

Clark County School District
Discrimination Based on Race, Bullying, or Cyberbullying
Checklist for School Administrators

Incident ID: 4614197

Offense: Bullying

Bullying Type:

Complete this checklist to ensure all steps required by the Nevada Revised Statutes (NRS) 388.1351 are followed.

Administrator Name: _____

Date: _____

Steps 1 and 2 must be performed based on when the report was received.

- If the report was received before the end of the school's office hours, Steps 1 and 2 must be completed on the same day.
- If the report was received after the close of the school's office hours, Steps 1 and 2 must be completed by the end of the next school day.

Step 1: Receive information, determine behavior, enter the incident into Infinite Campus (IC), and develop an initial safety plan.

- Take the necessary administrative action(s) to stop the behavior by issuing a desist order and/or by separating impacted students immediately to safeguard the alleged victim and the alleged offender.
- Determine if emergency personnel are needed (i.e., Department of Student Threat Evaluation and Crisis Response (702) 799-7449, CCSD Police Dispatch (702) 799-5411, 911) and contact as necessary.
- Develop an initial [safety plan](#) for the victim(s) and offender(s) to ensure student safety during the investigation process and/or deferment period. Be sure to contact and involve the parents/guardians of all victims and offenders in this process.
- If the report is received via [SafeVoice](#), use the information to determine the identity of the alleged victim, interview or take a statement, then complete the information in the next bullet. Do not mention SafeVoice or enter any information directly from that platform into Infinite Campus.
- Collect information from the person reporting the incident (attach documentation of additional offenders or victims, if necessary).

Alleged Offender(s) Name(s)		Grade(s)	
Alleged Victim(s) Name(s)		Grade(s)	
Name of Person/Agency Reporting the Incident	How did the incident get reported?	Select	Date

- Determine if the behavior is racially motivated based on the initial report of the incident. Check the box next to any reported behaviors (single, repeated, or pervasive) that are targeted to a specific person or referred to (in general) a person's race, color, culture, religion, language, ethnicity, or national origin that causes harm or creates a hostile work or learning environment, which occurs in person; online; or in any other setting, including without limitation, a course of distance education:
 - Name-calling, insults, biased language, slogans, jokes, and/or comments (verbal or written)
 - Pictures, symbols, graffiti, artwork, distribution or display of hate material
 - Social media posts, texts, media images, or other electronic displays of hate material
 - Gestures, posturing, body language, mocking to intimidate or to harm based on an individual's or group's bias against the target
 - Physical altercations, threats, or intimidation toward a group or individual (race, ethnicity, skin color, etc.)
- If an employee is reported as the alleged offender, contact Employee-Management Relations (702) 799-0210 and the principal supervisor for guidance and continue to complete the investigation without involving the employee.
- If it is determined that the behavior was caused by the disability of a student who committed the violation, the provisions of NRS 388.1351 do not apply to the same or similar behavior if the behavior is addressed in the student's Individualized Education Program or Pre-Kindergarten program with behavior measures in place.
- In the Behavior Management tab, enter the Incident Detail Information and add Event/Participant Details as received.
If any behavior checkboxes above were checked, the incident must be entered as racially motivated (RMI). Other demographics of students should be investigated as Bullying or Cyberbullying incidents. If there are multiple behavior events that occur along with an RMI, enter them in IC separately.

Step 2: Determine the level of impact and notify appropriate parties.

- Determine if the incident is low or high impact (i.e., recurring, long-lasting, affecting a large number of students, staff, and community members).
 - If the [incident is high impact](#), contact the principal supervisor (i.e., Region or School Associate Superintendent).
 - If additional support is needed, contact the Equity and Diversity Education Department.
- Contact parents/guardians of all parties involved. (Attach documentation of additional contacts, if necessary.)

	Parents/Guardians	Date	Time	Method of Contact
Alleged Victim(s)				Select
Alleged Offender(s)				Select

- Send the required information to the parent/guardian of the alleged offender, bully/harasser, and the alleged victim.
 - Discrimination Based on Race, Bullying, or Cyberbullying Notification Letter
 - [Resource List](#)

Steps 3 and 4 must be completed within five school days of the date the incident was reported; if there is an extenuating circumstance, two additional school days are permitted. In cases of online racially motivated incidents or cyberbullying, with permission from the victim's parents/guardians, two additional school days are permitted, for a total of seven school days.

Step 3: Conduct and Complete Investigation

- Conduct interviews (check all that apply) and examine all evidence captured to determine the outcome of the investigation.
 - Alleged Victim
 - Alleged Offender (Do not interview or take statements from an employee without issuing a Notice of Investigatory Conference)
 - Every Named Witness (Teachers, Students, Other Staff Members, Community Members)
 - Parent/Guardian
- Determine if the incident involves sexual assault, battery, or other events requiring a law enforcement agency to investigate.
 - If yes, contact School Police at (702) 799-5411 and suspend the discrimination based on race, bullying, or cyberbullying investigation until the law enforcement investigation is complete. This is the deferment period. Review and revise the initial Safety Plan, if needed.
 - If the incident involves a Title IX matter (Bullying Based on Disability, Gender Identification or Expression [includes deadnaming and misgendering], Sexual Orientation, Sexual Harassment, Sexual Assault, or Stalking), contact the Diversity and Affirmative Action Programs Office at (702) 799-5087.
- Enter investigation outcomes in the Event and Participants section within the Behavior Management tab in Infinite Campus. Include the outcome of the investigation in the Investigation Results section, whether disciplinary action/measures will be taken, and the details of the findings.
Outcome (check one): Substantiated or Unsubstantiated
- Enter the Resolution Details and include the [restorative practices/process](#) that will be utilized to address the behaviors.
- Document the investigation results in the Written Report (located in CCSD Behavior and the New Document Wizard within the Documents tab in Infinite Campus).

Step 4: Impose discipline, finalize documentation, notify appropriate parties, and implement restorative practices

- Impose discipline (if appropriate), as noted in the Event and Participants section within the Behavior Management tab in Infinite Campus.
- Revisit and revise the [safety plan](#) (if needed) for both the victim and the offender and upload the completed and signed version of the plan in the Documents tab in Infinite Campus.
- Notify parents/guardians that the investigation is complete and the Written Report is available to view and pick up.

	Parents/Guardians	Date	Time	Method of Delivery
Victim(s)				Select
Offender(s)				Select

- Implement the [restorative practices/process](#) to engage the offender and victim in addressing behaviors.
- Complete the [Restorative Conference/Circle Agreement](#) and upload page 26 of the [Restorative Disciplinary Practices Administrative Protocols](#) to document the restorative practices/process used in the Documents tab in Infinite Campus.

Step 5: Follow up with students involved within ten school days.

The terms of the Restorative Practices Conference/Circle Agreement will be supervised by: _____
 Follow-up contact will be made by: _____
 Date follow-up will occur: _____

Signature

- The required steps have been completed to fully investigate and document this report of Discrimination Based on Race, Bullying, or Cyberbullying.
- Print, sign, and upload this checklist in the Documents tab of the victim(s) and offender(s) in Infinite Campus.

 Administrator Conducting Investigation (Print and Sign Name)

 Date