

Title IX Sexual Harassment Checklist

Office for Civil Rights (OCR) definition of SEXUAL HARASSMENT: Conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive AND objectively offensive that it effectively denies a person equal access to the educational program or activity; or, "Sexual Assault," "Dating Violence," "Domestic Violence" or "Stalking" as defined in the Clery Act.

	Receive report of possible sexual harassment (admin)
	Conduct minimal facts inquiry – who, what, where when (save documentation, notes, and information for District investigator if formal complaint is filed)
	Report to SDPD, School Police, CPS as necessary
	Call or email Title IX office 619-725-7225 to report incident AND consult with Title IX Coordinator for Supportive Measures (approval of Supportive Measures required)
	Immediately implement Supportive Measures - protect all students. Document all Supportive Measures in PowerSchool Log Entries. Keep all relevant documentation and witness statements in site file for three years (plus the current school year).
	Site Administrator (T9 designee) [or under certain circumstances can be the Title IX Coordinator] informs parents of allegations, Supportive Measures, Title IX contact, formal sexual harassment complaint process. Refer complainants to the District's Title IX web site for information, policies and procedures, complaint process, and coordinator contact information.
	<p>YES, the report DOES rise to the level of OCR's Title IX definition of sexual harassment as outlined above.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The alleged incident took place on District campus or in a District program or activity. <input type="checkbox"/> Involves one or more current District student(s). <input type="checkbox"/> Site DOES NOT investigate, site DOES NOT impose consequences Consult with Title IX Coordinator for Supportive Measures for students and next steps; and/or possible EMERGENCY REMOVAL of respondent. <input type="checkbox"/> Parent/guardian may file formal complaint OR Title IX Coordinator may file formal sexual harassment complaint on behalf of the complainant (under certain circumstances). <input type="checkbox"/> EMPLOYEE misconduct is to be reported to Title IX Office and HR. HR will advise on next steps and initiate an investigation protocol and keep Title IX Office informed of progress and outcome.
	<p>NO, the report DOES NOT rise to the level of OCR's Title IX definition of sexual harassment as outlined above.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The alleged incident may be sexual harassment under California law (not Federal Title IX regulations). Proceed under Sexual Harassment Policies, but not the Title IX Sexual Harassment Complaint Procedures. <input type="checkbox"/> Site proceeds with the investigation under appropriate policy (bullying, sexual harassment, staff misconduct, grooming, etc.) and handles report and consequences at site level. <input type="checkbox"/> Consult with Title IX Coordinator on Supportive Measures for students. <input type="checkbox"/> EMPLOYEE misconduct is reported to Title IX Office and HR. HR will advise on next steps and initiate an investigation protocol and keep Title IX Office informed of progress and outcome.

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