



Association of
Title IX Administrators

Title IX Coordinator Foundations Level One: Compliance Essentials for K-12 Education

Training and Certification Course

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Any advice or opinion provided during this training, either privately or to the entire group, is **never** to be construed as legal advice or an assurance of compliance. Always consult with your legal counsel to ensure you are receiving advice that considers existing case law in your jurisdiction, any applicable state or local laws, and evolving federal guidance.

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Content Advisory

The content and discussion in this course will necessarily engage with sexual harassment, sex discrimination, violence, and associated sensitive topics that can evoke strong emotional responses.

ATIXA faculty members may offer examples that emulate the language and vocabulary that Title IX practitioners may encounter in their roles, including slang, profanity, and other graphic or offensive language. It is not used gratuitously, and no offense is intended.

Introduction



This course focuses on providing Title IX practitioners and school/district leaders with foundational information to understand the scope of their roles and their varied responsibilities under Title IX.



Practitioners will explore the essential components of the Title IX Coordinator role, including detailed responsibilities under the 2020 Title IX Regulations, structuring the Title IX Team, and additional components of Title IX compliance best practices.



Our goal is to provide a comprehensive foundation that will allow Title IX Coordinators and district leaders to serve their school/district with the robust skills necessary to excel in their roles and lead and/or support Title IX compliance with confidence.

Review: Title IX Statute

Title IX

“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 & 34 C.F.R. Part 106 (1972)



Applicability

- Education program or activity in the United States
- School/District has control over the harasser
- School/District has control over the context of the harassment
- Applies to both students and employees
- Out-of-school jurisdiction is limited with regards to Title IX



Scope

Title IX

Sex Discrimination

- Disparate Treatment
- Program Access and Equity

Retaliation

Sexual Harassment

- Quid Pro Quo
- Hostile Environment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking

Sex Discrimination

- **Sex Discrimination** encompasses:
 - Unfair treatment based on sex
 - Exclusion from participating on the basis of sex
- **Disparate Treatment:** occurs when a school/district policy, practice, or procedure (or an agent thereof) **intentionally** discriminates
- **Disparate Impact:** occurs when a school/district policy, practice, or procedure (or an agent thereof) **unintentionally** discriminates
 - A policy may be intended to be neutral as written, but it may be applied in a discriminatory manner or in a way that has a discriminatory effect

Sexual Harassment Definitions

- **Hostile Environment**

- 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 school/district's education program or activity

- **Sexual Assault** includes:

- Rape
 - Fondling
 - Incest
 - Statutory Rape



ATIXA Model Policy Definitions

- Consent
- Retaliation
- Common additional offenses
 - Sexual Exploitation
 - Harm/Endangerment
 - Intimidation
 - Hazing
 - Bullying



School/District Title IX Obligations

Essential Compliance Elements

The requirement to **Stop, Prevent, and Remedy** guides school/district response in their compliance work

1

STOP discriminatory conduct

2

PREVENT recurrence, on both individual and school/district levels

3

REMEDY the effects of discrimination, on both individuals and the school/district

Title IX Obligations

- **Designate** at least one employee to serve as the Title IX Coordinator (TIXC)
- **Adopt, publish, and implement a policy** stating that the school/district does not discriminate on the basis of sex and prohibits sex discrimination
- **Adopt, publish, and implement grievance procedures**
- **Provide notice** of nondiscrimination to current and prospective students, parents/guardians, current and prospective employees, and any union or collective bargaining agencies
 - TIXC contact information
 - How to report conduct that may constitute sex discrimination or sexual harassment
- **Train** the Title IX Team
- **Maintain documentation** related to Title IX notification, training, and complaints

Title IX Compliance

- School/District responses must not be **deliberately indifferent** to known sex discrimination or sexual harassment **AND**
- School/District must act **reasonably in light of known circumstances** to stop, prevent, and remedy
- A school/district is deliberately indifferent when:
 - The school/district has **actual notice** of harassment,
 - The harassment is **severe, pervasive, and objectively offensive**, and
 - The indifference is **systemic** in nature

Monitoring and Barrier Analysis

ATIXA Recommends:

TIXC **monitors** for barriers to reporting

- Take steps to address such barriers
- Barrier examples:
 - Reporting process accessibility
 - Confusing or delayed procedures
 - Difficulty finding information or contacting Title IX staff
 - Perceptions of bias



Employee Training

ATIXA Recommends: All employees complete training upon hiring and annually on:

