

IDAHO K-12 TITLE IX PROFESSIONAL LEARNING COMMUNITY #11

Annie Hightower, Hightower Consulting, LLC

June 2025

Annie Hightower: Hightowerconsultingllc@gmail.com

NEXT MEETINGS

▶ TBD

▶ What topics would you like covered next year?

WHEN SHOULD A TITLE IX COORDINATOR SIGN A FORMAL COMPLAINT?

WHAT IF COMPLAINANT DOESN'T FILE A COMPLAINT?

- ▶ When should a Title IX Coordinator file a complaint?
- ▶ Consider a variety of factors:
 - ▶ What would you consider?
 - ▶ Practical considerations
 - ▶ Risk assessment
- ▶ Document analysis and ultimate decision!

INFORMAL RESOLUTION

INFORMAL RESOLUTION

- ▶ **May** be offered after formal complaint and prior to any decision regarding responsibility
- ▶ Must provide to parties a written notice disclosing:
 - ▶ Allegations
 - ▶ Process requirements
 - ▶ When a party is precluded from resuming a formal complaint – right to withdraw from informal process
 - ▶ Consequences resulting from participating in process
- ▶ Must have voluntary written consent of parties

INFORMAL RESOLUTION

- ▶ Informal resolution **cannot** be:
 - ▶ Required
 - ▶ Offered unless a formal complaint is filed
 - ▶ **Used to resolve allegations that an employee sexually harassed a student**

RECORD KEEPING

RECORD KEEPING

- ▶ Must maintain for 7 years (also look at district/school policies and state law)
 - ▶ Each investigation file
 - ▶ Anything that needs to be in writing and important documentation should be saved!
 - ▶ Any appeals and results
 - ▶ All materials used to train TIX team + make available on website

RECORD KEEPING

- ▶ Any other relevant records, such as what a school did even if no formal complaint was filed, or other actions taking during after formal complaint filed
- ▶ Document
 - ▶ Reasoning for action
 - ▶ How action is not deliberately indifferent
 - ▶ Measures taken to restore or preserve access to education
 - ▶ If no supportive measures provided – why?

QUESTIONS?