



Harassment, Intimidation, & Bullying Incident Report Form

Please read this important information before proceeding to report:

The Greater Egg Harbor Regional High School District does not tolerate any form of harassment, intimidation *and/or* bullying at any time (Policy #5512/Code of Student Conduct). As a safe and civil educational environment is required for students to learn and achieve high academic standards, the Greater Egg Harbor Regional High School District recognizes the importance of identifying and investigating any and all reported incidents quickly and consistently.

Under New Jersey law, “harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, which meets the following three characteristics:

- a. 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
- 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 pupils;

and that

- d. A reasonable person should know under the circumstances 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
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. 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.

The Greater Egg Harbor Regional High School District requires that any target of harassment, intimidation *and/or* bullying use this form to place a formal report with the district. Students who have been the target of harassment, intimidation *and/or* bullying should immediately report all incidents to any district employee. Additionally, this form should be completed by any parent/guardian, employee, or educational community member, whom has identified an incident of harassment, intimidation, *and/or* bullying. Please submit all completed forms to any of the district’s schools or offices.

Please note: Reports may be filed anonymously; however, disciplinary consequences may not be taken against an alleged aggressor solely on the basis of an anonymous report.



Harassment, Intimidation, and Bullying – Reporting Procedures

GEHRHSD Policy: #5512 – HARASSMENT, INTIMIDATION, AND BULLYING (HIB) see *Board policy on school website or Student/Parent Handbook*.

Reporting Procedure:

1. **HIB Report form** – At Absegami, Cedar Creek, and Oakcrest High Schools specifically in the Main Office, Guidance Office, or the CST Office. The HIB report form is also available in PDF format on the District and All HS websites.
2. **Verbal Report of HIB** – upon witnessing a suspected incident of HIB, a student / parent / teacher / district staff person is to verbally report the incident to the Principal or Designee in the Main office of the HS in which the targeted student and accused student/persons are enrolled/present **on the same day of the incident**. See below, a written report is required.
3. **Written Report of HIB** – upon witnessing a suspected incident of HIB, a student / parent / teacher / district staff person is to complete an HIB Report form **on the same day of the actual incident but no later than 2 business days following the incident**.
4. **Parent/Guardian Contact** – the Principal or Designee will call the parent/guardian of both the target student(s) and accused student(s) involved in the alleged incident making them aware of the matter and discuss as appropriate immediate measures that may be taken **on the same day the HIB report is received**. An explanation will include that a letter will follow.
5. **Investigation Report of HIB** – the Principal or Designee will forward (hand deliver) the HIB Report to the School Anti-Bullying Specialist to begin the investigation within 1 day of the incident. Upon completion of the investigation, **the Anti-Bullying Specialist will complete their portion of the Investigation Report Form** and make a determination as to whether or not HIB has been substantiated in regard to all student(s)/person(s) involved. Based upon the investigation findings, the Principal or Designee will identify and issue all appropriate remedial measures and/or consequences to the target student(s) and accused student(s) and enter this information on the report. Completion of the Investigation Report is to be done as soon as possible but **no later than 10 school days from the date of the written report**. The Principal or Designee will submit the report (with submission date) to the Superintendent with a copy sent to the District Anti-Bullying Coordinator **within 2 days** of the completed investigation.
6. **HIB Investigation Signed by the Superintendent** - the Superintendent will review, sign, and date the Investigation report.
7. **HIB Reports to the Board of Education (BOE)** – the District Anti-Bullying Coordinator will present the results of all completed HIB investigations to the BOE at the next scheduled Board meeting.
8. **Parent/Guardian Notification Letters** – the Principal or Designee will send a letter to the parent/guardian of both the target student(s) and accused student(s) involved in the incident of HIB apprising them of the findings and disposition of the matter relative to their student(s) within 5 school days after the results of the investigation have been reported to the Board of Education.
9. **Parent Request for a Board Hearing** – a parent’s written request for a hearing by the Board of Education to dispute the investigation findings and/or disposition into the incident of HIB that involved their student will be held within 10 business days of the request by the Board or a special committee of the BOE to be held in a private session.

[Click Here for the HIB Report Form](#)