TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT

Please note that this information is intended to give you an overview of certain rights and options under the Title IX grievance process. For full policy definitions and San Ramon Valley Unified School District ("District") procedures, see Administrative Procedures 4119.12 (Personnel) and 5145.71 (Students), Title IX Sexual Harassment Complaint Procedure ("Title IX Sexual Harassment Complaint Procedure").

This form should be completed by any Title IX Complainant who seeks to have the District process a complaint of "Title IX Sexual Harassment," as defined in the District's Title IX Sexual Harassment Complaint Procedure. This form may be filed with the Title IX Coordinator in person, by mail or by email at:

Title IX Coordinator(s):

Jennifer Adams, Title IX Coordinator
699 Old Orchard Drive, Danville, CA 94526
jadams2@srvusd.net
(925) 552-2950

Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigating Formal Complaints of Title IX Sexual Harassment.

Complainant Name:	Address:
Telephone:	Email Address:
Respondent(s) Name(s):	Respondent(s) Relationship(s) to the Complainant:

1. **What is your role in the District?**
   - ☐ Student
   - ☐ Employee
   - ☐ Other:_____

2. **Is/are the Respondent(s) enrolled or employed by the District and, if so, what is/are the Respondent(s) role(s) with the District (check all that apply)?**
   - ☐ Student(s)
   - ☐ Employee(s)
   - ☐ Other:_____
   - ☐ Not enrolled or employed by the District

3. **Where did the alleged conduct occur?**

   _____
   _____
   _____

4. **Check the box(es) below that best describe(s) the alleged incident (Note: may include online misconduct)**

   - ☐ Sexual harassment that is severe, pervasive, and objectively offensive that it effectively denied you equal access to the school's education program or activity (hostile environment sexual harassment)
   - ☐ Stalking
   - ☐ Sexual Assault
   - ☐ Domestic Violence
   - ☐ Dating Violence
   - ☐ An employee of the District conditioned an aid, service, or benefit on your participation in unwelcome sexual conduct (quid pro quo sexual harassment)
   - ☐ Other:_____

5. **Date(s) of Incident(s) (or time frame during which behavior persisted):**

   _____
   _____
   _____
   _____

6. **Describe the alleged incident(s) with as much detail as possible including the place it occurred, date, time, and individuals involved (additional pages may be attached as needed):**

Retaliation

Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or the District's Title IX policies or procedures, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Title IX Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Title IX Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or the District's Title IX policies or procedures, constitutes retaliation. Complaints alleging retaliation may be filed according to the District's Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedure.

By signing this document, I assert that the information listed above is true to the best of my knowledge and that I am requesting the District to investigate this Formal Complaint of Title IX Sexual Harassment.

Name:_____

Signature:_____

Date:_____