Title IX Basic and Role Training for K-12 Administrators and Title IX Coordinator

Lycee Francais de Chicago
Presented by Amy Dickerson

Know the Rules
Recognize
Title IX Sexual Harassment

Take Action
1 in 4 women experiences sexual assault before age 18

10% of children are targets of educator sexual misconduct before high school graduation

48% of U.S. students are subject to sexual harassment or assault at school before graduating high school

In 2010-2011, 36% of girls, 24% of boys and 30% of all students grades 7-12 experienced online sexual harassment
Responding to Harassment

Is required by the law

AAUW research has shown that nearly half of students in grades 7-12 reported experiencing some form of sexual harassment, yet more than three-fourths of schools reported zero incidents for the 2015-16 school year.

79% of public schools reported zero incidents of sexual harassment or bullying.
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

(20 U.S.C. §§ 1681–1688)
What falls under Title IX?

- Recruitment, Admissions, and Counseling
- Financial Assistance
- Athletics
- Sex-Based Harassment
- Treatment of Pregnant & Parenting Students
- Discipline
- Single-Sex Education
- Employment
- Retaliation

Title IX Regulations

(34 C.F.R. Part 106 – Amended as of 8/14/2020)

- Prohibit discrimination on the basis of sex
- Establish procedural requirements
  - Policy + detailed grievance procedure
  - Designation of Title IX coordinator(s)
  - And many more requirements!
Title IX Coordinator Responsibilities

• Must be called Title IX Coordinator
• Must be identified (with name or title, address, phone, and email) in policy and on website
• Must meet with alleged victims of Title IX Sexual Harassment

Title IX Coordinator Responsibilities

• Informs CP of availability of supportive measures and formal complaint process
• Decides whether to “sign” a complaint when the CP doesn’t want to file
• Coordinates implementation of supportive measures
• Ensures effective implementation of remedies
• Monitors ongoing compliance with Title IX
When Must the School Respond to Sexual Harassment?

It Depends Who [Well, Which Law] You Ask

- **Employment**
  - Illinois Human Rights Act
  - Title VII
  - Title IX

- **Students**
  - Illinois Human Rights Act
  - Illinois Sex Equity Regulations
  - Title IX
When must a school respond to Title IX sexual harassment

A school with actual knowledge of [Title IX] sexual harassment in an education program or activity against a person in the United States must respond

Actual Knowledge
1. Sense
2. Report
Official with Authority

- Title IX Coordinator
- Any other officials who have been given authority to institute corrective measures by the school district
- K-12: All employees

Reporting Sexual Harassment: Who, How and When?

- Any person may report sex discrimination, regardless of whether the person is the alleged victim of the reported conduct
- Reports can be made by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator
- Or by any means that results in the Title IX Coordinator receiving the person’s report
- Such a report may be made at any time, including during non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator
Key Word: “Allegation”

Once a school has notice of an allegation that, if true, would constitute Title IX Sexual Harassment, it must respond.

“Well, we didn’t believe there was enough evidence it happened” does not get you past your responsibility to use your Title IX Sexual Harassment grievance process.

Issue Spotting

Order of protection: Principal served with order of protection requiring student to have no contact with another student due to alleged sexual assault.
When must a school respond to Title IX sexual harassment?

A school with actual knowledge of [Title IX] sexual harassment in an education program or activity against a person in the United States must respond.

What is Sexual Harassment?
It Depends Who [Well, Which Law] You Ask

**Employment**
- Illinois Human Rights Act
- Title VII
- Title IX

**Students**
- Illinois Human Rights Act
- Illinois Sex Equity Regulations
- Title IX

**Title IX Sexual Harassment**
- Employee quid pro quo
- Hostile environment (newly defined)
- Clery/VAWA “Big 4”
Quid Pro Quo

Quid = Something
Pro = For
Quo = Something
Title IX Quid Pro Quo

**Definition:** An employee of the educational institution conditioning an aid, service, or benefit of the educational institution on participation in unwelcome sexual conduct

**New:** Only an employee (not a volunteer, another student, etc.)

**Codified:** Severity and harm presumed

Clery Act/VAWA “Big Four”

