

411.2 EXHIBIT 1: STUDENT HARASSMENT AND/OR BULLYING COMPLAINT INVESTIGATION/DETERMINATION CHECKLIST

I. Notice of Harassment and/or Bullying

A. If a formal complaint is filed

- Review appropriate policy with complainant;
- Advise complainant of investigation procedure and timelines (15 days to complete investigation);
- Review complaint for completeness;
 - ✓ Make sure complaint lists names of witnesses
 - ✓ Make sure complaint includes specifics - who, what, when, where, why, how, how often.
 - ✓ Make sure there is a signature

B. Parents of charged party and complainant

- Notify and provide policy; and,
- If feasible, ask parents for relevant information (treat them as a witness). If they do not have firsthand information, they may still be able to comment on signs that complainant is being affected by harassing and/or bullying behavior or may be able to shed light on charged party's role in the matter.

C. Receipt of informal complaint by victim or third party

- Review harassment and/or bullying policy with complainant;
- Inform complainant of formal complaint process and that regardless of whether formal complaint is filed, investigation will take place; and,
- If a formal complaint is not filed, still address the matter and assign consequences for any confirmed misbehavior.

II. The Investigation

A. Interviewing the complainant/alleged victim

- Review each allegation and ask for more detail if needed;
- Inform what the next steps will be (meeting with witnesses, charged party, perhaps interviewing the complainant again);
- Reinforce the need for confidentiality; and,
- Advise complainant/alleged victim to report any subsequent relevant events.

B. Interviewing witnesses (if necessary)

- Using the statement form, have witnesses write out what they have witnessed with regard to the allegations of the complainant;

- Ask for more detail if needed;
- Reinforce the need for confidentiality; and,
- Advise witness to report any subsequent relevant events.

C. Interviewing charged party (ask parents to participate if feasible)

- Inform of allegations and review policy;
- Inform of need to investigate but remain neutral;
- Present each detail of allegation and get admission or denial;
- For each admission, ask why;
- For each denial, ask why or what might be complainant's motive;
- Offer opportunity for a written statement and follow guidelines under interviewing complainant;
- Inform of need for confidentiality and of relevant timelines;
- State that retaliation will not be tolerated and could lead to greater disciplinary consequences; and,
- If the charged party identifies witnesses, repeat the process for interviewing witnesses.

III. Determination

- Complete disposition form;
- Contact parties and parents regarding determination;
- If there is a violation of the harassment and/or bullying policy or if there is misconduct even if it doesn't rise to the level of harassment and/or bullying, take corrective action (possibilities include: restorative justice, separation of complainant and charged party, school psychologist/counselor/ social worker intervention, restrictions on freedom of movement, discipline [up to and including expulsion depending on the severity], referral to police if criminal);
- Advise parties regarding the right to appeal the decision and the appropriate timeline (20 days);
- Route copies of forms as required by Exhibits 2 and 4; and,
- Apprise other agencies and individuals who have a need to know.

Approved by the Board of Education on November 15, 2010.