

Administrators Guide to Investigating Bullying/Harassment Reports

STEPS in the INTERVIEW.....

1. Have the student tell you what happened-listen carefully. If appropriate, take notes regarding the student's statements and clearly explain to the student that he/she needs to provide any and all relevant information.
2. Have the student retell his/her account of the incident and stop the student and ask questions for clarification; **take notes**; record all information pertaining to the allegation(s).
3. Ask the student to write out a complaint and sign it; review it before accepting the statement to make sure the student recorded all information in writing relayed during the course of the interview.
4. If the student is unable to provide a written statement due to age of the student, disability, and/or other situation preventing a written statement, read your notes to the student and ask him/her to confirm the accuracy of the information recorded. Both the note taker and a witness should acknowledge this step at the end of the investigation notes.

INTERVIEW QUESTIONS for the VICTIM (Should include, but are not limited to the following)

1. When did this incident happen? _____
2. Where did this incident happen? _____
3. Who was allegedly involved? _____
4. What happened? (Include as many details as possible - attach additional pages if needed)

5. What actual words or phrases were used by the accused? _____
6. Were there any witnesses to the incident? _____ if yes, list the names of the witnesses and explain what he/she allegedly witnessed.

7. What did you do or say to respond to the accused and/or others? _____

8. Has the police department been contacted about this incident? _____
9. Did you talk to anyone about this incident before bringing it to the attention of the administrators?
If yes, list the individuals that you talked to about the incident.

10. How soon after the incident did you tell someone else what had happened? _____
11. Was the conduct offensive to you? _____
12. Did you feel embarrassed, intimidated or humiliated by the other person's actions? _____
13. Did you tell the harasser that the conduct was unwelcome? _____
14. Did the conduct continue? _____
15. Was the student offered benefit of sorts in exchange for sexual favor? If yes, what was it?

16. What action does the complaining student expect as an outcome of the investigation?

INTERVIEWING the ACCUSED

1. Present the charge to the person and explain that you are conducting an investigation.
2. Tell the charged person that he/she will have the opportunity to respond to the allegation(s) made against him/her before any action is taken.
3. Have the person give his/her side of the story. If appropriate, take notes regarding the student's statements and clearly explain to the student that he/she needs to provide any and all relevant information.
4. Have the student retell his/her account of the incident and stop the student and ask questions for clarification; **take notes**; record all information pertaining to the allegation(s). Evaluate using questions from the interviews noted above.

5. Ask the student to write out a complaint and sign it; review it before accepting the statement to make sure the student recorded all information in writing relayed during the course of the interview.
6. If the student is unable to provide a written statement due to age of the student, disability, and/or other situation preventing a written statement, read your notes to the student and ask him/her to confirm the accuracy of the information recorded. Both the note taker and a witness should acknowledge this step at the end of the investigation notes.
7. Admonish the person charged, in writing, regarding retaliation. Make sure the person charged understands the seriousness of the situation and that if the charges are valid, the necessary consequence(s) will be administered.

INTERVIEWING the WITNESSES NAMED by the COMPLAINING STUDENT and ACCUSED

(To the extent appropriate, use the same questions for each witness) Prepare list of questions prior to interviewing witnesses. Attach further documentation if needed.

Witness #1 _____

Witness #2 _____

Witness #3 _____

FACTS to DETERMINE

1. Did the conduct constitute sexual harassment under Board Policy?
2. Did the conduct constitute bullying under Board Policy?
3. Did the conduct constitute harassment under Board Policy?
4. Did the conduct create a hostile environment under Board Policy?
5. Was the conduct unwelcome?
6. Did the conduct interfere with the complaining student's to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities?
7. Did the conduct create an intimidating, threatening, hostile, or abusive educational environment?
8. Did the conduct constitute written or verbal expression or physical conduct that had the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property?
9. Did the conduct constitute written or verbal expression or physical contact that was sufficiently severe, persistent, or pervasive that the action or threat created an intimidating, threatening, or abusive educational environment for a student?

ADMINISTRATOR'S SUMMARY of INVESTIGATION

(Just the Facts) _____

What corrective action was taken in this case? Choose all that apply.

- | | |
|---|--|
| <input type="radio"/> None were required; the evidence did not support the allegation | <input type="radio"/> Student conference |
| <input type="radio"/> None, the incident did not warrant any corrective action | <input type="radio"/> Student warning |
| <input type="radio"/> Letter of apology | <input type="radio"/> Counseling |
| <input type="radio"/> Parent letter/phone call/conference | <input type="radio"/> In-school suspension |
| <input type="radio"/> Out-of-school suspension/DAEP/Expulsion | <input type="radio"/> Law enforcement referral |
| <input type="radio"/> Other (specify) _____ | |

Administrator's Signature _____

Date ____/____/____ Time Investigation Started _____

Date ____/____/____ Time Investigation Completed _____