

DeKalb County School District

Title IX Administrator Quick Sheet

This guide outlines the immediate responsibilities of school administrators under **Board Policy JCAC (Sexual Harassment of Students)** and Federal Title IX regulations.

The Administrator's Protocol

Follow these steps immediately upon receiving a report:

- **Receive:** Listen seriously. Document basic information (who, what, when, where). Do not promise complete confidentiality.
- **RESPOND:** Ensure immediate safety. Address medical needs or contact law enforcement if there is an imminent threat. Contact the Social Worker, Case Manager, or other appropriate staff to provide support. Contact the parent.
- **Refer:** Immediately send the report to the Local School Title IX Coordinator or the District Coordinator at titleixcoordinator@dekalbschoolsga.org for review if you are not sure if the case falls within the Title IX process.
- **Record & Protect:** Begin investigation. Implement supportive measures to maintain a safe environment and prevent retaliation against any party.

Determining Jurisdiction (Board Policy JCAC Scope)

Refer the matter for a Title IX review if the answer is YES to these questions:

1. Is the conduct sex-based (including gender identity, pregnancy, or sexual orientation)?
2. Did it occur in a District program or activity (on campus, field trips, or district-sponsored events)?
3. Is the conduct severe, pervasive, AND objectively offensive, effectively denying the student equal access to education?
4. Is the conduct a Clery Act offense (sexual assault, stalking, or dating/domestic violence)?

Immediate Supportive Measures

Supportive measures are non-punitive, free services provided to both the complainant and respondent to restore access to education.

- **Common Measures:** No-contact directives, safety plans, schedule changes, academic extensions, or increased supervision.
- **Administrative Role:** Help coordinate these measures at the school level and ensure they align with a student's IEP or 504 plan, if applicable.

Critical Prohibitions & Requirements

- **No Independent Discipline:** Local schools cannot discipline or investigate outside the Formal Title IX Grievance Process if the conduct meets Title IX definitions.
- **No Informal Resolution:** Mediation or informal resolution is strictly prohibited in cases where an employee is alleged to have harassed a student.
- **Presumption of Innocence:** The respondent must be presumed not responsible until the formal grievance process is complete and a determination is made.
- **Mandatory Reporting:** All employees are mandatory reporters and must promptly report any information regarding possible sex discrimination to the Title IX Coordinator.

District Contact

Carol Patrick, District Title IX Coordinator
titleixcoordinator@dekalbschoolsga.org
678-676-0503

