Description:
ATIXA's Investigator Foundations for K-12 Education, when combined with the Title IX Compliance Essentials for K-12 course, 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- and gender-based misconduct in schools. ATIXA experts will lead participants through a comprehensive review of the investigation process, providing step-by-step guidance and advice.

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 an adequate, reliable, and impartial investigation
- Explain the main stages of an investigation
- Discuss strategies to identify, evaluate, and authenticate different types of relevant and permissible 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 Overview
- Title IX Statute
- Title IX and Equity
- Title IX Compliance
- IX Commandments

Civil Rights Resolution Process Scope and Definitions
- Applicability
- Sex Discrimination
- De Minimis Harm
- Sex-Based Harassment
- Retaliation
- Model Policy Definitions

Civil Rights Investigations Overview
- Title IX Resolution Process Overview
- Civil Rights Investigation Overview
- Investigation Oversight
- Role of Investigator
- Bias and Conflicts of Interest
- Required Training

Pre-Investigation
- Report/Notice/Complaint
- Initial Evaluation & Jurisdiction Determination
- Informal Resolution
- Determine a Basis for Investigation
- Investigation Scope

Investigation
- Investigation Process
- Notice of Investigation and Allegations
- Investigation Policy Items

Investigation Recordkeeping
- Recordkeeping
- Contact Log
Evidence Log
Investigation Timeline

Investigation Strategy
- Establish Investigation Strategy
- Process Delays
- Working with Parents/Guardians
- Coordinating with Law Enforcement
- Interview Sequencing
- Evidence Collection
- Counter-Complaints
- Information Sharing

Interviewing Skills
- Pre-Interview Planning
- Establishing Rapport
- Impacts of Trauma
- Trauma-Informed Practices
- The “Spiel”
- Interviewing Skills
- Questioning Considerations
- Questioning Tips
- Consent Construct
- Interview Challenges: Resistance, Reluctance, and Lying
- Final Questions for Interviews
- Interview Documentation and Review
- Understanding Evidence
- Types of Evidence
- Specific Evidence Issues: Privileged and Medical Information
- Specific Evidence Issues: Rape Shield Provision
- Credibility Assessment
- Evidence Authentication
- Parties’ and Advisors’ Review All Evidence
- Investigation Report

Post-Investigation: Decision-Making and Hearings
- Decision-Making Process
- Determinations
- Standard of Proof
Appeals

- Appeal Grounds
- Appeal Outcomes

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.