

*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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*Conclusion Phone Call to Parent/Guardian*

Date/Time: \_\_\_\_\_

Made by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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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:** \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**Other Accused Participants *(Begin Accused Interview Forms)*:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Potential Victims *(Begin Victim Interview Forms)*:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_