- Domestic Violence 34 U.S.C. 12291(a)(8)
- Dating Violence 34 U.S.C. 12291(a)(10)
- Stalking 34 U.S.C. 12291(a)(30)
Title IX – What is a Hostile Environment

Old Definition
Unwelcome conduct determined by a reasonable person to be severe, pervasive or persistent as to interfere with or limit a student’s ability to participate in or benefit from school services, activities, or opportunities

New Definition (8/14)
Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person’s equal access to the school’s education program or activity
Unwelcome Conduct

- Not Consent
- Not Participation
- Not Silence
- Age Matters
- Intoxication Matters
- Culture Matters
- Ability Matters

**subjective + reasonable person

Severe

- Something more than juvenile behavior
- Something more than antagonistic, non-consensual, and crass conduct
- Simple acts of teasing and name-calling are not enough, even when comments are based on sex
- It is not enough to show that a student has been teased or called offensive names
Pervasive

- Systemic or widespread
- Multiple incidents of harassment
- One incident is not enough, even if very severe

Objectively Offensive

- Behavior that would be offensive to a reasonable person under the circumstances
- Not just offensive to the victim, personally or subjectively
- Consider ages, numbers, relationships
Constellation of surrounding circumstances, expectations, and relationships

Hostile Environment Factors

Context, Nature, Scope, Frequency, Duration, and Location of the Incidents

Identity, Number, Ages, and Relationships of the Persons involved
Yes or No?

Is this “Title IX Sexual Harassment”? 
A student makes multiple insensitive jokes to another student?

Yes
No
Need more information

A teacher makes a sexually inappropriate comment to a student in class?

Yes
No
Need more information
One student grabs another student's breasts during a soccer game.

Yes

No

Need more information

A student "uses tongue" during an acting scene without the other student's permission.

Yes

No

Need more information
A group of students (one sex) make a Facebook post rating students (another sex) by attractiveness and share with school community

| Yes | No | Need more information |

A teacher (one sex) tells a student (another sex) to trade a back rub in the classroom for a good grade on a test

| Yes | No | Need more information |
Students incessantly mock a female student for not wearing makeup saying she looks "like a boy"

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Need more information</th>
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</table>

A student sends a completely nude picture to the student's significant other (another student)

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Need more information</th>
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</table>
When must a school respond to Title IX sexual harassment?

A school with actual knowledge of [Title IX] sexual harassment in an education program or activity against a person in the United States must respond.
Title IX Sexual Harassment Must Be “In a Program or Activity”

Program or Activity: Any location, events, or circumstance over which the school exhibits substantial control over both the alleged harasser and the “context” in which the harassment occurred.
When must a school respond to Title IX sexual harassment?

A school with actual knowledge of [Title IX] sexual harassment in an education program or activity against a person in the United States must respond.
Schools need only address sex discrimination occurring against a person in the United States under Title IX.

**Mandatory if conduct alleged:**
- Not Title IX Sexual Harassment
- Did not occur in the school’s program or activity
- Did not occur in the United States

**Permissive if:**
- Complainant requests to withdraw in writing
- Respondent’s enrollment or employment ends
- Specific circumstances prevent school from gathering evidence sufficient to reach a determine (e.g., passage of time, lack of cooperation by complainant)

**can still address under non-Title IX policy**
How Must You Respond

Board Policies on Harassment

Option 1: Title IX Sexual Harassment Policy and Procedure (for Title IX Sexual Harassment)

Option 2: Other Complaint Procedure (other sexual harassment, other violations of law and of School policy)

Option 3: Other rules or policies
Remember: If mandatory dismissal, may use other policy to address SH; unclear if permissive or finding of nonresponsibility.

Conduct that even if true would not be T9 SH + PA + US. May use if mandatory dismissal.

BUT ALWAYS consider whether another non-"sexual harassment" policy or procedure applies.

