



**Harassment, Intimidation, & Bullying Prevention Program**  
**HARASSMENT, INTIMIDATION, & BULLYING REPORT FORM**

**Person Reporting Incident:** \_\_\_\_\_ **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:

	Name	Work Location/School/Grade	Witness
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

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
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Name of Person Receiving Report	Title	Date
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**Report #:** \_\_\_\_\_ (to be assigned by Principal or designee)