Title IX Investigation Process

DISTRICT EMPLOYEE
BECOMES AWARE OF A
CONCERN OF SEXUAL
HARASSMENT OR SEXUAL
ASSAULT

District employee assists the student with any immediate needs and then reports the situation to a building administrator. The building administrator promptly contacts the SCASD Title IX Office.

COMPLAINT RECEIVED; COMMUNICATION AND OUTREACH INITIATED

SCASD Title IX Office receives information, and the Title IX Coordinator reaches out to provide process information and resources.

COMPLAINT SIGNED

Complainant provides signed statement; Title IX Coordinator reviews complaint to assess Title IX jurisdiction; if under auspices of Title IX, Respondent provided notice. Both Complainant and Respondent provided resources and support.

INVESTIGATION

Investigator conducts formal investigation, including interviewing of all knowledgeable parties. Investigator provides written report to Decision Maker.

DECISION

Decision Maker reviews investigative report and presides at any hearing (if applicable). Decision Maker issues a written determination that is shared with the Title IX Coordinator, Complainant and Respondent.

APPEAL

Either party has the right to an appeal under limited circumstances and scope, such as assertions of procedural irregularity, new material evidence previously not available, or allegations of bias and/or conflict of interest by the Title IX Coordinator or Investigator.

A voluntary informal resolution process can occur anytime after filing of a formal complaint, but prior to any formal hearing.