- School/District obligation to address sex discrimination and sexual harassment
- Scope of conduct that constitutes sexual harassment
- Reporting and information sharing requirements
- Consider whether in-person, online/virtual, asynchronous, conducted by internal or external trainer(s)



Title IX Team

Title IX Core Team

Individuals designated, hired, or contracted to fulfill a school/district's Title IX compliance obligations, including:

- TIXC
- Deputy/Building TIXC(s)
- Investigator(s)
- Decision-maker(s) (DM)
- Appeal Decision-maker(s)
- Informal Resolution (IR) Facilitator(s)
- Advisor(s)



School/District Team

- Schools/Districts **must designate a school- or district-based TIXC**
- Schools/Districts have discretion in structuring their Title IX Team, including:
 - Whether or not to have **Deputy Coordinators**
 - **One Investigator vs. two Investigator** model
 - **Distinction and separation of roles** throughout Title IX process, and whether to appoint district-based administrators, school-based administrators, or contractors
 - **Contract with a trained third-party** to fulfill the roles of Investigator, DM, IR Facilitator, Appeal Decision-maker, and Advisor

Title IX Coordinator

- Oversees school/district Title IX compliance, including oversight of the Title IX Team
 - Must have autonomy and independence
- May serve as Investigator but may not serve as a DM
- Responsibilities fall into two categories:
 - Responding to reports or complaints of sex discrimination, sexual harassment and retaliation
 - Leading efforts to ensure compliance across the school/district



Title IX Compliance Oversight

Responsibilities (any of these roles can be shared/delegated):

- Assess compliance efforts and program effectiveness
 - Create and disseminate annual compliance report
- Maintain Title IX records
- Manage policy and procedures prohibiting sex discrimination and sexual harassment
- Oversee complaint Grievance Process and program compliance
- Point person for all reports, complaints, and supportive measures related to Title IX
- Recruit, supervise, and train Title IX Team
- Track systemic issues or patterns
 - Take remedial action to prevent recurrence

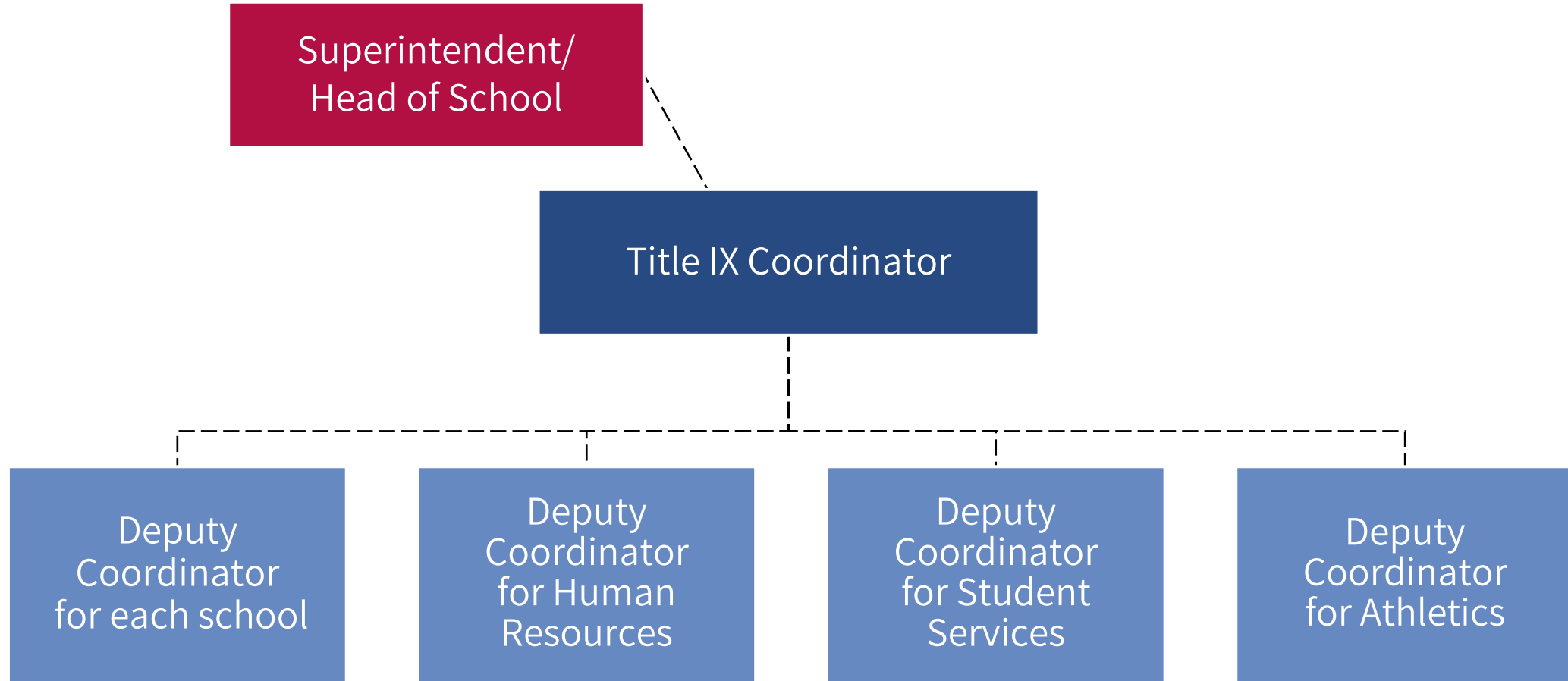
Deputy Title IX Coordinator(s)

