

Chattooga County Schools

33 Middle School Road
Summerville, Georgia 30747
706-857-3447
706-857-3440 fax

Michelle Helie, Superintendent
Jeremy Heathcock, Asst. Superintendent/Federal Programs
Robert Beach, Chief Academic Officer
Kelli Johnson, Special Education Director

Board Members
Lori Brady (Chair)
Tiffany Lawrence (Vice-Chair)
Eddie Elsberry
Bonnie Fletcher
B.J. Montgomery

Chattooga County Schools Complaint Procedure

Public complaints/concerns to the Chattooga County Board of Education by advisory groups, parents, teachers, or other concerned organization or individuals shall be made in the following manner:

1. The complainant shall file the complaint/concern in writing with the Chattooga County Board of Education through the Superintendent.
2. The complaint shall include the names and addresses of the person(s) or organization(s) initiating the complaint/concern as well as a complete description of any alleged violations.

At the next regularly scheduled Chattooga County Board of Education meeting, a hearing will be conducted providing an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question all parties involved. The Board will issue a decision in writing to all parties concerned within thirty (30) days of the filing of the complaint.

The complainant has the right to appeal the final decision of the Chattooga County Board of Education within thirty (30) days after receipt of the written decision. The appeal shall be addressed to the State Superintendent of Schools in writing, and shall include a copy of the original complaint/concern with the unresolved items clearly stated.

Expect Success

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.



Title IX Sexual Harassment Formal Complaint Form

Pursuant to Policy GAEB, JCAC and GAAA

I am filing this complaint as a (circle one) **Employee, Parent/Guardian, Student, Title IX Coordinator**

Print Submitting Person's Full Name: _____

Mailing Address: _____

Home Phone: _____ Mobile Phone: _____ Email Address: _____

I. If this Complaint is filed on behalf of a Chattooga County Schools (CCS) student, provide the following:

Student's Full Name: _____ Student's Grade: _____

Student's School of Enrollment: _____

Parent/Guardian's Name: _____ Parent/Guardian's Phone Number: _____

II. If this Complaint is filed on behalf of a Chattooga County Schools (CCS) Employee, provide the following:

Employee's Full Name: _____ Title: _____

Employee's Department or Assigned School: _____

III. Carefully read and complete each section.

1. Please state the basis of your complaint for sexual harassment as defined below. In the lined space below, provide the full name of the person(s) who are alleged to have committed the sexual harassment and describe the factual details of your complaint. Be sure to describe the date, time, and location of the harassment, and the identity of all parties involved in the harassment. Attach supporting documentation and additional pages, if necessary.

- "Quid pro quo" harassment (an employee of CCS conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct. Explain in detail.)
- Sexual harassment (unwelcome sex-based conduct that is so severe, persuasive, and objectively offensive that it effectively denies a person equal access to CCS's education programs or activities. Explain in detail.)
- Sexual Assault is an offense defined as rape, fondling, incest or statutory rape; or

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

-
- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

4. Have you informed any other Chattooga County Schools employee of this complaint? If so, identify all persons with whom you have discussed this matter and approximate dates of your prior discussion(s).

5. Please provide a statement of the relief sought by the Complainant (what would you like to happen as a result of your complaint?):

I attest the aforementioned is true and correct to the best of my knowledge. I understand that the district may need to disclose the identity of parties listed in my complaint to complete a required investigation of the allegation(s) of sexual harassment.

By signing below, I am requesting CCS to investigate the allegations of sexual harassment described above.

Submitting Person/Complainant's & Parent Guardian Signature

Date: _____

This form should only be used for complaints alleging sexual harassment as defined by Title IX of the Education Amendment of 1972 (20 U.S.C. 1681). When this form has been completed and signed by you, and then received and noted by the Chattooga County School District, you will be provided with a copy of this form as well as information about the Title IX complaint process. If you require emergency assistance, please contact the appropriate school administrator. CCS's Title IX grievance policy is found in Policy JCAC and GAEB.

***To be completed by Title IX Coordinator**

Complaint taken by:

Print Full Name: _____ **Date:** _____

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.