



Kansas City, Kansas Public Schools

Title IX Reporting & Investigation Procedures

Title IX regulatory compliance guidance: Sexual harassment is any unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Title IX resolutions will involve the following 10 steps, although the ordering of some steps may occur differently depending on the specifics of the incident and investigation.

Building Level Administration (Department Director or Building Principal)

1. Receive report of Discipline Incident/Allegation/Notice/Grievance to School
2. Assess whether nature of incident includes potential sexual misconduct (including sex or gender based harassment).
3. Preliminary Inquiry
 - Complete the Title IX Incident form, send to titleix@kckps.org. (CC to IIO and building principal, if applicable.)
 - If alleged conduct is severe or poses an immediate threat or dangerous situation for the complainant or the victim, immediately call KCKPS Police Department and the District's Title IX Executive Director, Lisa Walker (913) 340-0588.
 - If any allegations or evidence of physical, mental or emotional abuse, neglect, or sexual abuse of a minor, must report to the Department of Children and Family services.

Facilitated by Building Administration (Department Director) - In Coordination with District Title IX Executive Director

4. Preliminary Assessment (Determine whether alleged conduct, if true, constitutes sexual harassment)
 - The alleged conduct is based on sex or gender
 - The alleged conduct is severe, persistent or pervasive
 - Objectively Offensive (Reasonable Person Standard)
 - Limits or deprives individual of educational or employment benefits
5. As part of the Preliminary Assessment, the Building Administration, in coordination with the District Title IX Executive Director, will determine whether interim measures, including a no-contact arrangement, are necessary to STOP, PREVENT and REMEDY the conduct.
6. If the alleged conduct does not meet the definition of sexual harassment:
 - Determine whether the alleged conduct is otherwise prohibited by the Code of Conduct
 - If yes, investigate and resolve according to the Code of Conduct
 - If no, consider whether informal resolution can stop, prevent and remedy the conduct
7. If the alleged conduct does meet the definition of sexual harassment, proceed with formal investigation at the Direction of Title IX Executive Director

Facilitated by District Title IX Executive Director – In Coordination with Building Administration (Department Director)

8. Upon receipt of a report of alleged sexual harassment, the District Title IX Executive Director will proceed with a formal investigation. The Formal Investigation process includes:
 - Notice of allegations to the responding party (if minor student, provide notice of allegations to parent/guardian)
 - Interviewing the complainant and the respondent and preparing written statements
 - Interviewing any relevant witnesses and preparing written witness statements
 - Request and review any relevant documentary or other physical evidence, such as text messages, photographs, etc.
 - Maintain documentation throughout investigation entered in Infinite Campus
 - Draft investigation report summarizing relevant evidence
 - Provide results of investigation/findings to the parties
9. If, after a formal investigation, the responding party is found responsible for the alleged conduct, the District's Title IX Executive Director, in coordination with the Building Administration, will assign sanctions according to the Code of Conduct.
10. Both the complaining and responding parties will have an opportunity to appeal the findings or the sanction by submitting a written request to the District Title IX Executive Director.