

MODEL 2024 TITLE IX NOTICE OF INFORMAL RESOLUTION PROCESS

- *At any time prior to determining whether sex discrimination under Title IX occurred, the District may offer to Complainant and Respondent an informal resolution process. The District has discretion whether it is appropriate to offer an informal resolution process.*
- *Informal resolution cannot be offered when a Complaint involves allegations that an employee engaged in sex-based harassment of a student.*
- *Notice must be provided to the parties disclosing certain information (included in the model notice below).*
- *Voluntary, written consent of the parties is required to participate in the informal resolution process.*
- *Note: The Title IX regulations do not specify how notice must be provided. We recommend written notice. PRESS sample policy 2:265 and the corresponding administrative procedures specify that the notice must be in writing.*

[PLACE ON DISTRICT LETTERHEAD]

[Insert Date]

[Insert Name, Address, Email Address]

Re: Notification of Title IX Complaint Informal Resolution Process

Dear *[Name(s)]*:

This letter is to inform you that the parties in the above-referenced matter have expressed interest in participating in the informal resolution process in accordance with Title IX of the *Education Amendments of 1972* and its implementing regulations (34 C.F.R. Part 106), and Board Policy 2:265, *Title IX Grievance Procedure*, and its corresponding administrative procedures.

The Complaint alleges that *[see Notice of Complaint: describe the allegations potentially constituting sex discrimination under Title IX, including the identities of the parties involved in the incident, if known; the conduct alleged to constitute sex discrimination under Title IX; and the date and location of the alleged incident(s), if known]*.

The District will use *[insert the informal resolution process that will be used (e.g., peer mediation, conflict resolution, restorative justice)]* as its informal resolution process. *[Describe all requirements.]* *[Name, title]* will be the informal resolution facilitator.

All parties must agree to participate in the informal resolution process, by providing voluntary, written consent. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and initiate or resume the Grievance Process for the Complaint. *[Describe what information the District will maintain and whether and how the*

District could disclose such information for use in the Grievance Process if initiated or resumed. Consult your Board Attorney.]

If the parties reach an agreement at the conclusion of the informal resolution process, the parties are precluded from initiating or resuming the Title IX Grievance Process arising from the same allegations. The informal resolution agreement is binding only on the parties. The following are potential terms that may be included in an informal resolution agreement: (1) restrictions on contact; and (2) restrictions on the Respondent's participation in one or more of the District's programs or activities or attendance at specific events, including restrictions the District could have imposed as remedies or disciplinary sanctions had the District determined at the conclusion of the Grievance Process that sex discrimination under Title IX occurred.

If you have any questions regarding this matter, please contact me at *[contact information]*. The informal resolution facilitator will contact the parties regarding next steps with the informal resolutions process.

Sincerely,

[Name]

Title IX Coordinator