



Title IX Formal Complaint Form

Please complete the following form and return it to the front office at George Washington Academy or email it to the Title IX Coordinator - Steve Erickson at serickson@gwacademy.org.

Contact Information:

Name _____ Address: _____

Phone: _____ Preferred email: _____

The filing of a Formal Complaint initiates the school's grievance process for formal complaints of sexual harassment. The grievance process is outlined in George Washington Academy's Policy—240—Title IX Sexual Harassment and is per federal regulations.

The school'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 42 U.S.C. 2000 et seq, even if proven, or the alleged did not occur in the school's education program or activity, the school 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; a collection of evidence; an opportunity to inspect and review evidence before 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 the 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 assignments or schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Name of Respondent: _____

Nature of Complaint: Please describe the action(s) you believe may be sexual harassment, including complaints of sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

When did the action described occur?

Location of Incident(s)

Are there any witnesses to this matter?(s)

I certify that the foregoing information is true and correct.

Signature _____ Date _____