1. SEXUAL HARASSMENT REPORTED
   A complaint is made to a school employee. The Title IX Coordinator determines if the incident falls under Title IX and puts supportive measures in place.

2. FORMAL COMPLAINT SIGNED
   If the incident falls under Title IX, the Complainant, parent/guardian, or the Title IX Coordinator must sign a document for an investigation.

3. NOTICE OF ALLEGATIONS & INVESTIGATIONS
   The Respondent will be notified of the allegations and investigation by the Title IX Coordinator. The notice will include the identity of the parties, conduct allegedly constituting sexual harassment, the date and location of the alleged incident, along with other information.

4. INVESTIGATION
   The parties will meet with the Title IX investigators to learn their perspective of the incident. Evidence and information will be collected, including but not limited to text messages, social media posts, pictures, and personal statement.

5. REVIEW EVIDENCE & INVESTIGATIVE REPORT
   All parties may inspect, review, and respond to all evidence directly related to allegations and submit a written response in ten (10) days.

6. CROSS-EXAMINATION
   The Decision Makers will allow parties to submit written, relevant questions, will share answers with each party, and allow for limited follow-up questions.

7. APPEAL & FINAL DECISION
   Both parties have the right to appeal the decision of the Title IX Decision Makers. The Executive Director, Principal will make a decision based on the appeal grounds and the decision will be final.

Title IX Coordinator - Lauren Tassos, lauren@futurepublicschool.org, 208-854-3923