



ATIXA K-12 Civil Rights Investigator One: Foundations Training & Certification Course Chester County Intermediate Unit

Description:

K-12 Civil Rights Investigator One: Foundations is our foundational training for civil rights investigators, Title IX Coordinators, Deputy Coordinators, and/or school-based administrators. Attendees will acquire the fundamental skills necessary to conduct sex- and gender-based misconduct investigations in schools. This training meets the required training mandates under the 2020 Title IX regulations for participants, whether you are a full-time investigator or have investigation responsibilities on top of other duties.

Learning Outcomes:

Participants will be able to...

- Identify and adhere to compliance requirements and best practices specific to investigations from foundational case law and federal regulations
- Explain the steps of a formal investigation
- Develop an investigation strategy after receiving a formal complaint
- Describe how the Investigator and Title IX Coordinator roles work together during the investigation process
- Distinguish relevant evidence from directly related evidence
- Prepare appropriate interview questions for complainants, respondents, and witnesses

Agenda

8:30 AM – 4:30 PM

Title IX Overview & Legal Basis for Title IX Liability

- The Law
- The IX Commandments
- Equality vs. Equity
- Significant Cases

When Does Title IX Apply?

- Jurisdiction
- Definitions of Sexual Harassment
- First Amendment Protections

Grievance Process Model: An Overview

- The Process
- Due Process
- Title IX Coordinator Oversight
- Title IX Team

- Bias and Conflict of Interest

What Happens Before the Formal Investigation?

- Actual Knowledge/Notice
- Formal Complaint
- Initial Assessment
- Supportive Measures
- Informal Resolution

Beginning the Investigation

- When Do You Investigate?
- Formal Comprehensive Investigation
- 10 Steps of an Investigation
- Notice to the Parties
- Investigation Strategy
- Timelines and Temporary Delays
- Role of Law Enforcement
- Who Should Investigate?
- Interview Preparation

Rights of the Parties

- Rights of the Parties During the Investigation
- Advisor of Choice
- Working with Advisors

Evidence

- Documentation
- Investigation Philosophy
- Evidence Gathering
- Relevance
- Understanding Evidence
- Specific Evidence Issues
- Relevant vs. Directly Related vs. Irrelevant Evidence
- Sharing Evidence and the Investigation Report

Investigation Skills

- Questioning Skills
- Interviewing Skills
- Interviewing the Complainant
- Interviewing the Respondent
- Interviewing Witnesses
- Report Writing

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a 45-minute lunch break.