



## TITLE IX SEXUAL HARASSMENT COMPLAINT FORM

Title IX and Weber School District Policy 4121 prohibit sexual harassment at school or at school-related activities or events. All allegations of sexual harassment are taken seriously and will be reviewed by the District's Title IX Coordinator.

**COMPLAINANT NAME:** \_\_\_\_\_

**COMPLAINANT GRADE LEVEL:** \_\_\_\_\_

**COMPLAINANT'S SCHOOL:** \_\_\_\_\_

**I AM REQUESTING AN INVESTIGATION INTO THE INCIDENT DESCRIBED BELOW.** (Please check box if Complainant is requesting an investigation.)

**RESPONDENT(S) NAME(S):\***

\*Please list all persons involved

**RESPONDENT(S)' SCHOOL\*:** \_\_\_\_\_

Date(s) / Time(s) of incident(s): \_\_\_\_\_

Location of incident(s): \_\_\_\_\_

Name(s) of witness(es): \_\_\_\_\_

Is this a repeat offense:      Yes      No

**Describe the incident(s) as clearly as possible, including what was said (threats, requests, demands, etc.), whether any physical contact occurred, and what force was used (attach additional pages if necessary):**

**Describe the harm caused by the incident(s) described above, including any hostile school environment, or other adverse effects on your education (attach additional pages if necessary):**

**Describe the remedy you seek, including any assistance you may need to address the harm described above (attach additional pages if necessary). [Please note that seeking a particular remedy does not confer authority on anyone to determine the discipline imposed on the alleged respondent. All remedies, including any disciplinary action, are within the exclusive authority and sole discretion of the School District]:**

I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Complainant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Information for Persons Filing a Complaint**

#### Overview of Investigative Process

The Title IX Coordinator will promptly be notified of this complaint and will meet with Complainant to explain the investigation process and to offer information resolution, pursuant to Policy 4121. If the Complaint meets the statutory and jurisdictional requirements of Title IX, the Title IX Coordinator will then assign an investigator (Title IX Investigator) to investigate the allegations in the complaint. Respondent may be subject to emergency removal if the District determines, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. Notice of the Complaint will be sent to the Respondent, explaining the allegations and identity of the Complainant. Both parties will have the opportunity to present witnesses and evidence. At the conclusion of the investigation the Title IX Investigator will share with both parties a summary of the evidence in a draft Investigative Report. Both parties will have ten (10) day to respond to the information in the draft Investigative Report. The Title IX Investigator will consider responses by both parties but need not adopt the responses. The Title IX Investigator will then submit a final Investigative Report to the Decision-Maker Team and to both parties. The Decision-Maker Team will allow both parties to submit cross-examination questions to each other and to witnesses. The Decision-Maker Team will review all responses to questions submitted and make a final determination regarding the allegations. Both parties are entitled to supportive measures throughout this process, including but not limited to safety plans and counseling.

#### Confidentiality

The investigation will be conducted in a reasonably confidential manner. However, both parties are entitled to information the other party shares, including witness names and witness statements. Also, witnesses and others with pertinent information may need to be made aware of the investigation and sufficient facts to elicit their verbal/written statements. The Title IX Investigator will take measures to protect confidentiality of Complainant and Respondent, including directing all witnesses to refrain from disseminating information related to the complaint and investigation.

#### No Contact

You should avoid contact with the Respondent. This includes written, electronic, verbal, and in-person contact. If contact with the Respondent is unavoidable in the school, please notify the investigator.

#### Office for Civil Rights

In addition to filing a complaint with the District, you may also contact the U.S. Department of Education, Office for Civil Rights, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Telephone No. 303-844-5695; Fax No. 303-844-4303; TDD No. 877-521-2172; Email OCR.Denver@ed.gov.

#### **For Title IX Coordinator Use Only**

|              |                     |   |    |
|--------------|---------------------|---|----|
| Quid Pro Quo | Hostile Environment | Sexual assault, dating violence, domestic violence/stalking |    |
|              | Jurisdiction met:   | Yes   | No |