**TITLE IX GRIEVANCE PROCEDURE FLOWCHART**

**ACTUAL KNOWLEDGE**
*Any employee who has either witnessed or was informed of an allegation of sexual harassment.
*Title IX Coordinator receives allegation of violation of Title IX

**TITLE IX COORDINATOR INTAKE**
*Supportive Measures
*Review Grievance Procedure (and definitions)
*Describe option and how to file a formal complaint
*Document, among other things, the three bullets above.
*Emergency Removal/Administrative Leave

**NO FORMAL COMPLAINT FILED**
Title IX Coordinator may forward to the Principal or appropriate Supervisor to be addressed under the Code of Conduct or Employee policies/handbook, rather than Title IX

**FORMAL COMPLAINT FILED**

**INFORMAL RESOLUTION**
*Each party must give voluntary, written consent.
*Not available for allegations of employee misconduct against a student.

**INVESTIGATION**
*Written notice of allegations to all parties, notice of grievance process and rights
*Burden is on the LEA to gather evidence sufficient to make a determination
*Written notice of steps and provide same opportunities for both parties to produce evidence
*All evidence/interview notes presented to each party/advisor
*10 days to inspect and review. Parties have opportunity to respond in writing.
*Investigator sends final report to parties, parties have at least 10 days to respond before determination.

**DETERMINATION REGARDING RESPONSIBILITY**
*Decision-maker utilizes preponderance of the evidence standard.
*Written determination must include identification of allegations. Procedural steps taken, finding of fact supporting determination, conclusions, and a statement of, and rationale for, the result as to each allegation, procedures and permissible bases for appeal.
*If allegation is founded, then propose penalty phase (sanctions) and potential remedies.
*Provide written determination to the parties simultaneously.

**APPEAL OF FORMAL COMPLAINT DISMISSAL**
*Procedural Irregularity that affected the outcome
*New Evidence that affected the outcome
*Conflict of Interest that affected the outcome

**PENALTY/DISCIPLINE**
*Code of Conduct
*CBA
*Applicable laws, ED § 7-305, 6-202, 4-205.

**APPEAL OF DETERMINATION OF RESPONSIBILITY**
*Procedural Irregularity that affected the outcome
*New Evidence that affected the outcome
*Conflict of Interest that affected the outcome