

Eden Central School District 8289 N. Main St. Eden, NY 14057 716-992-3630

## TITLE IX FORMAL COMPLAINT PROCEDURE FORM (Students and Employees)

A Formal Complaint is required to begin an investigation on the Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking ("Policy").

Prior to completing this form, a representative will:

- 1. Discuss the availability of Supportive Measures with or without filing of a formal complaint;
- 2. Explain the process for filing a formal complaint; and
- 3. Review the investigation, hearings, and appeals process associated with the Policy.

## **Definitions:**

"Prohibited Conduct" is defined as Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation.

The "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy.

The "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

| Name of Complainant                          |                |              |                 |           |  |
|--|----------------|--------------|-----------------|-----------|--|
| Department                                   |                |              | School/Building |           |  |
| Phone Number                                 |                | E-mail       |                 |           |  |
| Status of Complainant                        | ☐ Staff        | ☐ Faculty    | ☐ Student       | ☐ Other   |  |
| Type of Complaint                            | ☐ Formal       |              | ☐ Informal      |           |  |
|  |                |              |                 |           |  |
| Name of Respondent(s)                        |                |              |                 |           |  |
| Department                                   |                |              | School/Building |           |  |
| Status of Respondent(s)                      | ☐ Staff        | ☐ Faculty    | ☐ Student       | Other     |  |
|  |                |              |                 |           |  |
| Relationship of Respondent(s) to Complainant |                |              |                 |           |  |
| 🗖 Coworker 🚨 Sup                             | pervisor 🔲 Cli | ent/Customer | ☐ Faculty       | ☐ Student |  |
| ☐ Other:                                     |                |              |                 |           |  |
|  |                |              |                 |           |  |
|  |                |              |                 |           |  |

## **Title IX Formal Complaint Procedure Form - Page 2**

| Describe the Prohibited Conduct regarding the specific act(s) all location(s) if possible. If additional space is needed, attach add   | . ,,  |
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| The Formal Complaint and Notice  |   |
| The Formal Complaint form serves to initiate a complaint under is completed, it will be submitted to the Coordinator or Investigation  | •   |
| The information shared in this document will be utilized to comp<br>that will be sent simultaneously to both the Complainant and Re  |   |
| Title IX of the Education Amendment of 1972 (20 U.S.C. § 1681 law that prohibits discrimination based on gender of students are institutions, which receive federal financial assistance. When the signed by you, and then signed by the title IX Coordinator or a been properly received and noted by Eden Central School Distriction of this form, as well as complete information about the Title | nd employees of educational<br>re form has been completed and<br>Deputy, your complaint has<br>ct. We will provide you with a |
| Signed:  | _Dated:   |
| Eden Central School District Office  | Use Only  |
| This Formal Complaint, based on the information above, mee   | ts criteria under the Policy as:  |
| ☐ Title IX Prohibited Conduct  |   |
| ☐ Non-Title IX Prohibited Conduct  |   |
| Print Name:  | _   |
|  |   |
| Signature:   | _Dated:   |