

# Title IX Screening Checklist: A Desktop Resource



**1. Briefly describe the complaining party's allegations. Did the incident occur on campus or in a school program or activity?**

**2. Does the allegation fall within the definitions of Clery?**

☐ Sex Assault

- Fondling or unwanted sexual touching for the purpose of sexual gratification or harassment
- Forced sexual act
- Rape or statutory rape
- Incest
- Sodomy

☐ Gender-Based Violence (committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim)

- Domestic Violence
- Dating violence
- Stalking

**3. Does the above allegation meet any of the descriptions/examples of sex-based harassment. Actions that have been determined to be severe, pervasive, and offensive? Must be all three based on the reasonable person standard.**

☐ Sex-based harassment that is severe, pervasive, and offensive which effectively denies a person's access to their education.

- Repeated Sexual Harassment; unwanted requests for sex, unwanted sexual advances
- Verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's sex/gender/gender identity/sexual orientation (epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; or written or graphic material)

**4. Does the above allegation fall within Quid pro Quo harassment or other gender-based discrimination? (Treated differently because of the person's sex/gender/gender identity/sexual orientation)**

☐ A school employee conditions access to educational benefits on unwelcome sexual conduct

- Excluded participation in a school program or activity
- Denial of equal treatment or benefit

If you checked one of the boxes, you may need to proceed forward. If you have a possible Title IX issue based on the complaint made, no need to investigate. Title IX needs to be offered to the complainant first. You may however enact non-punitive separation measures and support measures immediately to keep both parties safe and separate.

If you did not check one of the boxes, sign and date this checklist and retain it for your Principal file. Please consider that you may need to conduct a disciplinary investigation even if you find this matter is not a Title IX issue and/or report the matter to law enforcement as part of your mandatory reporting responsibilities. Document any police report case numbers and/or CPS call numbers in JPS secure.

Name \_\_\_\_\_ Date \_\_\_\_\_