

Title IX Guidelines for Administrators and Supervisors 10/15/20

- There is now only one Sexual Harassment Policy, HR Policy #4374
 - ✓ Elimination of HR Policy #4375
 - ✓ Elimination of Student Policy #5275
- The new policy states before a formal complaint is filed, individuals who believe they have been sexually harassed are encouraged to talk to a school official and resolve complaints informally.

Administrator/Supervisor Responsibilities

- Send all sexual harassment reports to the Title IX Coordinator (Larry Reznicek)
- A review of the incident will take place. A determination will be made if it is sexual harassment, discrimination, or another violation of policy.
- Administrators/Supervisor will be advised of next steps
 - ✓ Will consider resolving issue with an Informal Process
 - ✓ Notification to complainant by the Title IX Coordinator regarding process
 - ✓ Administrators and Supervisor will be notified a Formal Complaint is being filed
 - ✓ Possible assignment of Investigators

Formal Complaint Process

- Title IX Coordinator will talk with complainant (parents) and an official Complaint Form will be completed.
- Determination of Sexual Harassment
- Offer Supportive Measures
- Assign Investigators
- Complete Investigation Report
- Review by Decision Makers
- Consequences
- Right to a Hearing
- Right to Appeal