T9 SH Grievance Procedure

School Complaint Procedure
Adequate Response

1. Initial Response/Supportive Measures
2. Informal Resolution (Voluntary)
3. Investigation
4. Decision
5. Appeal

1. Initial Response/Supportive Measures
Title IX Coordinator (or designee) must promptly, **even if no Formal Complaint is filed:**

- Contact the Title IX Complainant to discuss the availability of “supportive measures”
- Consider the Title IX Complainant’s wishes with respect to supportive measures
- Inform the Title IX Complainant of the availability of supportive measures with or without the filing of a formal complaint
- Explain the process for filing a Formal Complaint
Formal Complaint
Defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. 34 C.F.R. § 106.30(a).

Signing a Complaint
Supportive Measures

What Changed?

<table>
<thead>
<tr>
<th>OLD TERM (OCR Guidance)</th>
<th>NEW TERM (Final Rule)</th>
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<tbody>
<tr>
<td>• Used terms such as “interim measures” or “interim steps” to describe measures to help a complainant maintain equal educational access</td>
<td>• Non-punitive, individualized services, offered as appropriate and without charge to a complainant or a respondent before or after the filing of a formal complaint, or where no complaint has been filed (34 C.F.R.106.30(a)).</td>
</tr>
<tr>
<td>• Implied only available during pendency of investigation, did not mandate offering them, not clear if could be punitive or disciplinary, and did not clarify if available to respondents</td>
<td>• Should be designed to restore or preserve equal access to the education program or activity without “unreasonably” burdening the other party</td>
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<td></td>
<td>• Should be confidential</td>
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Emergency Removal/ Admin Leave

<table>
<thead>
<tr>
<th>Immediate emergency removal (34 C.F.R. 106.44(c))</th>
<th>Employee administrative leave (34 C.F.R. 106.44(d))</th>
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</thead>
<tbody>
<tr>
<td>• Based on an individualized safety and risk analysis</td>
<td>• Not prohibited</td>
</tr>
<tr>
<td>• Necessary to protect a student or other individual from immediate threat to physical health or safety</td>
<td>• Consider state law, board policy, handbooks, and bargaining agreements</td>
</tr>
<tr>
<td>• Notice, opportunity to challenge provided “immediately” provided the removal</td>
<td></td>
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<tr>
<td>• Consider other laws, e.g., expulsion laws (SB100), “change in placement” under IDEA or 504</td>
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Informal Resolution

**Informal Resolution is Not Permitted**

- Cannot condition enrollment, employment, or any right on waiver of right to investigation and adjudication of formal complaints under grievance procedure
- Cannot require use of informal resolution process
- Cannot offer informal resolution process until formal complaint is filed
- Not available to resolve allegations that employee sexually harassed a student

**Informal Resolution May Move Forward**

- Any time prior to reaching a determination, either party may request informal resolution
- Requires voluntary, written consent from both parties
- Any party has a right to withdraw prior to agreement
Informal Resolution Facilitators

- We do not recommend using the Title IX Coordinator or investigator(s) or decisionmakers (complaint and appeal)
New: Formal Complaint Response

34 C.F.R. 106.45(b)

- Requires a number of specific steps for investigating
- Major shift from previous, more deferential stance toward specific policies and practices for complaint resolution

Who should investigate?

- Can be the Title IX Coordinator
- But should it?
• Written notice to known parties “upon receipt of written complaint”
• In sufficient time to allow respondent to prepare a response before any initial interview
• Must include:
  ➢ Notice of grievance process, including any informal resolution process
  ➢ Notice of allegations, in sufficient detail to allow respondent to prepare a response (names of known parties, conduct alleged, date and location of conduct, if known)

• Must include:
  ➢ Statement that respondent presumed not responsible and that responsibility determined at conclusion of grievance process
  ➢ Notice of parties’ rights to have an attorney or non-attorney advisor and to inspect and review evidence
  ➢ Notice of any provision in the code of conduct that prohibits knowingly making false statements or providing false evidence during the grievance process
• Must be supplemented if new allegations opened for investigation
Contents of an Investigation

34 C.F.R. 106.45(b)(5)

- Burden of proof on school
- Certain treatment records cannot be obtained without voluntary, written consent
- No restriction of rights of parties to discuss allegations or gather or present evidence
- Same opportunities for others present during interviews or related proceedings (e.g., attorney or non-attorney advisor)
- Written notice to parties of date, time, participants, purpose, and location of each investigative interview with sufficient time to prepare
- All directly related evidence provided to parties and their advisors with 10 days to respond before report
- Written investigative report “fairly summarizes the relevant evidence” provided to parties and advisors at least 10 days before hearing or other determination of responsibility
Investigation Plans Aren’t Static

