

Initial Phone Call to Parent/Guardian

Date/Time: _____

Made by: _____

Notes: _____

Conclusion Phone Call to Parent/Guardian

Date/Time: _____

Made by: _____

Notes: _____

**LYNDHURST SCHOOLS
HARRASSMENT, HAZING, INTIMIDATION, & BULLYING**

ACCUSED INTERVIEW NOTES

Accused's Name: _____ **Grade:** _____

School: _____ **Intake Date:** _____

Intake Interviewer: _____

Reporting Party (optional): _____

You were called in today because some disturbing news was brought to our attention. A job that we have here in school is to make sure that our entire community feels safe, every single second that they are here. The information that we recently received has identified you as someone who is engaging in some inappropriate and unacceptable behavior. Do you have any thoughts on what I may be referring to?

Explanation of Initial Incident: _____

Other Accused Participants (Fill out Accused Note sheet): _____

Other Potential Victims (Fill out Victim Note Checklist): _____

Final Outcome Summary: _____

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VICTIM INTERVIEW NOTES

Victim's Name: _____ **Grade:** _____

School: _____ **Intake Date:** _____

Intake Interviewer: _____

Reporting Party (optional): _____

Accused Pupil(s): _____

Safety: Where does the victim come in contact with the accused pupils? *(Class, Locker, Hallways, Extra curricular, Walking home,, etc.)* _____

Is the Incident Isolated or Repeated? _____

When did incident begin? _____

When was did the last incident happen? _____

Explanation of Initial Incident: _____

Other Accused Participants *(Begin Accused Interview Forms)*: _____

Other Potential Victims *(Begin Victim Interview Forms)*: _____
