ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

2060 Challenger Dr., Alameda, CA 94501 | P: (510) 337-7095 | F: (510) 337-7018

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 Alameda Unified School District] ("District") procedures, see Administrative Regulations 4119.12/4219.12/4319.12 and 5145.71, Title IX Sexual Harassment Complaint Procedures ("Title IX Sexual Harassment Complaint Procedures)

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 Title IX Sexual Harassment Complaint Procedures"). This form may be filed with the Title IX Coordinator in person, by mail or by email at:

Title IX Coordinator(s): Kirsten Zazo
2060 Challenger Drive, Alameda, CA 94501
kzazo@alamedaunified.org
(510) 337.7095

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:_____

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***Note: An individual must be currently enrolled, working, or otherwise participating or attempting to participate in the District's "education program or activity," meaning locations, events, or circumstances over which the school exercises substantial control, including any building owned or controlled by a student organization that is officially recognized by the District, in order to be within the scope of the District's Title IX Sexual Harassment Complaint Procedures. Complaints by other individuals may be able to be filed under other anti-discrimination and harassment policies and procedures of the District.*

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 in or employed by the District

***Note: The District may dismiss a formal complaint or allegation if the Respondent is no longer enrolled or employed by the District.*

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

_____

_____

_____

***Note: Conduct must occur in the United States and within the District's "education program or activity," meaning locations, events, or circumstances over which the school exercises substantial control, including any building owned or controlled by a student organization that is officially recognized by the District, in order to be within the scope of the District's Title IX Sexual Harassment Complaint Procedures. Conduct occurring elsewhere may be able to be filed under other anti-discrimination and harassment policies and procedures of the District.*

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

   - ☐ Hostile Environment Sexual Harassment - Sexual harassment that is so severe, pervasive, and objectively offensive that it effectively denied you equal access to the school's education program or activity

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- ☐ 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):**

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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 Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedure, or Board Policy and Administrative Regulation 4030, Nondiscrimination in Employment.

Informal Resolution Option

The District offers a Title IX Informal Resolution process to resolve allegations of Title IX Sexual Harassment other than those involving an allegation of harassment of a student by an employee. This process does not include a full investigation and determination, but instead involves facilitation or mediation between the parties. You will be contacted about the option to participate in voluntary Informal Resolution, if applicable.

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 investigate this Formal Complaint of Title IX Sexual Harassment.

Name:_____

Signature: _____

Date: _____

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