

**SHAKER REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE RULES AND PROCEDURES**

**SEXUAL AND OTHER HARASSMENT-Students      CODE JBAA – R&P**

**INTERVIEW FORM FOR HARASSMENT COMPLAINT**

1. Name of Complainant \_\_\_\_\_
2. Grade \_\_\_\_\_
3. Date of Complaint \_\_\_\_\_ School \_\_\_\_\_
4. Who harassed you?
5. What happened?
6. How did the harassment take place?
7. Where did it take place?
8. When did it occur?
9. If more than once, how often?

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**10. How did you feel about it? What was your response?**

**11. Were there any witnesses to this harassment? If yes, who?**

**12. Did you tell anyone about your experience? If yes:**

- ❖ **Who?**
- ❖ **When?**
- ❖ **What did you tell him/her?**
- ❖ **What was his/her response?**

**13. Do you think the person who harassed you has done similar things to others?**

**14. Is this the first time you have complained about being harassed?**

**NOTE TO INTERVIEWER:** Always let the complainant know the process/procedure you will be following, anticipated resolution date and that you will be contacting his/her parents to let them know what has allegedly occurred. Some parents will not want you to interview their child without them present – which is fine – as we want them involved.

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## **PROCESS FOR HARASSMENT INVESTIGATION**

- 1. Parent(s) of student filing the complaint and those of the student who allegedly did the harassing should be contacted and invited to any interviews (document if they decline).**
- 2. Interviews should be held as soon as possible, at school, with one building administrator present to serve as witness and familiar face to student/parent.**
- 3. Statement taken by interviewer should be read back to complainant and signed by same and witness (usually parent or administrator).**
- 4. Statement should be as specific as possible (times, dates, events, witnesses, etc.). This first statement is crucial and will serve as cross-checking resource as the investigation continues.**
- 5. Give copy of statement to complainant and parent (if present).**
- 6. Always communicate with the complainant and parent as to progress being made, resolution date, etc. If he/she feels the issue is being ignored, the process can become much more difficult.**
- 7. Never promise absolute confidentiality as it may not be possible. Be careful, honest and responsible.**
- 8. If after notifying the parent of the complainant he/she (the parent) tells you he/she does not wish to pursue the matter for whatever reason. Ask if he/she minds putting that in writing. If he/she does mind, be sure to document the time and date of the conversation and include it in the investigation folder.**
- 9. Submit report to Superintendent within 24 hours of receipt of initial complaint.**
- 10. If determined necessary, conduct an investigation and present findings to the Superintendent within 30 days.**