

**INTERIM GRIEVANCE
PROCEDURES FOR
SEXUAL HARASSMENT:
ADMINISTRATORS**

HAWAII STATE DEPARTMENT OF EDUCATION
OFFICE OF TALENT MANAGEMENT
CIVIL RIGHTS COMPLIANCE BRANCH
2020

AGENDA

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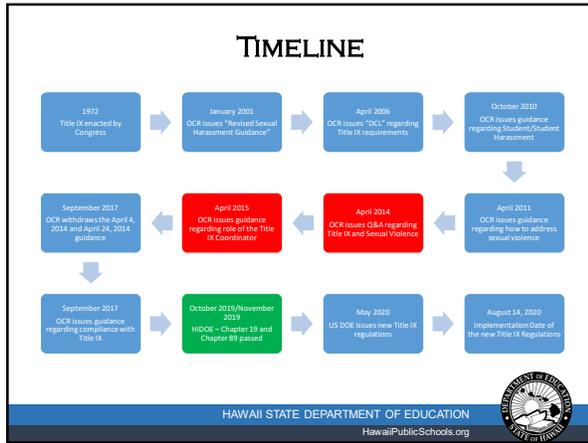
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**TITLE IX OF THE EDUCATIONAL
AMENDMENTS OF 1972**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”
20 U.S.C. §1681(a)




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NEW TITLE IX REGULATIONS

What does this mean for the HIOE?

These are new federal regulations that have the effect of law. All educational programs and activities that receive federal funding must adhere to these new regulations.

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NEW TITLE IX REGULATIONS

Creates a process of addressing reports/complaints of sexual harassment where the HIOE must:

“... respond promptly and supportively to persons alleged to be victimized by sexual harassment, resolve allegations of sexual harassment promptly and accurately under a predictable, fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment, and effectively implement remedies for victims.”

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**DEFINITIONS —
ACTUAL KNOWLEDGE**

Actual Knowledge
Means notice of sexual harassment or allegations of sexual harassment to any employee of an elementary and secondary school.

- When any HIDEO employee has notice of sexual harassment or allegations of sexual harassment, they must report the such knowledge to their administrator or supervisor.
- Administrators and supervisors, must then report to the Civil Rights Compliance Branch (CRCB).



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**DEFINITIONS —
FORMAL COMPLAINT/DOCUMENT FILED BY A
COMPLAINANT**

Formal complaint
• A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the HIDEO investigate the allegation of sexual harassment.

Document Filed by a Complainant
• Means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

• At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the HIDEO with which the formal complaint is filed.

• Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.



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**DEFINITIONS —
SEXUAL HARASSMENT**

Conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the HIDEO conditioning the provision of an aid, benefit, or service of the HIDEO on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the HIDEO's education program or activity; or
- (3) "Sexual assault," "dating violence," "domestic violence," or "stalking."



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DEFINITIONS – SEXUAL ASSAULT

Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable to giving consent.

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is sexual intercourse with a person who is under the statutory age of consent.



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DEFINITIONS – DATING VIOLENCE

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.



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DEFINITIONS – DOMESTIC VIOLENCE

Violence committed by:

- A current or former spouse or intimate partner of the victim; by a person with who the victims shares a child in common;
- By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.



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DEFINITIONS - STALKING

- Engaging in a course of conduct directed at a specific person that cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- For purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.



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SUPPORTIVE MEASURES

- Non-disciplinary, non-punitive individualized services offered as appropriate, to the complainant or the respondent.
 - They are designed to restore or preserve equal access to the HIDOE's education program or activity without unreasonably burdening the other party.
 - The HIDOE must maintain as confidential any supportive measures provided to the complainant or respondent.
- Supportive measures may include:
- Counseling,
 - Extensions of deadlines or other course-related adjustments,
 - Modifications of work or class schedules,
 - Campus escort services,
 - Mutual restrictions on contact between the parties,
 - Changes in work or housing locations,
 - Leaves of absence,
 - Increased security and monitoring of certain areas of the campus, and
 - Other similar measures.



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DEFINITIONS – CONTINUED

“Notice” includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator or any HIDOE employee, and observation or witnessing of sexually harassing conduct by any HIDOE employee.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.



