

**Jersey City Public Schools
Harassment, Intimidation, and Bullying Investigation Form**

I. Attach Completed Reporting Form
Reporting form was:

Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

*****All acts of HIB must be reported verbally to the principal on the same day if witnessed by a school employee and/or contracted provider.*****

*****The investigation shall be initiated by the principal or designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist.*****

II. INVESTIGATION

1. School Anti-Bullying Specialist : _____ School _____ Position: _____
Additional Personnel Assigned to Investigation: _____ Position: _____

**** Principal must inform parents of ALL STUDENTS involved in the alleged incident****

2. Contacts:

Victim's parent/guardian Name: _____ Phone# _____ Date: _____

Aggressor's parent/guardian Name: _____ Phone# _____ Date: _____

3. Interviews:

Interviewed aggressor (accused) Name: _____ Grade _____ DOB _____ Age _____
Gender _____ Ethnicity _____ ID# _____ Date: _____

Interviewed target (victim) Name: _____ Grade _____ DOB _____ Age _____
Gender _____ Ethnicity _____ ID# _____ Date: _____

Interviewed witnesses Name: _____ Grade _____ DOB _____ Age _____
Gender _____ Ethnicity _____ ID# _____ Date: _____

Name: _____ Grade _____ DOB _____ Age _____
Gender _____ Ethnicity _____ ID# _____ Date: _____

4. Any prior documented incidents by the accused? Yes No

If yes, have incidents involved victim? Yes No

Any previous incidents with findings of Harassment, Intimidation, and Bullying? Yes No

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Please provide a detailed summary of this investigation:

(Please use additional paper and attach to this document as needed)

***** The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of a HIB incident.*****

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of Harassment, Intimidation, and Bullying (HIB):

YES (only if you can check off an item in lines A through E)

A. HIB is defined as any gesture written verbal physical act or electronic communication _____

THAT IS

B. reasonably perceived and being motivated either by motivated by any actual or perceived characteristic:

- race color religion gender ancestry national origin sexual orientation gender identity
 mental, physical, or sensory disability other distinguishing characteristic (explain) _____

AND

C. takes place on school grounds at school sponsored event school bus off school grounds _____

AND

D. substantially disrupts or interferes with the orderly operation of the school or the rights of other students

AND

E. a reasonable person under the circumstances should know that the acts will have the effect of

- harming a person or damaging his/her property
 placing a person in fear of harm placing a person in fear of damaging his/her property
 has the effect of insulting or demeaning any person or groups of persons
 creates a hostile education environment for the student by interfering with a student's education
 severely or pervasively causing physical or emotional harm to student

NO

Incident documented as _____

Discipline referral only _____

False Accusation _____

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2. Contacts:

- Victim's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____
 District Anti-Bullying Director Date: _____

3. Recommended consequences for the student who committed an act of HIB {Follow EVV-SA Procedures}:

- Admonishment Temporary Removal from classroom Loss of privileges
 Detention (classroom or administrative) Referral to CIT or disciplinarian
 In-School Suspension Saturday Suspension After-School Program
 Out of School Suspension (Short-term/Long term)
 Transfer to another school Legal Action Expulsion
 Other _____

4. Recommended personal remedial measures for the student who commits an act of (HIB):

- Restitution and restoration Mediation Peer support group
 Recommendations of a student behavior or ethics council
 Corrective instruction or other relevant learning or service experience
 Supportive student interventions, including participation of the intervention and referral services team
 Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate
 Behavioral management plan with benchmarks closely monitored such as Zero Tolerance
 Assignment to leadership responsibilities (e.g hallway or bathroom monitor)
 Involvement of school disciplinarian
 Student Counseling
 Parent Conferences
 Student treatment
 Student therapy
 Other _____

5. Follow- Up Measures:

Follow-up with Victim: scheduled for _____ Initial and date when completed: _____
Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____

*****The results of the investigation shall be forwarded to the superintendent within two days of completing the investigation, and in accordance with law and board policy.*****

Report forwarded to Superintendent: Date _____

Signature and Title: _____ Date: _____