

# Investigation Checklist

## Pre-Investigation Procedures:

DID YOU:

- Address the needs of victims and ensure victim(s)' immediate safety and emotional well-being?
- Contact parents as soon as reasonably practical, but no later than the end of the day?
- Ask the parent/student if he/she would like to file an official written complaint of bullying/harassment with the school? (Document if parent/student declines to file formal complaint)
- Determine whether the reported act is criminal, and if so, contact law enforcement?
- Determine whether the reported act has Title IX or civil rights implications, and if so, contact the Title IX Coordinator or other Director of Equity?
- Consider whether interim measures need to be taken to protect all parties?
- Consider trauma informed practices when dealing with all parties?
- Contact supervisor if the allegation is objectively severe?

## Investigation Procedures

DID YOU:

- Gather** videos, documents, and other physical evidence (including text messages, snapchats, and whatever else the complainant provides to you)?
- Interview** the person reporting and take detailed notes and/or a statement from the person?
- Interview** the victim (not always the same person) and take detailed notes and/or a statement?
- Interview** the responding party and take detailed notes and/or a statement?
- Interview** all witnesses and take detailed notes and/or a statement?
- Ask all** interviewees for names of persons with information about the incident?
- Review all written statements** and compare them to verbal statements to ensure consistency?
- Review** all statements and evidence and determine if there is anyone else to follow up with?

## Post-Investigation Procedures

DID YOU:

- Document and/or create a report of some kind?
- Contact parents about outcome of investigation?
- If an official written complaint submitted, redact names of all students and offer written report to parents of both complainant and responding party?
- Remedy the effects of the complaint: follow-up with Complainant/Target and offer continued support? If necessary, implement a Safety Plan.
- Remedy any negative effects on the school environment?
- Impose disciplinary action on responding party (if applicable) or impose restorative justice practices?
- Other recommendations completed?
- Ensure complainant of the right to contact OCR or law enforcement if the victim believes the complaint is a civil rights violation and/or a criminal act and not resolved satisfactorily?