

TITLE IX PRE-PROCESS

THERE IS A POTENTIAL TIX ISSUE

W/in 24 Hours

Gather preliminary statements/info and call TIX Coordinator

Did I answer the phone?

YES

Great! We will go over the jurisdiction form together and decide next steps.

NO

Send a text and keep calling until you make contact.

NO

Contact families. and ID any needed supportive measures. Document measures accepted or rejected. Assign needed disciplinary consequences.

END

Did we confirm a potential TIX issue?

YES

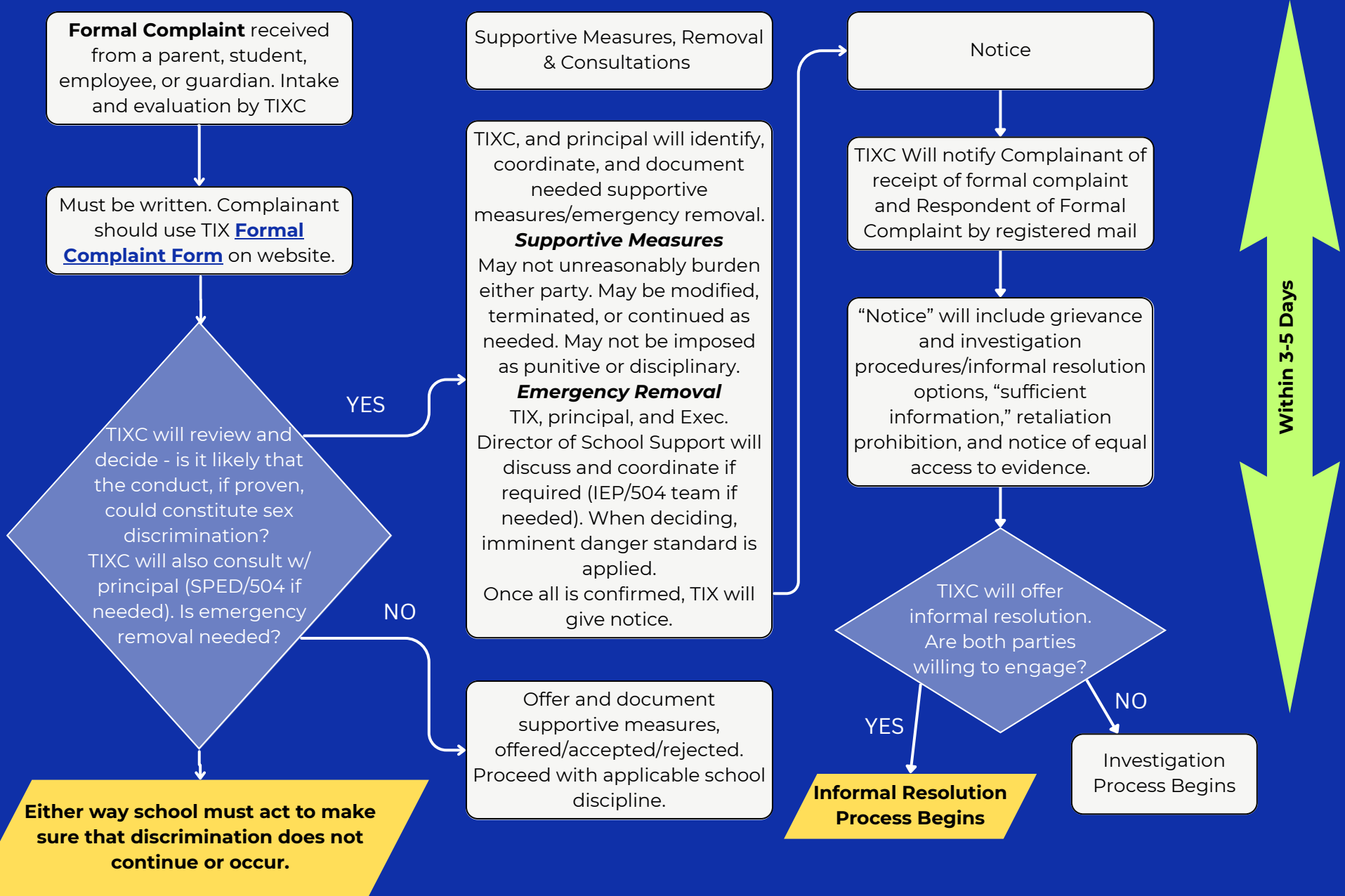
Do NOT assign disciplinary consequences. You and I will work together to decide needed removal, supportive measures, ect. (Will include IEP/504 team if necessary.)

Contact families. Tell them that the incident MAY fall under TIX. Share the webpage for more information, and let them know they will be hearing from the Coordinator later that day.

TIXC will contact guardian for an initial assessment. We will discuss grievance procedures and the informal resolution process. Will also discuss, identify, and offer any needed supportive measures. TIXC will document measures offered, accepted, or rejected, share outcome and plan next steps with school administrator(s).

Within 24-48 Hours

TITLE IX COMPLAINT PROCESS



TITLE IX INVESTIGATION, & DECISION PROCESS

W/in 30-45 Days

Investigation

TIXC passes file to investigator who must be adequate, reliable, and impartial

Parties may obtain and present evidence, speak to witnesses, consult with an advisor and participate during investigation. Guardian may be present.