Reassess plan for investigation frequently
Warning! Hands off

- Rape shield (for CP)
  - Unless
    1. Used to prove someone other than respondent committed the conduct or
    2. Specific incidents related to the RP to show consent
- Medical records (treatment)
- Privileged information

Opportunity to Review Evidence

- Before the investigatory report is completed, evidence relating to the allegations must be sent to each party and advisor and should include all directly related evidence (including that which the school does not intend to rely upon and exculpatory and inculpatory evidence)

- Parties have 10 days to provide a written response
Investigation Report Writing

- Fairly summarizes all relevant evidence
- Provide the report to the parties and their advisors, if any, for their review and written response, at least 10 days before a hearing or other determination of responsibility
4 Decision

Decisionmaker(s) (Complaint)

• Cannot be the Title IX Coordinator or the investigator(s)
Determinations of Responsibility
34 C.F.R. 106.45(b)(6)

- Live hearing with live cross by party advisors required for higher ed, **not K-12**; Hearings permitted for K-12
- Each party allowed to submit written, **relevant** questions to be asked of another party or witness to the decisionmaker, who will provide each party with the answers and the opportunity for follow-up questions

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**Warning! Hands off**

- Rape shield (for CP)
  - **Unless**
    1. Used to prove someone other than respondent committed the conduct or
    2. Specific incidents related to the RP to show consent
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Rulings on Relevance in Written “Cross”

• Provide reasoning for irrelevance
• Admit and consider all relevant evidence
• Questions must be appropriate
• Identify exceptions
## Written Determination

<table>
<thead>
<tr>
<th>Identify</th>
<th>Identify the allegations</th>
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<tbody>
<tr>
<td>Describe</td>
<td>Describe procedural steps taken</td>
</tr>
<tr>
<td>Cite</td>
<td>Cite potential policy violations</td>
</tr>
<tr>
<td>Summarize</td>
<td>Fairly summarize all relevant evidence</td>
</tr>
<tr>
<td>Provide</td>
<td>Provide statement of result, with rationale, for each allegation</td>
</tr>
<tr>
<td>Appeal</td>
<td>Appeal procedures</td>
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### Remember the Standard of Proof

**Preponderance of the Evidence**
Remedies

- Can be punitive/disciplinary
- Can be supportive measures or similar actions as well
- Can address individuals or larger community
Appeal Process

• Available to both parties
• Can appeal determination regarding responsibility or dismissal
• Three bases for appeal (must impact outcome):
  • Procedural issue;
  • New evidence not reasonably available; or
  • Conflict of interest or bias

Appeal Process

• Notify party of appeal in writing
• Apply procedures equally for both parties
• Opportunity to submit written statement
• Issue written decision to both parties
Decisionmaker(s) (Appeal) Cannot be the Title IX Coordinator or the investigator(s) or the decisionmaker (complaint)

Bias, Conflicts of Interest, and Other Fairness Concerns
Bias, Conflict, Prejudgment

The Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator must not have a conflict of interest or bias for or against Complainants or Respondents generally or for or against any individual Complainant or Respondent. And that they not prejudge any matter before them.

Bias, Conflict, Prejudgment

• Consider perceptions, not just reality
  ➢ Institution bias
  ➢ Your friendship or other relationship with the accused or their family
  ➢ Your personal characteristics
  ➢ Your personal conflicts (even if just perceived)
  ➢ Personality conflicts
Go Back and Think

What steps can you take to avoid:

- Prejudgment
- Conflict of Interest
- Bias

Recordkeeping
- Informal resolution notice
- Notice at start of investigation
- Dismissal notice
- Interview notices
- Report
- Notice why proposed questions not asked on cross and why
- Written determination and notice of appeal rights

Written Notice: Recommended

- Document information to complainant at initial meeting, including supportive measures requested/provided
- Document that review of evidence provided to both parties
- Document opportunity to ask questions, answers, follow-up questions
Recordkeeping

