

Title IX Incident Reporting Procedure For Employees

All Knox County Schools employees are mandatory reporters. This means that if any KCS employee has *actual* or *suspected* knowledge of any harassment or discrimination on the basis of sex, that employee **MUST** report it to the Title IX Coordinator.

Example: Teacher witnesses, hears, or receives report of known or suspected sexual harassment or discrimination. Teacher must submit the report to the Title IX Coordinator via the Title IX Incident Report Form (or other listed method below). The teacher must also satisfy all non-Title IX reporting requirements and procedures that are in place at their school. **This example applies to all KCS employees.**

What is Title IX Sexual Harassment?

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo - an employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
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 District's education program or activity;
3. Dating Violence, Domestic Violence, Sexual Assault, and Stalking.
 - Behaviors that constitute sexual harassment may include, but are not limited to:
 - Sexually suggestive remarks; Verbal harassment or abuse; Sexually suggestive pictures; Sexually suggestive gesturing; Harassing or sexually suggestive or offensive messages which are written and/or electronic; Subtle or direct propositions for sexual favors; and Touching of a sexual nature.

What is Title IX Sex-Based Discrimination?

Sex-based discrimination is unlawful treatment, including harassment and sexual misconduct, toward an individual based on classifications protected by state and federal laws which includes but is not limited to discrimination based on sex, gender identity/expression, sexual orientation, or gender expression.

What About Athletics?

Any Title IX violations regarding KCS Athletics can be reported by following the steps outlined below.

How to File a Title IX Report

To file a Title IX Incident Report, please fill out the [Incident Report Form on the KCS Title IX page](#). This is the preferred method. However, employees can also email a report to the Title IX Coordinator at titleIX@knoxschools.org. Please include all relevant information in your email (relevant information can be found on the incident reporting form). Lastly, employees can contact the Title IX Coordinator via phone at 865-594-1261. If an employee calls, the Title IX Coordinator will request that the employee also submit their report in writing. **Submitting conduct in Aspen does not satisfy an employee's Title IX reporting requirements.** All Title IX reports must be submitted to the Title IX Coordinator within 48 hours of the expressed concern.

If any employee is unsure if a situation warrants a Title IX report, please contact the Title IX Coordinator at 865.594.1261. For more information about KCS and Title IX, please visit <https://www.knoxschools.org/titleix>.