

RUNNEMEDE PUBLIC SCHOOLS HARASSMENT INTIMIDATION AND BULLYING REPORT FORM

Date of written report: _____

1. Name of person making the report: (optional - reports may be made anonymously):

2. Check whether you are the:
- Target of the behavior
 - Reporter (not the target)

Informed of the incident:

- Witness
- Target reported to me
- Other person reported to me

3. Check whether you are a:

- Student
- Parent
- Staff member (specify role and school) _____
- Administrator
- Contracted service provider
- Volunteer
- Visitor
- Other (please specify): _____

4. Information about the incident (s):

Date (s) of incident (s): _____

Target student attends:

- Bingham Elementary School (Pre-K-3)
- Downing Elementary School (K-3)
- Mary Volz School (4-8)

Name of the offender: _____ Attends _____ School

Location of alleged HIB incident:

- On school property (please specify) _____
- On school bus
- School sponsored event (please specify): _____
- Off of school property (please specify): _____

5. Incident description: Place an X next to each area that best describes what happened. Use the space below to provide further detail.

- Action of physical aggression
- Getting another person to hit or harm the target student
- Teasing, name-calling, criticizing or threatening by another means
- Making rude or threatening gestures
- Spreading harmful rumors or gossip
- Demeaning/making the target student the victim of jokes
- Excluding or rejecting the target student
- Electronic communication
- Written communication (not electronic)
- Other (please specify): _____

Principal Bingham and Downing Schools - Marie Gallagher 100 Orchard Avenue, Runnemedede,
mgallagher@runnemedeschools.org (856 939-3192 ext. 302

Principal Volz School - Mark Iannucci 509 W. Third Avenue, Runnemedede miannucci@runnemedeschools.org
(856) 931-5353 ext. 221

Anti-Bullying Specialist Bingham and Downing Schools - Kristen Callahan 100 Orchard Avenue Runnemedede
(856) 939- 3192 ext. 302 - kcallahan@runnemedeschools.org

Anti-Bullying Specialist Volz School - Nancy Bada (856) 931-5353 ext. 280 - nbada@runnemedeschools.org

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Please describe the alleged HIB incident including what the offender said and/or did with as much detail as possible: _____

6. To the best of your knowledge has any physical harm resulted from this/these incident(s)?
- Yes
 - No

7. If yes, what were the injuries and was medical attention required?

8. Check all actual or perceived characteristics that may have been motivational factors in the alleged HIB incident:

- Race
- Color
- Religion
- Ancestry
- National origin
- Gender
- Sexual orientation
- Gender identity/expression
- Mental, physical or sensory disability
- Other actual or perceived distinguishing characteristic (specify)

9. Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:
- Substantial disruption or interference with the orderly operation of the school or rights of others
 - Physical or emotional harm
 - Creation of a hostile environment
 - Severe or pervasive interference with the student's education

10. Is there a history of HIB involving the same alleged offender and target?
Please describe:

11. Identify any witnesses or others who you know or have reason to believe may have relevant information regarding the alleged incident.

Please return this completed form to the School Principal or Anti-bullying Specialist at the appropriate school.

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