

DEAL ELEMENTARY SCHOOL

Harassment, Intimidation and Bullying Incident Report Form

*(**For Anonymous Reports:** This form can also be used to make an anonymous report by leaving the name field blank. Please note consequences cannot be applied based solely on the information contained in an anonymous report. Anyone filing false information will face school consequences and possible police notification).

*Name of Person Filing Report: _____ Date: _____

Relationship of Victim: _____ Grade: _____

Date and Approximate Time of Incident: _____

When did you learn of this incident? _____

Description of Incident (include names of those involved and specific details: what, where, when, how, etc.):

List the names of any witnesses to this incident:

*Signature of Person Filing Report: _____ Date: _____

Please return this form to the Main Office or to any Building Administrator. It can be e-mailed using the administrator's last name, first initial@dealschool.org.

For example: vtracey@dealschool.org for Mrs. Tracey, the District Anti-Bullying Specialist

ADDENDUM TO THE HARASSMENT, INTIMIDATION, AND BULLYING (HIB) POLICY

The Deal Board of Education has adopted the Harassment, Intimidation and Bullying (HIB) policy, which meets all of the requirements of the new law and was approved by the Executive County Superintendent of Schools. This policy has been posted on the Deal School website at www.dealschool.org.

The preparation process:

Our Superintendent and the Anti-Bullying Specialist (ABS) received training in implementing the law and copies of the training materials have been shared with staff. Who would be on the school safety team was a topic of discussion. Drafts of district reporting forms were shared and discussed. Dr. Moro and Mrs. Tracey went to in-depth training on implementing the law and all training materials were shared. The district Anti-Bullying Coordinator (ABC) is Dr. Moro and the Anti-Bullying Specialist (ABS) is Mrs. Tracey. Procedures were reviewed and agreed upon.

What we are still working on:

- * Developing a standardized training process for staff to meet the two hour requirement. We have trained staff, but NJDOE has not sent out what they will be requiring in training.
- * Educating our staff on the quick reporting requirements. (Reporting to the principal- within the same day of witnessing the incident and in writing within two days.)
- * Educating staff, certificated and non certificated, that bullying can occur on or off school grounds and they are obligated to report it, even if it is a single incident.
- * Making sure the process is followed to the letter of the law, i.e.: parents of all students involved are called the day of the incident is reported.
- * Standardizing our investigative process and data collection process.
- * Working with administration to create a culture which promotes the Anti-Bullying philosophy through both formal and informal learning experiences at the school and classroom level.

Deal Elementary School

Report form for: Any School Staff Reporting HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Directions: This form is designed to be completed electronically. Type in the gray areas, space will expand to meet your needs. Check boxes with a left click of your mouse.

Date of Incident: **Are you Notifying the Principal within 24 hours of the incident?** Yes No

Please explain:

Person Reporting Incident:

Jot Title:

School:

Where Incident Occurred:

Time of Incident:

Grade:

Statutory Definition of HIB:

To be considered HIB an incident must meet all of the following three criteria:

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

1. Is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.
2. Takes place on school property, at any school sponsored function, or off school grounds as provided for in section 16 or PL 20, c 122,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

Must meet one or more of the following criteria:

1. A reasonable person should know, under the circumstances, will have the effect or physically or emotionally harming a student or damaging the students' property, or placing the student in a reasonable fear of physical or emotional harm to his person or damage to his person;
2. Has the effect of insulting or demeaning or insulting any student or any group of students; or
3. 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 done to the student.

What did you see or hear?

Please return this form to the Main Office. It can be e-m ailed to amoro@dealschool.org or vtracey@dealschool.org.

