

# TITLE IX SJCSD

PROCESSES / PROCEDURES

PRINCIPAL'S MEETING 1.11.24



# AGENDA

**01** TITLE IX REVIEW

**02** SCHOOL-BASED TITLE IX POCS

**03** SJCSD PROCESSES:  
FLOW CHART & CHECKLIST

**04** MICROSOFT FORMS

**05** TEAMS FOLDER

**06** CONCLUSION & QUESTIONS

# TITLE IX REFRESH

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

1.

An employee of the District conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct (“Quid Pro Quo”)

2.

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 recipient’s education program or activity

3.

“Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).



# TITLE IX SCHOOL POCS

#1

PRINCIPAL

#2

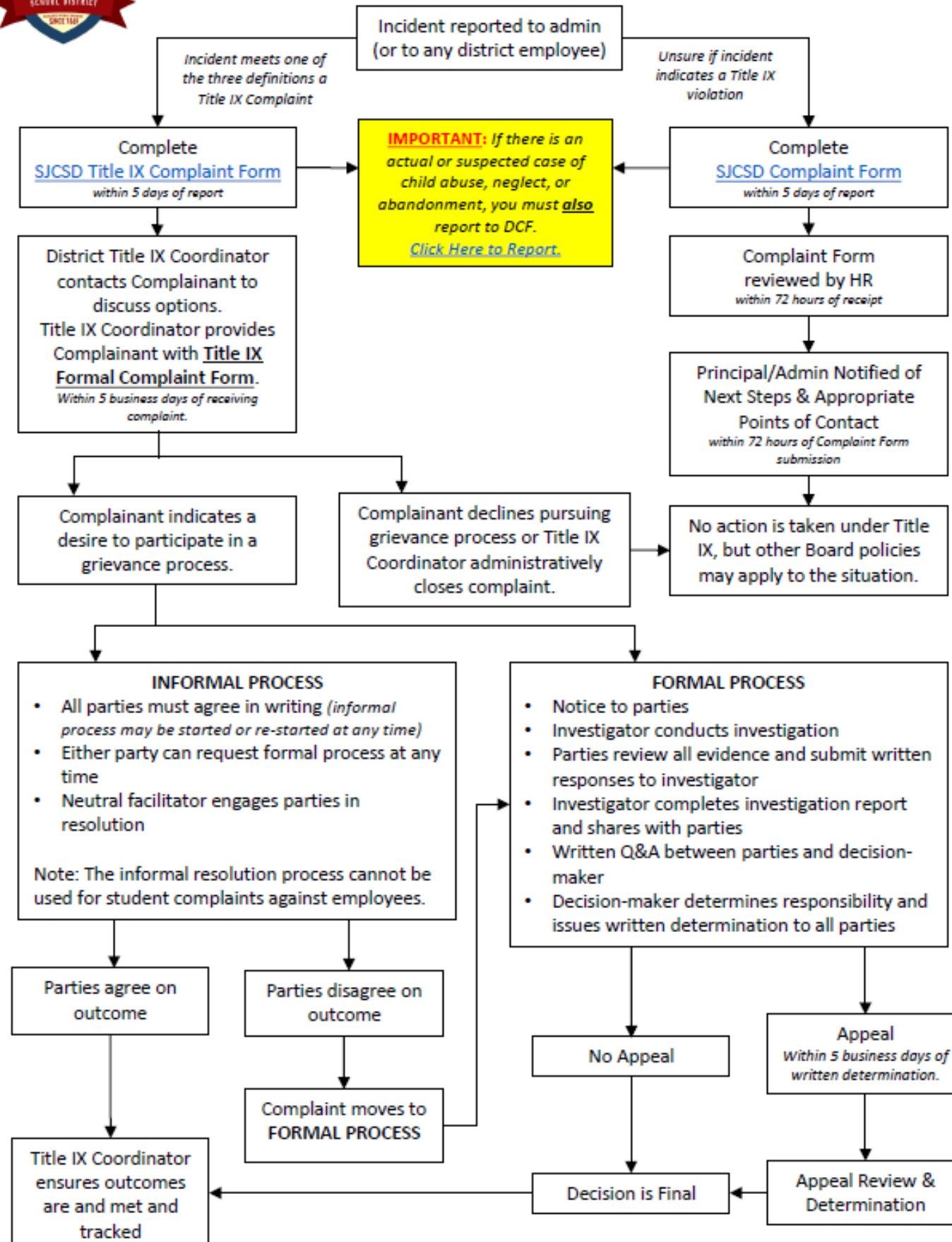
ASST. PRINCIPAL OR  
DESIGNEE

If you are at a school with multiple APs, please submit the name of the person who will be the Title IX Secondary POC to Cynthia Preston and Annie Raynor via email. This information will be posted on the district Title IX webpage.



