

## TITLE IX GRIEVANCE PROCESS

### 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.