

SCHOOL OF EXCELLENCE IN EDUCATION - TITLE IX

CHILD ABUSE/SEXUAL ASSAULT/UNLAWFUL SEXUAL BEHAVIOR REPORTING PROTOCOLS

ADULT ON ADULT (Child Abuse Not Applicable)

Separate offending adult from Victimized adult—**DO NOT** continue your inquiry beyond “reasonable suspicion

Contact Title IX Coordinator (Inform Departmental Director, & TIX Coordinator will inform Superintendent)

Immediately contact the Police Department

Complete Title IX Incident Report Forms

If Administrative Leave Applicable—Follow Administrative Leave Checklist

Title IX Coordinator may coordinate next steps with Police Department (if necessary)

Title IX Coordinator will report findings to Superintendent

NOTE: “Sexual Assault” is any incident of non-consensual sexual contact with the intimate parts of another. “Unlawful Sexual Behavior” includes: sexual assault”, but also includes “indecent exposure” and “unlawful sexual contact”. “unlawful Sexual Contact” is any incident of non-consensual touching of a person’s intimate parts, or the touching of a person’s clothing covering the immediate area of intimate parts, for the purpose of sexual arousal, gratification, or abuse.

ADULT ON STUDENT

Separate offending adult from victimized student—**DO NOT** continue your inquiry beyond “reasonable suspicion”

If interfamilial physical or sexual assault/ Abuse and/or neglect immediately contact Policy Department (when they arrive Texas Dept. of Family and Protective Services—DFPS is to be contacted if needed)
If third party physical or sexual assault/abuse immediately contact Policy Department

Contact parents of student (ONLY IF THIRD PARTY ASSAULT/ABUSE)
To let them know what has “allegedly” occurred. Inform them that law enforcement has been called and are conducting an investigation, and facilitate conference with law enforcement

Contact Title IX Coordinator (Inform Departmental Director & TIX Coordinator will inform Superintendent)

If Administrative Leave Applicable—Follow Administrative Leave Checklist for Adult

Title IX Coordinator will coordinate next steps with Police Dept.

Title IX Incident Report Forms upon completion of law enforcement investigation:
Title IX Coordinator will complete internal Investigation & report findings to Supt.

Title IX Coordinator will conduct conference with parents (ONLY IF THIRD PARTY ASSAULT/ABUSE).
Inform parents regarding investigation findings; services/accommodations available to victimized student; and employment status of adult.

STUDENT ON STUDENT

Separate offending Student from Victimized student—**DO NOT continue Your inquiry beyond “reasonable suspicion” (Contact campus Principal/Designee)**

Immediately contact Police Dept. & Texas Department of Family and Protective Services (DFPS)

Contact parents of both students
To let them know what has “allegedly” occurred. Inform them that law enforcement and DFPS have been called and are conducting an investigation facilitate conference with law enforcement/DFPS

Start process to complete Title IX Incident Report Forms until authorities have arrived

Contact Title IX Coordinator (Inform Departmental Director & TIX Coordinator will inform Superintendent)

Title IX Incident Report Forms upon completion of law enforcement investigation:
Title IX Coordinator will complete internal review of the investigation

Principal will conduct individual conferences with parents of both students.
Inform parents of investigation findings services/accommodations available to victimized student; and discipline for offending student.

STUDENT ON ADULT

Separate offending Student from Victimized adult—**DO NOT continue Your inquiry beyond “reasonable Suspicion (Contact campus Principal/ Designee)**

Immediately contact Police Dept. & Texas Department of Family and Protective Services (DFPS)

Contact parents of student
To let them know what has “allegedly” occurred. Inform them that law enforcement and DFPS have been called and are conducting an investigation facilitate conference with law enforcement/DFPS

Start process to complete Title IX Incident Report Forms until authorities have arrived

Contact Title IX Coordinator (Inform Departmental Director & TIX Coordinator will inform Supt.)

Title IX Forms/Incident Report Upon completion of law enforcement investigation:
Title IX Coordinator will complete internal review of the investigation

Principal will conduct individual conferences with parents and adult
Inform parents and adult of investigation findings; services/accommodations available to victimized students; and discipline for offending adult

DFPS may take 3-12 hrs. to arrive, which is why law enforcement must be contacted to ensure the safety of the victim. A parent cannot remove the victim or the accused offender until one of the services arrive. DFPS reports may take 14-30 days to complete, so be sure to get the case worker’s contact information.