## SJCSD COMPLAINT RESOLUTION PROCESS

Pursuant to SJCSD School Board Policy 2.16 and Federal Title IX regulations



Updated January 2024



## SJCSD COMPLAINT RESOLUTION CHECKLIST

Pursuant to SJCSD School Board Policy and Federal Title IX regulations

### When to use this checklist:

When receiving a complaint or upon having knowledge of discrimination, harassment, bullying, retaliation, equity concerns, sexual harassment, or denial of equal access with regard to any SJCSD employee or student.

1	<p>If the complainant IS an SJCSD Employee:</p> <p><input type="checkbox"/> Share the <a href="#">SJCSD Title IX Complaint Form</a> or <a href="#">SJCSD Complaint Form</a> with the complainant via email.</p> <p>If the complainant IS NOT an SJCSD Employee:</p> <p><input type="checkbox"/> Share the <a href="#">SJCSD Complaint Form</a> with the complainant via email.</p>
2	<p><input type="checkbox"/> Inform the complainant that if they would like to file a complaint, they must complete the form within 60 days of the alleged incident.</p>
3	<p><input type="checkbox"/> Advise the complainant to immediately report to DCF <u>if the complaint includes an actual or suspected case of child abuse, neglect, or abandonment.</u></p> <p><input type="checkbox"/> File a report with DCF yourself, as you now have knowledge of actual or suspected case of child abuse, neglect, or abandonment.</p> <p><a href="#">REPORT HERE</a> pursuant to Florida Statute §39.201</p>
4	<p><input type="checkbox"/> Complete either the <a href="#">SJCSD Title IX Complaint Form</a> or <a href="#">SJCSD Complaint Form</a> yourself within <b>5 days</b> of receiving the complaint or having knowledge of misconduct. This can be completed with the complainant at the time of complaint, if agreed upon.</p>
5	<p><input type="checkbox"/> Inform the complainant you have documented the concern with Human Resources.</p> <p><input type="checkbox"/> Share the approximate timeline set by school board policy and federal regulations:</p> <ul style="list-style-type: none"><li>Five (5) days for district review by EEO Officer</li><li>30 – 60 days for investigation and determination</li></ul> <p><input type="checkbox"/> Ask the complainant if there are any supportive measures that would help improve the situation. <a href="#">Click Here</a> to see examples of supportive measures.</p>
6	<p>Your complaint form submission from Step 4 will be reviewed within three business days. If you determine that the complaint requires immediate guidance or assistance, please email the Title IX Coordinator, <a href="#">Mrs. Cynthia Preston</a>, and Associate Superintendent of Human Resources, <a href="#">Mr. Wayne King</a>.</p> <p>Please Note: Only contact the Title IX Coordinator and Associate Superintendent of HR <u>after</u> completing the appropriate Microsoft Form.</p>

### Associated School Board Rules:

- 2.16 - [Prohibiting Discrimination, Including Sexual and Other Forms of Harassment](#)
- 2.17 - [Reporting Child Abuse](#)
- 3.21 - [Prohibiting Bullying and Harassment](#)
- 6.102 - [Nondiscrimination in Employment](#)
- 6.51 - [Complaints Against Employees](#)
- 6.53 - [Professional Misconduct Reporting](#)

Revised January 2024



# REPORTING FORMS



## SJCSD COMPLAINT RESOLUTION FORM GUIDANCE

### SJCSD Complaint Form (Internal & External)

- Use when any school board employee has knowledge of or an allegation of **discrimination, harassment, bullying, retaliation, or equity concerns** with regards to a SJCSD employee or student.
- Send the form to the complainant via email with guidance to complete
- Complete the form yourself based on the complaint

[Click Here](#)