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DEFINITIONS – CONTINUED

“Education program or activity” means locations, events, or circumstances over which the HIDOE exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

HIDOE

- All activities that occur on a HIDOE school campus or HIDOE office.
- All activities that occur within a HIDOE sponsored activity.
- All activities that occur off-campus within the context of a HIDOE activity and/or event.
- Activities that occur over a HIDOE network and/or HIDOE device, e.g., HIDOE issued laptop, desktop, tablet, cell phone, television, class website/social media account.



TIMEFRAME

- The grievance process shall be completed within 90 calendar days.
- The timeframe can be temporarily delayed, or extended for good cause with written notice to the complainant and respondent of the delay or extension and the reason for the action.
- Reasons for good cause include:
 - ✓ The absence of a party, a party’s advisor, or witness;
 - ✓ Concurrent law enforcement activity; or
 - ✓ The need for language assistance or accommodation of disabilities.
- If the grievance process is temporarily delayed, or extended for good cause beyond the 90 calendar day timeframe, must provide written notice to the parties.



ROLES AND RESPONSIBILITIES

Civil Rights Compliance Branch:

- Contact the complainant to do an initial assessment, discuss supportive measures, and explain the formal complaint process.
- Investigate formal complaints of sexual harassment that fall under the Interim Procedures.
- Be part of a Decision-Making Panel regarding formal complaints of sexual harassment that fall under the Interim Procedures.

Administrators and Supervisors:

- Be part of the Decision-Making Panel regarding formal complaints of sexual harassment that fall under the Interim Procedures.
- Be a designated decision-maker for appeals that fall under the Interim Procedures.



REPORTS OF SEXUAL HARASSMENT

Any individual may make a report of sexual harassment.

Methods of reporting include communication via:

- In-person
- E-mail
- Mail
- Telephone

Reports may be made directly to the Title IX Coordinator or any HIDEOE employee, including school administrators, faculty, and staff.



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RESPONSE TO SEXUAL HARASSMENT

- When the HIDEOE has "actual knowledge" of the sexually harassing conduct, the HIDEOE cannot respond in a manner that is deliberately indifferent.

Deliberate indifference = Response to sexual harassment is clearly unreasonable in light of the known circumstances.

- Our response to complaints of sexual harassment must treat complainants and respondents equitably.
 - Offer complainants supportive measures.
 - Follow a grievance process that complies with the interim procedures prior to imposing any sanctions on the respondent.



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RESPONSE TO SEXUAL HARASSMENT

Upon receipt of the report, the following steps must be taken:

1. The complainant must be contacted to discuss supportive measures;
2. The complainant must be informed of the availability of supportive measures with or without filing a formal complaint; and
3. The process for submitting a formal complaint must be explained to the complainant.



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FORMAL COMPLAINT

- Submittal of a formal complaint initiates the grievance process.
- At the time the formal complaint is submitted, the complainant must be participating in or attempting to participate in an educational program or activity.
- There are no time constraints as to when a complainant may submit a formal complaint.
- Alternatively, the Title IX Coordinator may submit the formal complaint.



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**FORMAL COMPLAINT:
WRITTEN NOTICE OF ALLEGATIONS**

- Upon receipt of a formal complaint, both parties must be sent a written notice of allegations.
- The written notice of allegations must include specific information, including the allegations and identities of both parties.
- The CRCB will send the Written Notice of Allegations to the parties.
- The Written Notice of Allegations is different from the Notice of Investigation and Complaint.



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FORMAL COMPLAINT

Dismissal of a Formal Complaint

Formal complaints or specific allegations will be dismissed for the following reasons:

- The conduct alleged does not meet the definition of sexual harassment, as defined in the Title IX regulations;
- At the time the alleged conduct occurred, the complainant was not participating in or attempting to participate in an educational program or activity;
- The conduct did not occur in the context of an educational program or activity; or
- The conduct did not occur against a person in the United States.

Written Notice of Dismissal

- When a formal complaint or a specific allegation(s) is dismissed, a written notice of dismissal must be simultaneously sent to the parties.
- Parties may appeal the decision to dismiss the formal complaint or specific allegation(s).
- If a formal complaint or specific allegation(s) is dismissed the HIDOE may address the alleged conduct per other applicable HIDOE rules and/or policies.



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INVESTIGATION PROCESS

If the formal complaint meets the required criteria, then an investigator will be assigned and the investigation process will be commenced.

If the formal complaint does not meet the required criteria, the report will be referred to the appropriate office for follow-up, if any. This may include investigation of the allegations under other applicable rules and/or policies.



