

Title IX Checklist

Does your school district comply with these requirements of the U.S. Department of Education?

1. School districts must designate a Title IX Coordinator who ensures that the district complies with Title IX.

	Yes	No	Unsure
A. My school district has a Title IX Coordinator. <i>All school districts must have a designated Title IX Coordinator.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The Title IX Coordinator's name and contact information are readily available. <i>The Title IX coordinator's contact information must be widely distributed and should be easily found on the district's website.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered No or Unsure:

- Write or call the school principal or district superintendent. Explain that the district is required to have a Title IX Coordinator and publicize their contact information.
- Schedule a meeting with the Title IX Coordinator (if there is one). Ask:
 - Who trains the Title IX Coordinator?
 - Who conducts a Title IX investigation? How are they trained?
- If your Title IX Coordinator doesn't have answers, contact the Department of Education in your state.

2. School districts must have comprehensive, easy-to-read policies and procedures about sexual misconduct that are readily accessible to everyone.

	Yes	No	Unsure
1. My school has a policy that addresses sexual harassment and sexual assault that is readily available to all. <i>All school districts must have a readily available nondiscrimination policy that addresses sexual harassment and sexual violence.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The sexual harassment and sexual assault policy is comprehensive and understandable. <i>A good sexual harassment policy:</i> <ul style="list-style-type: none"> • Defines sexual harassment and sexual violence • Explains how to report sexual harassment • Prohibits retaliation against those who report • Instructs how to contact the Title IX Coordinator • Gives options for confidential reporting • Explains how to file a complaint and appeal a decision • Identifies counseling resources available for victims of sexual assault 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered No or Unsure:

- Write to your district’s superintendent and School Board. Explain your concerns (e.g. it’s hard to locate the policy, there is information that is missing or unclear in the existing policy).
- Show the superintendent and school board [this model policy](#).
- Offer to participate in a task force to improve the existing policy.
- If your district is unresponsive to your requests, escalate your concerns to the Department of Education in your state.

3. School districts are expected to train teachers and staff on the district’s sexual harassment and discrimination policies.

	Yes	No	Unsure
1. Teachers and staff are trained on the district’s sexual harassment and Title IX policies. <i>All school district teachers and staff must be knowledgeable about the districts’ sexual harassment and Title IX policies.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers and staff are trained on how to respond to reports of sexual harassment and assault, including sexual harassment of LGBTQ and gender-nonconforming students. <i>Teachers and staff should be knowledgeable about:</i> <ul style="list-style-type: none"> • State mandatory reporting laws • District protocol for responding to reported sexual assault • Responding to reported sexual harassment • Responding to harassment of LGBTQ and gender nonconforming students 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered No or Unsure:

- Contact your district’s Title IX Coordinator (if there is one). Ask:
 - Are staff trained on the district’s Title IX policy? How are they trained.
 - How often does the training occur?
- Write to your district’s superintendent and School Board. Ask:
 - How are staff trained about mandatory reporting laws?
 - What is the district protocol for responding to reported sexual harassment and assault?
 - Do all staff know how to follow the response protocol? How are they trained?
 - Do all staff know how to respond to reported harassment of LGBTQ students? How are they trained?
- Offer to participate in a task force to improve the existing response protocols.
- Suggest outside resources that could improve staff training.
- If your district is unresponsive to your requests, escalate your concerns to the Department of Education in your state.

4. School districts are required to collect data on the incidence of sexual harassment and assault and report it to the federal [Civil Rights Data Collection \(CRDC\)](#).

	Yes	No	Unsure
<p>1. The district compiles sexual assault and harassment incident data and reports to the CRDC. <i>Schools must collect and report sexual harassment and assault data to the CRDC every two years.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. The district should have a process for reviewing its sexual harassment policies to discover and remedy systemic problems of sexual harassment and discrimination. <i>Schools should regularly review their sexual misconduct policies and procedures considering new data and best practices.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered No or Unsure:

- Write to your district’s superintendent and School Board. Ask:
 - Does the district collect sexual harassment and incident data?
 - How is the data collected?
 - How is the data submitted to the CRDC?
 - Does the district make the data available to the community?
 - Does the district update its sexual harassment policies based on the latest data and best practices?
- If your district is unresponsive to your requests, escalate your concerns to the Department of Education in your state.

Review and share these resources on the SSAIS website:

- [Read](#) “Parents: You Can Become the Agent of Change for Title IX Policies in Your Schools.”
- [Watch](#) a Title IX Coordinator take a complaint from a parent.
- [Learn](#) about filing Title IX complaints.
- [Read](#) “How to File a Title IX complaint in K-12 Schools: A Guide for Parents and Guardians.”