Mount Olive Township Public School District

Harassment Intimidation Bullying (HIB)

Administrative Incident Checklist

Name of Complainant: _____

HIB Occurrence Date/Time: _____

HIB Complaint Number*: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

	Date	Time
1. ☐ HIB occurs and/or employee learns of a HIB incident. • Verbal report made to principal/administrator. • Principal/designee informs parents or guardians.		
2. ☐ Principal/designee initiates investigation & consults with the School Anti-Bullying Specialist **within one school day of verbal report.**		
3. ☐ Assign complaint number and register it with Secretary at ext. 8621		
4. ☐ Written report received by employee who witnessed or received information that a student experienced a HIB incident ☐ Name of person submitting written report:_____		
5. ☐ Investigation completed (within 10 school days from date of verbal report)		
6. ☐ Results of investigation given to District Anti-Bullying Coordinator **within two school days of *completed* investigation**.		
7. District Anti-Bullying Coordinator reviewed and indicated: ☐ No further actions needed or, ☐ Further action is needed (e.g., intervention services, training, discipline, etc.)counseling, etc)		

Documentation Transmittal

Send the following documentation to:
Central Office
Dr. Halien – District Anti-Bullying Coordinator

- ☐ Checklist (completed copy)
- ☐ HIB Incident Report Form (copy)
- ☐ HIB Investigation Report (copy)
- ☐ HIB Incident Final Report (copy)
- ☐ Any Disciplinary referrals related to incident

Maintain all originals with signatures at originating site.

If a HIB incident is determined to have occurred, a copy of this packet and documentation must be placed in the offending student(s) file after the investigation is complete.

***HIB Complaint Number: 1st three digits are the school CDS code (010-MOHS, 040-MOMS, 050-CMS, 060-MV, 065-SS, 070-TR), next 4 digits are the school year (2011-12 = 1112), the remaining three digits is the sequence of the complaint (first complaint = 001, second = 002…)**