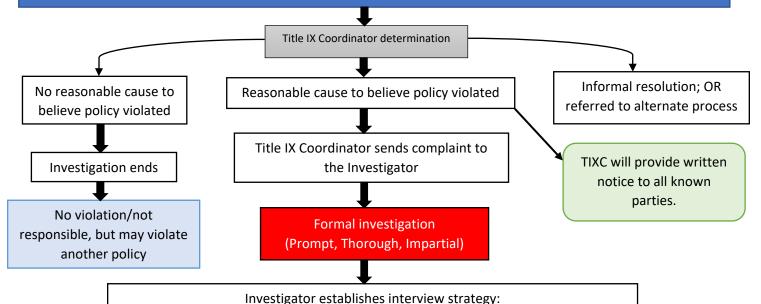


## Title IX: Sexual Harassment Formal Complaint Flowchart

**CCSD 1 Receives Notice/Complaint** 

Report is sent to the Title IX Coordinator for initial assessment and review of: dismissal of case, policy violation, supportive measures, and options for informal or formal resolution.

\*Title IX Coordinator reaches out to complainant to offer supportive measures.\*



Identification of witnesses; schedule and conduct interviews and questioning; gathering of all available evidence; report preparation/writing

Investigator meets with Title IX Coordinator (or legal counsel) to review draft of report and evidence.

Investigator shares evidence and investigation report with all parties for review with 10 days for response

Investigator drafts final report and provides it to the Title IX Coordinator and/or legal counsel

Complete final investigation report:

Synthesize and analyze relevant evidence.

Send final report to both parties for review and written response at least 10 days prior to making a determination of responsibility

Investigator gives final report to the decision maker for next steps and determination.

CCSD1, Human Resources, 8/2020



## **Title IX: Sexual Harassment Formal Complaint Flowchart**

## **Decision-Maker Process**

(Cannot be the Title IX Coordinator or Investigator)

Each party is permitted to ask the other party and all witnesses all relevant questions and follow-up questions Decision maker gives both parties the opportunity to submit written questions, provide each party with the answers, and allowed additional, limited follow-up question from each party

Decision maker must issue a written determination regarding responsibility that includes the following:

- Sections of the policy alleged to have been violated
- Description of procedural steps taken
- Statement and rationale for the result as to each specific allegation
  - Should Include findings of fact supporting the determination and conclusions regarding the application of the policy to the facts
- Sanction imposed on the respondent
- Any remedies provided to the complainant designed to restore or preserve access to the education program or activity
- Procedures and bases for any appeal

This must be delivered simultaneously to both parties

FERPA cannot be construed to conflict with or prevent compliance with Title IX.

Questions can be deemed irrelevant by the decision-maker and can be excluded with rationale provided

Any party can then request an appeal of the determination.

The appeals officer will be separate from the Title IX

Coordinator, Investigator, and Decision-maker.

- Parties will have 10 days to file a written appeal.
- If an appeal is filed, the determination will be final after the decision is made in the appeals process.
- If an appeal is not filed, the original determination will be final after 10 days.

**Title IX Coordinator:** Human Resources Manager **Decision Makers:** Deputy Superintendent and Associate Superintendent

Investigators: Director of Student Support Services, Student 504 Coordinator, Assistant Human Resources Manager, Wellness and Safety Manager, and Special Education Director

**Appeals:** Superintendent