

Title IX Responsibilities for Local School Districts

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*¹

Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Local educational agencies are required to officially designate a Title IX Coordinator, adopt and disseminate a nondiscrimination policy, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities.

Designation of a Coordinator

1. School systems, or other recipients of federal funds (including all public schools, charter schools, and magnet schools), must officially designate at least one professional employee as the Title IX coordinator to oversee compliance efforts and investigate any complaints of sex discrimination.
2. All students, applicants, employees, parents/guardians, and residents must be notified of the names, office address(es), and telephone number(s) of the designated coordinator(s) of Title IX.

Overview of a Title IX Coordinator's Responsibilities

The Title IX Coordinator is responsible for the implementation of Title IX for the school district/agency and for coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The overall responsibility is the prevention of sex discrimination. These responsibilities include monitoring of the ongoing publication of the agency's policy of non-discrimination statement that also includes the Title IX coordinators contact information, assuring dissemination of the grievance procedures, investigating complaints, and continuous monitoring of overall agency activities for compliance with Title IX requirements. The Title IX coordinator should be adequately trained/develop the requisite knowledge required to effectively carry out these responsibilities.

Dissemination of Policy

The school district's policy of nondiscrimination statement must be prominently included in each student handbook, bulletin, catalog, booklet, announcement, brochure, application form, newsletter, or other publication distributed to students, potential students, parents, employees, and any other persons benefiting from the school district's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator must also be included in this announcement. *(All Title IX information should also be made easily accessible on the institution/agency's web site, although this is not specified in the regulation.)*

¹ Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Monitoring Compliance

The local agency Title IX coordinator is responsible to monitor all agency activities for compliance with Title IX and to provide technical assistance to prevent sex discrimination. Major monitoring duties include, but are not limited to, the following:

Admissions: Admissions and Recruitment activities including schools of choice, promotion of agency options, applications, selection processes, and enrollment.

Education Programs and Activities: Housing, Comparable Facilities, Access to Course Offerings, Access to Schools operated by the School District, Counseling and Related Materials, participation in extra-curricular activities, Financial Assistance, Employment Assistance, Health Services and Insurance, Marital/Parental Status, Athletics, and Physical Education.

Employment in Education Programs and Activities: Employment Criteria, Recruitment, Applications, Compensation, Job Classification, Fringe Benefits, Marital or Parental Status, Advertising, and Pre-Employment Activities.

Sexual Harassment: Implementation of policies, investigative procedures, prompt and equitable resolutions, policy publication, complaint procedures.

Grievance Procedures

Official adoption and publication of procedures providing prompt and equitable resolution of student and employee complaints related to Title IX is required. Nondiscrimination policy notices and their attendant Grievance Procedures must be made public and disseminated throughout the educational community. The designated coordinator should oversee the development of the Title IX grievance procedures for students and teachers in cooperation with agency governing body, provide information to student service and human resources staff, give public notice of the grievance procedures, and provide the name and contact information of the agency Title IX coordinator.

Copies of the grievance procedure and any related forms should be available in schools, libraries, and on the agency website for students, parents, or school personnel. The coordinator should assist those alleging harassment or discrimination in filing their grievance and oversee the step-by-step procedure to be sure that time frames are met. The Coordinator is responsible to provide assistance to administrative personnel who need a better understanding of the grievance based on Title IX. The Title IX coordinator is responsible for maintaining records of all grievances filed.

In carrying out this responsibility, the Title IX coordinator may investigate any complaint filed under the institution's grievance procedures. If the Title IX coordinator does not personally conduct the investigation of complaints, she or he should receive information about any grievance filed and the resolution. This will allow the institution to identify any patterns and repeat offenders that may be missed when grievances are handled by several individuals. The coordinator should receive sufficient information throughout the process so that she or he can provide guidance or information to ensure that the institution carries out its responsibilities under Title IX. The Title IX coordinator should also be sufficiently knowledgeable about the

requirements of the regulations to advise the institution about policies and practices, which may violate Title IX.

References

34 CFR Part 106 Nondiscrimination on the Basis of Sex in Educational Programs or Activities Receiving Federal Financial Assistance, Final Rule, October 25, 2006.

Title 34 Education, Subtitle B Regulations of the Offices of the Department of Education, Chapter 1 Office for Civil Rights, Department of Education, part 106.