# Puget Sound ESD logo

# SEXUAL HARASSMENT FORMAL COMPLAINT FORM

# Puget Sound Educational Service District (PSESD)

If you have experienced any form of violence, harassment or discrimination, the most important things are being safe and taking care of yourself. Puget Sound Educational Service District takes allegations of sexual violence, harassment, or discrimination seriously and will take immediate action to address and resolve.

PSESD has designated staff responsible for responding to, investigating, and resolving complaints. You can use this form to make a written report of the incident. You can also make a report directly to any ReLife School staff who will report the matter to school administrators (Principal or Dean of Students) or PSESD Title IX Coordinator.

The purpose of the formal complaint form is to notify PSESD of allegations of sexual harassment, sexual violence or sex discrimination in violation of Title IX of the Education Amendments of 1972 (“Title IX”) so that appropriate action can be taken.

**DEFINITION:** Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, student to adult or can be carried out by a group of students or adults. The term “sexual harassment” includes:

* acts of sexual violence;
* unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
* unwelcome sexual advances;
* unwelcome requests for sexual favors;
* sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
* sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

**INSTRUCTIONS:** Individuals alleging Title IX sexual harassment and requesting a review may use this form and submit it to the school administrator or PSESD Title IX Coordinator.

The complaint form should be completed as soon as possible after the occurrence of the alleged harassment.

If the school administrator receives a formal sexual harassment complaint, they will forward the written complaint to the Title IX Coordinator who will review and determine if the alleged sexual harassment meets the criteria under Title IX and if so, initiate an investigation according to PSESD Policy and Procedure No. 3205 and 3205P. NOTE: a Title IX Complaint may also be filed by the Title IX Coordinator upon notice of a sexual harassment complaint.

**Name of Complainant**:

**Address:**

**Phone:** **Grade or Position**:

**Name of Respondent**:

**Address:**

**Phone:**

**Grade or Position at the School**:

**Nature of Complaint**: Please describe the action(s) you believe may be sexual harassment in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Be as specific as possible when describing the incident(s). Your complaint is not limited to the space provided in this form. Attach additional sheets if needed.

**When did the actions described above occur?**

**Are there any witnesses to this matter?**  [ ]  Yes [ ]  No

**If yes, please identify the witness(es):**  [ ]  Yes [ ]  No

**Name:**

**Contact Information**:

**Did you discuss this matter with any of the witnesses?**  [ ]  Yes [ ]  No

**If yes, with whom?** **Date**:

**Method of Communication**:

**Have you spoken to any administrator or other staff about the matter?**  [ ]  Yes [ ]  No

**If yes, with whom?** **Date**:

**Please describe below or attach any sources of information that you feel are relevant to your complaint**:

# OTHER INFORMATION

The Title IX Coordinator or an investigator retained by PSESD will investigate the circumstances involving your complaint and will interview you and the person(s) named by you in your complaint, to attempt resolution. PSESD may, at its discretion, contact others during the investigation.

If you request that your identity remain anonymous, this may prevent PSESD from conducting an effective investigation and impact PSESD’s ability to resolve your complaint.

It is both illegal and against PSESD policy for anyone to retaliate against you for filing a complaint. Please contact the Title IX Coordinator immediately if you or any witness experience any retaliation or negative repercussions from filing your complaint. In the same manner, retaliation is prohibited against the subject of complaints.

In addition to filing this complaint, you have the right to file a similar complaint with an external agency, such as local law enforcement agencies, the Washington State Office of Superintendent of Public Instruction (OSPI) or the federal Department of Education, Office of Civil Rights.

Basic information regarding the process and your rights is available on the PSESD website at <https://www.psesd.org/title_ix>

*I affirm that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge. I acknowledge that knowingly providing false information or information that I do not believe to be true in this complaint form or during the investigation may subject me to disciplinary action.*

*Signature Date*

***This form may be submitted to the school administrator***

***or the PSESD Title IX Coordinator at:***

ReLife School Principal ReLife Dean of Students
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