



Harassment, Intimidation, & Bullying Incident Report Form

The East Hanover Township School District does not tolerate any form of harassment, intimidation and/or bullying at any time (Policy #5512/Code of Student Conduct). As a safe and civil educational environment is required for students to learn and achieve high academic standards, the East Hanover Township School District recognizes the importance of identifying and investigating any and all reported incidents quickly and consistently.

Under New Jersey law, “harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. Reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b. By any other distinguishing characteristic; and that
- c. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage his/her property; or
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. Creates a hostile educational environment for the pupil by interfering with the pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

The East Hanover Township School District requires that any target of harassment, intimidation and/or bullying use this form to place a formal report with the district. Students who have been the target of harassment, intimidation and/or bullying should immediately report all incidents to any district employee. Additionally, this form should be completed by any parent/guardian, employee, or educational community member, whom has identified an incident of harassment, intimidation, and/or bullying. Please submit all completed forms to any of the district’s schools or offices. Once a report of harassment, intimidation, and/or bullying has been received, the East Hanover Township School District will launch a full investigation into the matter.

Please note: Reports may be filed anonymously; however, no disciplinary consequences will be taken against an alleged aggressor solely on the basis of an anonymous report.



For School District Use Report # _____ Date Received: _____

Harassment, Intimidation, & Bullying Incident Report Form

Name of School: _____

Name of person making this report: _____

Relationship to the person making this report:

- | | | |
|----------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Self | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Student | <input type="checkbox"/> Staff Member | <input type="checkbox"/> Other |

Name of Target(s): _____ Grade: _____

Name of alleged offender(s): _____ Grade: _____
 _____ Grade: _____
 _____ Grade: _____

List any witnesses to this incident: _____ Grade: _____
 _____ Grade: _____
 _____ Grade: _____

Date of the incident: _____ Approximate time: _____

Where did the incident occur?

- | | |
|---------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school sponsored activity or event off school property |
| <input type="checkbox"/> School bus | <input type="checkbox"/> Electronic |

Check which best describes the alleged harassment, intimidation, and/or bullying (HIB) behavior the target was subjected to:

- Physical Bullying (pushing, shoving, hitting, threats, vandalism, theft, etc.)
- Emotional Bullying (name calling, insults, teasing, harassing phone calls/texts/I-Ms, etc.)
- Social Bullying (gossiping, teasing about appearance, exclusion, public humiliation, etc.)
- Cyber-Bullying (texting/messaging threats, defamatory web posts, derogatory emails, etc.)
- Other (Please Describe) _____

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- Substantial disruption or interference with the orderly operation of school or rights of others
- Physical or emotional harm
- Insulting or demeaning a student or group of students
- Creating a hostile educational environment



East Hanover Township School District

For School District Use Report # _____ Date Received: _____

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Describe, to the best of your ability, the incident of alleged harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved (Please use an additional sheet of paper if necessary):

Describe any additional incidents that may represent a pattern of similar behaviors. Be certain to record dates and times (to the extent possible) associated with these issues as well as whether these issues were reported to the East Hanover Township School District (Please use an additional sheet of paper if necessary):

If this matter should proceed to a formal hearing, would you be willing to testify as to your knowledge of this report? Yes No

Name of person filing this report

Signature

Date

PLEASE RETURN THIS FORM TO THE SCHOOL PRINCIPAL OR ANY DISTRICT OFFICE



East Hanover Township School District

For School District Use Report # _____ Date Received: _____

INVESTIGATION REPORT FORM

Date of Written Report: _____ School/Work Location _____

(An interview/information statement for each person interviewed is attached)

Targeted Pupil: _____ IEP: Yes No

(A separate Investigation Report Form is required for each targeted pupil)

Pupil(s) accused of exhibiting harassment, intimidation and bullying behavior:

AP1 - _____ IEP: Yes No AP2 - _____ IEP: Yes No

AP3 - _____ IEP: Yes No AP4 - _____ IEP: Yes No

AP5 - _____ IEP: Yes No AP6 - _____ IEP: Yes No

Witness(es)

W1 - _____ W2 - _____ W3 - _____

W4 - _____ W5 - _____ W6 - _____

Investigation Findings

- The following student(s) accused of exhibiting harassment, intimidation, or bullying (HIB) behavior **did not commit** an act of HIB as defined in N.J.S.A. 18A:37-14. No further action is recommended for the following student(s): AP1 AP2 AP3 AP4 AP5 AP6
- The following student(s) accused of exhibiting harassment, intimidation, or bullying (HIB) behavior **committed** an act of HIB as defined in N.J.S.A. 18A:37-14: AP1 AP2 AP3 AP4 AP5 AP6

The "x" denotes the statement(s) that best describe(s) the HIB behavior committed by the student(s) identified in #2 above. More than one "x" may be noted below.

