

## Checklist for Evaluating Title IX Policy

This below are questions that can be used to evaluate the content of the District Title IX policy. These questions are organized into the following sections: Content, Dissemination, Training, Implementation, and Action Steps.

### Content of the New Policy

#### *Has the school or district:*

1. Developed a policy that explains what Title IX covers? Yes\_\_\_ No\_\_\_
2. Revised a policy that meets with new Title IX requirements? Yes\_\_\_ No\_\_\_
3. Met with leadership/board to approve policy changes? Yes\_\_\_ No\_\_\_
4. Identified training requirements in the new policy? Yes\_\_\_ No\_\_\_
5. Explained exemptions in the new policy? Yes\_\_\_ No\_\_\_
6. Identified either the “preponderance of evidence: or “clear and convincing evidence” standard, and use it consistently for students and employees? Yes\_\_\_ No\_\_\_
7. Specified jurisdictional issues? Yes\_\_\_ No\_\_\_

### Dissemination of the New Title IX Policy

#### *Does the school or district:*

8. Have the new policy published online prominently? Yes\_\_\_ No\_\_\_
9. Have the new policy described in the Employee Handbook? Yes\_\_\_ No\_\_\_
10. Have the new policy described in Student Handbooks? Yes\_\_\_ No\_\_\_
11. Have the new policy described in Codes of Conduct? Yes\_\_\_ No\_\_\_
12. Communicate what is in the policy to parents/guardians? Yes\_\_\_ No\_\_\_
13. Identify who the Title IX Coordinator is and how to contact that person? Yes\_\_\_ No\_\_\_
14. Have procedures for filing complaints readily available to parents/guardians, students, and school or district employees? Yes\_\_\_ No\_\_\_
15. Have parents/guardians, students, and school or district employees been notified about the procedures? Yes\_\_\_ No\_\_\_
16. Identify implications for overlaps and conflicts with state and local laws? Yes\_\_\_ No\_\_\_

### Training of Staff for Implementation of the New Policy

#### *Does the new policy specify:*

17. Training for Title IX Coordinator? Yes\_\_\_ No\_\_\_
18. Training for the Investigators? Yes\_\_\_ No\_\_\_
19. Training for the Decision Makers? Yes\_\_\_ No\_\_\_
20. Training for Appellate and Formal Resolution Staff? Yes\_\_\_ No\_\_\_
21. Training for Administrators? Yes\_\_\_ No\_\_\_
22. Training for Teachers? Yes\_\_\_ No\_\_\_
23. A list of the key definitions to be used? Yes\_\_\_ No\_\_\_
24. Training for how to conduct hearings? Yes\_\_\_ No\_\_\_
25. Training for how to conduct a grievance process? Yes\_\_\_ No\_\_\_
26. Training for how to use technology to conduct live hearings? Yes\_\_\_ No\_\_\_

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|-----|---|--------|-------|
| 27. | Training for managing questioning process, appeals, and informal resolution?                                      | Yes___ | No___ |
| 28. | Training for how to conduct cross-examinations?   | Yes___ | No___ |
| 29. | Training for writing investigative reports that fairly summarizes relevant evidence—report and rationale writing? | Yes___ | No___ |
| 30. | Training for appropriate staff in definitions of key terms?   | Yes___ | No___ |
| 31. | Where training materials will be posted or available for 7 years?   | Yes___ | No___ |

## Implementation of the New Policy

### *Does the new policy specify:*

- |     |  |        |       |
|-----|--|--------|-------|
| 32. | The role of the Title IX Coordinator?                                      | Yes___ | No___ |
| 33. | The role of Investigators?   | Yes___ | No___ |
| 34. | The role of Decision Makers?   | Yes___ | No___ |
| 35. | Informal Process Facilitators?   | Yes___ | No___ |
| 36. | The role of Appellate and Formal Resolution Staff?                         | Yes___ | No___ |
| 37. | Grievance procedures?  | Yes___ | No___ |
| 38. | Equitable, fair and impartial treatment of all parties?                    | Yes___ | No___ |
| 39. | Strategies for restoring or preserving access to education programs?       | Yes___ | No___ |
| 40. | Enhanced due process protections?  | Yes___ | No___ |
| 41. | The range of disciplinary sanctions that may be imposed?                   | Yes___ | No___ |
| 42. | Due process protections before disciplinary sanctions are imposed?         | Yes___ | No___ |
| 43. | Equitable, fair and impartial grievance procedures?                        | Yes___ | No___ |
| 44. | Requirements for emergency removal of students or employees?               | Yes___ | No___ |
| 45. | Required elements for written determination?                               | Yes___ | No___ |
| 46. | Supportive measures available to all parties?                              | Yes___ | No___ |
| 47. | Requirements for supportive measures (non-punitive, burden, safety, etc.)? | Yes___ | No___ |

## Action Steps

### *Does the new policy specify:*

- |     |  |        |       |
|-----|--|--------|-------|
| 48. | The informal resolution process?                       | Yes___ | No___ |
| 49. | The formal investigation process?                      | Yes___ | No___ |
| 50. | Notice to parties requirements?                        | Yes___ | No___ |
| 51. | Advisor of choice provisions?                          | Yes___ | No___ |
| 52. | The timeline for the investigation process?            | Yes___ | No___ |
| 53. | Opportunities to respond to reports?                   | Yes___ | No___ |
| 54. | Procedures for written notice for delays of good cause | Yes___ | No___ |
| 55. | Required elements for written determination?           | Yes___ | No___ |
| 56. | Responding appropriately in context?                   | Yes___ | No___ |
| 57. | The appeals process?                                   | Yes___ | No___ |