplinary action will be taken until the investigation has concluded and a formal outcome has been decided based on the evidence collected.*

Throughout this process, students are entitled to supportive measures, such as Wellness services, Safety Plans, and schedule changes. Please speak to your School Site Administrator about the supports that are available to preserve all students' safety and participation in their education.

IV. Basis of Complaint. Please check the box(es) that most appropriately describes the incident.

- You were exposed to unwelcome conduct of a sexual nature by a student or staff member that denied you access to the School's education program or activity.
 - You feel the alleged behavior is/was **severe, pervasive, and objectively offensive.**
- You were a victim of any of the following:
 - Sexual Assault, including rape, fondling, incest, or statutory rape.
 - Dating Violence
 - Domestic violence
 - Stalking
- An employee of the School requested your participation in unwelcome sexual conduct or activity in exchange for School aid, benefits, or services.

If none of the above describe the incident you wish to report, please refer to the School's Bullying & Harassment Policies and/or seek support from your School Site Administrator.

V. Details of Complaint. Please complete the chart below to the best of your ability. Attach additional sheets of paper if you need more space.

Date + Time of Incident	Location of Incident	Incident Description <i>Describe what happened in as much detail as possible.</i>	Individuals Involved <i>Include any witnesses or bystanders</i>	Impact on Complainant <i>How has the incident impacted the victim? Has it interfered with school in any way?</i>

By submitting this form to the Office of Equity, the Complainant wishes to initiate the Formal Title IX Complaint Procedure. The Complainant understands that the School has 5 days to review the Complaint and make a determination about the jurisdiction to investigate the complaint and will provide written notice to the Complainant after 5 days.

Signature of Person Filing Complaint

Date