

TITLE IX SEXUAL HARASSMENT/DISCRIMINATION

EMPLOYEE FORMAL COMPLAINT FORM - Adopted 8/2/23 Reviewed 6/26/24

Instructions. If you believe that you have been the victim of sexual harassment or other sexual discrimination (hereafter, collectively “harassment”), please fill out this form, sign where indicated below, and submit it by hand delivery, electronic mail, or U.S. mail using the contact information listed for the School’s Title IX Coordinator (listed at bottom) or to any other school supervisor or employee.

This formal complaint form is intended for use by the alleged employee victim of Title IX sexual harassment (referred to in Title IX Regulations as the “complainant”). Under federal law, only an alleged victim of sexual harassment who is currently participating or attempting to participate in the School’s workplace (such as an employee, or an applicant for employment) has the right to use the formal complaint process to initiate an investigation. The School will process all formal complaints in accordance with the law and related School policies.

Please print or type when completing this form:

Name of complainant:

Address:

Telephone number:

Email address:

Is the complainant participating in or attempting to participate in a School education program or activity? (See instructions.) Yes No

You have the right to be represented by an advisor during the complaint process. The advisor may be, but does not have to be, an attorney. If you will be represented by an attorney or other advisor in presenting your complaint, please identify the person and provide the contact information below. If unknown at this time, you may provide this information at a later time.

Name:

Address:

Telephone number:

Email address:

Please list any additional individuals that you intend to bring with you to any meetings or interviews associated with this complaint and provide their contact information below. You may add additional pages or provide this information at a later time.

Name:

Address:

Telephone number:

Email address:

Please describe the facts and circumstances of the alleged sexual harassment causing this complaint. (Give specific, factual details. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your complaint.)

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In a Title IX formal complaint process, the person who is alleged to have committed the sexual harassment is called the “Respondent.” Please provide the name(s) of the person or people you allege to be the Respondent(s) responsible for the alleged sexual harassment. If applicable, please include each Respondent’s title or position (if any employee) or name and grade (if a student):

When and where did the alleged sexual harassment occur? Please provide specific dates, times, and locations, if possible, of each occurrence..

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Please explain how the alleged sexual harassment has impacted you. This could include physical injuries as well as impacts on your ability to access or benefit within the School’s workplace.

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Please provide the names, titles/grades, and contact information of anyone who may have witnessed or knows of the alleged conduct.

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If you have reported these allegations to another person, please state to whom you reported the alleged sexual harassment and provide their contact information (if known).

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Title IX does not require complainants to attempt to resolve complaints of sexual harassment informally before filing a formal complaint. Nonetheless, if you have reported these allegations to a School employee, please state when, to whom, and what response you received.

Please list below any evidence that you believe is relevant to your allegations. This could include audio or visual media, physical objects, online materials, text messages, voicemail messages,

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screen captures, emails, or any other item you are attaching or intend to make available for the purpose of this complaint. If known, please also identify any information in the School's possession that you believe to be relevant to your allegations and would like the School to review (such as emails or security camera footage).

Please provide any other information that would be helpful for the School in reviewing your allegations.

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Please describe the outcome or remedy you seek for this complaint.

Please provide below your physical or digital signature.

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Complainant name:

Signature of complainant:

Date of filing: _____

If this formal complaint is being signed by the School's Title IX Coordinator instead of a complainant:

Title IX Coordinator Name: _____

Title IX Coordinator Signature: _____

Date of filing: _____

Notice to Complainant: This document is a legal record of the allegations of sexual harassment that you have reported to the School in order to request a formal investigation. Please keep a copy of this completed form and any supporting documentation for your records. Please also review your rights and responsibilities as set for the in the School's Title IX Sexual Harassment Policy (Harassment Policy) and the related Complaint Procedures (Procedures), which are available on the School website at: [: https://gadca.k12.com/title-ix-non-discrimination.html](https://gadca.k12.com/title-ix-non-discrimination.html)

Any questions or concerns that you may have during this process may be directed to the School's Title IX Coordinator, Brandi Beavers, @bbeavers@gadca.org. (404)997-8040

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX sexual harassment formal complaint process but should be investigated by the School under a different policy or procedure, your formal complaint form will be forwarded to the appropriate School personnel in accordance with School policies. You have the right to appeal the dismissal of your formal complaint, as explained in the Procedures.

School Title IX Coordinator Contact Information:

Brandi Beavers
Academic Accountability and Grants Management Specialist
1700 Water Place Suite 306
Atlanta, GA 30339
(404)997-8040
bbeavers@k12.com

