

Morris-Union Jointure Commission
340 Central Avenue
New Providence, NJ 07974
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September 1, 2019 through August 31, 2020

Incident or Situation Reporting Form (ISRF)

This form is to be filled out with all available information: Complete Pages 1, 2, & 3 use additional pages as necessary to provide additional information.

School: (Check one)

- Developmental Learning Center-New Providence
- Developmental Learning Center-Warren

1. Date of Report: _____ 2. Date of Incident: _____ 3. Name of person completing ISRF: _____

4. Person completing report: Witnessed incident/situation personally &/or
 Was told by _____
(Include name and whether the person informing you was alleged victim, witness, or told by another, etc.)
 Other, Explain how you learned of the incident _____

5. Description of the incident. Provide detail (e.g., quote any words spoken to the best of your ability, gestures used), describe location of the incident, sequence of events, duration of the incident, any earlier events or circumstances that might have contributed to the students' behavior in this incident, and whether the incident you are reporting might be a continuation of a previous interaction between the students that you did not witness. (You may use the additional to further describe the incident.)

Check if additional pages are attached to describe the incident

6. Name and class of the student(s) involved, listing alleged victim(s) and offenders(s) first, and including all individuals known to have been present, or known to have or who might have knowledge about the incident or situation. For each, indicate the student's apparent, reported, or alleged role in the incident. (List both students and adults. List both participants and bystanders). "Role" might include: target/victim, instigator/aggressor, provoked incident, passive bystander, intervened, told adult, did not instigate but participated, might have knowledge of, etc.)

Student Name	Class	Reported or Alleged Role of Student
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Check if additional pages are attached listing individuals

7. Where did the incident take place? Inside school building Outdoors, on school grounds
 School sponsored activity School bus Other: Where: _____

8. Check all characteristics that might have been motivating factors in the incident or situation. Consider whether the act conveyed or involved bias against any type of person; whether the offender expressed bias or acknowledged that the behavior was bias motivated either before, during, or after the act; whether any bias-related words were spoken; whether the target or any witness believed that the incident was bias motivated; and whether the incident or situation caused or could reasonably be expected to cause any student to feel afraid, distracted from academic focus, or otherwise hurt emotionally or physically because of a personal characteristic. Check all potentially relevant characteristics, regardless of whether the characteristic is actual or perceived (i.e.. regardless of whether the victim, in fact, possesses the characteristic), and regardless of whether you agree that the incident or situation was/is bias motivated. (legally enumerated categories are in bold type).

<input type="checkbox"/> Race/Color	<input type="checkbox"/> Ancestry/National Origin/Ethnicity	<input type="checkbox"/> Special education classification
<input type="checkbox"/> Religion/Creed	<input type="checkbox"/> Gender identity/Gender expression	<input type="checkbox"/> Academic ability
<input type="checkbox"/> Sex	<input type="checkbox"/> Disability (mental, physical, sensory)	<input type="checkbox"/> Family composition/status
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Appearance/Clothing/Weight	<input type="checkbox"/> Unknown; no information available
<input type="checkbox"/> Social Class	<input type="checkbox"/> Athletic ability	<input type="checkbox"/> No bias involved (skip to Question #11)
<input type="checkbox"/> Other distinguishing characteristic. Explain: _____		

9. If you checked any characteristics in Question #8, indicate the basis for your answer:

10. If any words were used that are generally understood as derogatory, or words referring to a type of person or characteristic of a person were used with a derogatory tone of voice, even if unintended or offensive by the offender, please describe.

11. In your opinion, did the incident involve normal conflict, or bullying?
 Normal conflict (mutual conflict) or other misbehavior or hurtful situation not involving bullying.
 Potential for development of bullying (Not bullying, but could become bullying if not addressed).
 Bullying (unilateral offense, in which one party offended the other party).
 On what do you base your assessment as to as to whether this is bullying or not?

12. Legally defined Harassment, Intimation or Bullying. Check if the behavior could reasonably be expected to cause:

<input type="checkbox"/> Emotional harm to a student	<input type="checkbox"/> Physical harm to a student	<input type="checkbox"/> Fear or harm on part of a student
<input type="checkbox"/> Damage to student's property	<input type="checkbox"/> Fear of damage to property	<input type="checkbox"/> Interference with rights of a student
<input type="checkbox"/> Insult or demeaning of a student of group of students	<input type="checkbox"/> Substantial interference with orderly operation of school	
<input type="checkbox"/> Hostile educational environment; Interference with student's education		
Explain: _____		

13. Has anyone used the word "bullying" to describe this incident or situation? No Yes- Who? _____

14. Did the incident involve any of the following characteristics? (check those that apply)
 Sexual content (sexual slurs, gestures, inappropriate touch) Weapons Illicit substances (drugs)

15. In your judgment, did the offending individual(s) intend to cause harm? (check those that apply)
 Intended Did not intend Careless; failed to understand the consequences

Unaware of potential harm

16. In your judgment, is the offending student of sufficient age and maturity such that he/she did, or should have been about to understand the harmful effects or potential effects of his/her actions?

Yes No, because of _____ Lack of maturity _____ Disability/impairment

17. To the best of your knowledge, have either of the parties involved in this incident been involved in any similar previous incidents, or have similar incidents occurred between other individuals? If yes, please explain.

- Yes, these particular students have a history of such interactions with each other.
- The offender in this incident has a history of similar offenses with other students.
- The target in this incident has been similarly targeted by other students in the past.
- I know or believe that similar incidents have occurred, involving other students.

18. What action was taken to intervene or otherwise respond to the incident or situation immediately?

19. What remedial, supportive, and/or disciplinary consequences were imposed, offered, or promised, by yourself or another adult?

20. What follow-up is planned to ensure that responses were effective and that repeated incidents are prevented?

You may use the following checklist to further describe the incident: Did the incident involve... (Check all that apply):

A. Communication- Insulting, demeaning, or otherwise inappropriate communications.

- Verbal. i.e., including spoken or written (non-electronic) words?
- Electronic, i.e., using txt msg, e-mail, Internet, or other electronic technology
- Non-verbal, i.e., facial expression, hand gestures

B. Threat, Potential, or Actual Physical Injury

B1. Degree of Fulfillment

- Threat of physical injury to another
- Attempt to cause physical injury to another or reckless action or attempt at physical contact that could reasonably be expected to cause physical injury to another
- Actual physical injury

B2. Was the injury or potential injury that was threatened or could have resulted:

- Minor, superficial
- Substantial, might, would have, could, or did require medical attention
- Serious (did or would have required emergent or extensive medical attention)

C. Theft, robbery, or extortion, or damage to property

- Item stolen/taken without threat of violence
- Item stolen/taken with threat of violence or actual violence
- Damage or attempted damage to student(s)'s property
- Damage or attempted damage to school property