- Not required, **but may alleviate the burden** on one administrator
- Deputy TIXC responsibilities may vary based on school/district needs
- **Possible responsibilities:**
 - Assist TIXC with training
 - Conduct initial assessments
 - Consult with TIXC on complaints
 - Coordinate supportive measures
 - Oversee investigations
 - Receive reports and complaints



Sample Title IX Team Structure

Schools/Districts will determine a structure that best works for their unique needs



Bias and Conflict of Interest

- Title IX administrators have no “side” other than the **integrity of the process**
- Title IX Regulations **prohibit conflicts of interest or bias** against parties generally, an individual party, or related to the substance of the complaint for Coordinators, Investigators, and DMs
- **Training materials** cannot include sex stereotypes and should promote impartiality



Title IX Extended Team

- Include key constituencies not represented on core team:
 - Legal Counsel
 - School Resource Officers (SROs)
 - School Counselors
 - Student health/school nurses
 - Housing (if applicable)
- Regular meetings and coordination
- Training and programming
- Interaction with behavioral intervention or threat assessment teams or groups



Required Training

The Title IX Team (including TIXC, Deputy Coordinators, Investigators, DMs, and Informal Resolution Facilitators) are **required to have training on the following topics:**

- Definition of **Sexual Harassment**
- **Scope** of the school/district's education program or activity
- **Title IX Grievance Process** including conducting investigations, decision-making, appeals, and facilitating Informal Resolutions
- **Serving impartially**, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- **Relevance of questions and evidence**, including restrictions on questions and evidence about the Complainant's sexual predisposition or prior sexual behavior
- Creating an **investigation report** that fairly summarizes relevant evidence

Title IX Grievance Process

All K-12 Employees: Mandated Reporters

- The school/district is “**on notice**” of sex discrimination or sexual harassment when a report is made to:
 - **TIXC**, or
 - **Any employee** of the school/district is made aware of the incident or concern
- Notice includes information K-12 employees witness, hear about, or receive a written or verbal complaint about, including from parents/guardians
- **In addition to other applicable mandated reporting:**
 - Abuse/child abuse of minors
 - Supervisors/managers under Title VII
 - Any other mandated reporting under state law or district policy

Report vs. Complaint

- A **report** is different than a **Formal Complaint**:
 - **Report**
 - Notifies the TIXC of an incident and
 - Obligates the TIXC to offer supportive measures and explain the process
 - **Formal Complaint**
 - Written request to initiate an investigation
 - Physical document or electronic submission from Complainant
 - OR signed by TIXC
 - Alleging sex discrimination or sexual harassment
 - Complainant must be **participating or attempting to participate** (P/ATP)

Obligation to Act

Once notified of conduct that may reasonably constitute sex discrimination, sexual harassment, or retaliation, **TIXC must take action to promptly and effectively stop, prevent, and remedy**

- Initiate Grievance Process if a complaint is filed
- Absent a complaint or if complaint is withdrawn, determine whether the TIXC should initiate a complaint
- Regardless of whether a complaint is initiated, take appropriate steps to stop, prevent, and remedy

Title IX Grievance Process Overview

INCIDENT

- Formal Complaint/ Notice to TIXC

INITIAL ASSESSMENT

- Jurisdiction
- Dismissal
- Supportive Measures
- Emergency Removal
- Referral to Another Process
- Informal/ Formal Resolution

FORMAL INVESTIGATION

- Notice of Investigation and Allegations
- Interviews
- Evidence Collection
- Draft Report
- Party Review/ Comment
- Follow Up
- Final Report

DECISION-MAKING

- Questioning
- Credibility Assessment
- Determination and Rationale
- Sanctions
- Remedies
- Option for Live Hearing

