



Putnam County School District

Title IX Required Notification

Date: _____

To: _____

From Title IX Investigator: _____ Phone: _____

This is to notify you of your rights under the Title IX grievance process. Please review these notices and contact the Title IX Investigator or the District Title IX Coordinator if you have any questions.

- A written notice of the sexual harassment allegations in sufficient detail by including the identities of the involved individuals (if known), the conduct allegedly constituting sexual harassment, and the date and location of the incident (if known) will be provided to all individuals involved in the allegation including parents/guardians and/or advisors.
- The School and District must set reasonable timelines to the grievance process.
- A copy of the Putnam County School Board Grievance Policy can be found on the district website within the non-discrimination statement under Title IX Forms. A copy can also be provided to you upon request.
- The alleged perpetrator is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Generally, no disciplinary action may be taken against an alleged perpetrator until after the grievance process is carried out. The grievance policy must describe the range of possible sanctions or remedies.
- Involved individuals may have an advisor of their choice and may inspect and review evidence once the Investigator has completed their investigation. At that time all statements of the evidence collected may be submitted in writing to the Investigator to be forwarded to the Decision-maker.
- All statements and evidence given by the involved individuals will be under the judgement of the Putnam County School District Student Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. This includes conspiring with others to make false statements or manipulation of evidence.
- PCSD provides an equal opportunity for the involved individuals to present witnesses and other inculpatory and exculpatory evidence.
- The Putnam County School District ensures the burden of proof and the burden of gathering evidence sufficient to reaching a responsibility determination. This is not the burden of the involved individuals or their advisors. This does not prevent or restrict the involved individuals from discussing the allegations under investigation or gathering and presenting relevant evidence constructive to their case.

District Title IX Coordinator Michael Stevens
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200 Reid Street, Palatka FL 32177