

Totowa Borough Public Schools

OFFICE OF THE CHIEF SCHOOL ADMINISTRATOR

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Patricia Capitelli

Superintendent of Schools

HARASSMENT, INTIMIDATION, BULLYING (HIB) Investigation form

1. Date of Alleged Incident _____
2. Location of Alleged Incident: _____ During School Day (specify)
At a school sponsored function outside of school hours: (specify)
On the Bus (specify):
Outside school hours – where – what function if any - electronic: (specify):

3. Victim(s) name(s): _____
4. School attending: _____ Grade: _____
5. Alleged person's name(s) accused of HIB: _____

6. School attending: _____ Grade: _____
7. Description of incident:

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

8. Is this a single incident? Yes ___ No ___ Please describe if it NOT a single incident:

“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:

1. Is 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

DOES THIS APPLY TO THIS CASE? YES ___ NO ___

Describe:

2. 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

DOES THIS APPLY TO THIS CASE? YES ___ NO ___

Describe:

3. A **reasonable person should know**, under the circumstances, that the act(s) **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 to his/her property**; or

DOES THIS APPLY TO THIS CASE? YES ___ NO ___

Describe:

4. Has the effect of insulting or demeaning any pupil or group of pupils; or

DOES THIS APPLY TO THIS CASE? YES ___ NO ___

Describe:

5. Creates a hostile educational environment for the pupil by **interfering with a pupil's education or by severely or pervasively causing physical or emotional harm** to the pupil.

DOES THIS APPLY TO THIS CASE? YES ___ NO ___

Describe:

6. Are intervention strategies necessary for the safety and well being of any students involved in this case? YES ___ NO ___. If yes, describe what intervention strategies will be employed and to whom (list names):

Describe

6. Was the Code of Conduct invoked in this case for the Victim? YES ___ NO ___

Describe if "yes"

7. Was the Code of Conduct invoked for the alleged parties accused of HIB?
YES ___ NO ___

Describe if "yes"

8. Is there a need to discuss implementation of training programs for students/staff?
YES ___ NO ___. If yes, please indicate below:
- A. Classroom training for students such as discussions, role playing, research projects, etc. _____
 - B. School wide training initiatives such as "theme days" "newsletters" "outside programs and guest speakers." _____
 - C. Community involvement programs such as PTO guest speakers, collaboration/partnering with organizations such as health providers, law enforcement, PAL _____

FINAL DETERMINATION

Was this case of Harassment, Intimidation and Bullying? YES ____ NO ____

Date investigation commenced _____

Date investigation concluded _____

Date report was submitted to principal _____

Date report was submitted to superintendent _____

Date report was submitted to Totowa Board of Education _____

Parental appeal? YES ____ NO ____

If yes, date of board hearing (within 10 days of request) _____

Outcome of board hearing: Affirmed ____ Rejected ____ Modified ____

Appealed to NJ Commissioner of Education (within 90 days)?

YES ____ NO ____ If yes, date of appeal _____

Outcome: Affirmed ____ Rejected ____ Modified ____

Appealed to the Division of Civil Rights (within 180 days)?

YES ____ NO ____ If yes, date of appeal _____

Outcome: Affirmed ____ Rejected ____ Modified ____

Case Closed: Date _____

Signed – Anti-Bullying Coordinator _____

Date _____

Signed – Anti Bullying Specialist _____

Date _____

Signed – Superintendent of Schools _____

Date _____