



Title IX Grievance Process

Pursuant to Kansas City, Kansas Public Schools (KCKPS) Board of Education Policies AH and KN, a formal Title IX complaint will be handled in the following manner:

- Upon receipt of a formal complaint, a designated Title IX Coordinator will make contact with the complainant to discuss the availability of supportive measures and to explain the Title IX Grievance Process.
- The coordinator will send written notice to the parties of the allegations. Written notices will include identities of the parties, the alleged conduct constituting sexual harassment, and date and location of misconduct, if known. If one of the parties is a student, then notification will also be sent to the parent/guardian.
- At the same time of notification of allegations and investigation to the respondent, the designated Title IX Coordinator will discuss with the respondent the availability of supportive measures and review the Title IX Grievance Process.
- A Title IX investigator will be assigned to investigate the allegations in the formal complaint.
- The respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process.
- Parties may have an advisor of their choice throughout the grievance process, who may be, but is not required to be an attorney. If any party's advisor is an attorney, the district's attorney shall also be present. Advisors may interact with and advise the complainant or respondent; however, the advisor is not a participant in the grievance process. Advisors may inspect and review evidence as prescribed by Board Policy and may present written questions/comments for consideration by the Title IX Investigator, Title IX Coordinator, or Title IX Decision-Maker.
- The assigned investigator will conduct an objective evaluation of all relevant evidence. This may include the following: the surrounding circumstances, the nature of the conduct, the relationships between the parties involved, past incidents, and the context in which the alleged incidents occurred.
- A determination as to whether Board of Education policies have been violated and credibility determinations will only be made at the conclusion of an investigation.
- Prior to the completion of the final investigation report, the parties will be allowed to review the evidence related to the allegations and will be given 10 working days to prepare a written response. The written responses from the parties will be considered prior to the completion of the investigation report.
- The investigation report will include a determination as to whether the investigator believes a policy violation has occurred, using the applicable standard of evidence – preponderance of the evidence.
- Upon completion of the investigation report, it will be submitted to the decision-maker. The parties will have an additional 10 working days to review the final investigation report and submit a written response to the decision-maker regarding the report.
- The decision-maker will review the investigation report and any written responses submitted by the parties. The decision-maker will then issue a written determination as to whether the preponderance of the evidence shows that Board Policy was violated.
- The decision-maker's determination is final, unless a timely appeal is filed. Both parties may appeal from a determination regarding responsibility or from a dismissal of a formal complaint. Appeals can be made for the following reasons only; procedural irregularity that affected the determination, new evidence that was

not reasonably available at the time the determination was made, or there is a claim of conflict of interest or bias on behalf of the compliance coordinator, investigator, or decision-maker.