**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

2663- Notice of Title IX Allegation

2509- Student Investigation Summary

2597- Student Investigation Evidence

2664- Determination of Responsibility - (Decision maker)