

Student Civil Rights Harassment Investigator Checklist

This checklist is to be used by administrators any time they investigate civil rights discrimination or harassment against a student as described in Nebo School District Policy JDC. **Investigators must carefully follow the investigation procedures outlined in Section 10 of Nebo School District Policy JDC.** The investigation file should be kept separate from personnel or student education files.

Complainant:	Respondent(s):
Check the box(es) to indicate the basis of possible discrimination or harassment: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> Race/Color/National Origin</div> <div style="width: 25%;"><input type="checkbox"/> Sex/Gender</div> <div style="width: 25%;"><input type="checkbox"/> Sexual orientation</div> <div style="width: 25%;"><input type="checkbox"/> Gender identity</div> <div style="width: 25%;"><input type="checkbox"/> Religion</div> <div style="width: 25%;"><input type="checkbox"/> Disability</div> <div style="width: 25%;"><input type="checkbox"/> N/A or none</div> </div>	
Briefly describe the evidence giving rise to this investigation: <div style="height: 40px; border: 1px solid black;"></div>	

Indicate the date on which each step of the investigation is completed:

- _____ First notice of conduct or allegations (8.4.1.)
- _____ Civil Rights Coordinator notified (8.4.1.)
- _____ Provide initial supportive measures (8.4.5.)
- _____ Civil Rights Coordinator meeting with applicable director (8.4.2.)
- _____ Investigator assigned (8.4.3.)
- _____ Create investigation file (electronic and hard copy) (8.4.4.)
- _____ Written complaint received or completed by investigator (8.4.6.)
- _____ Notify law enforcement or DCFS (if applicable) (8.4.7.)
- _____ Notify Complainant of option to contact OCR or law enforcement (optional) (16.)
- _____ Preserve evidence (video, documents, physical and electronic) (8.5.2.)
- _____ Interview Complainant (8.5.1.1.1.)
- _____ Interview Respondent and gather written response (8.5.1.1.3.)
- _____ Interview witnesses and gather written witness statements (8.5.1.1.4.)
- _____ Complete written Report and Decision (8.5.3.)
- _____ Deliver Report and Decision to applicable administrators (8.5.3.2.)
- _____ Document Complaint and student discipline in SIS (8.5.4.)
- _____ Remedy effects on Complainant (if applicable) (11.4.)
- _____ Remedy effects on school environment (if applicable) (11.4.)
- _____ Disciplinary action imposed on Respondent (if applicable) (11.1. and 11.2.)
- _____ Other recommendations completed (if applicable)
- _____ Investigation Closed