

Title IX Investigation Process Summary

Actual Knowledge

When any employee of the district becomes aware that there was an incident that allegedly involved **unwelcome sexual conduct** they

MUST immediately report it to their school administrator.



Initial Inquiry

When the person who received actual knowledge reports *what they were told* to the school administrator, **if** more information is needed beyond what was received through "actual knowledge", the school administrator shall *without delay* conduct an "initial inquiry" for the purpose of answering who, what, where, when.

Document exactly what the student says:

[Initial Inquiry Questions](#)

During this initial inquiry it is important to take the information shared at face value, show empathy and reassure the student that it is being taken seriously, and that next steps will be taken which may include involving the SRO.

THIS IS NOT AN INVESTIGATIVE INTERVIEW

If it is potentially Title IX, School Administrators

DO NOT interview either party.

Title IX Investigation Process Summary



Sexual Harassment Under Title IX

Unwelcome conduct on the basis of sex that is determined by a reasonable person to be so **severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the school's education program or activity

(or has the likelihood that it may)

Follow the process below



The Process

Notifications:

- ☐ If the conduct has a **sexual component**, the Principal/Assistant Principal **must report** the incident to the School Resource Officer (SRO) and the to the appropriate Title IX Coordinator:
 - ☐ Karen Bess, if student to student
 - ☐ Lyle Cox, if employee to student

Factors that will be considered with the appropriate Coordinator :

[Title IX Preliminary Screener](#)

- ☐ Does the conduct, *if true*, meet the definition of Sexual Harassment?
- ☐ Do we have jurisdiction?
- ☐ Supportive Measures: These are non-punitive safety and supportive measures intended to preserve equal access for both the alleged victim and alleged offender.
 - ☐ They must be determined in coordination with or recommended by the Title IX Coordinator (or designee), offered & implemented promptly.

Title IX Investigation Process Summary

Parental Notification:

- ☐ School Administrator *may* notify the parent of the **alleged victim** that there was a report made which *may* involve sexual misconduct.

Inform parent/guardian of:

- ☐ The need for an interview with the SRO - this is not an interrogation.
- ☐ For students under age 14, the SRO will invite the parent.

[See guidance doc "SRO_School Admin Tips"](#)

- ☐ Possible supportive (safety) measures as (discussed with Title IX Coordinator). Allow the parent/guardian to suggest others *for their child*, implement as quickly as possible.

[List of Supportive Measures](#) Documentation of supportive measures **must** be provided to the Title IX Coordinator, including the reason for *not* implementing those as discussed and/or recommended.

- ☐ The SRO notifies the **alleged offender and his/her parent/guardian**.

Note: If the alleged offender is notified prior and then interviewed later, it may compromise the facts.

Interviews/DCFS Involvement:

- ☐ SRO conducts the interview with the **alleged victim**.
 - ☐ SRO asks about and interviews witnesses.
 - ☐ The SRO determines whether to refer the alleged victim for an interview with a trained forensic interviewer at Children's Justice Center (CJC).
- ☐ SRO conducts an interview with the **alleged offender**.
 - ☐ SRO asks about and interviews witnesses.
 - ☐ SRO may learn that there is reason to refer the alleged offender to DCFS.
 - ☐ Offers supportive measures as (discussed with School Administrator/ Title IX Coordinator). Allow the parent/guardian to suggest others *for their child*, implement as quickly as possible.
 - ☐ Documentation of supportive measures **must** be provided to the Title IX Coordinator, including the reason for *not* implementing those as discussed and/or recommended. [List of Supportive Measures](#)

Note: If the interviewer asks for the school administrator to be present, they should do so, but must not influence the child through statements or reactions.

- ☐ SRO/law enforcement may issue a citation and/or report for possible **criminal charges** based upon their investigation.

Title IX Investigation Process Summary

- ☐ The SRO and/or School Administrator shares findings with the Title IX Coordinator which may further assist in determining whether the conduct meets the criteria **as per Title IX**.
 - ☐ If so, the Title IX Coordinator (or designee) and/or school administrator must contact the alleged victim's parents to inform them of Policy 2116 including that they may file a Formal Complaint against the respondent (accused).
 - ☐ If the parents want to file a Formal Complaint, they may contact the Title IX Coordinator directly and/or the T.IX Coordinator must be informed in order to make contact and to proceed with the process.
 - ☐ If the parents do not wish to file a Formal Complaint and the Coordinator agrees not to file on their behalf, the conduct may be dealt with through the Safe Schools Policy.
 - ☐ If not, the violation may be considered "misconduct" and the Safe Schools Policy should be followed.
<https://procedure.washk12.org/policy/2000/2110>
 - ☐ If still undetermined, Title IX Coordinator/School will work cooperatively to gather sufficient evidence to make a determination and/or come to a resolution.

Note: Due to the sensitive nature of sexually based incidents, so as to prevent retraumatizing the alleged victim and/or compromising a Law Enforcement/DCFS investigation, we honor and respect their processes in allowing them to notify the parent, conduct the interviews, and access student directory information.

Refer to: [DCFS Memo](#)

Public Schools Cooperation with Law Enforcement and DCFS Investigations

Reporting:

- ☐ If the misconduct met criteria of Title IX, enter as an incident in PowerSchool.
- ☐ If the misconduct was handled under Safe Schools, enter into log entries as sexual misconduct.

Follow Up:

- ☐ Monitor Supportive Measures
- ☐ Monitor if there has been any denial to the educational program. (Grades, attendance, behavior, social emotional, etc.) If so,
- ☐ Revisit if more or different supportive measures are needed.