

TITLE IX GETTING STARTED CHECKLIST

SUPERINTENDENT AND SCHOOL LEADER DEVELOP:

- Process for responding to sexual harassment
- Process for filing a formal complaint
- Process for responding to formal complaints
- Grievance process
- Appeal process
- Determine the supportive measures the school will use
- If the school will conduct hearings
- Standard of Evidence
- If the school will offer information resolution option

TITLE IX COORDINATOR CONTACT INFORMATION:

- Appoint and authorize a Title IX Coordinator
- Display the Title IX Coordinator's contact information on the school website
- Notify the following groups of the Title IX Coordinator's contact information:
 - Students
 - Parents or Legal Guardians
 - Employees
 - Applicants for Admission and Employment
 - Unions

**The Title IX Coordinator's contact information needs to include name or title, office address, e-mail address, and telephone number.*

TITLE IX PERSONNEL TEAM REQUIREMENTS:

- Appoint a Title IX Personnel Team (Title IX Coordinator, Investigators, Decision-Makers)
- Train the Title IX Personnel Team
 - Definition of Sexual Harassment
 - Scope of school's education program or activity
 - "How to" of school's processes
 - How to serve impartially
 - Confidentiality training
- Train Decision-Makers and Investigators on issues of relevance
- Post materials used to train the Title IX Personnel Team on the school's website