

**CANYON RIM ACADEMY
Title IX Complaint Form**

Please complete the following form and return it to the front office at Canyon Rim Academy or email it to the Title IX Coordinator – Colleen Mitchell at cmitchell@canyonrimacademy.org.

Contact Information:

Name: _____ Address: _____
Phone: _____ Preferred email: _____

The filing of a Complaint initiates the school’s grievance process for formal complaints of sexual harassment and Title IX violations.

The school’s Title IX Coordinator will investigate the allegations in a 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 the coordinator 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, if any.

