

MULLICA TOWNSHIP SCHOOL DISTRICT
HARASSMENT, INTIMIDATION, & BULLYING INITIAL REPORT

Please complete top portion and return form to principal

School Personnel Reporting Possible HIB: _____ Date of report: _____

Date(s) of Incident: _____ Location of Incident: _____

Person who allegedly committed the HIB-related behavior: _____ grade _____

Recipient of the HIB-related behavior: _____ grade _____

BEHAVIORIAL OBSERVATION: Check all behavior that the victim has experienced:

hurtful teasing socially excluding stealing restraining kicking other
 hurtful name calling eye rolling/gesture pushing spitting threats
 insulting remarks spreading rumors tripping embarrassing stalking
 sending nasty notes hurtful graffiti slapping pinching staring

Description of Incident and witnesses: _____

Prior interventions that have been attempted thus far to prevent and stop future incidents?

Verbal warning Meet w/counselor Special Assignment Staff monitoring
 Parent Contact Parent Conference Detention Loss of Privileges

Other: _____

As defined in Policy 5512.01, harassment, intimidation, or bullying means any gesture, written, verbal, physical act, or any electronic communication, that takes place on school property, at any school-sponsored function, or on a bus that is motivated by a perceived personal/ distinguishing characteristic. Such act places fear of harm to such a person or person's property creating substantial disruption to the orderly operation of school.

STAFF SIGNATURE: _____ DATE: _____

INVESTIGATION (TO BE COMPLETED BY SCHOOL PRINCIPAL DESIGNEE)

1. HIB Investigator: _____ Position _____

2. Date of Investigation: _____

3. Type of Harassment alleged. (Place a X next to all that apply.)

Physical Verbal Relational Cyber bullying

4. Was the behavior witnessed by others? YES NO Name: _____

5. Approximately how long has the behavior been occurring? _____

6. What actions were taken to investigate this incident? (choose all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Obtained copy of police report |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Interviewed school nurse | |
| <input type="checkbox"/> Reviewed any medical information available | |
| <input type="checkbox"/> Interviewed teachers and/or school staff | |
| <input type="checkbox"/> Interviewed student victim's parent/guardian | |
| <input type="checkbox"/> Interviewed alleged offender's parent/guardian | |

7. Why did the harassment or intimidation (bullying) occur (alleged motives)? (choose all that apply)

- Because of race
- Because of national origin
- Because of sex
- Because of sexual orientation
- Because of gender identity
- Because of religion
- The reason is unknown
- Because of disability
- Because of physical appearance
- To impress others
- Just to be mean
- Other (specify) _____

8. What corrective actions were taken in this case (choose all that apply)?

- None were required, this was a false allegation
- None, incident didn't warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- Other (specify) _____

9. Additional pertinent information gained during the interview: _____

(Attach a separate sheet if necessary)

10. Investigator notes:

(Attach a separate sheet if necessary)

11. Incident was determined to be: ___suspected bullying ___confirmed bullying ___non-bullying peer event

12. Aggressor actions determined to be ___intentional ___unintentional ___unrelated ___retaliatory ___non-HIB
(see next page):

Parent's Name _____ contacted by: _____ Date _____ Time _____

Parent's Name _____ contacted by: _____ Date _____ Time _____

Signature: _____ Date: _____

