

## **COSSA Title IX Grievance Procedures Overview (Policy 3085P)**

The following summarizes the grievance procedures for a Title IX complaint involving students and staff. This means student to student, staff to staff, staff to student, etc.

1. Receipt of the complaint, report of information alleging sexual harassment
  - a. Verbal or written
  - b. Determination to initiate a formal or informal response
    - i. Title IX coordinator contacts complainant or reporting party to discuss supportive measures
    - ii. Possible emergency removal of student(s) is determined
    - iii. Possible administrative leave of employee(s) is determined
2. Providing supportive measures
  - a. May include actions taken to protect the safety of all parties
3. Filing of a written formal complaint
  - a. If formal complaint is initiated, Title IX coordinator provides written notice to all known complainants and respondents of the allegations
    - i. Information describing the allegation
    - ii. Sufficient details regarding dates, location, incident, and names
    - iii. Statement about the grievance process and allocation of responsibility
    - iv. Notification regarding false statements/information
    - v. Notification regarding consequences of retaliation
4. Conduct of the investigation, informal resolution
  - a. Gathering information/evidence
  - b. Discuss allegations
  - c. Equal representation
  - d. Notice of interviews and hearings
  - e. Right to inspect evidence
  - f. Investigative report
5. Decision-makers participation
  - a. Evidentiary consideration by the decision-maker
  - b. Hearing procedure and exchange of questions procedure
  - c. Exchange of questions procedure
6. Appeals
  - a. Any party may file a request within five school days of notice of final decision