Begin Investigation
- Assign roles.
- Written Notice of Allegations to BOTH parties.
- Facilitate Supportive Measures.
- Determine if Emergency Removal is necessary.
- After conducting Individualized Safety and Risk Analysis.

Gather Evidence:
- Interviews, Witness Statements, Video Review, etc.

Present RELATED Evidence
- Both Parties/Advisors (if any).

Parties have 10 days to submit a written response

Prepare Investigative Report
- Summary of RELEVANT Evidence

Investigative Report
- Both Parties/Advisors (if any)
- At least 10 days before determination
- May request additional questions
- Additional limited time to respond

Hearing/Written Determination
- Responsibility
  - Both Parties simultaneously
  - Disciplinary sanctions (Respondent)
  - if remedies (Complainant)

Implement Decisions

Appeals Process
- Written notice to other party.
- Inform appeal decision maker.
- Written responses from both parties.
- Issue written decision to both parties

Dismiss
- Written notice to BOTH parties
  - of reasons for dismissal.

Supportive Measures

Enforce Sanctions
- Prevent Recurrence

Provide Remedies

In Informal Resolution
- May happen anytime between the filing of a formal complaint and the completion of the written decision.

Complainant

Respondent

District

LEGEND
Yellow - Title IX Coordinator
Orange - Decision Maker/Title IX Coord.
Green - Investigator
Blue - Complainant
Red - Decision Maker
Purple - Complainant or Respondent
Pink - School District Employee

DIVISION OF ELEMENTARY & SECONDARY EDUCATION
rev. 3 June 2021
Begin Investigation
- Assign roles.
- Written Notice of Allegations to BOTH parties.
- Facilitate Supportive Measures
- Determine if Emergency Removal is necessary.
- After conducting Individualized Safety and Risk Analysis.

Gather Evidence:
- Interviews, Witness Statements, Video Review, etc.

Title IX Sexual Harassment Flow Chart

Entry Point - Formal Complaint
From Complainant or Complainant's parent/legal guardian

Supportive Measures
OFFERED to Complainant AVAILABLE to Respondent

Informal Resolution
May happen anytime between the filing of a formal complaint and the completion of the written decision.

Written notice to BOTH parties of reasons for dismissal...

Discard Appeal
Implement Decisions

Written notice to other party.
Inform appeal decision maker.
Written responses from both parties.
Issue written decision to both parties.

Dismissal Appeal
MAY Provide

Appeals Process

Confirm

Disposal Appeal Decision

Complainant

Provide Remedies

Respondent

Enforce Sanctions Prevent Recurrence

District

Make any needed Long-Term Changes

Prep Investigative Report

Summary of RELEVANT Evidence

Investigative Report
- Both Parties/Advisors (if any)
- At least 10 days before determination
- May request additional questions
- Additional limited time to respond

Hearing/Written Determination Regarding Responsibility
- Both Parties simultaneously.
- Disciplinary sanctions - Respondent
- If remedies - Complainant,

Present RELATED Evidence
Both Parties/Advisors (if any).

Parties have 10 days to submit a written response

Overturn

Dismissal Appeal Decision

Affirm

Sound for reprocessing