APPEAL

- Appeal Grounds
- Determination and Rationale

Parties' Rights

- Be accompanied by Advisor of their choice
- Discuss the allegations under investigation without restriction
- Gather and present relevant evidence without restriction
- Inspect and review directly related evidence and investigation report
- Present witnesses
- Present inculpatory and exculpatory evidence
- Receive written detailed Notice of Investigation and Allegations (NOIA)
 - Must include information about the school/district's Title IX Grievance Process
- Receive written notice of the date, time, location, participants, and purpose of interviews or meetings, with sufficient time to prepare

Parent/Guardian Rights

- **Access** their student's education records, including Title IX complaint file
- **Attend** all interviews/meetings/hearings with their student, regardless of whether they are serving as the student's Advisor
- **Make decisions** throughout the Title IX Grievance Process on behalf of their student, such as whether to pursue Informal Resolution
- **Pursue Title IX Grievance Process** on behalf of their student
- **Seek supportive measures** on behalf of their student



Non-Consensual Intimate Imagery

Image-Based Sexual Abuse

- Sharing/threatening to share sexually explicit or intimate images of individuals without their consent
 - Images originally obtained without consent
 - Using hidden cameras
 - Hacking phones
 - Recording sexual assaults
 - Images consensually obtained within the context of a private intimate relationship that are later shared beyond the relationship without consent
 - “Non-consensual pornography”
 - “Revenge porn”



Non-consensual Intimate Imagery (NCII)

- **Authentic NCII:**

- Authentic (i.e., real) sexually explicit, nude, or intimate videos, photos, or audio recordings of an individual,
- distributed without the consent of the individual depicted

- **Synthetic NCII:**

- Videos, photos, or audio representations of an individual that have been digitally manipulated (i.e., faked)
- to depict an individual in a sexually explicit, nude, or intimate manner or saying sexual or explicit words/statements,
- distributed without the consent of the individual depicted

Synthetic NCII depicts sexually related actions or behaviors that never happened, or places identifiable individuals in pornographic, nude, or sexual situations without their consent

Unique Challenges

- **Typically involves:**
 - Perpetrator anonymity/impersonation
 - Conduct outside-of-school control/jurisdiction, including mixed jurisdictional situations
 - Rapid spread and amplification
- Access to appropriate supportive measures and resources
- NCII of individuals under the age of 18 qualifies as Child Sexual Abuse Material (CSAM)



ATIXA's Recommended Best Practices

- Offer specialized training on NCII for Title IX team members, teachers, staff, and administrators
- Develop age-appropriate training and prevention education for students and parents/guardians
- Incorporate trauma-informed practices into response efforts
- Work closely with SROs to appropriately manage NCII depicting minors
 - May qualify as CSAM
 - May trigger additional state law mandatory reporter obligations

First Amendment Protections

First Amendment

- Schools/Districts must implement their Title IX Grievance Process consistent with the First Amendment
- Natural tensions arise between:
 - Free speech and expression
 - Harassment and/or hostile environment claims
- Types of unprotected speech
 - Incitement of disruption and breach of peace
 - Defamation
 - True threat
 - Obscenity



Time, Place, and Manner

- First Amendment rights must be balanced against the school's interest in providing a safe and effective learning environment
- The Supreme Court has allowed certain limitations on students' speech/expression to maintain an educational environment
 - **Time:** schools may limit when speech occurs
 - **Place:** schools can designate certain areas where speech is allowed or restricted
 - **Manner:** schools can regulate how speech is conducted
- Time, place, and manner restrictions must be content-neutral, narrowly tailored to serve a significant interest, and leave open ample alternative channels for communication

Disciplinary Referrals

- Not all behavior will rise to the level of a policy violation
- Policy violations should be routed through student conduct/discipline or human resources with all due process rights intact; can be challenging in mass protest situations
- Behavior that does not substantiate a policy violation can still be addressed
 - Should be non-punitive and voluntary
 - Must not retaliate against any individual for exercising their First Amendment rights
 - May include referral to support services, behavioral intervention and threat assessment, etc.
- In addressing speech/expression that occurs in out-of-school settings, schools/districts must evaluate how the speech/expression impacts and disrupts the education program or mission

Analyzing Speech and Expression: Step 1

ATIXA recommends conducting a three-step analysis of speech related conduct prior to taking action

- **Step 1:** Are there First Amendment implications in the activity or conduct?
 - Does it include any components of “expression”?
 - Does it involve a group activity on school property?
 - Demonstration, protest, walkout, rally, etc.



