



Savannah-Chatham County Public School System
**TITLE IX SEXUAL HARASSMENT-
INFORMAL RESOLUTION
NOTICE, REFERRAL & AUTHORIZATION FORM**

The SCCPSS Title IX Coordinator has determined that the Title IX Sexual Harassment Formal Complaint Process in which you are a party is an appropriate matter to refer to the Voluntary Informal Resolution Process.

As part of this Notice, SCCPSS is required to provide notice of the formal allegations at issue in this matter. They are as follows:

You are not required to consent to and authorize an Informal Resolution Process. An Informal Resolution Process will only be initiated if all parties to the Formal Complaint agree to participate.

Each party to the Formal Complaint has the right to withdraw from and terminate an Informal Resolution Process at any time. There is an official Notice of Withdrawal form that any party may use to terminate the Informal Resolution Process. If the Informal Resolution Process is terminated the Formal Complaint Process will resume.

Note that the initiation and continuation of this process requires the approval of SCCPSS. SCCPSS's Title IX Coordinator has the role of formally granting approval. Your receipt of this notice is an indication of SCCPSS's initial approval for you to engage in the Informal Resolution Process. SCCPSS's approval may be withdrawn at any time.

The timelines applicable to the Formal Complaint Process for investigations and hearings are suspended while an Informal Resolution Process is initiated and ongoing.

The Informal Resolution Process is conducted under the direction and authority of an Informal Resolution Facilitator. The Informal Resolution Facilitator will be selected, trained, and paid by SCCPSS.

Preliminary steps will be taken in the training and selection process to ensure that any Informal Resolution Facilitator assigned to a dispute is not laboring under a conflict of interest or improper bias against one of the parties. Challenges to the suitability of any assigned Informal Resolution Facilitator can be raised with SCCPSS's Title IX Coordinator.



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The Informal Resolution Process can be fairly characterized as a form of mediation. It is unique in that it involves the SCCPSS as an administrative actor in the Process.

In some ways this dispute is between the complainant and the respondent. However, Title IX places SCCPSS at the center of the process. SCCPSS is required to respond appropriately to sexual harassment in its educational programs. SCCPSS has certain measures that it cannot take unless the Formal Complaint process is followed. SCCPSS is opposed to allowing individuals who work for SCCPSS and attend SCCPSS schools to violate Title IX with impunity. Therefore, SCCPSS will not agree to resolutions between the complainant and respondent that do not comply with SCCPSS's wider responsibilities under Title IX or other laws, regulations, policies, and mandates. Therefore, SCCPSS reserves the right to approve or reject any resolution agreement generated or tendered through this process if it fails to sufficiently address SCCPSS's requirements, obligations, and needs.

This signed form will be maintained as part of the record in this matter by SCCPSS. Other forms that may be retained are Notice of Withdrawal Forms and the Informal Facilitator's Rules of Engagement.

The only notes that may be retained from this process are those necessary to draft a final resolution agreement if the parties agree to participate in the drafting of a resolution agreement after the conclusion of this Process. The parties should shred, destroy, and delete any other notes they take as part of this process.

By and through my signature below I hereby acknowledge receipt of this Notice.

If I am signing on behalf of a child or a person without the legal capacity to sign on their own behalf, I am representing that I am legally authorized to do so.

Receipt of Notice Acknowledged by:

Name

Date

By initialing the box below, I am indicating whether or not I am willing to participate in an Informal Resolution Process:

☐

I voluntarily agree to participate in the Informal Resolution Process.

☐

I choose not to participate in the Informal Resolution Process.