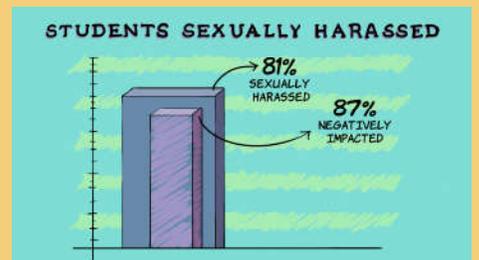


# How to Gather Information About a School District's Title IX Policies



## How to Gather Information About a School District's Title IX Policies

If possible, recruit a group of at least three students and two or three adult allies. Allies may be parents, individuals from local organizations, such as local gender equity groups or sexual assault or domestic violence centers. It's not recommended involving school staff, faculty, or school board members at this point.

Request a thirty or sixty-minute meeting with your school or district's Title IX Coordinator. If your district has no Title IX Coordinator or you receive no response, request a meeting with the school principal.

**Before the meeting**, take the following steps (18 minutes):

- Make sure everyone in your group knows what Title IX is (watch [this clip](#)).
- Watch [this interview](#) with a Title IX Coordinator.
- Read the SSAIS [Title IX Checklist](#).
- Bring a printed copy of the checklist and paper/pencil for each person to take notes. You might ask one team member to take meeting notes with a laptop. Be sure to note the date, time, and location of the meeting. Record the full names of all who attend, including the job titles of the school staff.

**At the meeting**, ask the Title IX Coordinator or principal the following questions. Each person in your group can ask a question, or you might want to select a designated spokesperson.

- What does the district currently do to promote gender equity in the classroom and in school activities?
- Does the school educate students about gender stereotypes and sex discrimination?
- Does the school educate staff on how to treat students compassionately when they report sexual harassment and assault?
- Does the school educate staff on how to handle sexual harassment and/or assault complaints?
- Does the school train staff on how to prevent and address retaliation if it occurs?

Then ask the questions on the [Title IX Checklist](#), taking notes on the answers.

**Your group should meet as soon as possible** following the interview. Find a private place to debrief without school staff present. Discuss your impressions and recollections and summarize them in writing. For example, did the Title IX Coordinator seem knowledgeable of laws and policies and prevention efforts, did they seem interested in your questions, or did they seem defensive, uncomfortable, or eager to end the meeting?

**You may want to make a brief video** describing your experience. You can interview each other or just narrate what you did.

**One member of your group may collect the summaries and videos** and if you like email them individually to SSAIS at [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org). You can attach videos to the email, post to the SSAIS Facebook page, or send via direct, private message at <https://www.facebook.com/stopsexassaultinhighschool>. Please contact us by email if you need a cell phone number to forward a video.

Please contact SSAIS at [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org) if you have any questions, either before getting started or following the interview.

\* \* \*

To further investigate a school district's Title IX compliance, use the [helpful forms](#) on the SSAIS.org website.

To improve Title IX compliance in your school district:

- Share [Ending K-12 Sexual Harassment: A Toolkit for Parents and Allies](#)
- [Read](#) "Parents: You Can Become the Agent of Change for Title IX Policies in Your Schools."
- [Read](#) "How to File a Title IX complaint in K-12 Schools: A Guide for Parents and Guardians."
- [Learn](#) about filing Title IX complaints.

# 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"> <li>• Defines sexual harassment and sexual violence</li> <li>• Explains how to report sexual harassment</li> <li>• Prohibits retaliation against those who report</li> <li>• Instructs how to contact the Title IX Coordinator</li> <li>• Gives options for confidential reporting</li> <li>• Explains how to file a complaint and appeal a decision</li> <li>• Identifies counseling resources available for victims of sexual assault</li> </ul>	<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"> <li>• State mandatory reporting laws</li> <li>• District protocol for responding to reported sexual assault</li> <li>• Responding to reported sexual harassment</li> <li>• Responding to harassment of LGBTQ and gender nonconforming students</li> </ul>	<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
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>	<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.”