

Seneca Valley School District

**SEXUAL/RACIAL HARASSMENT REPORTS
PRE-INVESTIGATION GUIDELINES**

GENERAL INFORMATION:

Please review these guidelines prior to any interviews with complainants:

- Investigate all allegations, even if:
 - implausible
 - the accused is an improbable suspect
 - the source is suspect, unsavory or thought to be promiscuous.
- Avoid co-mingling counseling and investigation functions.
- Document your investigation by using the appropriate forms.
- Make notes of all interviews and keep these records under lock and key.
- Never discourage a student complaint with words such as: "It will just be your word against his/her.", "Do you see how this makes you look?", "Do you know what could happen to Mr(s). X?", etc.
- Do not rely on potentially misplaced loyalty to staff; the offending employee is sometimes the one you would least suspect and/or one who has immense student/community popularity.
- Do not end the inquiry simply because a student recants a prior statement. Recanting may be a mechanism to avoid embarrassment or humiliation.
- Keep the child's parents informed of the progress of the investigation according to School Board Policies.
- If you believe the harassment constitutes child abuse, you must also comply with reporting requirements and other obligations under child abuse laws and district policies.
- Do not promise anything beyond a general statement that you will thoroughly investigate the incident(s) and take appropriate action to prevent recurrence.
- Obtain appropriate signatures on all reports.
- Inform your superior of the problem in sufficient detail so as to indicate to him/her the severity of the problem.
- Maintain a neutral posture during interviews. Do not form judgments against anyone until you know all of the facts and have independent corroboration of them. Independent corroboration means a source other than the complainant or alleged wrongdoer. Ask the primary parties for names of any witnesses who can back up their statements and tell them you must interview these sources.

INTERVIEWING THE ALLEGED HARASSER:

- Initially state: "The purpose of this meeting is talk about an allegation of sexual/racial harassment which may involve you. Would you like to have a third party present during this interview?" (A parent/guardian, legal counsel, union representative.)
- Do not initially reveal the identity of the person who brought the complaint. Instead, describe the circumstances surrounding the complaint. For example: "Did you touch the back of a female who was standing by the water fountain around 10:00 this morning?"
- Maintain a neutral posture during interviews. Do not form judgments against anyone until you know all of the facts and have independent corroboration of them.
- Make detailed notes of all interviews.
- Obtain written responses before concluding the interview.

INTERVIEWING WITNESSES:

- Do not initially reveal the identity of the person(s) involved in the complaint. Instead, describe the circumstances surrounding the complaint. For example: "Did you witness someone touching the back of a female who was standing by the water fountain around 10:00 this morning?"
- You must obtain a written report from each witness before concluding the interview.
- Maintain a neutral posture during the interview. Do not form judgments against anyone until you know all of the facts and have independent corroboration of them.
- Make detailed notes of all interviews.

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**SEXUAL/RACIAL HARASSMENT SUMMARY REPORT
INTERVIEW RECORD -- COMPLAINANT**

Before we begin talking about what brought you here, would you like to have your parents/guardian, guidance counselor, school nurse or school psychologist present?

Yes ___ No ___ If yes, name: _____

Nature of Complaint

- | | |
|---|--|
| <input type="checkbox"/> Verbal/Written Harassment or Abuse | <input type="checkbox"/> Unwelcomed touching |
| <input type="checkbox"/> Pressure for sexual activity | <input type="checkbox"/> Suggesting/demanding sexual involvement with implied threat concerning one's grades |
| <input type="checkbox"/> Repeated remarks/gestures to a person with sexual/racial or demeaning implications | <input type="checkbox"/> Intimidating behavior (cornering/blocking) |
| <input type="checkbox"/> Displaying sexually suggestive materials | <input type="checkbox"/> Other: _____ |

Describe the situation that brought you here: _____

When did this occur? _____

Where did this occur? _____

Who else was present when this incident occurred? _____

What was their involvement? _____

If this happened before, was it similar to the most current situation? _____

Did you tell this person that the behavior was unwelcomed? Yes ___ No ___ If yes, how did you say this?

What was this person's reaction when you told him/her it was unwelcomed? _____

How did you get along with this person before this incident? _____

Do you know if this has happened to anyone other than yourself? _____

How would you like to see this situation resolved? _____

Please give me a handwritten report of this incident(s). (Attach to this report.)

I have reviewed the above information and it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual/racial harassment will be kept strictly confidential and will only be discussed on a need to know basis as a means of investigating and resolving this matter.

Signature of Complainant Date Signature of Person Filing Report Date

Signature of Third Person Date
Present during interview (if applicable)

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**SEXUAL/RACIAL HARASSMENT SUMMARY REPORT
INTERVIEW RECORD -- WITNESS**

Person Completing Report: _____ Date: _____

PERSONAL INFORMATION

Name: _____ Date: _____ Position: _____ Birthdate: _____

Grade Level: _____ Building: _____

Home Address: _____

INCIDENT INFORMATION

"The purpose of this meeting is to talk about an allegation of possible sexual/racial harassment to which you may have been a witness."

(Describe the circumstances surrounding the complaint to the witness following guidelines stated in the Pre-Investigation Guidelines.)

Response of Witness: Yes ___ No ___ Describe: _____

Was anyone else present when this alleged incident occurred who may have also been a witness? Please give name(s).

What was their involvement?

How did the complainant respond to this alleged incident?

How have you gotten along with these parties prior to this alleged incident?

Alleged Harasser: _____

Alleged Victim: _____

Please give me a handwritten report of this alleged incident at this time. (Attach to this report.)

Please be aware that these allegations have been brought forth and we will continue the investigation and fact finding before making a determination. Please understand that the privacy of the charging party and the person accused of sexual/racial harassment will be kept strictly confidential and will only be discussed on a need to know basis as a means of investigation and resolving this matter.

Signature of Witness

Date

Signature of Person Filing Report

Date