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: _____ Respondents(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