Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-10 Notice of Availability of Informal Resolution

After a Formal Complaint has been filed but before a determination of responsibility has been made, Districts may, but are not required to, offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student. This notice informs the parties of the availability of informal resolution and additional information about the process.

District letterhead

On [date], the District received a Formal Complaint alleging that [insert name], the Respondent, engaged in sexual harassment in violation of the District's Title IX Sexual Harassment Policy against [insert name], the Complainant. The Formal Complaint alleges that [insert specific allegations].

After a Formal Complaint has been filed but before a determination of responsibility has been made, the Title IX regulations permits the District to offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the Formal Complaint without a full investigation and adjudication under the Title IX grievance process. The informal resolution process is never appropriate to resolve an allegation that an employee sexually harassed a student.

This notice is to inform you of the availability of informal resolution to address the Formal Complaint in this matter and to provide additional information about the process.

During informal resolution, the Title IX Coordinator (or another trained individual designated by the District) will work with the parties to try to facilitate a mutually acceptable resolution of the Formal Complaint. This may involve the use of mediation, restorative justice practices, facilitated discussions, or similar dispute resolution practices, as determined appropriate by the District. If an agreement is reached during informal resolution, it will be reduced to writing and signed by both parties. The parties will be bound by the agreement's terms and precluded from resuming the formal grievance process to address the allegations in the Formal Complaint.

The Complainant and Respondent are not required to participate in informal resolution as a condition of enrollment or employment, continued enrollment or employment, or enjoyment of any other right afforded by the District. The District neither encourages nor discourages the use of informal resolution. Participation in the process is voluntary and both parties must consent in writing to participate in informal resolution. Likewise, either party may withdraw their consent to participate and resume the formal

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grievance process at any time before the parties reach agreement through informal resolution. The decision to participate, not participate, or to terminate an informal resolution once it has started will not be a factor in any determination made by the Decision-Maker as to whether a Title IX policy violation occurred.

Finally, any informal resolution discussions will be kept confidential to the extent permitted by law and may not be introduced as evidence in the formal grievance process should informal resolution be unsuccessful. The District is required, however, to maintain records on any informal resolution and its results, and may share those records as permitted or required by law.

I have read and understand the information above and voluntarily agree to participate in the informal resolution process.

_____
Print Name

_____ _____
Signature of Party Date

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