

## Title IX

**Title IX Liaisons** - School principals serve as local Title IX liaisons for each school. You can report sexual harassment or discrimination based on sex to the school principal, any staff member, or to the district's Title IX Co-coordinator, listed below. You also have the right to file a complaint (see below).

### **Title IX Grievance Policies & Procedures**

**COMPLAINT OPTIONS: DISCRIMINATION BASED ON SEX AND SEXUAL HARASSMENT** If you believe that you or your child have experienced discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. You can report discrimination and discriminatory harassment to any school staff member, the principal (who serves as the Title IX Liaison), or the district's Title IX Co-coordinator listed above.

Before filing a formal complaint, you can seek an informal resolution by discussing your concerns with your child's principal or with the school district's Title IX Co-coordinator. You may also file a formal complaint through the procedures listed below.

**Step 1: Complaint to the School District.** Complete a Title IX Complaint form or write your Complaint. In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place. Send your written complaint—by mail or hand delivery—to the district Co-coordinator.

**Step 2: School District Investigates Your Complaint.** Once the district receives your written complaint, the Co-coordinator will give you a copy of the complaint procedures and make sure a prompt and thorough investigation takes place. A notice of investigation will be provided to involved parties. The respondent will receive a notice of formal allegation. The complaint will be conducted in cooperation with the Human Resource Department if the alleged complainant or respondent is an employee. The investigation may include an interview with the charged party or parties, interviews with witnesses, if any, and an examination of any relevant documents or artifacts. The district Co-coordinator will provide all evidence directly related to the allegations to parties and their advisors for inspection and review within 10 days. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

**Step 3: School District Responds to Your Complaint** In its written response, the district will include a summary of the results of the investigation, notification that the complainant and respondent can appeal this determination, and any corrective measures the district has taken. If the complaint is not resolved at the conclusion of the ten day period or if the complainant or respondent are not satisfied with the resolution of the complaint, the complainant or respondent shall have the right, within five days (5) of receiving a copy of the written response, to have the complaint referred to the superintendent of schools. The superintendent shall have fifteen (15) days to review the complaint and the response of the central office designee and attempt to resolve the complaint. The superintendent shall furnish to the complainant or respondent a written response setting forth either his approval of the action recommended by the central office designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the central office designee and the time frame in which such action shall be taken. If the complainant is dissatisfied with the response of the superintendent, then the complainant and/or respondent shall have the right, within fifteen days (15) of the receipt of the written response of the superintendent, to have the complaint referred to the board of education.

In order to have the board review the superintendent's decision, the complainant and/or respondent must file with the superintendent a written statement setting forth the reasons he or she disagrees with the response of the superintendent and the action the complainant and/or respondent is requesting the

system to take. The complainant and/or respondent shall also include in the written response a request that the complaint be referred to the board of education. Within thirty days (30) of receipt of the written request of the complainant and/or respondent, the superintendent shall present the matter to the board of education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the superintendent, and the response of the complainant and/or respondent. In addition, the board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

If your appeal involves exceptional circumstances that demand a lengthier process, the superintendent will notify you in writing to explain why a time extension is needed and the new date for his written response.

Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is prohibited.

Below is a list of individuals designated to handle inquiries regarding the District's Title IX non-discrimination policies:

**Title IX Co-Coordinator**

Joi Martin  
311 South East St.  
Kingsland, Ga 31548  
[jmartin@camden.k12.ga.us](mailto:jmartin@camden.k12.ga.us)

**Title IX Coordinator for  
Student Services**

Dr. James McCarter  
311 South East St.  
Kingsland, Ga 31548  
[jmccarter@camden.k12.ga.us](mailto:jmccarter@camden.k12.ga.us)

**Other Title IX Complaint Option:**

Office for Civil Rights, Atlanta Office U.S. Department of Education  
61 Forsyth St. SW, Suite 19T70  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406 Fax: 404-974-9471  
E-mail: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)