



Violence Prevention

A Toolkit to Help School Districts Create Healthy and Safe Learning Environment



Title IX Checklist for Schools



School District

- ☐ **Has your school published a policy that it does not discriminate on the basis of sex in its education programs and activities?**
 - ☐ Is this policy widely distributed and available on an on-going basis?
- ☐ **Does your district have a strategy, including a communications plan to educate teachers, parents and students on issues related to Title IX? This should include, but is not limited to:**
 - ☐ Communication of Title IX coordinator at each school
 - ☐ Reporting rights for students and parents
 - ☐ Annual communication on policy against sex discrimination
 - ☐ Clear information on how someone can report any misconduct related to Title IX
- ☐ **Has the school adopted or modified policies addressing harassment to address virtual learning?**
 - ☐ Regardless of the form of place of harassment, if the misconduct is impeding on the student's ability to get an education, the school has a responsibility to do something about it.
- ☐ **Does the district have a system in place to monitor and address patterns or systemic problems that become know as a result of Title IX complaints? At the bare minimum, this work must be completed by the Title IX coordinator, but best practice utilizes a team focused on improvement.**
- ☐ **Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence.**
- ☐ **Does the district understand that a criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably?**

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Title IX Coordinator

Every school must designate at least one employee who is responsible for coordinating the school's compliance with Title IX. This person is sometimes referred to as the Title IX coordinator.

- ☐ Does the Title IX coordinator know they hold this role?
- ☐ Do they receive annual training on their role and responsibilities?
- ☐ Do you have a clear understanding of what qualifies the following acts of misconduct under Title IX:
 - ☐ Sexual harassment
 - ☐ Sexual violence
 - ☐ Sex/gender discrimination
- ☐ Are there any differences in how your school defines misconduct in the district Code of Conduct versus how it is defined under Title IX?
- ☐ Schools are required to investigate instances of sexual harassment, violence and gender-based bullying as soon as they become aware of an incident, even if student or parent does not pursue a complaint.
- ☐ Does the district clearly outline interim measures that will be taken for the student(s) while an investigation is ongoing?

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Title IX Parent Rights

- ☐ Are parent rights related to Title IX misconduct posted on the district website, in school buildings, on the district's social media accounts? Does this information get emailed or mailed out to parents on an annual basis?
- ☐ Is the process for filing a complaint with the Office for Civil Rights clearly outlined, including the statute of limitations?

Student Rights

- ☐ Are students' rights prominently displayed throughout the school?
- ☐ Are student rights orally discussed at least once at the beginning of the semester (i.e. during home room at the beginning of each semester)?
- ☐ Do students receive education on sexual harassment and sexual violence, especially as it relates to Title IX?

Staff

- ☐ Is annual training required for staff, school lunch staff and administration on Title IX internal reporting procedures?
- ☐ Do all staff know who the Title IX coordinator is?
- ☐ Do staff have a clear understanding of the difference in Title IX misconduct reporting and Mandated Reporter requirements?

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