

**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