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INVESTIGATION - ADVISORS

- Both parties have the same opportunities to have others present with them during any grievance proceeding.
- The advisor is of the parties' choice, and may be, but is not required to an attorney.
- The advisor may be present during any meetings or interviews with the parties.
- The HIDEOE cannot limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding.



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INVESTIGATION

- The investigator will gather evidence, including conducting interviews/gathering statements. This includes both inculpatory and exculpatory evidence.
- Parties cannot be restricted from discussing the allegations under the investigation to gather or present evidence.
- Parties must be provided a written notice of meeting or interview.



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INSPECTION & REVIEW OF EVIDENCE

- Once all evidence has been gathered, and before the investigative report is completed, both the complainant and respondent must have an opportunity to inspect and review the evidence that is directly related to the allegations raised in the formal complaint.
- The evidence must be sent to the parties' advisor, if any.
- Parties have ten (10) calendar days to provide a written response to the evidence gathered.



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INVESTIGATION REPORT

- The investigator will draft a investigation report that fairly summarizes the relevant evidence.
- At least ten (10) calendar days prior to the determination of responsibility, the investigator must send the parties, and their advisors, if any, a copy of the investigation report for their review and written response.
- Once the parties' responses to the investigation report is received, the investigation report and the parties' responses to the investigation report will be forwarded to the Decision-Making Panel.



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**DECISION-MAKING PROCESS:
WRITTEN RELEVANT QUESTIONS**

- After the investigation report is sent to the parties, but before the DM Panel makes a determination regarding responsibility, parties must have the opportunity to submit written relevant questions to any party or witness.
- Each party must be provided the written responses to the questions and allowed additional, limited follow-up questions for each party.
- The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.



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**DECISION-MAKING PROCESS:
WRITTEN RELEVANT QUESTIONS**

Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.



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DECISION-MAKING PROCESS

- Prior to making a determination of responsibility, an objective evaluation of all relevant evidence must be conducted.
- The decision-making process includes the examination of both inculpatory and exculpatory evidence.
- Any credibility assessments conducted cannot be based on the person’s status as a complainant, respondent, or witness.
- The preponderance of the evidence standard shall be applied when making a determination(s) of responsibility.
- Once a determination of responsibility is made, the Decision-Making Panel must issue a written determination regarding responsibility, simultaneously to the complainant and the respondent.



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DECISION-MAKING PROCESS

- The written determination must include the following information:
- Identification of the allegations potentially constituting sexual harassment;
 - A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the HIDOE’s Code of Conduct to the facts;
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the HIDOE’s education program or activity will be provided by the HIDOE to the complainant; and
 - The procedures and permissible bases for the complainant and respondent to appeal.
- The determination regarding responsibility is final either on the date the parties are provided with the written determination of the result of the appeal, if an appeal was filed, or if an appeal was not filed, the date on which an appeal would no longer be considered to be timely.



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APPEAL'S PROCESS

- Both the complainant and the respondent have the right to appeal the following:
 - A determination regarding responsibility; and
 - A dismissal of the formal complaint or any allegation(s).
- An appeal may be made on the following bases:
 - Procedural irregularity that affected the outcome of the matter;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - The Title IX Coordinator, the investigator(s), and/or the decision-maker(s) had a conflict of interest or bias for or against the complainants or respondents generally or the individual complainant or respondent that affected the outcome.



APPEAL'S PROCESS

- Parties have seven (7) calendar days from the date of the written determination to submit a request for an appeal.
 - The request for appeal should be sent to the CRCB.
 - The CRCB will forward the request for appeal to the decision-maker for the appeals.
- If a party submits a request for an appeal, the other party must be notified of the request for an appeal.
- Upon notification of a request for an appeal, the CRCB will send a notice of appeal simultaneously to the parties indicating that an appeal has been submitted.
 - The notice of appeal will include the following information:
 - The identity of the decision-maker for the appeal;
 - Description of the process for the appeal, including the timeframe for submitting written responses in support of or challenging the appeal;
 - Information regarding who, where, and how to submit the parties' written responses; and
 - A copy of the request for an appeal that was received.



APPEAL'S PROCESS CONT.

- Both parties have an opportunity to submit written statements in support of or challenging the appeal.
 - Parties have seven (7) calendar days from the date of the notice of appeal to submit their written responses.
 - Parties' written responses are to be sent to the decision-maker for the appeal.
- Upon the end of the seven (7) calendar time frame for parties to submit their written responses, the decision-maker for the appeal has 21 calendar days to review the parties' response, and any other relevant information; and render a decision on the appeal.



