

Informal 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

Informal Resolution

- Voluntary, written consent of the parties and their parent/guardian
- Not require the parties to confront each other or even be present in the same room
- A signed resolution agreement is signed by both parties
- A school, in its discretion can offer and facilitate informal resolution options, such as mediation or restorative justice, or other supportive and safety measures

Grievance process must treat parties “equitably”

- Must be designed to restore or preserve access to education programs
- Must include enhanced due process protections before disciplinary sanctions are imposed

Provided to all parties throughout the process

- Non-disciplinary, non-punitive
- Individualized
- Restore or preserve equal access without unreasonably burdening other party
- Protect safety of parties or environment, or deter sexual Harassment

Informal Grievance Process District Forms

If the parent/ guardian of the complainant does not want to participate in the formal grievance process but wants to proceed with the informal resolution agreement summary, 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 (Make sure you click the appropriate box at the bottom of this form to document parent with withdrew from formal grievance process and have documentation in writing with parent/guardian signature)

0335 - Student Accident Report

2663- Notice of Title IX Allegation

2509- Student Investigation Summary

2597- Student Investigation Evidence

2665- Student Informal Title IX Resolution Agreement Summary

2597- Student Investigation Evidence (attach the 2665 and any other additional documentation)