



Educator Self-Advocacy Toolkit

This process is adapted from a teacher ([Tyler Sisco](#)) at Washington HS in KCKPS - KNEA-KCK member.

Sexual Harassment

Most sexual harassment complaints are resolved through a Title IX complaint process. Your district should have a specific policy and process outlined in their school board policies and information should be readily available online. Many schools have a Title IX coordinator at each school, and a head of IX for the overall district. Unless your complaint directly involves your Title IX coordinator, they are the person you should contact about your complaint. If your complaint does involve them, you should go to your district Title IX supervisor, or if that is not available then contact your direct supervisor, union, or superintendent. If your complaint is not taken, you can contact the US Department of Education.

For more information, here's a link to Title IX information from the Department of Education Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/sex.html#:~:text=Top-Does%20Title%20IX%20protect%20only%20students%3F,students%2C%20employees%2C%20and%20applicants>.

Sample Letter

This sample letter is for a district with a policy that requires people to submit their complaint through a meeting with a Title IX coordinator. If your district policy requires you to fill out a form first instead, do that before or instead of writing a letter like this.

Hello, [name of Title IX Coordinator]

First: Introduce yourself

I would like to begin the formal process of reporting a Title IX complaint. Over the last [period of time], [insert name of harasser] has done several things that made me uncomfortable and negatively impacted my work, to the point of me [describe how it negatively impacted you, example:] avoiding certain areas of the building near their classroom, not being comfortable eating lunch in the staff lounge, and not attending athletic events when my students asked me to be there to support them.

Second: Describe your concern, with some details, but you don't need to go into everything. Just say enough to establish that this is a valid claim:

Some of the actions of [insert name] include:

- Saying very descriptive and lengthy things about my appearance, to my face, at work, such as describing how “enchanted” my eyes were for several minutes.
- Making judgments about my relationship with my husband, including implying that I was not being “taken care of” properly and that [insert name] would “take better care” of me.
- Texting another colleague about what I was wearing at parent-teacher conferences, and saying I would look better in a dress that was more revealing and short.
- There are other incidents I would like to detail in the formal complaint process.

Third: Ask about next steps:

I have [briefly list documentation you have, such as emails, screenshots, third-party/witnesses, etc] for many of these incidents, and I can provide copies to you upon request. I would like to know when we can meet to formally begin this complaint process so I can reach a resolution and establish safe boundaries with [insert name] as soon as possible.

Thank you and please advise me on next steps,

[Insert your name and email signature]