APPEAL'S PROCESS CONT.

- The decision-maker for the appeal must issue a written decision describing the result of the appeal and the rationale for the result.
- The written decision shall be provided simultaneously to the complainant and the respondent.
- The written decision on the appeal should be sent to the parties by the last day of the timeframe for the decision-maker for the appeal to render a decision.



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APPEAL'S PROCESS CONT.

Information to be included in the written decision of the appeal includes:

- The determination(s) being appealed;
- The basis for the appeal;
- The decision regarding the appeal; and
- The rationale for the decision for the appeal.

If the appeal is granted, the decision-maker for the appeal will re-consider the evidence and take appropriate action.

If the appeal is denied, the determinations made by the original decision-maker are still effective and considered final.

The decision made by the decision-maker for the appeal is considered final.

The written decision will also include a statement that the decision is final.



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EMERGENCY REMOVALS

- A respondent may be removed from the HIDEO's educational programs or activities on an emergency basis, provided that an individualized risk analysis was conducted.
- The individualized risk analysis must determine that an immediate threat to the physical health or safety of any student or other individual justifies removal.
- The immediate threat must arise out of the allegations that constitute sexual harassment as defined above.



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EMERGENCY REMOVALS

If a determination is made that the respondent will be removed:

- 1. The respondent must be provided notice of the removal; and
- 2. The respondent must have an opportunity to challenge the decision to be removed from an educational program or activity.

- The respondent will be sent a written notice of the removal.
- The burden is on the respondent to show that the decision for the removal was incorrect.
- The decision regarding the challenge to the removal is considered final.



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EMERGENCY REMOVALS

- Whether or not an emergency removal will be implemented should be determined when the formal complaint is first received, as well as at various stages of the Title IX grievance process, as appropriate.
- The emergency removal provision does not modify rights under the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act.



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LEAVE — EMPLOYEE RESPONDENTS

- The HIDEOE has the discretion to place respondents who are employees on leave during the pendency of the grievance process.
- Whether or not such leave is warranted may be determined at any stage of the grievance process.
- This provision does not modify rights under Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act.



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CONFLICT OF INTEREST & BIAS

The Title IX Coordinator, the investigator(s), and the decision-maker(s) cannot have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.



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STANDARD OF PROOF & PRESUMPTION OF RESPONSIBILITY

Standard of Proof

- The standard of proof for determining responsibility is the Preponderance of the Evidence.

Presumption of Responsibility

- There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.



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POSSIBLE SANCTIONS

Employees

- Verbal warning
- Written reprimand
- Suspension
- Termination

Students

- Correction and conference with student
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-school suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Suspension of one to ten school days
- Suspension of eleven or more school days
- Saturday school
- Disciplinary transfer
- Referral to alternative education programs
- Dismissal
- Restitution



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ROLES & RESPONSIBILITIES - REVIEW

Receipt of Report

- CRCB communicates with the complainant regarding supportive measures and the process to submit a formal complaint.

Submittal of Formal Complaint

- CRCB issues the Written Notice of Allegations.
- CRCB conducts initial assessment.
- If the formal complaint is dismissed, the CRCB issues the notice of dismissal.



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ROLES & RESPONSIBILITIES - REVIEW

Investigation

- Investigator gathers evidence, e.g., conducts interviews, gathers documents.
- Investigator issues written notice of meeting or interview.
- Investigator facilitates inspection and review of the evidence.
- Investigator writes the investigation report.
- Investigator facilitates the review and response of the investigation report.

Decision-Making

- DM Panel facilitates the exchange of written relevant questions.
- DM Panel objectively evaluates the evidence and makes a determination of responsibility.
- DM Panel issues the written determination regarding responsibility.



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ROLES & RESPONSIBILITIES - REVIEW

Appeals: CRCB

- Requests for appeals are sent to the CRCB.
- CRCB immediately forwards the request to the Appeals' Decision-Maker.
- CRCB issues the Notice of Request for an Appeal to the parties.

Appeals: Decision-Maker

- Appeals' Decision-Maker receives parties statements in support of or challenging the request for an appeal.
- Appeals' Decision-Maker conducts a paper review of the parties' responses to the request for an appeal, as well as the information gathered.
- Appeals' Decision-Maker issues the written determination regarding the request for appeals.



