



Check (all applicable): Harassment____ Intimidation____ Bullying____ Hazing____

School Administration Steps:

Date Completed: _____

1. Complaint received from victim or third party
2. Document the complaint using *Form JICK-E1* and send to the Department of Safety and Security
3. Conduct background checks on complainant and alleged perpetrator using school files or personnel files
4. Review board policy and regulations
5. Interview complainant using interview checklist and interview *Forms JICK-E2 and JICK-E3*
6. Review proposed investigation plan with Title IV Coordinator
7. If the complainant alleges that a hostile environment is the problem, begin an environmental scan
8. Interview alleged victim and alleged perpetrator
9. Interview witnesses
10. Evaluate the case to determine existence of harassment (quid pro quo or hostile environment)
11. Generate investigator report with recommendation for action (or non-action)
12. Formally process consequence which has been recommended for action (or non-action)
13. Notify complainant and alleged perpetrator regarding the conclusion of the investigation
14. Continue to monitor the situation and setting
15. Submit forms to the Department of Safety and Security

Department of Safety and Security:

1. Review all completed forms JICK-E1, JICK-E2, and JICK-E3
2. Send copy to Human Resources (if appropriate) for district record