

Title IX Update Checklist

What Should Schools Do Right Away?

- Policy updates
 - Policy 103: Nondiscrimination in School and Classroom Practices
 - Policy 248: Pupil Unlawful Harassment
 - Policy 348: Employee Unlawful Harassment
 - Policy 800: Records Management
- Consider what other school-specific policies/agreements/documents should be revised such as any administrative regulations and the Code of Student Conduct
- Review and update sexual harassment complaint and investigation appeal procedures to ensure they meet the protocols mandated by the regulations
- Update Title IX Coordinator job description
- Conduct faculty and staff training—train these individuals on how to address reports of sexual harassment, on the school’s updated protocols for conducting investigations, and on the school’s chosen standard of evidence
- Notify all staff of the individual acting as the Title IX Coordinator
- Distribute revisions of the updated policies and protocol in advance of the start of the 2020-2021 academic year and the regulations’ effective date of August 14, 2020—clearly communicate them to employees, students, parents, faculty, and staff
- Make all Title IX materials available to the public—ensure that the Title IX Coordinator’s contact information is prominently displayed on the school’s website as well as distributed to students, parents or legal guardians, employees, and prospective students and employees so that any person may report sexual harassment in person, by mail, telephone, or email

What Should Schools Do Over Time?

- Develop templates to be used for providing notice of allegations
- Consider the manner in which the evidence will be provided and how individuals’ privacy will be protected
- Keep this checklist in school’s records to show what it did to comply with new Title IX regulations, how people were trained, etc.**