

MANVILLE PUBLIC SCHOOLS
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Complaint of Alleged Sexual Harassment
Student: Student Incident Interview

Instructions

This form should be used by the principal/designee to interview students about a possible incident of sexual harassment between students. A separate form is used for each student interviewed.

Name of interviewee: _____

School/Location: _____ Reporting date: _____

Administrator: _____

Date and time of incident: _____

Location of incident: _____

Questions

1. Describe what happened? (Who, what, where, when etc.)

2. Did this happen before? If so, when?

3. How was the behavior responded to?

4. Did you let the person know that you did not like the behavior?

5. Is there anyone else who may have experienced this same problem?

6. Did anyone else know about this individual's behavior?

Resolution

_____ counsel students

_____ suspension

_____ expulsion

_____ discipline referral

_____ give offender options for follow through

_____ other _____

Parent/Guardian Notification

(please check all that apply)

_____ verbal and/or _____ written

_____ Date

Signature of Administrator

Date