



Title IX Investigator Foundations Level One for K-12 Education Training & Certification Course Agenda

Description:

ATIXA's Investigator Foundations Level One for K-12 Education, when combined with the K-12 Title IX Fundamentals training pre-learning, is designed to give K-12 Investigators the complete foundational training needed to understand the investigation process under Title IX, which can also be applied to complaints under other civil rights laws.

This course focuses on the Investigator's specific responsibilities at each distinct phase of an investigation. Participants will learn the fundamental skills necessary to plan and promptly complete investigations of sex discrimination and sexual harassment in schools. ATIXA experts will lead participants through a comprehensive review of the investigation process, providing step-by-step guidance and advice, using a case study to provide an opportunity to practice each phase.

Relying upon the experience and expertise of ATIXA's faculty, this course offers participants the opportunity to ask questions, discuss best practices, and apply valuable skills, building the confidence Investigators need to implement adequate, reliable, and impartial investigations in K-12 schools and districts.

This course will support all individuals who have responsibility to conduct investigations in K-12 settings. This course will also be helpful to K-12 Title IX Coordinators who oversee or directly conduct Title IX investigations.

Learning Outcomes:

After completing this course, participants will be able to...

- Understand the purpose and function of an investigation, how it will be used, and the professional standards that are applicable to the investigation process and work product
- Describe due process components of investigations, including how to implement a thorough, reliable, and impartial investigation
- Explain the main stages of an investigation
- Discuss strategies to identify, evaluate, and authenticate different types of relevant evidence
- Identify key considerations in developing an investigation strategy
- Conduct interviews and ask questions skillfully
- Understand documentation requirements in Title IX investigations

Course Topics

Title IX Review

- Title IX Statute
- Applicability and Scope
- Model Policy Definitions

Title IX Grievance Process Overview

- Formal Grievance Process Steps
- Prompt and Fair Resolution
- Parties' Rights
- Parent/Guardian Rights
- Students with Disabilities

Investigation Process Overview

- Civil Rights Investigations Overview
- Investigation Oversight
- Who Should Investigate
- Investigator Role
- Bias and Conflict of Interest
- Required Training for Investigators
- Investigation Phases

Pre-Investigation Phase

- Investigation Steps
- Notice, Report, and Formal Complaint
- Initial Assessment and Jurisdiction Determination
- Investigation Bases and Scope

Formal Investigation

- Investigation Steps
- Notice of Investigation and Allegations

Investigation Strategy

- Establish Investigation Strategy
- Process Delays
- Working with Advisors
- Coordinating with Law Enforcement
- Interview Sequencing

- Evidence Collection
- Information Sharing
- Counter-Complaints
- Activity: Parsing the Policy

Investigation Skills and Questioning

- Pre-Interview Planning
- Interviewing Skills
- Establish Rapport
- Trauma-Informed Practices
- The Spiel
- Activity: Practicing the Spiel
- Questioning Considerations
- Questioning Tips
- Interview Challenges: Resistance, Reluctance, and Lying
- Final Interview Questions
- Interview Documentation and Review

Non-Consensual Intimate Imagery

- Image-Based Sexual Abuse
- Non-consensual Intimate Imagery (NCII)
- Considerations for Investigators

Evidence and Credibility

- Understanding Evidence
- Relevance
- Types of Evidence
- Privileged and Medical Information
- Rape Shield Provision
- Evidence Authentication
- Standard of Evidence
- Credibility
- Credibility Factors

Investigation Report

- Investigation Report Elements
- Report Writing Considerations
- Sensitive Information
- Investigation Report Process
- Report Review
- Parties' and Advisors' Draft Investigation Report Review

- Tips for Evidence File Sharing
- Final Investigation Report

Investigation Recordkeeping

- Investigation File
- Contact Log
- Evidence Log
- Investigation Timeline

Post-Investigation: Decision-Making and Hearings

- Decision-Making Process
- Determinations
- Appeal Grounds
- Appeal Decision-Maker

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 10 AM – 5 PM ET unless otherwise specified.