

### Title IX Steps

1. Title IX Coordinator or Investigator will notify Parties that a formal complaint has been filed.
2. Title IX Investigator will schedule interviews with Complainant, Respondent, and Witnesses (if they have not already done so). This might have already happened before the formal complaint was filed - use the original notes or schedule follow up interviews, if needed.
1. The Title IX Coordinator/Investigator will encourage the Complainant to seek immediate care and will communicate protection steps and steps to prevent retaliation.
2. Obtain any evidence that will help the district make a determination (e.g., text messages, emails, social media posts, surveillance video, medical documentation, etc.). This should begin after notice of the possible conduct and continue throughout the investigation.
3. Prior to completion of the investigative report, provide all evidence directly related to the allegation(s) to both parties and their advisors in electronic or hard copy format, and allow both parties ten (10) calendar days to provide a written response. These responses must be considered before finalizing the investigative report.
4. Prepare the Title IX Investigative Report after ten (10) calendar days of written response deadline.
5. Witness statements, interview notes, and other evidence should be attached as exhibits.
6. The final report must be submitted to the Title IX Decision-maker and Title IX Coordinator.
7. The Decision-maker will give the parties an opportunity to submit written responses for opposing party, they will review the Title IX Investigative Report and evidence, and issue their determination.
8. The parties will have 10 days to appeal the Decision-makers determination.