

CCSD Discriminatory Harassment Investigator Checklist

This checklist should be used by the school administrator who is investigating allegations of discriminatory harassment. **Consult the Board policy as you investigate and follow the procedure outlined.** Keep the investigation file separate from personnel or student education files. Use this checklist for both student and employee investigations.

Date of report: _____ Date of incident (if different than reporting date): _____

Time of incident: _____ Location of incident: _____

Complainant: _____ Respondent(s): _____

Investigator: _____ Investigator position: _____

Indicate type incident being investigated: ☐ New Incident ☐ Ongoing Incident (review previous incidents)

Indicate type of alleged harassment being investigated: ☐ Basis of race, color, national origin (Title VI)

☐ Basis of sex, sexual orientation, gender identity (Title XI) ☐ Basis of disability (IDEA/504)

Brief description of incident:

Within 24 hours of reported incident:

☐ Provide initial supportive measures/adult supervision/safety plan for complainant (as needed)

☐ Provided parent/guardian notification for each student involved

☐ Name of parent/guardian notified: _____

☐ Date notified: _____

☐ Time of notification: _____

☐ Manner of notification (call, in person, etc): _____

☐ Notify parents immediately if there are any suicidal ideations

☐ Notified applicable district administrators of incident and consulted on next steps for investigation and support actions

☐ If civil rights violation is possible criminal conduct

☐ notified law enforcement or DCFS (if applicable)

☐ notified complainant of option to contact law enforcement or DCFS (optional)

Within 3 school days of the reported incident: *(Inform individuals being interviewed that to the extent allowed by law, the interviewer shall keep all details of the interview confidential.)*

___/___ Interviewed complainant

___/___ Interviewed parent of complainant (as needed)

___/___ Interviewed respondent(s)

___/___ Interviewed parent of respondent(s) (as needed)

___/___ Interviewed witnesses and gathered witness statements

___/___ Interviewed other school staff or other individuals who may provide additional information (as needed)

___/___ Preserved evidence [video, documents, physical, and electronic] (as needed)

Within 7 school days of reported incident:

___/___ Inform parents of the following:

☐ Results of investigation

☐ Safety measures/supportive measures in place for complainant (as needed)

☐ Disciplinary action/restorative plan imposed on respondent(s) (as needed)

☐ Additional information about the investigation or the resolution consistent with FERPA

☐ If parents of complainant or respondent disagree with resolution, inform parents of appeal options (if available)

___/___ Remedied effects on school environment / workplace (as needed)

___/___ Other recommendations from district administrators completed (if applicable)

___/___ Documented incident summary and disciplinary actions/support measures in PowerSchool