

## **Formal Grievance Process**

### **Incident**

- Complaint or notice received

### **Initial Assessment**

*Following a formal complaint*

- Determination of jurisdiction- dismiss complaint if no jurisdiction
- Determination of grounds for dismissal
- Policy violation implicated
- Decision on Informal or Formal Resolution

### **Formal Investigation & Report**

- Notice of allegations to parties
- Identification of witnesses
- Schedule interviews with respondent, complainant, witnesses
- Collect evidence
- Draft investigation report
- Evidence and draft investigation report is shared with parties (delivered simultaneously)
- Parties (complainant and respondent) have 10 days to review report, during which they can:
  - Introduce additional information that would aid in the investigation
  - Propose relevant questions to be asked of either party (complainant and respondent)
  - Any additional information or questions with answers and provided to both parties for review
- Determination of responsibility
  - Decision maker is provided with final report
  - Decision maker reviews all evidence and report to determine responsibility
  - May provide sanctions
  - Implementation of additional remedies for both parties
  - Written outcome and rationale for determination of responsibility
- Appeal
  - Both parties have the right to appeal decisions made

If the parent/ guardian of the complainant agrees to the formal grievance process, complete the following forms (in this order).

**1615-** Intake of Complaint- In writing- Signed by Complainant/ Title IX Lead Contact (TIXLC)

**2508-** Student Bullying, Harassment, Sexual Harassment, and Teen Dating Violence and Abuse Report

**0335** - Student Accident Report

**2663-** Notice of Title IX Allegation

**2509-** Student Investigation Summary

**2597-** Student Investigation Evidence

**2664-** Determination of Responsibility - (Decision maker)