Must maintain the following for 7 years:

- Sexual harassment investigation documents, including:
  - Determination regarding responsibility
  - Recordings or transcripts of live hearing
  - Disciplinary sanctions imposed on Respondent
  - Remedies provided to Complainant
- Appeal and result
- Informal resolution and result
- Actions taken in response to a report of sexual harassment
- Actions taken in response to a formal complaint of sexual harassment

Recordkeeping

Responses to formal and informal complaints and actions taken in response should include:

- The basis for the school’s conclusion that its response was not deliberately indifferent
- Documentation that it has taken measures designed to restore or preserve equal access to the school’s education program or activity
- Supportive measures or if no supportive measures are provided, document the reasons why such a response was not clearly unreasonable in light of the known circumstances
Robin’s Report

- Email from Dean
- Robin, a first-year soccer player, reported conduct that occurred against Robin’s friend, Cameron, also a first-year soccer player

Robin’s Report

- Soccer orientation week
- Park across street from the school
- Two upperclassmen soccer players vs. Cameron
Robin’s Report

• Verbal harassment
  ➢ Going to violate your mother
  ➢ Want to “smoke” (understood to mean sexual assault)
• Grabbed Cameron by the neck and bent Cameron over; poked Cameron’s anus over the clothes

Robin’s Report

• One (same) coach observed later incident; shook head and walked away
• Last day of orientation
  ➢ Hazing ritual
  ➢ Multiple upperclassmen grabbed Cameron and two other rookies
  ➢ Pulled down pants, poked anus with broomstick
Is the conduct alleged "Title IX Sexual Harassment"?

Yes - Quid Pro Quo by an Employee

Yes - Hostile Environment

Yes - Sexual Assault

No

Can I get that definition again?

Title IX Sexual Harassment

- Employee quid pro quo
- Hostile environment (newly defined)
- Clery/VAWA “Big 4”
VAWA “Big Four”

Domestic Violence 34 U.S.C. 12291(a)(8)
Dating Violence 34 U.S.C. 12291(a)(10)
Stalking 34 U.S.C. 12291(a)(30)

Sexual Assault under VAWA

- Sexual Assault:
  - Penetration without consent (rape)
  - Fondling without consent
  - Incest
  - Statutory rape

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Don’t Forget – TIX Quid Pro Quo

**Definition:** An employee of the recipient conditioning an aid, service, or benefit of the recipient on an individual’s participation in unwelcome sexual conduct

**New:** Only an employee (not a volunteer, another student, etc.)

**Codified:** Severity and harm presumed

If it's not "Title IX Sexual Harassment," what do you do? (best choice)

Tell the dean he can’t do anything further because it’s not Title IX Sexual Harassment

Tell the dean to consider other policy violations (bullying, code of conduct) at the building level

Tell the dean to follow up with Cameron to seek more information

Ask the dean if she’s interested in a new position because you're is about to be free...
Title IX Coordinator must promptly, even if no Formal Complaint is filed:

- Contact the Title IX Complainant to discuss the availability of “supportive measures”
- Consider the Title IX Complainant’s wishes with respect to supportive measures
- Inform the Title IX Complainant of the availability of supportive measures with or without the filing of a formal complaint
- Explain the process for filing a Formal Complaint
Cameron’s Report

• You tell the Dean to meet with Cameron (WRITE IT DOWN)
• Cameron confirms all of the allegations
• Cameron wants the upperclass students removed from the team
• Cameron does not want to file a formal complaint or be named to the upperclass students

Can you honor Cameron's confidentiality request?

