

**Bullying, Hazing, Abusive Conduct & Retaliation**

**Investigator Checklist**

This checklist should be used by the investigator who is investigating allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation under Nebo School District Policy JDD/GBEA, *Prohibition of Bullying, Hazing, and Retaliation*. **Consult the policy as you investigate and follow the procedures as outlined**. Keep the investigation file separate from personnel or student education files. Use this checklist for both student and employee investigations under Policy JDD/GBEA.

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| --- | --- | --- | --- |
| **Complainant:** | Enter name | **Respondent(s):** | Enter name |
| Check the box(es) to indicate the type of alleged conduct being investigated: |
| [ ]  Abusive Conduct | [ ]  Bullying | [ ]  Cyber-Bullying | [ ]  Hazing | [ ]  Retaliation |
| **Briefly describe the incident(s) and evidence giving rise to this investigation:**Describe incident |

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

|  |  |
| --- | --- |
| Date | Received notice of conduct or allegations (§5.3.1.) |
| Date | Provided parent/guardian notification for each student involved (bullying, cyber-bullying, hazing, abusive conduct, retaliation, or suicide threat (§6) |
| Date | Notified applicable district administrators (director, human resources, civil rights, special education, etc.) (§5.3.2.) |
| Date | Provided supportive measures / safety plan (if applicable) (§5.3.5.) |
| Date | Placed respondent(s) on administrative leave (if employee, as applicable) |
| Date | Investigator(s) assigned |
| Date | Created investigation file (electronic and hard copy) (§5.3.4.) |
| Date | Written complaint received or completed by investigator (§5.3.6.) |
| Date | If “hazing” or other possible criminal conduct, notified law enforcement or DCFS (if applicable) (§2.4.) |
| Date | If “hazing” or other possible criminal conduct, notified complainant of option to contact law enforcement or DCFS (optional) (§2.4.) |
| Date | Preserved evidence (video, documents, physical, and electronic) (§5.4.2.) |
| Date | Interviewed complainant (§5.4.1.1.1.) |
| Date | Interviewed parent of complainant (optional) (§5.4.1.2.3.) |
| Date | Interviewed respondent(s) and gathered written response(s) (§5.4.1.1.3.) |
| Date | Interviewed parent of respondent(s) (optional) (§5.4.1.2.4.) |
| Date | Interviewed witnesses and gathered written witness statements (§5.4.1.2.1.) |
| Date | Interviewed other school staff (optional) (§5.4.1.2.5. / §5.4.1.2.6.) |
| Date | Completed written *Investigation Report and Decision* (§5.5.) |
| Date | Written notice of investigation outcome sent to parties (§5.6.) |
| Date | Delivered *Investigation Report and Decision* to applicable administrators |
| Date | Documented complaint and disciplinary action in SIS (if student) |
| Date | Remedied effects on complainant (if applicable) (§8.) |
| Date | Disciplinary action imposed on respondent(s) (if applicable) (§7.) |
| Date | Remedied effects on school environment / workplace (if applicable) |
| Date | Other recommendations completed (if applicable) |
| Date | Investigation closed |