

**Title IX Procedures**  
**Abbreviated by Role**

Incident reported to Title IX Coordinator

**Title IX Coordinator:** review the complaint to ensure it alleges conduct subject to these procedures.

**Title IX Coordinator:** contact Complainant

- clarify allegations
- confirm alleged conduct meets definitions of prohibited conduct
- discuss grievance and investigative procedure
- confirm desire to proceed
- discuss interim supportive measures

**Title IX Coordinator:** request file setup, if appropriate

**Title IX Coordinator:** Implement interim supportive measures; document.

**Title IX Coordinator:** provide Complainant and Respondent grievance procedures and written notice of:

- the allegations;
- known identities of parties involved;
- date of alleged incident(s);
- location of alleged incident(s);
- statement that Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- parties may have an advisor of their choice, who may be an attorney,
- parties may inspect and review evidence related to the Complaint, including evidence both favorable and unfavorable to them; and
- Board Policy AC prohibits them from knowingly making false statements or knowingly submitting false information during the grievance process.

**Title IX Coordinator:** consider informal resolution process of mediation. Confirm agreement of both parties in writing. Confirm no conflict by mediator in writing.

**Mediator:**

- contact the Complainant within five school days of assignment
- conclude the mediation process within ten school days of such contact
- if resolved, document the resolution with both parties and the Title IX Coordinator.

**Title IX Coordinator:** identify Investigator and Decision-Maker; confirm no conflict of interest

**Investigator:** meet with Complainant (within 10 days of assignment) share results with Decision-Maker

**Decision-Maker:** review results, confirm dismissal or continue

**Investigator:** meet with Respondent (within 10-15 days of meeting with Complainant)

**Investigator:** collect additional evidence, interview additional witnesses

**Investigator:** draft investigative report (10 school days from last evidence). Share draft report, all evidence with Complainant and Respondent. Provide opportunity for written response.

**Complainant / Respondent:** written response to draft investigative report (10 calendar days)

**Investigator:** finalize the investigative report and submit the final investigative report, evidence, and each party's responses to the Decision-Maker. Provide opportunity for written response and cross-examination questions.

**Complainant / Respondent:** respond to final investigative report in writing and submit relevant cross-examination questions to be asked of the other party or a witness to the Decision-Maker (10 calendar days).

**Decision-Maker:** review cross-examination questions. Submit relevant questions to the appropriate party and confirm ten-calendar-day period for response. If denied, inform submitting party and basis for decision.

**Complainant / Respondent / Witness:** Submit cross-examination responses to Decision-Maker (10 calendar days)

**Decision-Maker:** Share cross-examination responses with each party. Allow for limited follow-up questions.

**Decision-Maker:** Issue written determination to Complainant, Respondent, and Title IX Coordinator (15 school days of last evidence)

- Identify allegations
- Describe procedural steps and notification history
- Findings of fact supporting the determination;
- Conclusions re: Code of Conduct
- Results and rationale
- Disciplinary sanctions
- Remedies to restore or preserve equal access
- Appeal procedures and bases

**Title IX Coordinator:** Implement remedies

**Complainant / Respondent:** file appeal (10 calendar days)

**Title IX Coordinator:** assign Appeal Officer; ensure no conflict of interest

**Title IX Coordinator:** notify parties in writing:

- appeal filed
- basis for appeal
- name of Appeal Officer
- 10-calendar-day window to present narrative or evidence

**Complainant / Respondent:** submit narrative or evidence (10 calendar days)

**Appeal Officer:** review evidence, determination, appeal notice, narratives and additional evidence

**Appeal Officer:** issue written determination (10 school days)

**Title IX Coordinator:** implement remedies, organize file and documentation, close