

# BRADLEY BEACH ELEMENTARY SCHOOL

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## HIB Reporting Procedure Bradley Beach School District HIB Policy 5512

According to the Bradley Beach School District's Harassment Intimidation and Bullying District Policy 5512 (Section E):

*All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report.*

### **Step 1: Verbal Report of HIB to Principal or Designee**

- All alleged acts of harassment, intimidation, or bullying (HIB) **must** be verbally reported to the Principal on the same day (as soon as possible) when the school employee or contracted service provider witnessed or received information regarding any such incident.

### **Step 2: Written Report of HIB to Principal or Designee**

- All acts of HIB must be reported in writing to the Principal within two school days of when the school employee or contracted service provider witnessed or received information that a student had been subjected to HIB. The written report must utilize HIB 338 Form and can be found in the main office or on the school's website.

**Note:** Individuals who have new information pertaining to a active or closed HIB investigation are encouraged to share the information as soon as possible. Individuals can use our anonymous reporting forms, report the information to the school's administration, or another staff member.