Description:
K-12 Civil Rights Investigator One: Foundations is our foundational training for civil rights investigators, Title IX Coordinators, Deputy Coordinators, and/or school-based administrators. Attendees will acquire the fundamental skills necessary to conduct sex- and gender-based misconduct investigations in schools. This training meets the required training mandates under the 2020 Title IX regulations for participants, whether you are a full-time investigator or have investigation responsibilities on top of other duties.

Learning Outcomes:
After completing this course, participants will be able to…
- Identify and adhere to compliance requirements and best practices specific to investigations from foundational case law and federal regulations
- Explain the steps of a formal investigation
- Develop an investigation strategy after receiving a formal complaint
- Describe how the Investigator and Title IX Coordinator roles work together during the investigation process
- Distinguish relevant evidence from directly related evidence
- Prepare appropriate interview questions for complainants, respondents, and witnesses

11:00 AM – 6:00 PM

Title IX Overview & Legal Basis for Title IX Liability
- The Law
- The IX Commandments
- Equality vs. Equity
- Significant Cases

When Does Title IX Apply?
- Jurisdiction
- Definitions of Sexual Harassment
- First Amendment Protections
Grievance Process Model: An Overview

▪ The Process
▪ Due Process
▪ Title IX Coordinator Oversight
▪ Title IX Team
▪ Bias and Conflict of Interest

What Happens Before the Formal Investigation?

▪ Actual Knowledge/Notice
▪ Formal Complaint
▪ Initial Assessment
▪ Supportive Measures
▪ Informal Resolution

Beginning the Investigation

▪ When Do You Investigate?
▪ Formal Comprehensive Investigation
▪ 10 Steps of an Investigation
▪ Notice to the Parties
▪ Investigation Strategy
▪ Timelines and Temporary Delays
▪ Role of Law Enforcement
▪ Who Should Investigate?
▪ Interview Preparation

Rights of the Parties

▪ Rights of the Parties During the Investigation
▪ Advisor of Choice
▪ Working with Advisors

Evidence

▪ Investigation Philosophy
▪ Evidence Gathering
▪ Relevance
▪ Understanding Evidence
▪ Specific Evidence Issues
▪ Relevant vs. Directly Related vs. Irrelevant Evidence
▪ Sharing Evidence and the Investigation Report
Investigation Skills
- Questioning Skills
- Interviewing Skills
- Interviewing the Complainant
- Interviewing the Respondent
- Interviewing Witnesses

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.