

# **Title IX Roles & Responsibilities**

## **Oologah-Talala Public Schools**

### Assistant Superintendent

- Title IX Role: Title IX Coordinator
- Duties:
  - Coordinates the district's Title IX efforts, including the development, implementation, and monitoring of appropriate policies, procedures, and practices to ensure compliance with federal and state law with regard to sexual misconduct
  - Upon receipt of allegations of sexual harassment, ensures that proper reports are made, including to law enforcement, the Department of Human Services, and the State Department of Education
  - Receives reports/complaints of discrimination and harassment (including sexual assault and sexual harassment) and coordinates the investigation of and effective response to such reports/complaints.
  - Contacts reporting party to explain how to file a formal complaint of sexual harassment, and offers supportive measures to reporting and responding parties
  - Makes jurisdictional determinations when complaints are received
  - Assigns investigators or personally investigates
  - Ensures the grievance procedures are adhered to throughout the investigation, including that proper notices are provided to the parties
  - Offers general guidance throughout the investigation

### School Site Principals, Assistant Principals and Athletic Director

- Title IX Role: Investigators
- Duties:
  - Conduct reliable, prompt and fair investigations of sex and gender-based harassment
  - Identify and interview relevant witnesses
  - Provide appropriate notices in accordance with the Title IX regulations
  - Identify and obtain relevant evidence
  - Provide parties an opportunity to inspect the evidence
  - Write an investigatory report that fairly summarizes the evidence
  - Provide parties the opportunity to review the final investigation report and submit responses
  - Consider responses and determine whether responses should be added to investigation report

## Superintendent

- Title IX Role: Decision-Maker
- Duties:
  - After receipt of investigative report, allows each party to ask questions, in writing, of the other party, and supplies the answers
  - Makes determination whether district policies and code of conduct violated
  - Determines consequences and remedial actions, if necessary
  - Develops written determination and issues to parties in accordance with Title IX regulations

Either one or more of the following (Lower Elementary Principal), (Upper Elementary Principal), (Middle School Principal), (Middle School Asst. Principal), (High School Principal), (High School Asst. Principal), (Athletic Director). The individuals chosen from this list cannot have participated in the specific investigation being appealed.

- Title IX Role: Appeal Decision-Maker
- Duties:
  - Handles appeals submitted by either party
  - Upon receipt of appeal, notifies parties in writing that appeal has been submitted
  - Gives each party a reasonable, equal opportunity to submit a written statement either supporting or challenging appeal
  - Issues written determination