

Shelby County Public Schools
Title IX Update
September 9, 2020

Title IX Support

The District's Title IX Coordinator is the Director of Student Services. Allegations involving faculty or other employees should be directed to the Deputy Superintendent and Director of Personnel. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact this person as follows:

1155 Main Street
Shelbyville, KY 40065
(502) 633-2375

Reporting and Investigation Timeline

[Per 09.42811](#)

1. Employees shall notify the victim's Principal who shall notify the Superintendent immediately (cc DSS or Deputy Sup.).
2. Within **24 hours** of receiving a serious allegation of harassment/ discrimination attempts shall be made to contact both the victim and accused.
3. An investigation of allegations will commence as soon as circumstances allow, but not later than **3 School Days** of the complaint.
4. The investigation shall be completed within **30 days**.

New Title IX Policy Updates

Updated Policies

Policy	Description
03.113	Equal Employment Opportunity
03.1621	Title IX Sexual Harassment
03.212	Equal Employment Opportunity
03.2621	Title IX Sexual Harassment
09.13	Equal Education Opportunity
09.428111	Title IX Sexual Harassment

Equal Opportunity Employment (03.113 & 03.212)

--- Discrimination Prohibited---

“As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.”

Certified and Classified Staff (03.1621 & 03.2621)

1. Definitions
2. Parent Rights
3. Segregation of Function/ Conflict of Interest
4. Confidentiality
5. Employees Report
6. False Reports
7. Evidence Summary
8. Retaliation Prohibited

“No District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any Title IX investigation, proceeding, or hearing.”

Equal Educational Opportunity (09.13)

--- Discrimination Prohibited---

“As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.”

Sexual Harassment (09.428111)

1. Definitions
2. Parental Rights Segregation of Function/ Conflict of Interest
3. Confidentiality
4. Employees Shall Report
5. False Reports Prohibited
6. Evidence Summary
7. Retaliation Prohibited

“No District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any Title IX investigation, proceeding, or hearing.”

New Title IX Procedure Updates

Updated Procedures

Procedure	Description
03.1621 AP.2	Title IX Sexual Harassment Grievance Procedures
03.2621 AP.2	Title IX Sexual Harassment Grievance Procedures
09.428111 AP.1	Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination
09.428111 AP.11	Title IX Sexual Harassment Grievance Procedures
09.428111 AP.21	Title IX Sexual Harassment Reporting Form

Staff Grievance Procedures (03.16121 AP. 2 & 03.2621 AP. 2)

“Refer to Procedure 09.428111 area for Title IX Sexual Harassment Notices, Grievance Procedures, and Reporting Forms.”

RELATED PROCEDURES:

03.2621 AP.2; 09.428111 (all procedures)

Notice to Individuals (09.428111 AP. 1)

“This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.”

Grievance Process (09.428111 AP. 11)

THIS PROCEDURE APPLIES TO “TITLE IX SEXUAL HARASSMENT”
UNDER POLICIES 03.1621, 03.2621, AND 09.428111.

1. Reporting
2. Formal Complaint
3. Emergency Removal/ Suspension
4. Employee Suspension
5. Notice to Parties
6. Informal Resolution Process
7. Investigation
8. Determination of Responsibility
9. Remedies, Discipline and Other Actions
10. Appeals
11. Records

Reporting Form (09.428111 AP.21)

New

COMPLAINANT _____
_____ <i>Last Name</i> _____ <i>First Name</i> _____ <i>Middle Initial</i>
STUDENT'S SCHOOL _____ GRADE _____ HOMEROOM/CLASSROOM _____
EMPLOYEE'S WORK SITE _____

INFORMATION CONCERNING SEXUAL HARASSMENT

DATE: _____ TIME: _____ AM PM LOCATION: _____

INDIVIDUAL(S) WHO ALLEGEDLY ENGAGED IN TITLE IX SEXUAL HARASSMENT:

DESCRIPTION OF ALLEGATION: _____

NAME OF PERSON FILLING OUT THIS FORM (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____

Title IX Forms and Resources

1. SCPS Forms

- ❖ [Reporting Form](#)- 09.428111 AP. 21
- ❖ [Resolution Response](#)- 03.162 AP. 23
- ❖ [Witness Disclosure Form](#)- 03.162 AP. 22
- ❖ [Notice To Individuals](#)- 09.428111 AP. 21

2. US Department of Education- Office of Civil Rights

- ❖ (800) 421-3481

3. Kentucky Department of Education

- ❖ (502) 564-3141