

District Title IX
Process and Policy
Handbook

Title IX refers to behavior that constitutes sexual harassment. What is Sexual Harassment? Conduct on the basis of sex that satisfies one or more of the following: Employee quid pro quo; Sexual assault, dating violence, domestic violence, stalking); and Hostile environment.

If a student or staff member is suspected or accused of sexual harassment, a formal complaint will need to be filled out by the parents, staff member, or student if over the age of 18. A student or staff member may not be disciplined for sexual harassment unless the Title IX procedure is followed.

Those who complain of sexual harassment are called complainants. Complainants will be offered supportive measures to ensure they have access to the educational environment. Supportive measures might include, but are not limited to the following: additional counseling support, change of class schedule, change of passing time, no contact directives, and other measures to ensure equitable access to their education.

The Title IX complaint process presumes there is no responsibility on any party until the investigation is complete. There is a level of transparency with the Title IX process that is different from our traditional handling of student behavior complaints. The following flow charts are designed to add clarity to the differences.

Traditional Discipline Procedure using Student Handbook	Title IX Process
<ol style="list-style-type: none">1. Complaint is received by an administrator.2. An administrator collects information via student/adult witness interviews, written statements, video footage if available, and other means of information. Information that includes identifiable student information is redacted if requested by either party.3. The administrator draws a conclusion based on what they believe is factual using a preponderance of evidence.4. There may be no discipline if there is not a preponderance of evidence. There may be consequences after the administrator reviews 7 factors, issues a consequence and/or restorative measures.	<ol style="list-style-type: none">1. Complaint is received by an administrator.2. The administrator offers supportive measures to the complainant.3. The Administrator shares the information with the caregivers and with the Title IX Compliance Officer4. The Title IX Compliance Officer shares the information they have received with the guardians of the complainant and reviews the process with parents.5. Parents choose to fill out the title IX formal complaint form, and submits it or chooses an alternative resolution.6. If a formal complaint is submitted, the Title IX Coordinator assigns an unbiased trained investigator who makes both the complainant and the respondent aware of the complaint and that they have a right to representation when they are being interviewed..7. The investigator collects information via student/adult witness interviews, written statements, video footage if available, and

District Title IX
Process and Policy
Handbook

	<p>other means of information. The complainant and respondent have a right to representation at this meeting.</p> <p>8. The investigator shares all of the relevant information found to to compile a report to both the complainant and respondent, including witness statements.</p> <p>9. The Complainant and Respondent have 10 days to respond to the information provided.</p> <p>10. Having reviewed responses, the investigator compiles a report and gives said report to the decision maker.</p> <p>11. The decision maker has 10 days to render a finding of responsibility based on the report.</p> <p>12. If found responsible, the decision maker states this and shares supporting rationale, and an appropriate consequence.</p> <p>13. If found not responsible, the decision maker states this and shares supporting rationale.</p> <p>14. Both parties have 7 days to appeal the decision to an assigned trained appeals officer, who may rule either way.</p> <p>15. If found responsible, a consequence is given to the respondent.</p> <p>16. If found not responsible, no consequence is given to the respondent.</p> <p>17. The appeals officer's decision is final. Restorative meeting/s may or may not be facilitated.</p>
--	---

For more information on the Okemos Public Schools' Title IX policy, please visit our website at www.okemosk12.net.