Report of Investigation
Investigator writes a preliminary report and shares with both parties who have 10 days to inspect, review, respond and sign. Investigator send final report to TIXC who forwards it to the Decision Maker.

Decision

DM will be Deputy Superintendent or CHRO. Will issue decision w/in 10 days. Decision based upon preponderance of the evidence (more likely than not) standard.

Decision
Requires objective evaluation of all evidence and permissible evidence. Process must enable the decision maker to question parties to assess credibility.

Responsible?

Offer supportive measures. Document measures offered, accepted, and rejected. School discipline proceeds.

Implementation of Remedies

TIXC Will coordinate provision and implementation of remedies and disciplinary sanctions with principal and Exec. Director of Whole Child Supports (IEP/504 if needed). TIXC will also take prompt and effective steps to ensure that sex discrimination does not occur or reoccur within CSD programs or activities.

Appeal?
Either party can appeal the decision.

Case moved to Appeal

Either way, TIXC will notify all parties by certified mail. Will include rationale, procedures and permissible bases for appeal.

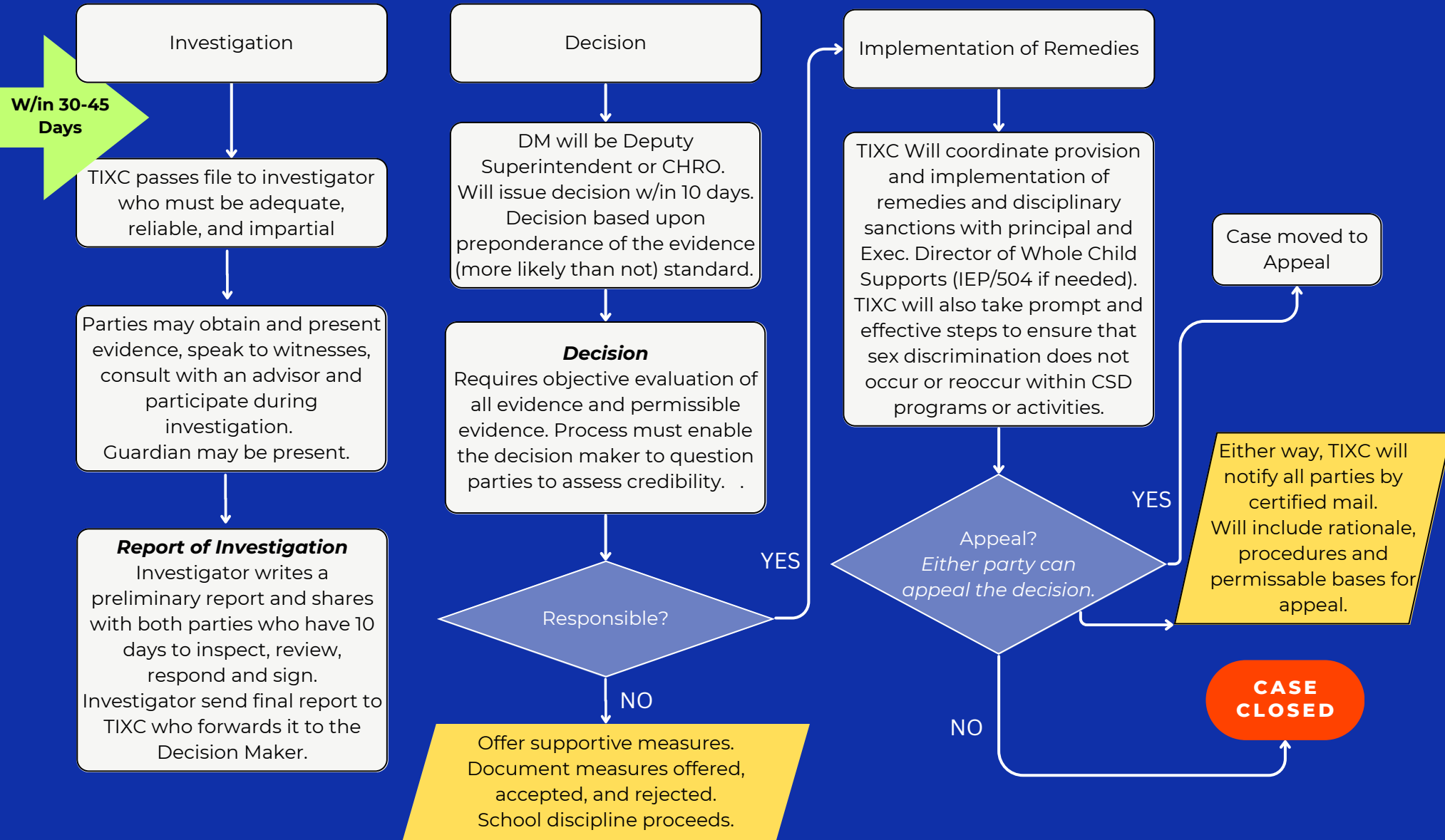
CASE CLOSED

YES

YES

NO

NO



TITLE IX DISMISSAL, INFORMAL RESOLUTION & APPEAL PROCESS