Analyzing Speech and Expression: Steps 2 and 3

- **Step 2:** Are there any clear exceptions to the First Amendment?
(e.g., unprotected speech)
 - Each potential exception requires an analysis of the specific set of facts presented
 - Exceptions must be applied with caution
- **Step 3:** Analyze the facts identified in Steps 1 and 2 in consideration of the forum (Time, Place, and Manner)
 - Schools can apply a content-neutral time, place, and manner limitation after careful considerations of the facts
 - Document the decision with rationale

Considerations

- When does the school/district policy allow you to restrict speech/expression?
- How does your school/district handle off-site bullying or harassment?
- How does the school/district handle technology-facilitated bullying or harassment?
- In Title IX complaints involving potential First Amendment implications, who will the TIXC consult with, if needed?



Title IX Oversight: Pregnancy and Related Conditions

Pregnancy and Related Conditions

- TIXC is responsible for coordinating and overseeing necessary supportive measures and modifications for those experiencing pregnancy and related conditions
- Schools/Districts should **publicize supports available** for pregnancy and pregnancy-related conditions, including **how to request support**
- **Pregnancy includes:**
 - Pregnancy, childbirth, termination of pregnancy, or lactation
 - Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation
 - Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or their related medical conditions

School/District Obligations

- Allow access to separate and comparable program
- Allow for **voluntary leave of absence**
- Prohibit sex discrimination
- Provide, coordinate, and document **reasonable modifications and supportive measures**
- Provide:
 - Lactation time and space
 - **Grievance procedures** for sex discrimination complaints
 - Comparable treatment to temporary disabilities or conditions

Reasonable Modifications

- Reasonable modifications to **policies, practices, or procedures**
 - Based on individualized needs
 - In consultation with the student and parent/guardian
- Student (or parent/guardian) has discretion to accept or decline a reasonable modification
- **Examples:**
 - Access to online education
 - Breaks during class to express breast milk, breastfeed, eat, or drink
 - Changes to academic schedule
 - Extensions for coursework or rescheduling of tests
 - Intermittent absences to attend medical appointments

Supporting Documentation

- Medical documentation is typically unnecessary to determine reasonable modifications
- Proceeding based on a student's self-attestation of their needs will be the least burdensome for the student and enable the school/district to promptly meet the student's needs
- Should only be required in limited circumstances when:
 - **Necessary** and **reasonable** under the circumstances to determine:
 - Reasonable modifications to offer
 - Other specific actions to take

Certification to Participate

- Must **not** require health care provider or other certification that the student is **physically able to participate** in the program or activity, unless:
 - The certified level of physical ability or health is necessary for participation;
 - The school/district requires such certification of all students participating;
and
 - The information obtained is not used as a basis for pregnancy-related discrimination

Intersection with ADA/504 and IDEA

Key Laws

Americans with
Disabilities Act (ADA)

Section 504 of the
Rehabilitation Act
(Section 504)

Individuals with
Disabilities
Education Act (IDEA)

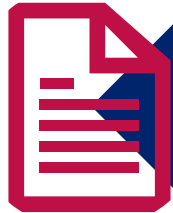
State Laws

Who is a Qualified Individual with a Disability Under Section 504/ADA?



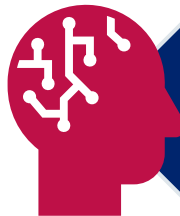
Has a Physical or Mental Impairment

- Which substantially limits one or more major life activities



Record of Having an Impairment

- Mental or physical



Regarded as Having an Impairment

- Mental or physical

IDEA for K-12 Students

Individuals with Disabilities Education Act (IDEA), 1975

- Public K-12 students with disabilities are supported by Section 504, the ADA, and the Individuals with Disabilities Education Act (IDEA)
- Ensures eligible students with a disability receive a **Free Appropriate Public Education (FAPE)** that is tailored to their individual needs and in the **least restrictive environment**
- Provides children with disabilities an **equal education** to students who do not have a disability
- Allocates **funding** to state and local education agencies for **special education and related services** and **early intervention services** for students with specified disabilities

IDEA Framework and Obligations

- IDEA is more comprehensive and prescriptive than ADA and Section 504
- IDEA provides for an **equal outcome**
- IDEA requires school/district to provide an education that is:
 - Consistent with the child's IEP
 - Designed to meet the unique needs of each student
 - Provides access to the general curriculum to meet the challenging expectations established for all children (i.e., grade-level standards)
 - Results in an educational benefit to the child
- Each state has regulations to enact IDEA

