REPORTS AND COMPLAINTS OF SEXUAL HARASSMENT

- 1. Ongoing Requirements for Institutions
 - a. Designate a Title IX Coordinator.
 - b. Ensure the Title IX Coordinator, investigators, decision makersny person designated by the institution to facilitate informal resolutions adequate training to fulfill their roles.
 - c. Post any training materials on the institution's website.
 - d. Provide notification of the Title IX Coordinator's contact info**tion** and Title IX policies on campus and on the institution's website.

2. Informal Complaint or Report

- a. When <u>allegation</u>sof sexual harassmentin connection with an education program or activity are <u>reported</u> to the Title IX coordinator or any other employee who has the authority to institute corrective measures on behalf of the institution (any employee at the Special Schodbs) a formal complaint has not been submitted, this stitution <u>must</u> respond promptly in a manner that isot clearly unreasonable in light of the known circumstances.
- b. Initial fact-finding (not a formal investigation) may be necessary to determine whether the alleged matter occurred in connection with an education program activity and/or constitutes sexual harassment, in addition to determining the necessary facts to offer/provide the requisite supportive measures.
- c. Complainants and respondemts to treated equitably by offering supportive

- 2) Did not occur within an education program or activity.
- d. The **institution may dismiss** a formal complaint or any allegations therein, if **at any time** during the investigation or hearing:
 - 1) **Complainant** notifies Title IX Coordinator in writing that they **would like to withdraw** the formal complaint or any allegations therein;
 - 2) The respondent is no longer an enrolled or employed by, or otherwise affiliated with, the institution (a dismissal for Title IX purposes on these

a.	The institution <u>must</u> ensure any report, informal complaint, or formal complaint processed under BOR Policy 1:17 is documented and that retention of such documentation is completed in accordance with BOR Policy 1:17:C.10.		