Title IX Sexual Harassment
Procedural Checklist - Development of Policy/Procedure

___ Designation of Title IX Coordinator

___ To coordinate compliance with Title IX
___ name and contact information widely published
___ contact information includes name or title, office address, email address, and phone number
___ make specifically available to:
___ Applicants for admission
___ Applicants for employment
___ Students
___ Parents/Legal Guardians
___ Employees
___ Unions and/or professional organizations holding collective bargaining or professional agreements with school district

___ multiple areas of publication:
___ School District’s website
___ Handbooks, Catalogs, and/or Policy Manuals made available to the following:
___ students
___ applicants for admission
___ parents/legal guardians
___ employees
___ applicants for employment
___ unions and/or professional organizations holding collective bargaining or professional agreements with school district
___ the website of each individual school (recommended)

___ Development of Sexual Harassment Grievance Procedure

A school system must establish a grievance procedure for reports and complaints of sexual harassment that must include:

___ Procedure for ensuring prompt and equitable resolution of complaints of sexual harassment
___ definition of sexual harassment
___ notice of nondiscrimination on basis of sex in treatment of complainant/respondent
___ notice of equitable treatment
notice regarding emergency removals/administrative leave during pendency of investigation
objective evaluation of all relevant evidence required
notice regarding relevance of complainant’s prior sexual predisposition or behavior
standard of evidence to be used in determining responsibility
no conflict of interest/bias of Title IX Coordinators, Investigators, Decision-Makers, and Informal Resolution Facilitators
presumption of non-responsibility
range of supportive measures
range of disciplinary sanctions and remedies
appeals process and basis for appeal
time-lines for each stage of grievance process

Training Requirements

Title IX Coordinators, Investigators, and Decision Makers (and Informal Resolution Facilitators if different from Title IX Coordinator)
definition of sexual harassment
scope of school district’s education program or activity
how to conduct full investigation and grievance process
how to serve in respective roles in an impartial manner

Decision-Makers
technology for live hearings (if applicable)
issues of relevance of questions and evidence
issues regarding relevancy of complainants prior sexual predisposition or behavior

Investigators
issues of relevance to create an investigative report that fairly summarizes the evidence

Training Materials - maintain, publish, and make available on request