IDEA Processes and Procedures

- Typically overseen by district-level person who coordinates Special Education or Special Services
- IDEA requires more specific procedural and due process protections, specifically:
 - Time frames
 - Parent/Guardian participation
 - Documentation
- Eligible students under IDEA must have an Individualized Education Plan (IEP) to meet the unique needs of each child
 - Reviewed on a yearly basis, at a minimum



Student Discipline, Title IX, and IDEA

Title IX Intersection

- **TIXC should consult** with:
 - One or more members of the student's Individualized Education Program (IEP) team;
OR
 - One or more members of the group of persons responsible for the student's placement decision
- TIXC should determine how to comply with the requirements of ADA/IDEA/504 throughout the school/district's Title IX Grievance Process



Title IX Complaints

- Special education disciplinary rules and manifestation determination review apply to all phases of Title IX Grievance Process:
 - Emergency removals
 - Supportive measures
 - Informal Resolution
 - Final determinations and sanctions/remedies
- Special education disciplinary provisions apply for all interim or permanent actions that cause a change in placement for more than 10 days
 - Inherent tension or conflict between IDEA and Title IX

Manifestation Determination Review (MDR)

- If school officials seek to change a student's placement for more than 10 days, the IEP team must review all relevant documentation
 - Emergency removal or supportive measures that necessitate a change in placement
 - Title IX Grievance Process outcome



Emergency Removal or Supportive Measure

MDR for Emergency Removal or Supportive Measures (that may result in a change of placement):

- Focus on **alleged misconduct**
- IEP team determines if the behavior is a manifestation of the disability by asking two questions:
 - Did the behavior have a direct and substantial relationship to the disability?
 - Was the behavior a result of a failure to implement the IEP?
- If the answer to either question is “yes,” then the student returns to the original placement and the IEP team conducts a functional behavioral assessment and implements a behavioral intervention plan
 - Team should also modify the IEP
 - **Does not** impact whether a Title IX investigation proceeds

Investigation Outcomes and MDR

- Focus on **investigation findings**
- IEP team will determine if the behavior is a manifestation of the disability by asking two questions:
 - Did the behavior have a direct and substantial relationship to the disability?
 - Was the behavior a result of a failure to implement the IEP?
- May impact sanctions and/or remedies

Alternative placement and MDRs are appealable under Special Education procedures

Title IX and Athletics

Title IX Athletics' Requirements

Title IX requires a school/district to:

- Provide **equal opportunities** for female and male students to become interscholastic athletes
 - Analyzed by means of a three-part test (“Prongs”)
- Provide **fair treatment of participants** in the overall girls’ program as compared to the overall boys’ program
 - Analyzed according to program components (e.g., the “Laundry List”)

Athletic Oversight

- Oversight of sex discrimination and Title IX program compliance remains **school/district** TIXC's responsibility
- **Athletic Title IX compliance** may be delegated; for most K-12 schools/districts, this will be the school/district athletic director's responsibility
 - There is often a need for comprehensive Title IX training
 - Athletic directors
 - Coaches and trainers
 - School/District administrators

Three-Part Test (1979)

Effective accommodation of interests and abilities

1

Opportunities for boys and girls substantially proportionate to their respective enrollments; **OR**

