

Policy—400.021/500.021 Sexual Harassment (Title IX) Formal Complaint and/or Request for Investigation

PERSONAL INFORMATION

Name: _____ Telephone: _____

Address: _____

Email Address: _____ Preferred Form of Communication: _____

I am (check one): Student: ☐ Employee: ☐ Parent/Guardian: ☐

Community Member: ☐ Vendor/Contractor: ☐

TYPE OF REQUEST:

<p>Check All That Apply:</p> <p>Discrimination: <input type="checkbox"/></p> <p>Harassment: <input type="checkbox"/></p> <p>Retaliation: <input type="checkbox"/></p> <p>Bullying: <input type="checkbox"/></p> <p>Cyber-bullying: <input type="checkbox"/></p> <p>Hazing: <input type="checkbox"/></p> <p>Abusive Conduct: <input type="checkbox"/></p> <p>Sexual Harassment/Title IX: <input type="checkbox"/></p> <p>Unsure: <input type="checkbox"/></p>	<p><i>If you are requesting an investigation of discrimination and/or harassment, please indicate the protected class(es) that relate to you/your complaint:</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Age: <input type="checkbox"/></td> <td style="width: 50%;">Pregnancy: <input type="checkbox"/></td> </tr> <tr> <td>Color: <input type="checkbox"/></td> <td>Race: <input type="checkbox"/></td> </tr> <tr> <td>Disability: <input type="checkbox"/></td> <td>Religion: <input type="checkbox"/></td> </tr> <tr> <td>Gender: <input type="checkbox"/></td> <td>Sex: <input type="checkbox"/></td> </tr> <tr> <td>Gender Identity: <input type="checkbox"/></td> <td>Sexual Orientation: <input type="checkbox"/></td> </tr> <tr> <td>Marital Status: <input type="checkbox"/></td> <td>Veteran Status: <input type="checkbox"/></td> </tr> <tr> <td>National Origin: <input type="checkbox"/></td> <td>Other (describe): <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </table>	Age: <input type="checkbox"/>	Pregnancy: <input type="checkbox"/>	Color: <input type="checkbox"/>	Race: <input type="checkbox"/>	Disability: <input type="checkbox"/>	Religion: <input type="checkbox"/>	Gender: <input type="checkbox"/>	Sex: <input type="checkbox"/>	Gender Identity: <input type="checkbox"/>	Sexual Orientation: <input type="checkbox"/>	Marital Status: <input type="checkbox"/>	Veteran Status: <input type="checkbox"/>	National Origin: <input type="checkbox"/>	Other (describe): <input type="checkbox"/>		
Age: <input type="checkbox"/>	Pregnancy: <input type="checkbox"/>																
Color: <input type="checkbox"/>	Race: <input type="checkbox"/>																
Disability: <input type="checkbox"/>	Religion: <input type="checkbox"/>																
Gender: <input type="checkbox"/>	Sex: <input type="checkbox"/>																
Gender Identity: <input type="checkbox"/>	Sexual Orientation: <input type="checkbox"/>																
Marital Status: <input type="checkbox"/>	Veteran Status: <input type="checkbox"/>																
National Origin: <input type="checkbox"/>	Other (describe): <input type="checkbox"/>																

ADDITIONAL INFORMATION

Please describe your concern or complaint in detail including the date the problem occurred. You may attach additional pages as necessary.

Provide the name of the individual(s) you wish to file a complaint against, and their position and contact information, if known. _____

REQUIRED SIGNATURES

I state that the foregoing information is true and correct, and I understand that there will be consequences for intentionally providing false information.

Signature: _____ Date: _____

Information for Person Filing a Formal Complaint

Overview of the Formal Complaint and Title IX Grievance Process

The filing of a Formal Complaint initiates the District's grievance process for formal complaints of sexual harassment. The grievance process is outlined in Canyons District Policy—400.021/500.021—Sexual Harassment (Title IX), and is in accordance with federal regulations (See, 34 C.F.R. 106.45).

The District's Title IX Coordinator will investigate the allegations in a Formal Complaint. If the alleged conduct in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. Section 106.30, even if proved, or the alleged did not occur in the District's education program or activity, the District will dismiss the formal complaint.

If a formal complaint is not dismissed, the investigation will be conducted in a reasonably prompt manner and will include: notice of the allegations to the parties; interviewing of the complainant and respondent and witnesses; collection of evidence; an opportunity to inspect and review evidence prior to completion of an investigative report with an opportunity to provide written feedback; and completion of the investigative report. An investigative report is forwarded to a decision-maker (s) to determine whether a policy violation has occurred. Once a determination is made both parties will be informed of the decision, and will be informed of rights to an appeal.

Supportive Measures

During the investigation grievance process a complainant or the respondent is entitled to supportive measures. Supportive measures refer to non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. These measures are designed to restore or preserve equal access without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

If you have additional questions or concerns, please contact the District's Title IX Coordinator, Jeffrey Christensen, 801.826.5061, or jeffrey.christensen@canyonsdistrict.org