No, names must always be provided to the Respondent when a Complainant reports Title IX Sexual Harassment

No, because this situation warrants "signing" a formal complaint and Cameron must therefore be named

Yes, because respecting the autonomy and wishes of the Complainant is paramount under the new regulations

None of the above
**What Supportive Measure Would You Offer (Order from Best to Worst)**

- A mutual no contact order (applicable to all students)
- Waiver of attendance requirements for soccer for Cameron
- Counseling for Cameron
- A unilateral no contact order (applicable only to the upperclass students)
- Increased monitoring or supervision
- Removing the upperclass students from the team pending an investigation

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**Forms/Notices**

**Initial Contact and Meeting with the CP**

- Notice to Complainant of Report of Title IX Sexual Harassment (Franczek Notice 1(a))
- Summary of Supportive Measures Meeting with the Title IX Complainant (Franczek Notice 1(b))
- Title IX Formal Complaint (Franczek Form A)
You can remove the upperclass students from school during the investigation as an "emergency removal"

True  False

Forms/Notices

Notice of Emergency Removal

Notice of Title IX Emergency Removal of Student (Franczek Letter 4(a))

Notice of Title IX Emergency Removal of Student (Franczek Letter 4(b))
Remember State & Federal Law

- Additional process may be required for emergency removal to occur
  - Student discipline – state laws (e.g., long term suspension, expulsion)
  - Disability rights – federal and state law
  - Employee rights – law, policy, agreements

Cameron presents a court order prohibiting the upperclass students from being at school. What do you do?

| Ignore it, because removing the students from school would be punitive or disciplinary, and that's not possible until after a determination is made |
| Enforce it and do not get involved - this is between Cameron and the upperclass students |
| Enforce it and tell the upperclass students that they should raise any concerns with the court |
Cameron suggests that they do a talking circle to address the conduct. Can this be done?

Yes, because the new Title IX regs now clearly allow informal resolution

Yes, as long as the talking circle facilitator has been trained on Title IX

No, because Cameron has not filed a formal complaint

No, because this severe of sexual misconduct can never be addressed through informal resolution

Cameron and the upperclass students reach an agreement in informal resolution. Can the Title IX process ever recommence?

Yes, but only if the upperclass students failed to comply with its terms

Yes, but only for allegations not resolved in informal resolution

No, because you can only recommence an investigation before a resolution is reached
Forms/Notices

Informal Resolution Process

- Offer of Title IX Informal Resolution Process (Franczek Notice 5(a))
- Notice of Closure of Title IX Informal Resolution Process (Franczek Notice 5(b))

Back to Robin

- Let’s assume Cameron doesn’t want to file a complaint....
Can Robin file a complaint?

Yes, because Robin’s education could have been impacted by the climate of sexual violence on Robin's sports team

No, because Robin would have to have Cameron’s permission to file a complaint on Cameron’s behalf

No, because there is no allegation of Title IX Sexual Harassment perpetrated against Robin

"Signing a Complaint"

- Consider:
  - Pattern of alleged conduct
  - Involvement of violence, weapons, etc.
  - Seriousness of alleged conduct
  - Age of student harassed
- Title IX Coordinator does not become Complainant or party
- Decision to sign a Formal Complaint (or not?) reviewed for "deliberate indifference"
Formal Complaint – Next Steps

- Written notice to all known parties
  - Grievance process
  - Allegations
  - Respondent presumed not responsible
  - Right to advisor
  - Right to inspect/review evidence
  - Notice of provision on false statements

Forms/Notices

Notice of Allegations

- Notice of Allegations of Title IX Sexual Harassment by a Complainant (Franczek Notice 2(a))
- Notice of Allegations Upon Signing of Formal Complaint by the Title IX Coordinator (Franczek Notice 2(b))
Let the investigation begin....

- The Title IX Investigator is ready to investigate
- Must send notice to parties (and, we recommend, to witnesses)

Forms/Notices

Notice of Interview

- Notice of Title IX Interview or Meeting with Title IX Party (Franczek Notice 6(a))
- Notice of Title IX Interview or Meeting with Non-Party Witness (Franczek Notice 6(b))
Witness – Devon

- Devon, witness
- Also on the soccer team, upperclass student

Witness – Devon

- Sexual assault by classmate on spring break trip last year (abroad)
- Sexual harassment by classmate via Snapchat over the summer (off-campus, not on school tech or hours)
- A teacher asked Devon for a naked photo and Devon shared one; the teacher quit shortly after
In which case does the school have jurisdiction?

Option: The summer Snapchat conduct - 100%

How do you respond if there is no jurisdiction?

