

For School Use Only: Report # _____ Date Received: _____
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## Harassment, Intimidation & Bullying Incident Report Form

The Estell Manor School District does not tolerate any form of harassment, intimidation and/or bullying at any time. (Policy 5131.1). As a safe and civil educational environment is required for students to learn and achieve high academic standards, the Estell Manor School District recognizes the importance of identifying and investigating any and all reported incidents quickly and consistently in accordance with New Jersey's Anti-Bullying Bill of Rights.

**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 Estell Manor 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 have identified an incident of harassment, intimidation, and/or bullying. Please submit all completed forms to the school. Once a report of harassment, intimidation and/or bullying has been received, the Estell Manor 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.***

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## Harassment, Intimidation & Bullying Incident Report Form

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:

Witness(es): \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate time: \_\_\_\_\_

Where did the incident occur?

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> On school property | <input type="checkbox"/> At a school sponsored activity | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> School bus         | <input type="checkbox"/> Electronic                     |                                       |

Check which best describes the alleged harassment, intimidation and/or bullying (HIB) 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-M's, 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

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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 additional sheets 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 Estell Manor School District. (Please use additional sheets 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

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**PLEASE RETURN THIS FORM TO THE SCHOOL PRINCIPAL**

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## INVESTIGATION REPORT FORM

Date of Written Report: \_\_\_\_\_

(An interview/information statement from 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/or bullying behavior:

AP1-_____	IEP	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AP2-_____	IEP	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AP3-_____	IEP	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AP4-_____	IEP	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Witness(es):

W1-_____	W2-_____	W3-_____
W4-_____	W5-_____	W6-_____

Investigation Findings:

1. The following student(s) accused of exhibiting harassment, intimidation and/or bullying (HIB) behavior **did not** commit as 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

2. The following student(s) accused of exhibiting harassment, intimidation and/or bullying (HIB) behavior **committed** as 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

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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 and/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 the behavior occurred:

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> bathroom                      | <input type="checkbox"/> hallway    | <input type="checkbox"/> classroom             |
| <input type="checkbox"/> cafeteria                     | <input type="checkbox"/> playground | <input type="checkbox"/> text message/computer |
| <input type="checkbox"/> other (please specify): _____ |                                     |  |

5. When the behavior first occurred:

_____	_____	<input type="checkbox"/> AM
Date	Hour	<input type="checkbox"/> PM

6. Was this a single incident or a series of incidents?

- single incident                       series of incidents

7. The student(s) identifies in #2 above who have previously committed an act of HIB while attending the Estell Manor School District:

- AP1                       AP2                       AP3                       AP4

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8. The targeted student in the report has been the target in a previously confirmed act(s) of HIB while attending Estell Manor School:

- 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 and had no awareness of the potential negative impact on the target.
- Unintentional  
The student unknowingly engaged in harassing, intimidating, or bullying behavior and had no awareness of the potential negative impact on the target.
- Unrelated  
The student was “showing off” with friends or reacting to a personal (emotional) situation, and the target 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 did not violate school HIB guidelines.

Incident was determined to be:

- Confirmed HIB  Suspected HIB  Non-HIB Incident

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**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 or 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.
- Take 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.*

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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:

Accused Student(s)	Consequence(s)	Remedial Measures
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

Targeted Student	Remedial Measures
1. _____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Report Date

\_\_\_\_\_  
Date Submitted to Superintendent

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\_\_\_\_\_  
Signature- Superintendent

\_\_\_\_\_  
Date



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**INVESTIGATION FLOWCHART AND TIMELINES**

<b>Time Frame</b>	<b>Task</b>	<b>Date Completed</b>
By end of school Day 1 _____	Verbal report of HIB made to Principal	
By end of school Day 2 _____	Principal: informs Parents/Guardians of alleged Target and Bully <input type="checkbox"/> by phone <input type="checkbox"/> in writing	
Within 2 school days _____	Alleged target or bystander: Reports incident in writing to Principal	
School Day 2 through 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 13 _____	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	
Next BOE meeting _____	Superintendent: presents summary of allegations and factual findings  BOE: reviews Superintendent's report and acknowledges findings	
Within 5 school days after results given to BOE _____	<input type="checkbox"/> Notify in writing parents/ guardians of alleged target and bully of investigation and findings <input type="checkbox"/> Provide parents/guardians of alleged target and bully information regarding appeal procedures	