

SCHOOL OF EXCELLENCE IN EDUCATION - TITLE IX GENERAL REPORTING PROTOCOLS

ADULT ON ADULT	ADULT ON STUDENT	STUDENT ON STUDENT	STUDENT ON ADULT
Separate offending adult from Victimized adult	Separate offending adult from Victimized student	Separate offending student from Victimized student immediately	Separate offending student From victimized adult immediately
Contact Title IX Director—Immediately (Inform Superintendent)	Contact Title IX Director—Immediately (Inform Superintendent)	Contact Title IX Coordinator—Immediately (Inform Superintendent)	Contact Title IX Coordinator—Immediately (Inform Superintendent)
Title IX Forms (Turn forms into Title IX Director within 24-48 hours from the time of incident.)	Title IX Forms (Turn forms into Title IX Coordinator within 24-48 hours from the time of incident.)	Title IX Forms (Turn forms into Title IX Coordinator within 24-48 hours from the time of incident.)	Title IX Forms (Turn forms into Title IX Coordinator within
If Administrative Leave Applicable— Will be administered by Human Resource	Contact parents of student And let them know what has “allegedly” occurred; the status of investigation; and schedule follow-up conference with parents	Contact parents of both students and let them know what has “allegedly” occurred; the status of investigation; and schedule follow-up individual conferences with both parents	Contact parent of student To let them know what has “allegedly” occurred; the status of investigation; and schedule follow-up individual conference with parent
Complete investigation in conjunction with Title IX Coordinator	If Administrative Leave Applicable— will be administered by Human Resource Director	Complete investigation in conjunction with Title IX Coordinator	Complete investigation in conjunction with Title IX Coordinator
“Harassment” consists of unwelcome and motivated physical conduct (<i>non-intimate parts</i>) which has the purpose or effect of interfering with an individual’s ability to work or learn, or creates an intimidating, hostile, or offensive work or educational environment .	Complete investigation in conjunction with Title IX Coordinator	Conduct individual conferences with parents of both students inform parents of investigation findings services/ accommodations available to victimized student; and discipline for offending student.	Conduct individual conferences with parent of student and adult inform parent and adult of investigation findings services/ accommodations available to victimized adult and discipline for offending student.
	Conduct conference with parents of student Inform parents of investigation <u>status</u> ; services/accommodations available to victimized student; and employment status of adult. Consult with (Title IX Coordinator)		