

April 10, 2018

DOCUMENTATION OF DISCRIMINATION AND HARASSMENT REPORTS  
INVOLVING STUDENTS

Review From Title IX Training and Administrators Tool Kit

- Listen carefully to the report, and document the information you received from the reporting party

Who reported, who is the “complainant(s),” who is the “respondent(s),” who are the witnesses?

- o What did they say happened?
- o Where did the incident take place? Was there any link to the educational setting?
- o When was the report made to you, when did the incident take place?
- o Why are they reporting to you; did they explain any actions they want?
- o How are the complainant(s) and respondent(s) handling themselves after the incident, if that is described?
- Within one school day of receiving the report, create a “ticket” in ROOTS and follow the instructions
- If the report constitutes reasonable suspicion of child abuse or neglect, make your initial telephone report as soon as practicable and make your written report within 36 hours of knowing or observing the incident. (See BP 5141.4)
- Start a confidential paper file at the school site
- If the person who reported to you was not the complainant (that is, the person allegedly affected by the misconduct), interview the complainant as soon as possible to gather the basic facts outlined above.
- Talk to the District Compliance Officer (“DCO”) and determine if Principal/designee will conduct a meeting with the student and/or parent/guardian to describe options to pursue a report or complaint.
- Talk to the DCO if your initial fact-gathering raises complex issues for you, including:
  - o There may be a reason not to include parents in follow-up discussions.
  - o The complaint involves an employee.
  - o The complaint includes allegations against you or the administration, such that there may be a conflict if you are managing the investigation.
  - o Discuss any student request and/or other significant reason not to notify parent/guardian with DCO.

