



## BULLYING, DISCRIMINATION, AND HARASSMENT INVESTIGATION CHECKLIST

This checklist is to be used by school administrators and department supervisors any time they are involved with conducting an investigation concerning bullying, hazing, retaliation, discrimination, harassment, or sexual harassment against a student as described in Nebo School District Policies JDC, JDD/GBEA, and/or JD. **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.

Victim(s):		Respondent(s):	
Check the box(es) to indicate the type of alleged conduct being investigated:			
<input type="checkbox"/> Bullying/Cyber-Bullying <input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment <input type="checkbox"/> Hazing <input type="checkbox"/> Retaliation			
Check the box(es) to indicate the basis of possible discrimination or harassment:			
<input type="checkbox"/> Race/Color/National Origin <input type="checkbox"/> Sex/Gender <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> N/A or None			
Briefly describe the evidence giving rise to this investigation:			

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

- \_\_\_\_\_ Investigation File Created (electronic and hard copy)
- \_\_\_\_\_ Victim notified of option to contact OCR/law enforcement
- \_\_\_\_\_ Coordinator of Student Services Notified (copy of Complaint Form to Coordinator)
- \_\_\_\_\_ Video, Documents, and Other Physical Evidence Identified and Preserved
- \_\_\_\_\_ Student Victim Interviewed / Complaint Form Received
- \_\_\_\_\_ Respondent Interviewed / Written Response Received
- \_\_\_\_\_ Witnesses Interviewed / Witness Statement Forms Received
- \_\_\_\_\_ Investigation Report Completed (findings of fact, conclusions, determination of policy violations - NSD Policies #JDC, JDD/GBEA, and/or JD, and recommendations)
- \_\_\_\_\_ Copies of Investigation Report Provided to Coordinator of Student Services, Victim, and Respondent (revised and redacted as legally appropriate and necessary)
- \_\_\_\_\_ Complaint and Student Discipline Documented on SIS (consistent with CRDC)
- \_\_\_\_\_ Effects on Victim Remedied (if applicable)
- \_\_\_\_\_ Effects on School Environment Remedied (if applicable)
- \_\_\_\_\_ Disciplinary Action Imposed on Respondent (if applicable)
- \_\_\_\_\_ Other Recommendations Completed (if applicable)
- \_\_\_\_\_ Investigation Closed