

GCVS Civil Rights & Title IX Formal Complaint Form

Instructions: This form is used to formally request that Greater Commonwealth Virtual School (GCVS) initiate an investigation into alleged discrimination, harassment, retaliation, or bias-based bullying.

For Title IX (Sex-Based) Complaints: Filing and signing this form initiates the formal Title IX grievance process regarding sexual harassment, sexual assault, dating/domestic violence, or stalking.

For General Civil Rights Complaints: This form initiates an investigation into discrimination based on protected classes under Massachusetts law (M.G.L. c. 76, § 5) and federal civil rights laws. Please complete this form to the best of your ability and return it via email, mail, or in person to the appropriate District Compliance Coordinator listed on our website.

1. The Complainant / Target

The person who experienced the alleged conduct.

Complainant Demographics & Information	
Full Name:	[Provide Full Name]
Status:	<ul style="list-style-type: none">• Student• District Employee• Parent/Guardian
School Building / Location:	[Provide School Location]
Grade / Position:	[Provide Grade or Position]
Phone Number:	[Provide Phone Number]
Email Address:	[Provide Email Address]
Mailing Address:	[Provide Mailing Address]

2. The Reporter

Complete this section ONLY if you are filing this complaint on behalf of someone else.

Reporter Demographics & Information	
Full Name:	[Provide Full Name]
Relationship to Complainant:	<ul style="list-style-type: none">• Parent/Legal Guardian• Staff Member• Other
Phone Number:	[Provide Phone Number]
Email Address:	[Provide Email Address]

3. The Respondent

The individual(s) accused of the behavior.

Respondent Information	
Name of Accused Individual(s):	[Provide Name(s)]
Status:	<ul style="list-style-type: none"> • Student • District Employee • Other / Unknown
School Building / Location:	[Provide School Location]

4. Jurisdiction & Protected Class Basis

Please select the applicable nature of your complaint. This helps GCVS route it to the correct regulatory legal track:

Sex / Gender (Title IX Track)

- Sexual Harassment
- Sexual Assault
- Dating / Domestic Violence
- Stalking
- Pregnancy-Related Discrimination
- Gender Equity Inequities

General Civil Rights / Bias Track (Federal & Massachusetts M.G.L. c. 76, § 5)

- Race / Color
- National Origin / Ancestry
- Gender Identity
- Age
- Retaliation
- Sexual Orientation
- Religion / Creed
- Disability (Section 504 / ADA)
- Homelessness Status

5. Incident Details

Incident Logistical Information	
Date(s) of Alleged Incident(s):	[Provide Date or Date Range]
Specific Location(s):	<i>Example: specific classroom, online/social media platform</i>

Incident Logistical Information	
	[Provide Location Details]
Description of Conduct:	Please describe exactly what happened. Be as specific as possible. Include verbal statements, physical actions, or digital messages. Attach additional sheets, screenshots, or supporting documents if necessary. [Provide detailed narrative description here]