### SJCSD Title IX Complaint Form (Internal)

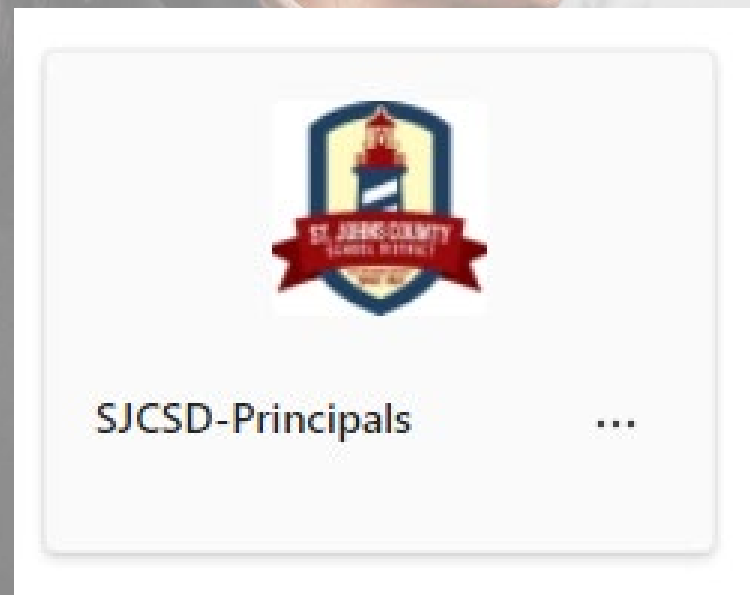
- Use when any **school board employee** has knowledge of or an allegation of **sexual harassment** or claims of a person being **denied equal access** within the school district.
- If the complainant is a school board employee, send the form via email with guidance to complete.
- If the complainant is NOT a school board employee, let them know you will document the concern and there will be follow up within five (5) business days.
- Complete the form yourself based on the complaint.


[Click Here](#)



### SJCSD Title IX Reporting Form (External – Formal Complaint)



- Shared with complainant by the Title IX Coordinator
- Accessible by the public on the Title IX District Webpage


# TITLE IX TEAMS FOLDER





 **General** Posts Files **Plc Notebook**


 **New** 


 Upload 



 Share


 Copy link


 Sync





Documents > General > **Title IX** 


 Name 

 Trainings & PowerPoints

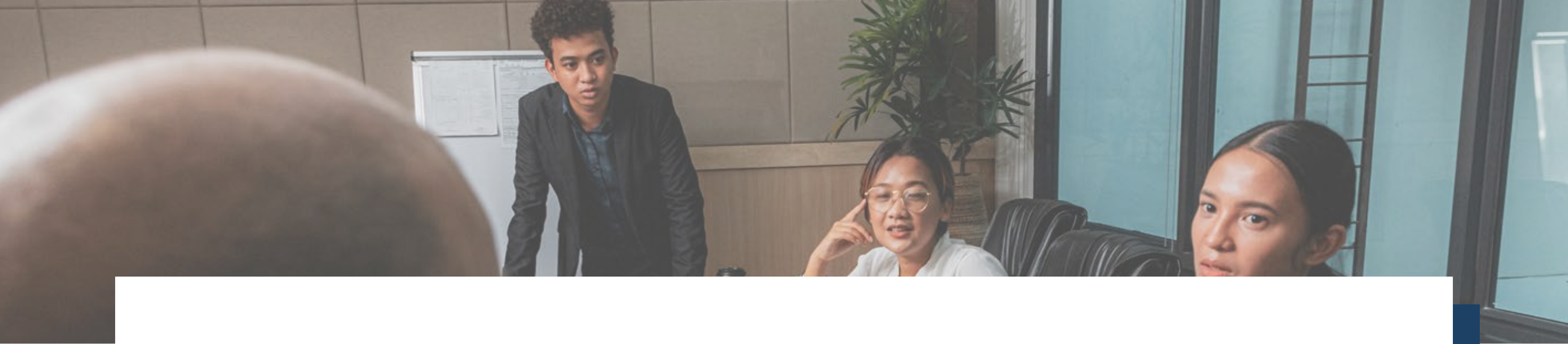
 CHECKLIST - SJCSD Complaint Resolution Checklist.pdf

 FLOWCHART - SJCSD Complaint Resolution Process .pdf

 SJCSD Complaint Forms Guidance.pdf

 SJCSD Supportive Measures Guidance.pdf





# QUESTIONS?

THANK YOU FOR YOUR COMMITMENT TO MAKING ST. JOHN'S COUNTY  
SCHOOL DISTRICT A GREAT PLACE TO WORK AND GO TO SCHOOL!