2

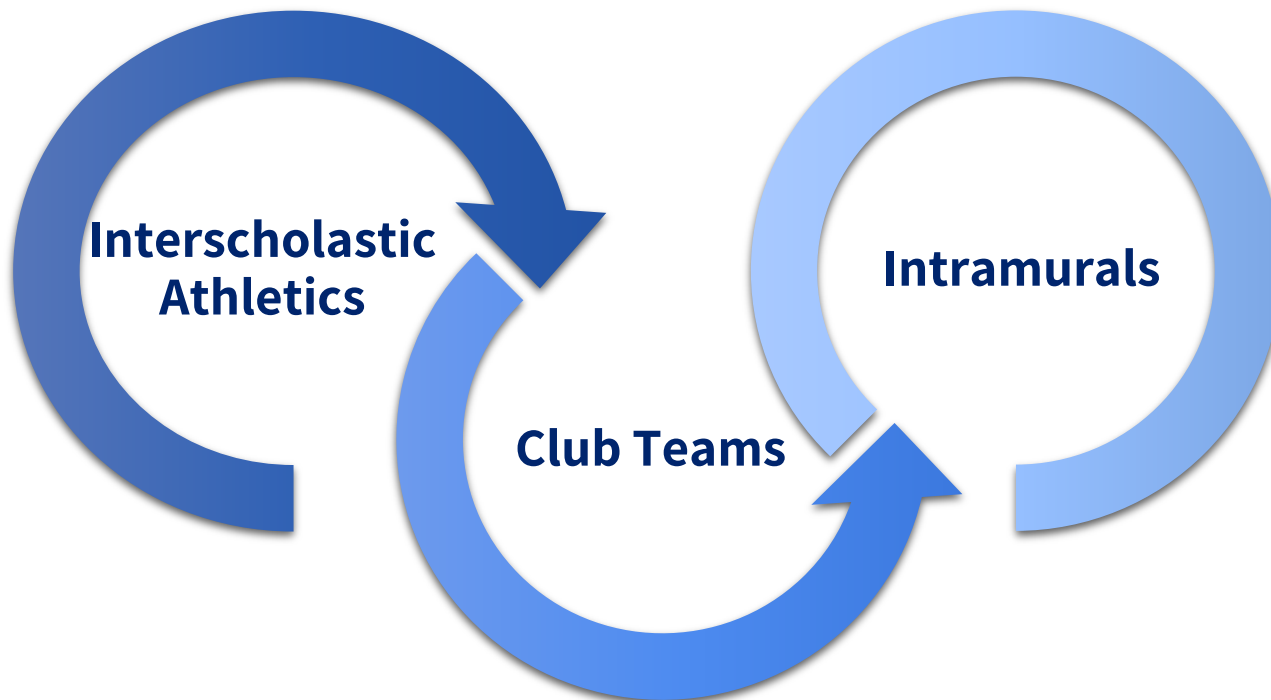
Where one sex has been underrepresented, a history and continuing practice of program expansion responsive to the developing interests and abilities of that sex; **OR**

3

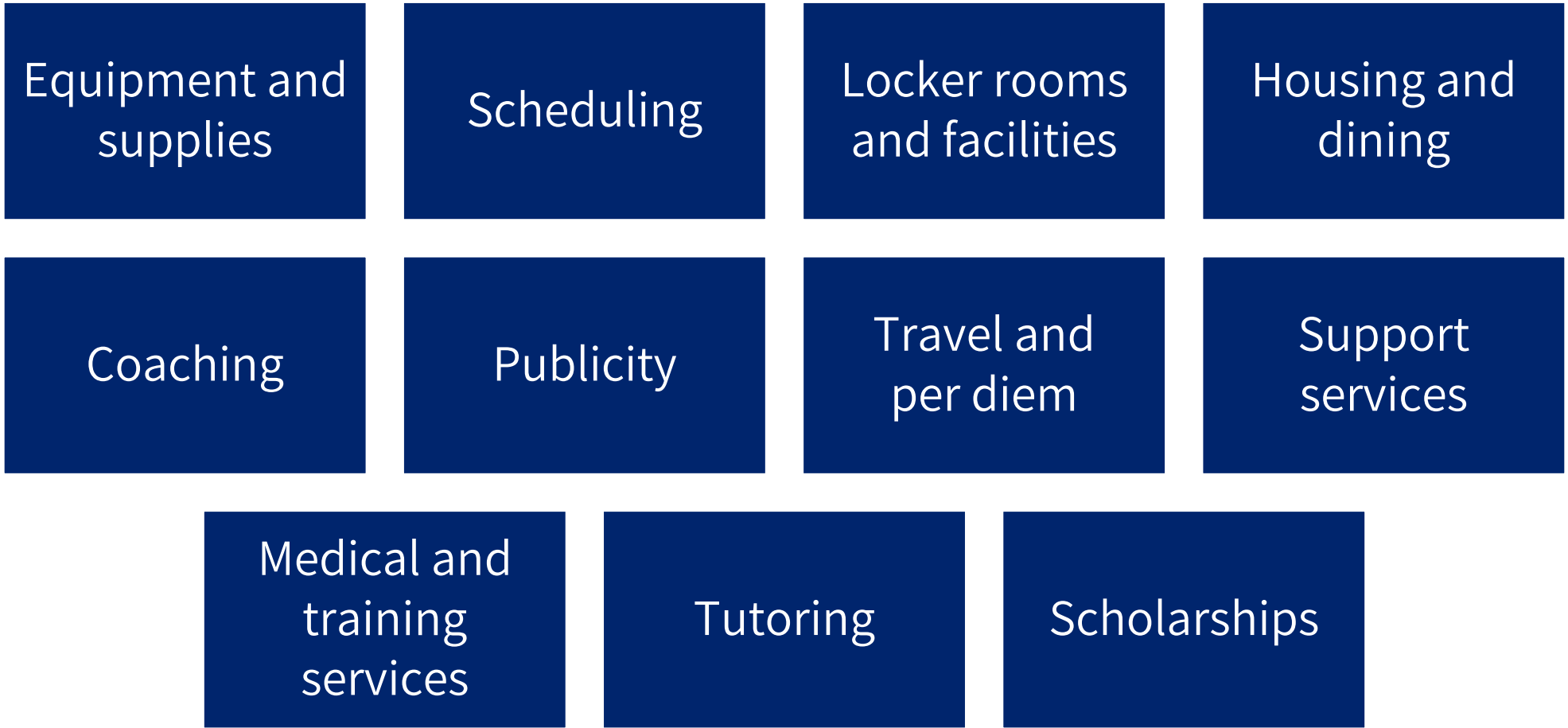
Where one sex is underrepresented and cannot show a continuing practice of program expansion, whether it can be demonstrated that the interests and abilities of that sex have been fully and effectively accommodated by that present program

