

SWEDESBORO-WOOLWICH SCHOOL DISTRICT

REPORTING FORM FOR HARASSMENT, INTIMIDATION OR BULLYING

Directions: The purpose of this form is to report alleged harassment, intimidation or bullying that has occurred on school property; at a school sponsored function; on a school bus; or off school grounds in such a way that it substantially disrupts or interferes with the operation of school or the rights of students during the current year.

The district board of education establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

a) 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 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 students; and that d) a reasonable person should know, under the circumstances, that the act(s) 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 e) has the effect of insulting or demeaning any student or group of students; or f) 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.

*** "Electronic communication" means a communication transmitted by means of an electronic device. This includes a telephone, cellular phone, computer, or pager.

Bullying, harassment or intimidation to any of our students will not be tolerated. If you are a student victim, the parent/guardian of a student victim, or a school staff member and wish to report an incident of alleged harassment, intimidation or bullying, then please complete this form and **return it to the principal at the student victim's school**. Anonymous reports will also be investigated, but formal disciplinary action may not be based solely on the basis of an anonymous report. Please contact the school for additional information or assistance at any time.

Today's date (Report date):			
Incident date(s):			
School of Report (please check)			
<input type="checkbox"/> Clifford	<input type="checkbox"/> Stratton	<input type="checkbox"/> Harker	<input type="checkbox"/> Hill
Alleged Target (AT)		Alleged Bully (AB)	
Name		Name	
Grade		Grade	
Alleged Target (AT)		Alleged Bully (AB)	
Name		Name	
Grade		Grade	
Reporter (Please note that a report may be made anonymously.)			
Name			
Email			
Phone#			
Are you: <input type="checkbox"/> Target of the Behavior <input type="checkbox"/> Reporter (not a target)			
Position: <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Administrator <input type="checkbox"/> Other (specify) <input type="checkbox"/> Staff Member (specify role)			

HIB Report Details

The AT has been exposed to the following behavior as a: Single Incident Series of Incidents
 (Place an X next to all areas below that apply to this situation)

<input type="checkbox"/> Physical aggression	<input type="checkbox"/> HIB via electronic communication	<input type="checkbox"/> Teasing or name-calling
<input type="checkbox"/> Stalking another student	<input type="checkbox"/> Insulting or demeaning comments	<input type="checkbox"/> Stealing or theft
<input type="checkbox"/> Publicly humiliating a student	<input type="checkbox"/> Threatening comments, gestures or actions	<input type="checkbox"/> Defacing/destroying personal property
<input type="checkbox"/> Intimidation	<input type="checkbox"/> Excluding or rejecting a student	<input type="checkbox"/> Spreading harmful rumors or gossip about a student
<input type="checkbox"/> Extorting or exploiting a student	<input type="checkbox"/> Getting another person to harm a pupil	<input type="checkbox"/> Other:

Place an X next to the actual or perceived characteristic(s) that motivated the behavior:

<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Religion	<input type="checkbox"/> Ancestry/Nationality
<input type="checkbox"/> Gender	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Mental/ Physical/Sensory Disability

Other:

Initial Incident Report Summary Statement: (Name the reporter and summarize the report)

(e.g. Jane Smith, 3rd grade teacher at ABC School, reported to John Doe, HIB Specialist at ABC School that during arrival on June 1st students BW and RD made several inappropriate remarks to student CZ in front of other students.)

Location Of Alleged HIB Incident (Please place an X next to all that apply)

<input type="checkbox"/> School property. Identify:
<input type="checkbox"/> School-sponsored function. Identify function:
<input type="checkbox"/> School bus. Identify:
<input type="checkbox"/> Off school grounds. Describe:

Witnesses (Individuals who saw the incident or have relevant information about it)

Name		Name	
Grade		Grade	
Name		Name	
Grade		Grade	

Please add any other pertinent information that may assist in the investigation of this incident:

Signature of Individual completing this report:

Date:

****Completed reports should be given or sent directly to the building principal where the target student (AT) attends school.

****No disciplinary action will be taken against an alleged bully (AB) based solely on an anonymous report. Possible responses of an anonymous report may include enhanced monitoring of a specific location, student and/or staff member.