

Title IX Case: _____

Initial Interview

Date: _____ Time: _____ Interview of: Complainant Respondent

Name: _____

Attendees: _____

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- ☐ **Thank the student and parents for attending the meeting.**
 - ☐ **Briefly explain the matter** _____

 - ☐ **Mention note taking.**
 - ☐ **Explain process of investigation** - (Initial interviews, witness interview, sharing and responding to evidence (10 school days), sharing and response to investigative report (10 calendar days), asking of relevant questions, written determination, and appeal if applicable.)
 - ☐ **Expectations of confidentiality outside the process and lack of confidentiality within the process, candor (open, honest, and sincere), cooperation, and no contact between the parties involved** - The parties may discuss this matter with an Advisor and others, but the School will keep the identity of the Complainant, Respondent, and witness(es) confidential unless required by law or as necessary to carry out this investigation. As such the School will, to the extent possible, maintain privacy and/or confidentiality during the investigation. The School asks for you to think about what you choose to share and hopes that you will respect the private and sensitive nature of these allegations.
 - ☐ **Discuss prohibition of retaliation** - The School or any other person may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing. If your student experiences any retaliation, please contact me immediately.
 - ☐ **Explain guidelines regarding advisor's participation** - In addition to the parent/guardian, Complainant and Respondent have the right to an Advisor of their choosing to be present at all meetings, and interviews, and to assist in the process.
 - ☐ **Supportive measures** - The School can provide supportive measures as appropriate. Supportive measures can include but are not limited to, counseling, extensions of deadlines, or other class-related adjustments, modifications to class schedules, mutual restrictions on contact between the parties, and other similar measures. If you want to request supportive measures, please complete the request form attached and return it to me. The School will ensure that the appropriate supportive measures are provided. However, a request does not necessarily guarantee approval.
 - ☐ **Statement:** Explain that an opportunity to write a statement will be afforded to the complainant/respondent at the end of the interview.
 - ☐ **Ask:** Do you have questions? Are you feeling ready to get started?

- **What are you able to tell me about your experience?**

- **When (Date and times)**

- **Who was involved?**

- **Why do you think this happened?**

- **How many times did this happen?**

- **Where did this happen? (i.e. classroom, specials, other areas on campus.)**

- **Did you ask the person to stop?**

- **Are there any witnesses who saw what happened?**

- **What are their names?**

- **What do you think they witnessed?**

○ **At any point did you do anything to _____?**

■ **Tell us about that. What did you do?**

■ **Did they he/she ever ask you to stop?**

● **What are you able to tell me about how that made you feel?**

● **Can you tell me more about...?**

● **What are you able to tell me about any specific moments that stand out in your mind?**

● **What are you able to tell me about your physical/emotional reactions when...?**

● **What are you able to tell me about the impact this event has had on your life and experience at school now compared to before?**