



# Title IX Initial Process

## Knowledge of Any Situation That Could be Seen as a Form of Unlawful Harassment

A school or district has **actual knowledge** when notice or allegations of harassment are reported to any school employee; or any employee personally observes such behavior

This applies to **any** employee that hears, witnesses, is told about, or receives written communication.



## Inform Title IX Coordinator Immediately

Coordinator communicates with complainant

Offers supportive measures to students AND parents (document in writing)



## Possible Emergency Removal of Respondent

Prior to removal you **MUST** conduct an individualized safety and risk analysis and provide respondent with notice of opportunity to challenge the decision immediately following the removal

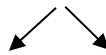
A respondent can be removed if there is an immediate threat to the physical health safety of any student or other individual



## Formal Title IX Complaint and Determination of Harassment Threshold

Title IX coordinator can decide to move forward with formal Title IX investigation

Call parent and notify them of situation and ask if they want to file a formal Title IX complaint



**Formal Complaint Filed by Parent or Title IX Coordinator**

**No Formal Complaint Filed and threshold not met**

Proceed with Formal Title IX process

(see page 2)



Conduct a NON-Title IX investigation and respond to prohibited conduct in accordance with school policy and Code of Conduct; however, if more evidence of sexual harassment comes to the surface, inform coordinator