Three-Part Test, Cont.

Three-Part Test and the 13 program components are typically **not** as problematic for intramurals and clubs because those programs tend to be self-initiated with fewer school/district-provided benefits



Athletic Oversight: Laundry List



Title IX Regulations and Athletics

Title IX Regulations do not require a school/district to:

- Compete at a specific level
- Offer:
 - The same number of teams for boys and girls
 - The same sports for boys and girls
- Provide:
 - The same benefits to boys' and girls' teams in the same sport
 - The same funding to the overall girls' and boys' programs
 - The same funding to boys' and girls' teams for the same sport
 - Specific benefits to teams

Title IX, Pregnancy, and Athletics

- Pregnant student-athletes must be permitted to participate in athletics without restriction or modification (other than restrictions applied to all students)
- Reasonable modifications
- Supportive measures
- Most high school athletics associations have not adopted policies related to pregnancy



Public Notice Requirements

Notice of Nondiscrimination

Schools/Districts must provide notification of nondiscrimination to current and prospective school/district community members, including students, parents/guardians, employees, and union/contract employees

- **Notice must include:**

- Statement that the school/district does not discriminate on the basis of sex and prohibits sex discrimination
- Statement that inquiries about the application of Title IX may be referred to the school/district TIXC, the Department of Education's Office for Civil Rights, or both
- TIXC's name or title, office address, email, and phone number
- How to:
 - Locate the nondiscrimination policy and Grievance Process
 - Report information or make a complaint about conduct that may constitute sex discrimination or sexual harassment

Notice Publication

- Schools/Districts must prominently publish their notice of nondiscrimination
 - All elements must be included on:
 - School/District website
 - Student and Employee Handbooks
 - Announcements, bulletins, and application forms used in connection with student or employee recruitment
 - Due to format or space restrictions, the school/district may include the statement of prohibiting sex discrimination, that individuals may report concerns to the TIXC, and provide the location of the notice on the school/district website
- School/District may not use or distribute a publication stating that it treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX

Compliance Oversight and Assessment

Pattern and Climate Issue Assessment

Complaint closure assessment can assist TIXCs in identifying and monitoring pattern and climate issues:

- Conduct periodic school/district climate surveys
- Establish a system for monitoring future incidents and patterns
- Identify patterns and systemic problems
- Issue school/district-wide policy statements, informational campaigns
- Provide regular training for school/district students, employees, parents/guardians

Compliance Assessment

- **Conduct regular needs assessment**
 - Address areas for improvement
 - Assess resources
 - Barrier analysis
 - Identify strengths and program gaps
- **Identify patterns and systemic problems**
 - Climate assessments
 - Internal reviews/audits/assessments
- Complaint/Investigation debriefing
- Benchmarking



Annual Report

Provide an annual, comprehensive overview of Title IX training and Grievance Process outcomes

- This effort can feel onerous, so it may help to:
 - Allot sufficient time for writing and review
 - Create or follow a template
 - Maintain ongoing tracking and assessment efforts throughout the year
 - Work collectively with an established school assessment group or coalition
- Consider showcasing information that helps tell the full scope of prevention, training, resources, and resolution efforts, both qualitative and quantitative

Assessment Outcome Sharing



Recordkeeping

- School/District must maintain records for a minimum of **seven** years:
 - Sexual harassment and discrimination complaints, including determination, discipline, and/or remedies
 - Appeals and results
 - Rationales for all determinations
 - Informal Resolution
 - Supportive measures
 - Measures taken to preserve/restore access
 - All training materials
- Document how response was **not** deliberately indifferent





Association of
Title IX Administrators

Questions?

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