

ACT REFERRAL CHECKLIST FOR PRINCIPALS AND DIRECTORS

Complete 48 hours prior to desired appointment:

- Is there a safety issue that might necessitate paid leave? If so, call director immediately.
- Do the allegations implicate racial harassment, discrimination, or sexual harassment under Title IX? If so, call OEO immediately.
- Has the principal discussed the need for an ACT appointment with his/her director and gotten the request approved?
- Have you checked the Supervisor Log, spoken with past supervisor, or reviewed paper files to see if any previous disciplinary action has been taken?
- If so, is it logged in the Supervisor Log (especially former written reprimand letters not already in the Supervisor Log)?
- Have all involved parties (complainants, respondents, witnesses, etc.) provided a written statement and been interviewed by admin and/or OEO?
- Have statements by all parties been reviewed by admin and do they clearly respond to the alleged policy violations?
- Are all documents signed and dated? Statements can be typed, but signatures and dates must be handwritten. This is required to preserve the evidentiary value of the documents in the event of a future fair hearing.
- Are admin narratives or statements free of subjective or incendiary language? Just describe behavior; don't comment on it. Don't bring up suspected mental illnesses.
- Is all the documentation uploaded in the Supervisor Log?
- Is all the uploaded material in order (i.e., duplicate letters of reprimand should not be uploaded, duplicate witness statements should not be uploaded, missing signed and dated statements, etc.)
- Has the Director reviewed **all** the documents to ensure the above checklist?
- Is the school/department and director prepared to share proposed disciplinary action to be taken into consideration when the ACT Committee makes a recommendation? At the least, please give ACT your recommendation for one of the following and your rationale for why you'd recommend this outcome:
 - No discipline;
 - Plan of Assistance in performance cases;
 - Verbal Reprimand;
 - Verbal with written confirmation;
 - Written Reprimand;
 - Written Reprimand with unpaid suspension days (1-5);
 - Termination for Cause;