



Investigating Complaints Based on Sex/Gender Discrimination (Students)

This flow chart briefly outlines steps the District must consider when it investigates alleged sex/gender discrimination against or sexual harassment of students. This chart does not contain every requirement and is intended to be a quick reference guide used in conjunction with the District’s policy and administrative regulations regarding sex/gender-based discrimination. *In certain circumstances, it may also be necessary for the District to conduct a bullying investigation. Steps applicable to bullying investigations appear in the chart in blue italics.* Districts should note that their Title IX policy and procedures and *safe school climate plan* may include different or additional steps.

A student, parent/guardian, or other individual may **file a formal complaint**, preferably within 10 days of alleged discrimination, with the Title IX Coordinator (or principal). (If no complaint is filed, the Title IX Coordinator may sign a formal complaint if the District would be deliberately indifferent in not acting on an allegation of sexual harassment.)
If the complaint is against the Title IX Coordinator, the complaint should be filed with the Superintendent.
If the complaint is against the Superintendent, the complaint should be filed with the Board Chair.
If the complaint concerns potential bullying or teen dating violence, it should also be filed with the Safe School Climate Specialist (SSCS).

Before beginning any investigation, the District must promptly contact the complainant and may contact the respondent to discuss the availability of supportive measures and proceed according to District procedures (even if no complaint is filed). The District should also consider whether removal of a student respondent is warranted, consistent with applicable law, *and whether a student safety plan should be implemented while a bullying investigation is pending, if applicable.*

In certain circumstances, after a complaint has been filed, the District may propose an informal resolution process, which will proceed only with the parties’ consent.

If the complaint falls within the jurisdiction of Title IX, the District will follow the Title IX grievance process.
If not, the District will follow its grievance procedure for complaints based on sex/gender discrimination.
If the complaint concerns potential bullying or teen dating violence, the District will follow its safe school climate plan. In such instance, the SSCS shall, among other things, (1) promptly notify the parents/guardians of the student alleged to have committed act(s) of bullying and the parents/guardians of the student against whom such alleged act(s) were directed that an investigation has commenced; and (2) promptly investigate or supervise the investigation of suspected bullying.



Grievance Process
(Complaints of Sexual Harassment Under Title IX)

Grievance Procedure
(Other Complaints Based on Sex/Gender Discrimination)

Grievance Process

(Complaints of Sexual Harassment Under Title IX)

The District will attempt to complete the process within 90 school days. Timeframes may be reasonably extended for good cause.

Within 10 school days of receiving a formal complaint, the Title IX Coordinator will **provide the parties with a written notice of allegations** and other relevant information.

The Investigator will promptly **commence an investigation** (by gathering relevant evidence (documents and witness interviews), providing an equal opportunity for the parties to present evidence and witnesses, keeping a record of all evidence and notes, etc.).

The Investigator will **provide the parties with all evidence** directly related to the allegations, taking steps to ensure confidentiality, and allow parties 10 school days to review and submit written responses.

The Investigator will **draft an investigative report** and send it to each party. Parties can then provide a written response to the investigative report.

The Superintendent will **assign a Decision-maker** (not the Title IX Coordinator or Investigator) and allow each party to submit written questions (and conduct a hearing, if provided by District policy).

At least 10 days after issuance of the investigative report, the Decision-maker will **draft a responsibility determination** with specific information and provide it to both parties simultaneously. **If a bullying investigation was conducted, and if acts of bullying are verified, the SSCS: (1) must notify parents/ guardians of student against whom such act(s) were directed and parents/guardians of student who committed such acts within 48 hours of the investigation being completed.** Such notification will include, without revealing statutorily protected information about other students, the results of the investigation, the school's response, and a plain language explanation of rights and remedies under CGS §§10-4a and 10-4b; (2) **must invite the parents/guardians of the involved students to separate meetings to discuss the safety support plan and intervention plan (if any) being implemented, (3) notify law enforcement, consistent with the District's legal obligations, if there is reasonable cause to believe a criminal offense has occurred, and (4) document and maintain any verified act of bullying in the school log, consistent with applicable law.**

The complainant or respondent can **file an appeal** within 5 school days. Both parties will have the opportunity to present written statements in support of or disagreement with the responsibility determination.

The Decision-maker for the Appeal (not the Title IX Coordinator, Investigator or Decision-maker) will provide a written decision and appropriate remedy, if applicable, within 30 school days of receipt of all written statements.

The Title IX Coordinator will ensure implementation of the responsibility determination or informal resolution agreement.

Grievance Procedure

(Other Complaints Based on Sex/Gender Discrimination)

The District will investigate all complaints of sex discrimination promptly and, to the extent practicable to do so, within 90 school days of the date the complaint was received. Timeframes may be reasonably extended as needed given the complexity of the investigation, the availability of individuals with relevant information, and other extenuating circumstances.

The Title IX Coordinator or designee will promptly **commence an investigation.**

The Investigator will offer to **meet with complainant and respondent** (if applicable) separately within 10 school days to gather and provide relevant information.

The Investigator will **conduct an investigation** by conducting interviews, reviewing relevant documents, etc.

The Investigator will **communicate the outcome** of the investigation to the parties within 90 school days from the date the complaint was received. **If a bullying investigation was conducted, and if acts of bullying are verified, the SSCS: (1) must notify parents/ guardians of student against whom such act(s) were directed and parents/guardians of student who committed such acts within 48 hours of the investigation being completed.** Such notification will include, without revealing statutorily protected information about other students, the results of the investigation, the school's response, and a plain language explanation of rights and remedies under CGS §§10-4a and 10-4b; (2) **must invite the parents/guardians of the involved students to separate meetings to discuss the safety support plan and intervention plan (as applicable) being implemented, (3) notify law enforcement, consistent with the District's obligations under law, if there is reasonable cause to believe a criminal offense has occurred, and (4) maintain any verified act of bullying in the school log, consistent with applicable law.**

Either party can **file an appeal** with the Title IX Coordinator or Superintendent (as applicable) within 5 school days of receiving findings.

Appeal will be reviewed and response will be provided within 15 school days following receipt of the written request for review.

When sex discrimination has been found, the Title IX Coordinator or designee will take steps reasonably necessary to end discrimination and remedy the effects of the discrimination and take corrective and/or disciplinary action, as applicable.