

# 2023 MTSBA ANNUAL TITLE IX TRAINING

## Session #3

Presented by MTSBA Legal Team



*Montana School Boards Association has designed the materials enclosed to provide helpful information regarding areas of the law and best practices concerning the administration and governance of Montana K-12 public schools. MTSBA does not intend these materials to be a rendering of legal advice. The reader of these materials should request legal advice on specific legal inquiries.*

# OVERVIEW OF THIS THREE-PART TRAINING

## **November 7: 1:00-3:00 pm**

Our first session aims to build an understanding around the nature of sexual harassment. Attendees will be equipped with knowledge of potential warning signs, appropriate reactions to sexual harassment reports, mandatory reporting requirements, and measures to safeguard the privacy rights of students and staff.

## **November 14: 1:00-3:00 pm**

Our second session will spotlight policies and procedures against sexual harassment, applicable equally to staff and students. This session will also include discussions on supportive measures that need to be in place and an overview of the rights of both the complainant and the respondent.

## **November 21: 1:00-3:00 pm**

Our concluding session will guide participants through the required stages of the grievance procedure, the responsibilities of a Title IX Coordinator, and the steps in the investigation, decision-making, and appeal processes.

# TITLE IX COORDINATOR(S) ROLES AND RESPONSIBILITIES

- Intake Responsibilities:
  - Receiving reports alleging sex discrimination or sexual harassment
  - Receiving formal complaints submitted and signed by the Complainant
- Response Duties:
  - Promptly contact the Complainant re: supportive measures
    - Availability of Supportive Measures (with or without the filing of a formal Complaint)
    - Consideration of Complainants wishes re: what supportive measures they would like implemented
    - Explain Formal Complaint Process
- Coordination Duties:
  - Implementation of Supportive Measures
  - Facilitate the scheduling of voluntary informal resolution process

# TITLE IX COORDINATOR(S) ROLES AND RESPONSIBILITIES

Title IX Coordinator(s) must:

- Remain free from conflicts of interest and bias
- Remain impartial

Title IX Coordinator(s) may:

- File and sign a Formal Complaint

Title IX Coordinator may be the investigator but may not be the decision-maker for districts with limited staff

# FACILITATION OF INFORMATION AND COMMUNICATION WITH COMPLAINANT AND RESPONDENT

- Confidentiality and Recordkeeping Duties:
  - Must maintain confidential with respect to supportive measures implemented
  - Required to create and maintain records relating of any reports or formal complaints for a period of seven (7) years
    - *NOTE: If the District doesn't provide a Complainant with supportive measures, it must keep documentation that it was not clearly unreasonable to do so in light of the circumstances presented.*
  
- Facilitation of Inspection/Evidence Review:
  - Both parties must be provided an opportunity to inspect and review evidence obtained during the investigation
  - Both parties must be provided at least 10 days to submit a written response to the evidence reviewed
    - *NOTE: Investigator can also facilitate this process.*
  
- Distribution of Written Investigation Report
  - Both parties must be provided with a copy of the written investigative report at least 10 days before a determination of responsibility is made and be provided with an opportunity to submit written questions
    - *NOTE: Investigator can facilitate the distribution of the written investigative report, but only the Decision-Maker must be the one involved in facilitating the written questions of the parties.*

# FACILITATION OF INFORMATION AND COMMUNICATION WITH COMPLAINANT AND RESPONDENT

- Coordination of Determination, Remedies, and Appeals:
  - Written determination of decision-maker is to be provided to the parties simultaneously
  - Implementation of remedies
  - Both parties must be afforded an opportunity to appeal

# BEING AN EFFECTIVE INVESTIGATOR

- Be reasonable and calm
- Be impartial when considering evidence and weighing the credibility of parties and witnesses
- Do not be swayed by prejudice, sympathy, or a personal view that you may have of the claim or any party
- Be prepared to identify any actual or perceived conflict of interest and take necessary action to address

# INVESTIGATION REMINDERS

- Burden of proof and burden of gathering evidence is on the school district
- Equal opportunity to present witnesses
- May not prohibit parties from discussing allegations or gathering/presenting evidence
- Provide same opportunity to have others present including advisor of choice
- Written notice of any hearings/interviews/meetings
- Purpose is to gather facts and evidence for decision-maker



# INITIAL STEPS

- Review notes and information collected by the Title IX Coordinator
- Review Notices to Complainant and Respondent
- Review Policy/Code of Conduct
- Define Scope of Investigation
- Identify aspects of event(s) or conduct that will be disputed or agreed upon

# TYPES OF EVIDENCE

- Electronic communications
- Security information
- Pictures, videos, audio
- Police reports
- Personnel files
- Prior complaints against respondent

# IDENTIFYING WITNESSES TO INTERVIEW

- Who should be included?
- Who should NOT be included?
- In what order should the witnesses be interviewed?
- Refer to the policy or definition of sexual harassment when in need of guidance
- Consider what information witnesses are likely to have related to each element
- Consider what information witnesses are likely to have that may assist the decision-maker in determining credibility

# INTERVIEW TOOLS

- Allegations
- Investigation log
- Investigation notes cover sheet
- Prepared questions
- Evidence you may need to reference or show witness
- Policy or Handbook

# SETTING UP AND BEGINNING INTERVIEWS

- Develop a notetaking technique that allows for understanding days later
- Try to record exact quotes when possible
- Contact witnesses and begin by identifying yourself, your role, and a general outline of what you're investigating
- Don't give up on the interview until you've tried to schedule at least 3-4 times
- Be hospitable when interview begins
- Give an overview of why they are being interviewed
- Invite questions
- Elicit a monologue about the incident
  - What happened earlier that day before the incident?
  - What happened regarding the incident?
  - What happened next?

