

THE VANGUARD SCHOOL SEXUAL MISCONDUCT REPORT FORM

What is sexual misconduct?

Sexual misconduct includes: rape, sexual assault, sexual coercion, sexual harassment, domestic and dating violence, stalking, and all other forms of sexual violence.

Who is required to report sexual misconduct?

Any school employee who receives a complaint or otherwise learns about a possible incident of sexual misconduct involving a member of The Vanguard School community as complainant or alleged perpetrator **must** complete this report form.

You may also use this form to report an incident of sexual misconduct if you are the complainant or if you are not a Vanguard School employee.

Are there school employees who may keep reports of sexual misconduct confidential?

No employees of The Vanguard School may keep reports of sexual misconduct confidential.

What if a complainant requests confidentiality?

Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, school employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the school will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the school will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate school official in consultation with the complainant.

What resources are available to complainants?

The school's Standard Operating Procedure for Reporting and Handling Complaints of Sexual Misconduct is available electronically on our website at http://www.thevanguardschool.com/about_us/policies_and_procedures/title_ix/.

What happens with the information I provide?

This report will be submitted to the school's Title IX Coordinator, Jeff Yocum, who will coordinate with the appropriate school officials for appropriate action. Please contact him at (719) – 1999, ext 252 or jeff.yocum@thevanguardschool.com if you have any questions.

What should I do with the completed report form?

Please provide the information requested on the other side and deliver the completed form to:

Jeff Yocum
Title IX Coordinator
1605 S. Corona Ave.
Colorado Springs, CO 80905

*This form can also be submitted by Secure Mail to:
jeff.yocum@thevanguardschool.com*

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COMPLAINANT'S INFORMATION (if different from reporter):	
Complainant's Name:	Complainant's Affiliation to Vanguard (student, staff, family member, unaffiliated):
Complainant's Contact Information (if available):	
<u>Telephone:</u>	<u>Email:</u>
OFFENDER(S) INFORMATION:	
Offender's Name (if known):	Offender's Affiliation to Vanguard (student, staff, family member, unaffiliated):
INCIDENT INFORMATION:	
Date and Time of Incident:	Location of Incident:
Brief Description of Incident (nature of misconduct, context or circumstances, such as spring break trip, on campus event, off campus party, etc.):	
REPORTER'S INFORMATION (required):	
Reporter's Name:	Date of Report:
Reporter's Affiliation to Vanguard (student, staff, family member, unaffiliated):	Reporter's Contact Information:
	<u>Telephone:</u>
	<u>Email:</u>