- | | |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> physical aggression or contact to a pupil | <input type="checkbox"/> destruction of property |
| <input type="checkbox"/> teasing or name-calling | <input type="checkbox"/> stalking another pupil |
| <input type="checkbox"/> insulting or demeaning comments | <input type="checkbox"/> publicly humiliating a pupil |
| <input type="checkbox"/> threatening comments, gestures or physical acts | <input type="checkbox"/> stealing or theft |
| <input type="checkbox"/> intimidating conduct toward another pupil | <input type="checkbox"/> defacing/destroying property |
| <input type="checkbox"/> spreading harmful rumors or gossip about a pupil | <input type="checkbox"/> excluding or rejecting a pupil |
| <input type="checkbox"/> getting another person to harm a pupil | <input type="checkbox"/> extorting or exploiting a pupil |
| <input type="checkbox"/> harassment, intimidation or bullying through electronic communications | |
| <input type="checkbox"/> other – please specify _____ | |

3. List the actual or perceived characteristic(s) that motivated the behavior:

4. Where behavior occurred:
 Bathroom Hallway Stairwell
 Classroom Cafeteria Locker Room
 Gym Library Text message/Computer
 Other – please specify _____

5. When behavior first occurred: _____ AM PM
Date Hour



East Hanover Township School District

<p>For School District Use</p> <p>Report # _____</p> <p>Date Received: _____</p>

- 6. Was this a single incident or a series of incidents? single incident series of incidents
- 7. The student(s) identified in #2 above who have previously committed an act of HIB while attending any school in the school district: AP1 AP2 AP3 AP4 AP5 AP6
- 8. The targeted student in the report has been the target in a previously confirmed act(s) of HIB while attending any school in the district: Yes No

Aggressor’s actions determined to be:

- Intentional – (*with* hate speech) and designed to harass, intimidate, or bully The student knowingly engaged in racist, homophobic, or other stereotyping behavior with the specific objective of hurting, intimidating, or harassing another student.
- Intentional – (*without* hate speech) and designed to harass, intimidate or bully The student knowingly engaged in behavior with the specific objective of hurting, intimidating, or harassing another student.
- Intentional, but not designed to harass, intimidate, or bully The student knowingly engaged in harassing, intimidating, or bullying behavior but was not aware of the potential negative impact on the victim.
- Unintentional The student unknowingly engaged in harassing, intimidating, or bullying behavior and had no awareness of the potential negative impact on the victim.
- Unrelated The student was “showing off” with friends or reacting to a personal (emotional) situation, and the victim was arbitrarily and impulsively targeted.
- Self-defense/Retaliatory The student engaged in harassing, intimidating, or bullying behavior in direct response to a real or imagined threat initiated by the other student.
- Non-HIB The student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.

Incident was determined to be: Confirmed Bullying Non-HIB Incident

In order to qualify as an incident of HIB (N.J.S.A.18A:37-14), the above behaviors must meet the following criteria: (check all that apply)

HIB means any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that:

- Is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.
- Takes place on school property, at any school sponsored function, on a school bus, or off school grounds.
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students **AND that:**
 - a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property **OR**
 - has the effect of insulting or demeaning any student or group of students **OR**
 - creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.
- None apply at this time

_____	_____	_____	_____
Anti-Bullying Specialist	Signature	Report Date	Date Submitted to Principal*

**This report and the investigation findings must be submitted to the Principal within ten school days from the date of the written report of the alleged incident.*



East Hanover Township School District

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CONSEQUENCES AND REMEDIAL MEASURES

To be completed by the Principal and submitted to the Superintendent within two (2) days of the completion of the investigation.

The following consequences and remedial measures, in accordance with the school district's Harassment, Intimidation, and Bullying Policy and the Code of Pupil Conduct, shall be implemented for the student(s) found to have committed an act of HIB:

	<u>Accused Student(s)</u>	<u>Consequence(s)</u>	<u>Remedial Measures</u>
1.	_____	_____	_____
		_____	_____
2.	_____	_____	_____
		_____	_____
3.	_____	_____	_____
		_____	_____

	<u>Targeted Student</u>	<u>Remedial Measures</u>
1.	_____	_____

_____	_____	_____	_____
Principal	Signature	Report Date	Date Submitted to Superintendent

Further action as recommended by the Superintendent of Schools:

_____	_____
Signature – Superintendent of Schools	Date



For School District Use Report # _____ Date Received: _____

INVESTIGATION FLOWCHART AND TIMELINES

Completed by	To Do	Date Completed
School Day 1	Verbal report of HIB incident made to Principal	
School Day 2	Principal: informs Parents/Guardians of alleged Victim and Bully <input type="checkbox"/> by telephone <input type="checkbox"/> in writing	
Within 2 School Days	Alleged Victim or Bystander: reports incident in writing to Principal	
School Day 2 thru 12 (10 days from written report)	Anti-Bullying Specialist: <input type="checkbox"/> initiates investigation <input type="checkbox"/> reviews report <input type="checkbox"/> conducts investigation <input type="checkbox"/> discusses and reviews investigation outcomes with Principal	
School Day 2 thru 12	Principal : <input type="checkbox"/> reviews incident and investigation reports <input type="checkbox"/> forwards report and findings to Superintendent within two (2) school days of completion of the investigation	
School Day 2 thru 12	Superintendent: <input type="checkbox"/> reviews the report and findings with the Principal <input type="checkbox"/> Principal verbally reports finding to the parents	
Next BOE meeting	Superintendent: presents summary of allegations and factual findings for BOE review	
Within 5 school days after the BOE acknowledgement	<input type="checkbox"/> Notify in writing parents/guardians of alleged victim and bully of investigation and findings <input type="checkbox"/> Provide parents/guardians of alleged victim and bully information regarding appeal procedures	
The following month's BOE meeting	BOE: Acknowledges and affirms, rejects, or modifies the decision	