



Savannah-Chatham County Public School System  
**APPENDIX B - NOTICE OF FORMAL GRIEVANCE OF  
SEXUAL HARASSMENT**  
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Attention: Please be advised that a formal grievance of sexual harassment has been filed against you.

### 1. Notice of Grievance Process

A full description of the grievance process is found in the District's Sexual Harassment Protocol which is attached hereto. The Sexual Harassment Protocol process includes references to mechanisms for pursuing the informal resolutions of grievances.

### 2. Notice of Allegations

**(1) Names of all known complainants and respondents:**

**(2) The date and location of the conduct alleged to be sexual harassment:**

**(3) A description of the conduct alleged to be sexual harassment:**

**(4) Additional information necessary to provide sufficient notice of the allegations:**

*(Note: In the course of an investigation, if the District decides to investigate allegations of sexual harassment regarding any complainant or respondent not included in this original notice it will provide notice of those additional allegations in writing to the known parties.)*

### 3. Statement Regarding Presumption of Responsibility and Burden of Proof

Respondents in these proceedings are presumed not responsible for any improper conduct alleged in this Notice or in an Supplemental Notice. Responsibility for conduct amounting to sexual harassment is determined at the conclusion of the grievance process.

The burden of proof for establishing responsibility through the formal grievance process is the preponderance of the evidence standard.

### 4. Key Standards for Ensure Fairness and Due Process

The District conducts objective evaluations of all available evidence, both inculpatory and exculpatory, and prohibits credibility determinations based on a party's status as complainant, respondent, or witness.

All individuals with an official role in the grievance process must be trained as required by law. Training materials will be made available on the District's website.

No person acting in an official role in the grievance process shall proceed in that role if they have a conflict of interest for or against any complainant or respondent. Any concern regarding a conflict of interest should be raised in writing with a Title IX Coordinator. Concerns about a conflict of interest attributable to a Title IX Coordinator should be submitted to the Superintendent in a prompt manner.

### 5. Right to an Advisor

The parties to this grievance process have the right to engage an advisor who may be, but is not required to be, an attorney at their own expense.

### 6. Consequences of False Statements

Student parties are on notice of the District's prohibition on "False Reporting" as set forth in District Policy JD. Parties are thereby subject to disciplinary consequences if they make false statements or provide false information in the grievance process.

All District staff are subject to Policy GAM which requires staff members to maintain honest, equitable, and professional relationships with students, parents, and other staff members.

Certified staff who are subject to the Code of Ethics for Educators are required to uphold and adhere the Standard 4: Honesty.

The consequences of dishonesty by staff members include all possible disciplinary actions up to termination for cause.

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Title IX Coordinator, SCPSS

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Date