# CONDUCTING INTERVIEWS

- On important moments, ask the witness to describe details
  - What could they see? Feel? Smell? Taste? Hear?
  - Where were they? How positioned? Other persons present?
  - What did they say to the other person? Other person to them?
  - Describe other person's tone, demeanor, body language.
- During the interview don't be afraid to pause, no matter if uncomfortable, to understand what was said and review notes or ask further questions
- Re-review the elements of each charge
- Make sure to elicit all the information this witness might have about each element
- Make sure you have a clear understanding of what the witness said and how the witness obtained information shared

# CONCLUDING INTERVIEWS

- Final questions
- Secure copies of all evidence potentially available from the witness
- Inform the witness of next steps and how to reach you
- Update investigation log
- Review notes, make corrections/clarifications
- Update witness list
- Update list of evidence to be obtained
- Write down questions to ask other witnesses
- Consider whether appropriate to send email

# CONCLUDING INVESTIGATIVE PHASE

- Provide All Evidence to Parties
  - Allow 10 days to review
  - Allow parties to submit a written response before completion of Investigative Report
  
- Prepare Investigative Report
  - Provide to parties 10 days prior to determination of responsibility
  - Allow parties to submit written response



# GUIDING PRINCIPLES

- Keep an open mind until all evidence has been heard
- Render a sound, reasoned decision on every charge
- Determine the facts in the case based on the information presented
- Determine what evidence to believe, the importance of the evidence, and the conclusions to draw from that evidence

# ROLE OF THE DECISION-MAKER

- Conduct an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence
- Mandatorily dismiss Title IX complaints that do not rise to the level of “sexual harassment,” did not occur in the recipient’s education program or activity, or did not occur against a person in the country
- Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions for each party
- Explain to the party proposing the questions any decision to exclude a question as not relevant
- Issue a written determination regarding responsibility by applying the “preponderance of the evidence” standard

# LIVE HEARING NOT REQUIRED

- The Office of Civil Rights determined cross examination in a live hearing is “not necessarily effective in elementary and secondary schools where most students tend to be under the age of majority and where... parents or guardians would likely exercise a party’s rights.”
- Live hearings are not required in K-12 schools, but districts have the option of holding one if determined to be necessary.

# STANDARD OF EVIDENCE

- MTSBA Model Policy 3225P and 5012P use the “preponderance of the evidence” standard
- This standard means the burden of proof is met when the party with the burden convinces the fact finder that there is greater than 50% chance that the claim is true
- Issue a written determination regarding responsibility by applying the “preponderance of the evidence” standard

# REVIEWING EVIDENCE

- The quality of evidence is not determined by the volume of evidence or the number of witnesses or exhibits
- It is the weight of the evidence, or its strength in proving the issue at stake
- An investigator will evaluate all the evidence based on judgment, experience, and circumstances
- Always evaluate witness credibility when considering testimony
- Give the testimony and information of each party or witness the degree of importance you reasonably believe it is entitled to receive

# EVALUATING CREDIBILITY

- Consider the reasonableness or unreasonableness, or probability or improbability, of the testimony
  - Does the witness have any motive?
  - Is there any bias?
  - Is there any inconsistency, inaccuracy, memory gaps, implausibility, or unreliability?
- Credibility is determined fact by fact, not witness by witness
- The most earnest and honest witness may share information that turns out not to be true due to misperception
- Be prepared to make difficult decisions when locating the truth
- Look to all the evidence in total, make judgments about weight and credibility, then determine whether or not the burden has been met
- Any time you make a decision, use your standard of evidence

# REASONABLE INFERENCES

- Draw reasonable inferences when reviewing direct evidence
- Inferences are sometimes called “circumstantial evidence”
- Reasonable inferences can be useful when determining course of investigation
- Use inferences only as warranted and reasonable

# MAINTAINING FOCUS

- Don't consider the potential impact of your decision on either party when determining if the charges have been proven
- Focus only on the charge or charges brought in the case and whether the evidence presented to you is sufficient to persuade you that the respondent is responsible for the charges
- Do not consider the impact of your decision on parties, district, or community; seek the truth



# APPEALS

- The Appeals Officer cannot be the investigator, Title IX Coordinator, or decision-maker that worked on the case
- The Appeals Officer must be trained in the same manner as the decision-maker
- The District must:
  - Offer the appeal to both parties
  - Let both parties know when an appeal has been filed
  - Give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the appealed decision
  - Issue a written decision describing the result of the appeal and the rationale for the result
  - Provide the written decision simultaneously to both parties

# BASES FOR APPEALS

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time of the determination, regarding responsibility or dismissal, that could affect the outcome of the matter
- The Title IX Coordinator/investigator/decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome
- A District may offer an appeal equally to both parties on additional bases

# DISCLAIMER

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**THANK  
YOU FOR  
ATTENDING!**

Contact Information  
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