Title IX Flow Chart Sexual Harassment Allegations

Someone reports sexual harassment to any District employee or using the online form. Any District employee has notice of sexual harassment or allegations of sexual harassment.

Notification of sexual harassment allegation made to Title IX Coordinator.

Standard: When District has actual knowledge of sexual harassment against a person in the United States in District's education program or activity, it must respond promptly in a manner that is not deliberately indifferent.

Title IX Coordinator promptly and confidentially contacts Complainant to offer and discuss supportive measures and explain the process for filing a formal complaint.

Title IX Coordinator determines whether emergency removal of

No Formal Complaint Filed

Complainant remains entitled to supportive measures.

Determine whether Employee Respondent should be placed on administrative leave during grievance. CBA implicated. Grievance Process Begins

Provide required notice to

known parties.

Formal Complaint Filed

Provide written notice of dismissal and reasons for such simultaneously to the parties.

Title IX Coordinator assesses the formal complaint for mandatory dismissal.*

Not Dismissed

Either Party Appeals. Provide written notice to the other party.

Appeal Decision-Maker oversees appeal and issues written decision simultaneously to both parties.

Grievance Decision-Maker reviews the investigation and issues a written determination of responsibility to the parties simultaneously.

Investigator investigates the allegations in the formal complaint and generates an investigative report.

Grievance Decision-Maker finds

Respondent responsible

Grievance Decision-Maker finds
Respondent not responsible

Either Party Appeals Provide written notice to the other party.

Title IX Coordinator

implements any remedies. Formal Complaint is Resolved.

Appeal Decision-Maker oversees appeal process and then issues written decision simultaneously to both parties.

Formal Complaint is Resolved

*Note: The formal complaint or an allegation in it may later be dismissed during the investigation or hearing if one of three conditions is met.

Informal Resolution: At any point after a formal complaint is filed and before a determination regarding responsibility is made, the parties may voluntarily engage in an informal resolution process (if applicable).

Facilitator of the Informal Resolution Process