**ATIXA K-12 Title IX Administrator Certification Course**

Suggested Attendees: Institution-based Title IX Coordinators, School-based Title IX Coordinators, District Title IX Coordinators, Other key school and District-based Title IX personnel, all Title IX investigators (including at the school level), Superintendents, Assistant Principals, HR personnel, Principals, Athletic Directors, and other school personnel also welcome to join.

*We will take approximately 1 hour for lunch and will have a break mid-morning and mid-afternoon.*

**Day 1:  Title IX and Athletics and Overview of Title IX Requirements and Responses**

**Morning – Title IX and Athletics – Practical Application**

1. Title IX and Athletics – Moving beyond checking the box: Practical Application through case studies and Q&A
2. Brief Title IX Overview
3. Brief context for Title IX and Athletics
4. Overview of Principles of Equity
5. Case studies focusing on Athletics (tentative topics – open to suggestions and requests)
	1. Donations, fundraising and expenditures
	2. Retaliation
	3. Gender Identity & Politics
	4. Sexual Assault

**Afternoon – Overview of Title IX Requirements and Responses– Practical Application**

1. The spectrum of Title IX-based issues for students and employees
2. Is it a IX? What does Title IX covered-conduct look like?
	1. Case Study
3. Overview of how to gauge Title IX compliance.
4. Current legal and regulatory trends.
5. Case Studies Focusing on institutional responses and remediation
	1. Bullying
	2. Gender Identity
	3. Sexting
	4. Employee-based sexual assault
	5. Student-based sexual assault
	6. Pregnancy

**Day 2: Title IX Coordinator Responsibilities**

1. Overview of Title IX Coordinator Responsibilities
2. History & Overview of Title IX
3. Review of Title IX Legal Standards and Case Law (most foundational caselaw is K-12)
4. OCR & Title IX
5. Major OCR Guidance
	1. 2001 OCR Guidance (was directed at K-12)
	2. April 4th, 2011 Dear Colleague Letter
	3. 2014 Q&A on Title IX and Sexual Violence
	4. 2015 DCL, Letter to Coordinators and Resource Guide (specifically applied previous guidance to K-12)
	5. 2017 Interim Guide
6. Notice, Reporting, Responsible Employees, Confidentiality
7. Is It a IX Matter? – When Does Title IX Apply? – Jurisdiction and scope
8. Title IX and Minors
9. Title IX, Title VII and Employees
10. The District Title IX Team – Oversight, coordination and delegation
11. Job Responsibilities of the Title IX Coordinator
	1. Training Oversight
	2. Creator and Implementer of Appropriate Policy

                                                               i.      Three Forms of Harassment

* + - 1. *Quid Pro Quo*
			2. Hostile Environment
			3. Retaliation
	1. Point Person for Complaints
	2. Prevention and Remediation of all forms of sex and gender harassment and discrimination

                                                               i.      Special Topics for K-12

* + - 1. Bullying and Cyberbullying
			2. Stalking
			3. Athletics
			4. Sexual Assault
			5. Sexting
			6. Pregnant and parenting students
	1. Oversight of Prompt and Equitable Grievance Procedures
	2. Supervisor of Investigations
	3. Title IX Compliance Oversight
	4. Prevention and Remediation of Retaliation
	5. Stop, Prevent, Remedy
1. The interaction between school obligations and criminal investigations
	1. The role of the SRO
	2. Duty to report abuse
	3. Obligation on school to investigate despite law enforcement action
2. Current legal and regulatory trends

**Day 3: Conducting Investigations**

1. Overview of Title IX (abridged)
2. Title IX Coordinator Oversight of Investigations
3. Title IX and Title VII Intersection in Investigations
4. Due Process
5. Title IX era – Equity By and Through Process
6. Overview of Civil Rights Investigation & Grievance Model – 10 Steps
7. Structure of Investigative Model and Process
8. Conducting the Investigation
	1. Planning and strategizing for the investigation
	2. Notifications
	3. Standard of Proof
	4. Promptness & Timelines
	5. Confidentiality
	6. Documentation and Note-taking
	7. Questioning Skills
	8. Questioning and Interviewing Skills
	9. Incident Timeline
	10. Scheduling
	11. Advisors
	12. Witness Lists & Flowcharts
	13. Evidence Collection
	14. Analyzing Evidence
	15. Rendering a Finding
	16. The Investigation Report
9. Post-Finding: Sanctions, Appeals, and Remedies
10. Neurobiology of Trauma