

## SAYDEL COMMUNITY SCHOOL DISTRICT

### ANTI-HARASSMENT/BULLYING INTERVIEW NOTES FORM

(Interviewer: See instructions on back side)

Name of person interviewed: \_\_\_\_\_

Name of interviewer: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Description of incident by witness: \_\_\_\_\_

\_\_\_\_\_

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Any other information: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of person interviewed: \_\_\_\_\_

Signature of interviewer: \_\_\_\_\_

**Approved:** January 2011

**Reviewed:** March 2017

**Revised:**

## ANTI-HARASSMENT/BULLYING INTERVIEW NOTES FORM CONTINUED

Notes to Interviewer:

1. Do not hand this to the person to be interviewed to have him/her fill out. As the interviewer, it is your task to make notes as you interview the person.
2. Have the person interviewed (whether the target or a witness) review front side and all attachments thoroughly before having him/her sign. If you wish to make notes on a separate sheet and then legibly fill out this form later, that is fine. This is the document for the person interviewed to review and sign.
3. Make sure to get the basics (who, where, when).
4. Ask leading questions if needed to get all necessary details that are known. For instance, when interviewing the target, ask the following questions:
  - a. Have the actions against you made you fear for your safety? How? Where (just at school? home? both?)
  - b. Have the actions against you made you fear that harm would come to any of your personal property? How?
  - c. Has your health – physical, emotional, mental – been affected? How? (seen by a doctor? missing school?)
  - d. Have your academics been affected? How? (increase in tardies/absences? grades going down? missed assignments?)
  - e. Have you quit any extracurricular activities?
  - f. Have you changed any of your usual routines at school? (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)
  - g. Why do you think this happened to you (or to the target)?
5. Keep a copy of this signed form in your investigations file.

**Approved:** January 2011

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**Revised:**