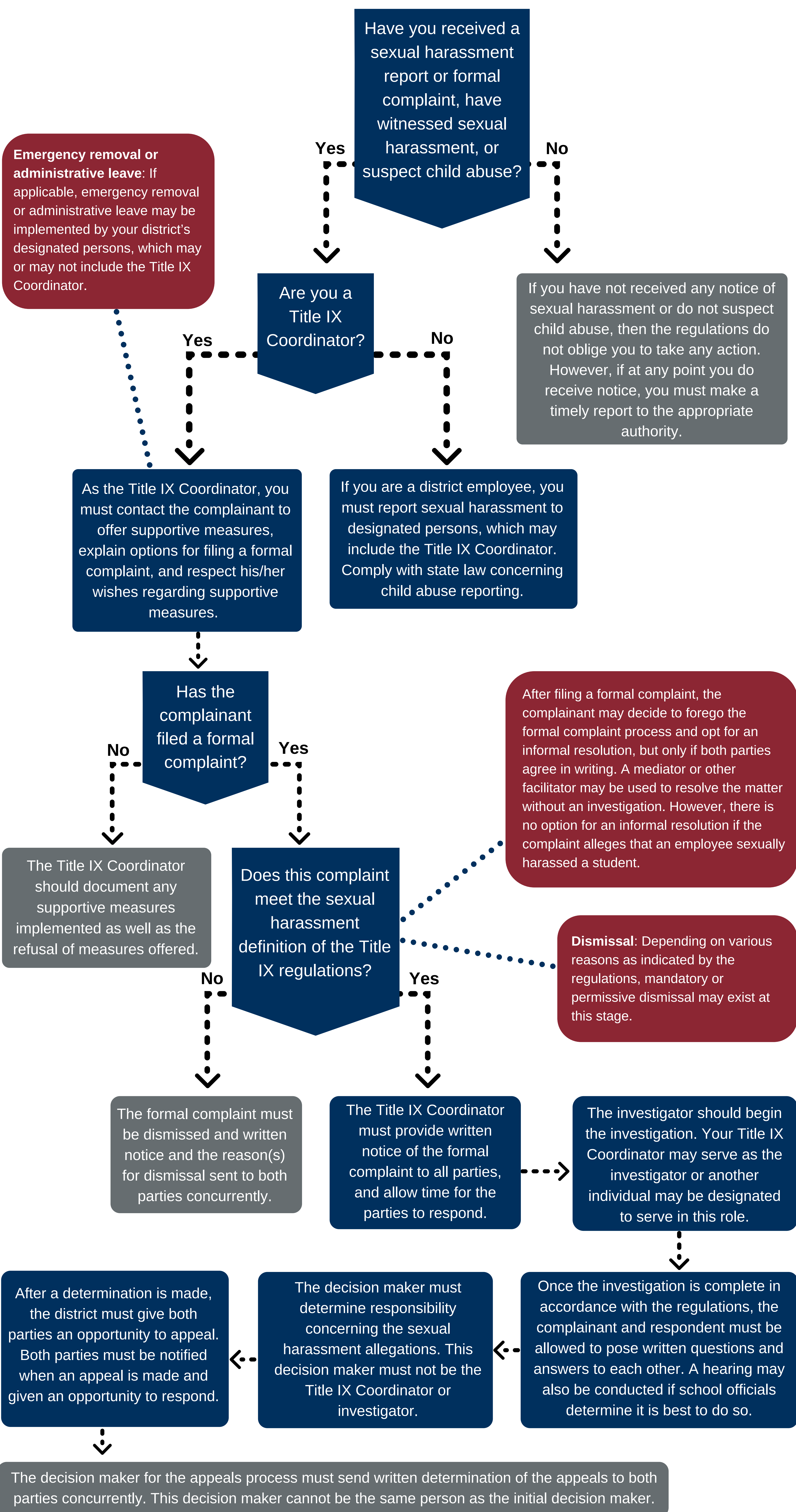


Sexual Harassment Complaints at School: What Are My Next Steps?

The new Title IX regulations may leave districts wondering what their next steps are and how to stay in compliance when a sexual harassment report or formal complaint is received. Districts should always refer to their local policies, administrative procedures, and the [final Title IX rules](#) for detailed guidance on responding to sexual harassment and for help on determining whether formal complaints meet the definition of sexual harassment under the new regulations. For general questions about these Title IX rules, review this [Q&A document](#).

This infographic provides an overview of the process district employees and Title IX Coordinators may consider when responding to reports or formal complaints of sexual misconduct in their district involving student victims, whether in the form of employee-to-student or student-to-student sexual harassment.



Important Considerations

Deliberate indifference: Districts are responsible for responding to reports and formal complaints of sexual harassment in a manner that is clearly reasonable in light of known circumstances. Upon receipt of a report or formal complaint, always offer supportive measures. Districts should ensure their Title IX grievance procedures are properly and timely conducted when a formal complaint has been filed.

Retaliation: Ensure your district does not tolerate intimidations, threats, coercion, or discrimination against anyone who makes a report or formal complaint of sexual harassment as well as those who participate or refuse to participate in the grievance process.

Timelines: Districts must comply with important timelines from the receipt of a formal complaint to the determination of responsibility. This timeline may include, but not be limited to, investigating, gathering and reviewing evidence, issuing an investigative report, receiving written responses from parties, and making a determination of responsibility. Refer to your district policies and the Title IX regulations for specific time frames to complete these and other important steps, including appeals.

Record-keeping: Remember to maintain, for seven years, documents and evidence obtained during your district's response to a report or formal complaint of sexual harassment.