Harassment, Intimidation, or Bullying (HIB) Incident Reporting Form

Person Reporting Incident: Name: __________________________ School/Location: ______________

___ Student ___ Staff Member ___ Parent/Guardian ___ Volunteer ___ Other: ____________________

Date of alleged incident:_____________ Where did the alleged incident occur? ______________

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, that is:

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.

Student(s)/Person(s) Accused of Exhibiting Harassment, Intimidation or Bullying (HIB) Behavior:

1. ____________________ 2. ____________________ 3. ________________________________

4. ____________________ 5. ____________________ 6. ________________________________
Student(s) Alleged to be the Target of HIB Behavior:

1. ______________________ 2. _____________________ 3. ______________________________

a. Please place an “x” next to the statement(s) that best describes the behavior reported:

   ___ physical aggression or contact to a pupil        ___ destruction of property
   ___ teasing or name-calling                        ___ stalking another pupil
   ___ insulting or demeaning comments               ___ publicly humiliating a pupil
   ___ threatening comments, gestures or physical acts ___ stealing or theft
   ___ intimidating conduct toward another pupil      ___ defacing/destroying property
   ___ spreading harmful rumors or gossip about a pupil ___ excluding or rejecting a pupil
   ___ getting another person to harm a pupil         ___ extorting or exploiting a pupil
   ___ harassment, intimidation or bullying through electronic communications
   ___ other – please specify__________________________

b. Please describe below the details of the incident you are reporting:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
c. Please list below the name(s) of any person(s) or pupil(s) you believe either witnessed or have knowledge of the incident you are reporting:

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<th>Name</th>
<th>Work Location/School/Grade</th>
<th>Witness</th>
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d. Did you file a verbal report with the Principal or designee on the same day of witnessing or receiving reliable information regarding behavior being reported?  
   Yes   ____ No  ____

I certify the information contained in this Report is accurate and true to the best of my knowledge.

__________________________  ______________________  _______
Signature of Person Making Report  Position (staff member/parent/pupil/etc.)  Date

__________________________  ______________________  _______
Name of Person Receiving Report  Title  Date

Report #: ____________ (to be assigned by Principal or designee)