

# TITLE IX FLOW CHART

District receipt of actual knowledge of alleged sexual harassment.



Title IX Coordinator informs Superintendent.



Superintendent determines if emergency removal of student or paid emergency leave warranted.



Title IX Coordinator meets with complainant to discuss availability of supportive measures and to discuss process for filing formal complaint.



If complainant unwilling to file formal complaint, Title IX Coordinator determines whether he/she should sign formal complaint.



Upon receipt of formal complaint, Title IX Coordinator provides complainant and respondent with required formal written notice.



Title IX Coordinator determines if formal complaint must be dismissed because alleged conduct does not meet definition of sexual harassment or alleged conduct did not occur within scope of district's education program or activities.



Investigator conducts and completes investigation within 40 calendar days from date of formal written notice to the parties.

- ▶ Investigator must give 10 days notice to parties before parties are interviewed.
- ▶ Investigator must provide evidence related to the allegations to parties and allow parties 10 days to respond.
- ▶ Investigator must give parties investigative report and provide parties 10 days to respond.
- ▶ Investigator provides investigative report and responses of parties to Decision Maker.



Upon receipt of investigative report, Decision Maker informs parties of the date he/she received investigative report and provides parties five days to submit written questions party wants asked of any party or witness.



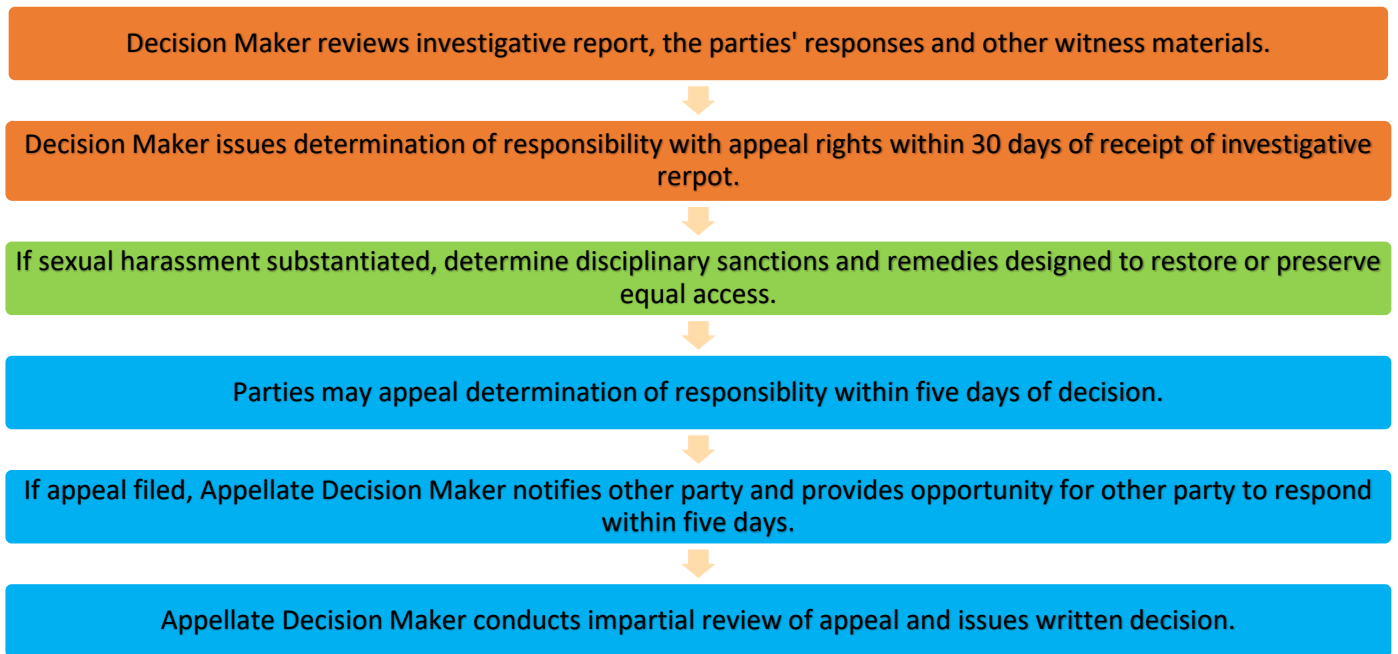
Decision Maker provides each party with answers and allows five additional calendar days for follow-up questions.



Decision Maker provides each party with follow-up answers.



# TITLE IX FLOW CHART



\*\*This flow chart is provided as guidance only and does not constitute legal advice. The Title IX regulations are complicated and not all required steps can be included in a flow chart. Consultation with the Board attorney is advisable.

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