Mount Olive Township Public School District

Harassment Intimidation Bullying (HIB)

Incident Reporting Form:

Within 24 Hours Of The Incident…

The Person Who Observed or Was Informed Of The Incident Must Complete This Form and Submit To Appropriate Administrator*

Using the HIB Decision Tree, has this incident met the HIB definition? ☐ Yes (Be Sure To Attach "Decision Tree" Form) ☐ NO

Date of Alleged Incident: _____ **Reported By:**_____**Time** of Incident: _____

School: ☐ MOHS ☐ MOMS ☐ CMS ☐ Tinc Rd. ☐ Sandshore ☐ Mt.View

1. Check all actual or perceived characteristics that were or may have been motivational factors of the incident:

☐ Race ☐ Color ☐ Religion ☐Ancestry ☐ National Origin ☐ Sexual Orientation ☐ Gender ☐ Gender Identity and Expression

☐ Mental, Physical or Sensory Disability ☐ OTHER actual or perceived characteristic(s):_____

2. Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

☐ Witnessed incident ☐ Informed by alleged victim ☐ Informed by other person(s)…Please name and indicate whether student, parent, or staff:

_____

3. Person who allegedly committed the HIB-related behavior:

Name(s): _____Grade: _____

_____ Grade: _____

4. Victim(s) of the HIB-related behavior:

Name(s): _____Grade: _____

_____Grade: _____

5. Describe Behavor(s) Observed: Check all behaviors that the **victim** has experienced:

☐ Hurtful teasing ☐ Social exclusion ☐ Stealing ☐ Kicking ☐ Restraining ☐ Name calling ☐ Facial gestures

☐ Pushing ☐ Spitting ☐ Insulting remarks ☐ Threats ☐ Tripping ☐ Spreading rumors ☐ Embarrassing

☐ Stalking ☐ Sending nasty notes ☐ Hurtful graffiti ☐ Slapping ☐ Pinching ☐ Stared Down

☐ Other: Please provide detailed description: _____

_____

_____

6. Provide *DETAILED* Information Regarding The Incident, (Include All Written, Verbal, Non-Verbal Or Electronic Communication):

_____

_____

_____

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7. LOCATION of alleged HIB Incident:

☐ Bathroom ☐ Hallway ☐ Stairwell ☐ Classroom ☐ Cafeteria ☐ Locker room ☐ Gym ☐ Library ☐ Art Room ☐ 3 R's

☐ Text Messages / computer ☐ Recess ☐ Music/Band ☐ Other (Identify): _____

☐ Bus Stop (Identify location) _____

☐ School Bus (Identify and attach driver's report):_____

☐ School Sponsored Function (Identify): _____

☐ Off School Grounds: (Describe):_____

8. Identify *WHAT HARM YOU BELIEVE WAS OR MAY HAVE BEEN CAUSED* by the alleged incident. Check all that apply**:**

☐ Substantial disruption or interference with orderly operation of school or rights of others

☐ Physical or emotional harm

☐ Insulting or demeaning

☐ Creates a hostile educational environment

☐ Interferes with student's education

Describe, in narrative form, what harm you believe was caused to the student and the basis for your belief:

_____

_____

_____

_____

_____

_____

Please attach any other pertinent information to this form.

_____ _____

Signature Date

_____ _____

Print Name and Title Phone Number/Extension