

# Title IX Discrimination Complaint Form

(including gender equity/sexual harassment/sexual violence)

EXCELSIOR CHARTER SCHOOLS

Central Office

15505 Civic Dr.

Victorville, CA 92392

(760) 245-4262

To file a complaint with Excelsior Charter Schools, please complete and mail, email or bring this form to the office designated above. Or, you may call the office to make arrangements for a representative to meet with you there or at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the office above to schedule an appointment.

Although Excelsior Charter Schools cannot commit to keeping a complaint of discrimination confidential because of our obligation to investigate the complaint, Excelsior will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Please feel free to contact the office designated above if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

*Note: A victim of discrimination or harassment is encouraged to use the school's internal complaint process. A person(s) who believes they have been discriminated against or harassed may seek assistance from government agencies such as the federal Equal Employment Opportunity Commission, the federal Department of Labor, or Office of Civil Rights.*



**DESCRIPTION OF COMPLAINT:** Describe your complaint and why you believe this person discriminated/retaliated against you. Explain why you have contact with this individual, e.g. supervisor, co-worker, faculty, customer, etc. Give date(s), time(s), place(s) the discrimination/retaliation occurred. (Attach additional pages as necessary.) **ATTACHMENT:**

**PREVIOUS ACTION:** Have you brought this matter to the attention of any other department(s) at the school? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter. **ATTACHMENT:**

**COMPLAINT DOCUMENTATION:** Explain any documentation supporting your complaint. **ATTACHMENT:**

**CORRECTIVE ACTION SOUGHT:** (Attach additional pages as necessary.) **ATTACHMENT:**

**WITNESSES:** (Relationship= co-worker, supervisor, customer, faculty, etc.)

\_\_\_\_\_  
Name Title/Relationship Telephone

\_\_\_\_\_  
Name Title/Relationship Telephone

\_\_\_\_\_  
Name Title/Relationship Telephone

**DECLARATION:**

*I declare under penalty of perjury that the foregoing is true and correct. Your email address in lieu of your signature if this complaint is filed via email.*

\_\_\_\_\_  
Signature Print Name Date