

## DISTRICT FORM

### CONSENT TO INFORMAL RESOLUTION

\_\_\_\_\_ Public Schools Policy \_\_\_\_\_ provides that at any time after the filing of a formal complaint, but prior to a determination regarding responsibility, the district may offer an optional informal resolution process. By signing this form, I hereby consent to participating in the Informal Resolution process in an attempt to resolve the allegations contained in the Notice of Investigation dated \_\_\_\_\_.

By signing this document, I acknowledge that I understand that:

- participation in the Informal Resolution process is completely voluntary and that I may withdraw my consent to participate in the process at any time before the signing of a Mutual Resolution Agreement;
- by consenting to participate in the Informal Resolution process I am waiving my right to the Formal Complaint process under district policy \_\_\_\_\_, unless I withdraw from the Informal Resolution process, or the Informal Resolution process concludes without a Mutual Resolution Agreement;
- if the Informal Resolution process fails or is discontinued for any reason, verbal or written statements made by the parties or witnesses during the Informal Resolution process may not be used by the district in any subsequent formal investigation process;
- Informal Resolution may encompass a broad range of conflict resolution strategies to arrive at the Mutual Resolution Agreement, including mediation or restorative justice practices; and
- the Mutual Resolution Agreement may include discipline listed in Policy (STUDENT CODE OF CONDUCT), no contact orders, location restrictions, or education or training.

**By my signature below I attest that I have read this entire form and am agreeing to participate in the Informal Resolution Process. I understand that my continued enrollment is NOT conditioned upon my agreement to participate in the Informal Resolution Process. I understand that by agreeing to participate in the Informal Resolution Process I do NOT waive my right to an Investigation of Sexual Harassment. I understand I can withdraw this agreement at any time.**

Name: \_\_\_\_\_ (Print) \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print) \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

## DISTRICT FORM

### INFORMAL RESOLUTION AGREEMENT

The informal resolution process is a voluntary, structured interaction between involved parties and a facilitator to resolve the allegations after a formal complaint is filed and prior to a final determination of the formal complaint. The informal resolution process is intended to be flexible while also providing for a full range of possible outcomes. This Informal Resolution Agreement (“Agreement”) documents the terms of the informal resolution regarding alleged misconduct under District’s policies. All parties, their parent/guardian (if applicable), and the Title IX Coordinator must accept the terms outlined for the informal resolution to be implemented.

**Respondent:** [Respondent’s Full Name]

**Complainant:** [Complainant’s Full Name]

**Incident Date(s):** [Date(s)]

**Resolution Date:** [Date]

**Allegation(s):** [Insert brief statement of allegations; can be copied from previous notification(s)].

**The parties have agreed to the following specific actions to resolve the allegations:**

1. [Insert specific action steps agreed to by the parties, including any applicable deadlines and/or deliverables.]

**If for any reason any of the terms are not adhered to, the parties agree that the following consequences may apply:**

1. [Insert specific consequences agreed to by the parties, including any applicable timeframes/deadlines and/or deliverables.]

**For the purpose of consideration in the event of any further allegations of misconduct, and/or a student conduct/employee discipline/background check, the Respondent’s record will indicate:**

[Include information regarding whether the Respondent’s record will include a finding of responsibility for one or more policy violation(s) and any additional applicable information.]

**The outcome of this Agreement will be shared with:**

[Indicate the full name and position of any applicable individual (e.g., principal, supervisor, etc.)]

The outcome of this Agreement includes the following additional understandings:

[Indicate any applicable terms of confidentiality, non-disparagement, no-contact agreements or other mutually agreed upon terms].

By signing this Agreement, the parties acknowledge the following:

- Voluntary agreement to the terms of this informal resolution as outlined above.
- Understanding that signing this Agreement means that the District’s formal grievance process will end.
- That they may refuse to sign this Agreement and instead have this matter resolved through the formal grievance process.
- Understanding that the outcome of an informal resolution agreement cannot be appealed.
- Awareness that the District will maintain a record of this Agreement and all associated information in accordance with its policies, regulations, and applicable laws.

**Complainant:**

\_\_\_\_\_  
Complainant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**Respondent:**

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**School/District:**

As the Title IX Coordinator, I have reviewed and approved this Informal Resolution Agreement, which resolves the allegations of sexual harassment set forth above.

\_\_\_\_\_  
Title IX Coordinator Signature

\_\_\_\_\_  
Date

Adopted: January 2024  
Revised: