

Title IX Complaint Procedure

1. A Formal Complaint may be made by mail, email, or in person to the Title IX coordinator or the school principal. Any HCSD employee who receives a complaint from an individual related to a Title IX violation should refer the complainant to the school principal or Title IX Coordinator.
2. The Formal Complaint is made to the Title IX Coordinator. This report can be made by mail, email, or in person from the school principal or Complainant.
3. The Title IX Coordinator will respond in writing in a timely manner explaining the process and offer supportive measures. An attempt to resolve the situation is made.
4. If the complaint cannot be resolved, the district will have 15 school days to conduct an investigation.
5. At the completion of the investigation, the investigator will share a draft report with the complainant and the respondent, including any evidence that is not privileged. Parties will have 10 school days to review and submit questions.
6. After adding new and relevant information to the report, the investigator will finalize and sign off on the report, and the investigator will share the final investigative report with the parties involved within 5 school days.
7. Parties will have 10 school days to review the final investigative report and submit written, relevant questions. This 10-day question and answer period is managed by the decision-maker(s).
8. A panel of three decision makers will review the case and render a decision. This decision must be reached within 10 school days of the finalized report from the investigator.
9. Appeals will be made to the Assistant Superintendent for Teaching and Learning and must be made within 10 school days after the decision is rendered or from the date of the dismissal of the complaint.
10. Records of all sexual harassment complaints as defined under Title IX will be kept for a period of 7 years.
11. Modifications of this timeline may be made for good cause and with written notice to the Complainant and Respondent.