

UPDATED: TITLE IX TOOLKIT AND TRAINING FOR K-12 SCHOOL DISTRICTS

On May 6, 2020, the U.S. Department of Education released its final Rules governing how school districts must address allegations of sexual harassment under Title IX of the Education Amendments of 1972 (“Title IX”). The Rules, which went into effect on **August 14, 2020**, require significant revisions to school districts’ policies and grievance procedures, as well as training for district personnel who are involved in the Title IX investigation and grievance process. To assist your school district in implementing the new Rules, our attorneys have developed a Toolkit of required forms and notices for use by districts in processing Title IX sexual harassment reports and complaints. Our team is also offering a comprehensive, three-hour in-service training for your school district Title IX personnel, which can be purchased either a la carte or as part of the Toolkit.

For school districts that previously purchased our Title IX Toolkit, we have updated the Toolkit flowcharts, notices and forms to reflect language and terminology used in the IASB PRESS policies pertaining to the new Title IX regulations that were released in August 2020. We have also added a new notice letter, for use by Title IX decision-makers when forwarding written questions submitted by a party to an opposing party or witness. If your school district previously purchased our Title IX Toolkit, you will receive a link to the updated Toolkit materials from Shari Leming or Carolyn Riehle. If you have any questions about the updated materials, please contact Caroline Roselli at crocelli@robbins-schwartz.com or Emily Bothfeld at ebothfeld@robbins-schwartz.com.

Our updated Title IX Toolkit includes the following:

- Three-Hour Training for School District Title IX Personnel (customized for your school district)
- Title IX Sexual Harassment Screening Flowchart
- Title IX Investigation Process Flowchart
- Notice Letter to Complainant of Policies Applicable to Investigation of Allegations of Sexual Harassment
- Notice Letter to Complainant/Respondent of Complaint Allegations
- Notice Letter to Complainant/Respondent of Dismissal of Allegations
- Notice Letter Regarding Informal Resolution
- Consent to Participate in Informal Resolution
- Resolution Agreement Template
- Notice Letter of Investigative Interview
- Notice Letter to Complainant/Respondent of Investigation Evidence and Right to File Response
- Investigation Report Template
- Notice Letter to Complainant/Respondent of Final Investigation Report and Right to File Response

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- Notice Letter to Complainant/Respondent of Opportunity to Submit Written Questions
- Notice Letter to Party or Witness of Questions Requiring Answers – **NEW**
- Notice Letter to Complainant/Respondent of Exclusion of and Answers to Submitted Questions
- Determination of Responsibility Letter
- Notice Letter to Complainant/Respondent of Appeal
- Appeal Determination Letter

School districts that purchase the Toolkit and are PRESS policy members will also receive a complimentary analysis of the Illinois Association of School Boards PRESS Policies and Procedures pertaining to the new Title IX Regulations once they are released.

We are pleased to offer the Title IX Toolkit on a flat-fee basis with the option to purchase the entire Kit, or to selectively obtain individual items.

For more information on pricing, please see the pricing sheet linked here. You can contact Carolyn Riehle at criehle@robbins-schwartz.com or any Robbins Schwartz attorney, with questions or if your school district is interested in purchasing the Toolkit.