



Title IX Process Flowchart

Board Policy AC-E-1, AC-E-2, AC-R-2
The process outlined typically takes 60 - 90 days.

01 REPORT INCIDENT

Report incident directly to Title IX Coordinator by using form AC-E-2. All employees are required to report when they have actual knowledge of sexual harassment or sexual harassment allegations.

01

02

02 MEET WITH TITLE IX COORDINATOR

The Title IX Coordinator will reach out to the complainant, offer supportive measures, informal resolution if appropriate, and discuss the process.

03

03 CONSIDER INFORMAL RESOLUTION PROCESS

If an informal resolution is accepted, parties will participate to come to resolution if possible. An informal agreement will be drafted and signed by both parties

04

04 SEND FORMAL NOTICE OF INVESTIGATION

All parties will receive a formal notice of investigation. The Investigator will follow process outlined in Board Policy AC-R-2. All parties may have a support person or advisor present.

05

05 CONDUCT INVESTIGATION

Investigators will interview all parties and witnesses, review evidence, take notes, write summaries, and develop an investigation report. Verified findings and notes will be provided.

06

06 REACH A DETERMINATION

The Title IX Decision Maker will review the Investigator's report and will render a decision based on the preponderance of the evidence. Both parties will receive a copy of the decision.

07

07 APPEAL THE DECISION

Either party will have the opportunity to appeal the decision/determination. The other party will be notified when an appeal is filed.

08

03 RETALIATION AND FALSE ACCUSATIONS

Retaliation and false accusation are prohibited as outlined in Board Policies AC-R-2.