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PLEASE NOTE:

- There are training and record keeping requirements that the must be complied with.
- A complainant cannot choose which process they would like to follow, *e.g.*, in a student/student situations, the complainant chooses to follow the processes under Chapter 19.
- If a complaint wants the alleged conduct to be addressed/investigated, a formal complaint must be submitted.
- If the criteria for a formal complaint is satisfied, the process in the Interim Grievance Procedures for Sexual Harassment must be followed.
- If the formal complaint is dismissed, then other applicable HIDOE rules/policies may be used to address the allegations.



**STUDENT/STUDENT
SITUATIONS
INTERSECTION WITH
CHAPTER 19**

**STUDENT/STUDENT:
INTERIM PROCEDURES AND DISCIPLINE**

- | | |
|--|--|
| <ul style="list-style-type: none"> • If, under the Interim Procedures, the allegations are not substantiated, or no findings of responsibility are made, then, no disciplinary actions will be taken. | <ul style="list-style-type: none"> • If, under the Interim Procedures, the allegations are substantiated, and findings of responsibility are made, then disciplinary actions will need to be imposed. |
|--|--|



**STUDENT/STUDENT:
INTERIM PROCEDURES AND DISCIPLINE**

- If the allegations are substantiated and the determinations of responsibilities are made, discipline will need to be imposed on a student/student complaint that was addressed through the Interim Grievance procedures:
 - Conduct a Chapter 19 discipline investigation
 - Make sure to notify the respondent's parents of the Chapter 19 discipline investigation.
 - Follow the process for determining discipline per Chapter 19, *e.g.*, the Five Factors.
 - The disciplinary actions to be taken need to be determined prior to the Written Determination being sent to the parties.
 - The Written Determination must include the disciplinary actions to be taken and the rationale for such decision.
 - Send out the Chapter 19 discipline investigation findings and action forms to parents.

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**STUDENT/STUDENT:
INTERIM PROCEDURES AND DISCIPLINE**

- Under the Interim Procedures, parties have an opportunity to appeal the outcome of the matter.
- In situations where there are findings of responsibility and disciplinary actions will be taken, the respondent can appeal both the outcome and the discipline imposed.
- The appeal's process regarding the outcome is per the steps indicated in the Interim Procedures.
- The appeal's process regarding discipline is per the steps indicated in Chapter 19.

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**STUDENT/STUDENT:
FORMAL COMPLAINT DISMISSED**

- In situations where a formal complaint for a student/student sexual harassment is submitted, but is then dismissed the complaint should be addressed through normal Chapter 19 procedures.
- The basis of the conduct, however, should NOT be sexual harassment. Rather, the general harassment option should be used.

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STUDENT/STUDENT SEXUAL HARASSMENT SCENARIOS

SCENARIO A

Student A and Student B attend Mahalo Middle School. Student B reports that Student A has called her a “slut” and a “whore, who kisses all the boys,” on two occasions. The first occasion occurred during recess in front of Student B’s friends. The second occasion occurred in a school restroom, when both students happened to be there at the same time. Only Student A and Student B were in the restroom at the time. After the second occasion, Student B became upset, and told her teacher what happened.



SCENARIO A CONT.

1. Does the HIDEO have actual knowledge?
2. What are next steps for the school?
3. Who contacts Student B (Complainant) about supportive measures?
4. Who conducts the initial assessment of the allegations?
5. What if Student B decides not to submit a formal complaint?
6. If Student B decides to submit a formal complaint, does an investigation under the Interim Procedures immediately commence?
7. Will the allegation(s) meet the requirements of a formal complaint?



SCENARIO B

Student A and Student B attend Aloha High School. Student A and Student B were previously in a dating relationship until Student A broke it off. Since then Student B has waited in the hallway at Student A's classes at the end of each class period, and has attempted to sit with Student A during lunch time on several occasions. Student A has told Student B to stop bothering her, but Student B continued to follow Student A around campus during non-class hours. Recently, Student B started to leave gifts for Student A on her desk, has told her that he will always love her, and that they were "meant to be." This morning a school security attendant saw Student B get physically aggressive with Student A, when Student B saw Student A talking to a male classmate.



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SCENARIO B

1. Does the HIDEO have actual knowledge?
2. What are next steps for the school?
3. Who contacts Student A (Complainant) about supportive measures?
4. Who conducts the initial assessment of the allegations?
5. What if Student A decides not to submit a formal complaint?
6. If Student A decides to submit a formal complaint, does the investigation process immediately commence?
7. Will the allegation(s) meet the requirements of a formal complaint?
8. Next Steps?



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