

Title IX Sexual Harassment Formal Complaint

Federal regulations define sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. *quid pro quo*); or
- b. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- c. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Further, federal law and school policy prohibit discrimination on the basis of sex; which includes acts of sexual harassment.

If you believe you have been a victim of sexual harassment, you may use this form to file a formal complaint with the school. If you are unable or unwilling to complete this form, but wish to file a formal complaint, please contact the school's Title IX Coordinator who can complete and sign the form on your behalf.

Once a formal complaint is filed, the school will begin the mandated grievance process which includes an investigation and determination of responsibility. As part of that grievance process the person you alleged sexually harassed you ("respondent") will be provided with written notice of your allegations. No determination of responsibility will be made until the very end of the grievance process and the respondent is presumed not responsible until then.

Throughout the grievance process both you ("complainant") and the respondent may be represented by an advisor; which may, or may not, be an attorney. Further, both the complainant and the respondent will have an opportunity to review and respond to the evidence collected by the investigator, review and respond to the investigation report, and submit questions for the other party and witnesses to answer, prior to a determination of responsibility being made by a decisionmaker who is not the Title IX Coordinator or the investigator.

Please be advised, the Student Code of Conduct prohibits knowingly making false statements or providing false information in the grievance process (page PAGE).

The school does offer an informal resolution process; however, all parties involved must agree in writing to voluntarily participate in the informal process. If you would like to participate in an informal effort to resolve the allegations, please communicate that desire to the Title IX Coordinator at EMAIL.

Your Name: _____ Telephone number: _____

Email address: _____

Advisor's Name: _____ Telephone number: _____

Email address: _____

Respondent's Name: _____

Any available contact information for respondent: _____

Please describe what happened. You may use and attach additional sheets of paper as necessary.

Who was involved?

Where did it happen?

When did it happen?

What happened?

Please describe in your own words why you believe this conduct is sexual harassment.

Did anyone witness what happened? If so, who and how can they be contacted?

If you have or know of any documents or other evidence you feel is relevant and will assist with the investigation please describe them and then attach the records to this formal complaint. If the records are not within your control, please describe them and where they may be located.

Please sign below acknowledging:

1. You have been advised and understand that school policy prohibits knowingly making false statements or submitting false information during the grievance process.
2. You have reviewed the information provided in this Formal Complaint and that to the best of your knowledge it is true and correct.

Signature: _____

Date: _____

TITLE IX COORDINATOR:

Signature: _____

Received: _____