

**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