

# INVESTIGATIVE REPORT

Both the Complainant and Respondent should be afforded the opportunity to review all relevant, permissible evidence and provide their feedback before this report is finalized. This investigative report must be made available to both the Complainant and Respondent.

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## **CASE INFORMATION** (Please Print)

Case Number: \_\_\_\_\_

Complainant: \_\_\_\_\_

Campus: \_\_\_\_\_

Respondent: \_\_\_\_\_

Campus: \_\_\_\_\_

### **Type of Complaint:**

*Discrimination based on: (Check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Sex Discrimination             |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Dating Violence                |
| <input type="checkbox"/> Disability      | <input type="checkbox"/> Domestic Violence              |
| <input type="checkbox"/> Religion        | <input type="checkbox"/> Sexual Assault                 |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Stalking                       |
| <input type="checkbox"/> Age             | <input type="checkbox"/> Sex Characteristics            |
| <input type="checkbox"/> Retaliation     | <input type="checkbox"/> Sex Stereotypes                |
| <input type="checkbox"/> Other           | <input type="checkbox"/> Pregnancy                      |
|  | <input type="checkbox"/> Hostile Environment Harassment |
|  | <input type="checkbox"/> Quid Pro Quo Harassment        |
|  | <input type="checkbox"/> Gender Identity                |
|  | <input type="checkbox"/> Sexual Orientation             |

*If other:* \_\_\_\_\_

## **SPECIFIC ALLEGATIONS**

*Identify the allegations potentially constituting discrimination:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **[OPTIONAL] PROCEDURAL STEPS**

Describe the procedural steps taken from the receipt of the Complaint to date:

- *A report of alleged discrimination was received by the District official's office on [date]*
- *The alleged victim was contacted by the District official's office and provided with information about the grievance procedure and supportive measures*
- *A complaint was initiated on [date]*
- *The District official provided the Complainant and Respondent with written notice of their rights in the grievance process and information about the availability of supportive*



measures.

- The following supportive measures were implemented: \_\_\_\_\_
- Campus administration and the District official made a determination regarding Emergency Removal of the Respondent. **[or]** District official and Human Resources made a determination regarding Administrative Leave for the Respondent.
- The District official appointed the undersigned as the investigator for the Complaint [NAME] (if applicable).
- The District reviewed the Complaint and relevant district policy and student code of conduct provisions beginning [date].
- The District interviewed the Complainant on [date].
- The District interviewed witnesses provided by Complainant on [dates].
- The District interviewed the Respondent on [date].
- The District interviewed witnesses provided by the Respondent on [dates].
- The District [add other steps taken during investigation—review of physical evidence, location].
- The parties were given the opportunity to submit evidence, which was reviewed by the District.
- The District completed secondary interviews with Complainants, witnesses, additional witnesses, or Respondent.
- The parties were given the opportunity to inspect and review relevant, permissible evidence or provided an accurate description of that evidence and submit a written response.
- The parties did/did not submit written responses that were considered by the District.

#### **[OPTIONAL] SUMMARY OF EVIDENCE AND FINDINGS OF FACT**

- I. Factual information about the parties
- II. The allegations in the Complaint
- III. Timeline/dates
- IV. Relevant sections of board policy and the student of code of conduct
- V. Whether a CPS report was necessary
- VI. Whether there is a related criminal/juvenile investigation
- VII. Evidence from witnesses
- VIII. Physical or other evidence
- IX. Consideration of written responses to evidence.
- X. Findings of Fact

#### **DETERMINATION WHETHER SEX DISCRIMINATION OCCURRED AND RATIONALE**

Based on a preponderance of the evidence, it is determined that:

- I. Allegation 1 [Fully listed]
  - a. The Respondent has been determined to have/have not engaged in discrimination ...
  - b. The reasoning for the finding. . .



- II. Allegation 2 [Fully listed]
  - a. The Respondent has been determined to have/have not engaged in discrimination
  - b. The reasoning for the finding. . .
- III. Allegation 3 [Fully listed]
  - a. The Respondent has been determined to have/have not engaged in discrimination
  - b. The reasoning for the finding. . .

**REMEDIES PROVIDED**

**Disciplinary Sanctions**

*The following disciplinary sanctions are to be imposed upon the Respondent:*

- Sanction 1
- Sanction 2
- Etc.

**Other Remedies to Complainant:** *(Select only those that apply and provide details. Delete the options below that will not be implemented.)*

- Counseling of students regarding appropriate behavior expectations
- Review of district and code of conduct expectations with students by administrator
- Change of class schedule/lunch schedule/locker location
- Campus/class escort
- Increased school monitoring of [location] for [time period e.g., next 9 weeks]
- School counseling
- Stay away agreement/No contact directives
- Limitation on extracurricular activities
- Training
- Change of work schedule
- Other: \_\_\_\_\_

*The remedies and measures listed above are designed to restore or preserve equal access to the district’s educational programs.*

**APPEAL**

*Either party may appeal this determination of responsibility on a form provided by the District **within 10 business days** of issuance of this investigative report. The only allowable bases for appeal are:*

1. Procedural irregularity that would change the outcome of the matter;
2. New evidence that was not reasonably available at the time of the decision that would change outcome of the matter; or
3. Any district administrator directly involved in the grievance procedure has a conflict of

interest or bias for or against Complainants or Respondents that would change the outcome of the matter.

\_\_\_\_\_  
District Official

\_\_\_\_\_  
Date

cc: Other District official(s) (if applicable)