1. Contact the student's Dean and direct them to handle the issue at the building level
2. Send both parties a formal dismissal notice
3. Meet with Devon to discuss supportive measures for the remainder of time at the school
   - All of the above
   - None of the above
Say the teacher didn't move, but Devon calls to ask to withdraw the formal complaint. What do you do?

- Respect Devon's autonomy and wishes by dismissing the complaint
- Tell Devon you will not dismiss the Complaint because there is an ongoing risk to other students
- Require that Devon submit the request in writing and then dismiss the Complaint

It turns out that the incident occurred two years ago, before Devon was a student. What CAN'T you do?

- Dismiss the complaint because of the difficulty in gathering evidence to reach a determination
- Continue with the complaint because The teacher was employed at the time
- Dismiss the complaint because Devon was not a student at the time conduct occurred
You're investigating Devon's complaint, when Devon ghosts you completely. Can you dismiss the complaint?

- Yes: 33%
- No: 67%

Forms/Notices

Notice of Dismissal

- Notice of Mandatory Dismissal of Allegations of Title IX Sexual Harassment (Franczek Letter 3(a))
- Notice of Permissive Dismissal of Allegations of Title IX Sexual Harassment (Franczek Letter 3(b))
Remember with Devon

- You can remove the teacher while you investigate
  - Administrative leave (can be used with or in lieu of emergency removal)
  - Check your policies/procedures, CBAs, employment contracts, laws, etc.

Forms/Notices

Notice to Advisors

Advisor Conduct Expectations
So the investigation is done….

• Must share evidence with both parties and advisors simultaneously with 10 days to respond before writing the report
  ➢ Review/consider responses
  ➢ Share responses with the other side

Forms/Notices

Sharing of Evidence

Notice of Directly Related Evidence (Franczek Letter 7(a))

Notice of Other Party’s Written Response to Evidence (Franczek Letter 7(b))
The investigative report

- Must fairly summarize relevant evidence
- Must be provided to both parties and their advisors simultaneously at least 10 days prior to a hearing (if applicable) or other time of determination
- Transmit report and any party written response(s) to the Decisionmaker

Forms/Notices

Investigative Report

- Title IX Investigative Report Template (Franczek Form B)
- Notice of Investigative Report (Franczek Notice 8(a))
- Notice of Other Party’s Written Response (Franczek Notice 8(b))
- Transmittal Cover Letter to Decision-maker at Conclusion of Investigation (Franczek Letter 8(c))
Decision

• Decision-maker ("written cross") (Franczek Notices 9(a)-(e))
• Written determination (Franczek Form C - Written Determination Template)

Appeal Notice

• Upon receipt of an appeal, the Title IX Coordinator must notify the other party/parties of the appeal
• Both parties must be given an opportunity to submit a written statement for or against the appeal

(Franczek Notices 11(a) and (b))
Bias, Conflicts of Interest, and Other Fairness Concerns

Bias

The Title IX Coordinator must not have a conflict of interest or bias for or against Complainants or Respondents generally or for or against any individual Complainant or Respondent. And that they not prejudge any matter before them.
Robin’s Report

- Coaches saw the incident
  - Laughed at first
  - Noticed Cameron looked shaken
  - Sternly reprimanded upperclassmen in front of Cameron
  - Told Cameron if it happened again to report it
- Nonetheless, incidents kept occurring

Conflict of Interest

- Flexibility to choose employees or outsource adjudication functions
- No *per se* prohibited conflicts of interest when using school employees or individuals with histories of working in field of sexual violence as decisionmaker
- Caution against using generalizations to identify conflict of interest
Pre-Judgment

Tips for avoiding pre-judgment of facts:
• Each case is fact-specific
• Keep an open mind
• Listen to facts presented

Sex Stereotypes

• Must not rely on sex stereotypes such as:
  ➢ Women are “asking for it” based on actions or clothing
  ➢ Men cannot be sexually assaulted
  ➢ Women only decide they were assaulted after the fact due to regret or embarrassment
  ➢ Men are more likely to be sexual aggressors
• Consider intersection of sex stereotypes with race, ability, sexuality, and gender identity
Recordkeeping/File Maintenance

Recordkeeping Essentials

• Overview of Required Recordkeeping
• File Checklist
Questions?
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