

Washington Township Public Schools Alleged HIB Report Form (Form A)	Incident #: _____ (to be assigned by HIBster)
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Date of this report: _____

Person Reporting Incident: Name: _____ School/Location: _____
 ___ Check if you wish to remain anonymous.

Relationship to School Community
 ___ Student ___ Staff Member ___ Parent/Guardian ___ Volunteer
 ___ Community Member ___ Other: _____

Indicate how you learned about the alleged incident:
 ___ Witnessed Alleged Incident; ___ Informed by Alleged Target;
 ___ Informed by Other Person (If so, identify if student, parent, employee, or volunteer): _____

Date and Time of alleged incident: _____

Where did the alleged incident occur? Be specific: _____

Have you talked to anyone about this already (student, teacher, other adult)? Circle one: Yes No
 If yes, name of person(s) _____

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:

- A. Is 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 by any other distinguishing characteristic;
- B. 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;
- C. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - 1. A reasonable person should know under the circumstances, that the acts will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - 2. Has the effect of insulting or demeaning any student or group of students; or
 - 3. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

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

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

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Student(s) Alleged to be the Target of HIB Behavior:

1. _____ 2. _____ 3. _____

Please place an "x" next to the statement(s) that best describes the behavior reported:

Verbal

- ___ Name calling
- ___ Taunting/ridiculing
- ___ Mocking
- ___ Making offensive comments
- ___ Teasing
- ___ Demeaning comments

Physical

- ___ Kicking
- ___ Hitting/punching
- ___ Pushing
- ___ Pinching
- ___ Stalking
- ___ Inappropriate touching

Emotional

- ___ Offensive graffiti
- ___ Excluding from group
- ___ Spreading rumors
- ___ Taking possessions/money
- ___ Being forced to do something against his/her will

Electronic Aggression (Cyberbullying)

- ___ Offensive text messages
- ___ Offensive emails
- ___ Sending degrading images
- ___ Posting rumors or lies about someone
- ___ Assuming a person's electronic identity with the intent of causing harm

Other

___ (Please state): _____

Describe the incident. (Be specific) _____

Check all actual or perceived characteristics that were or may have been motivational factors in the alleged bullying incident:

- | | | | |
|----------------|---------------------|------------------------|--------------|
| ___ Appearance | ___ Disability | ___ Home circumstances | ___ Religion |
| ___ Ancestry | ___ Gender | ___ Medical condition | ___ Sexual |
| ___ Color | ___ Gender Identity | ___ Race/ethnic origin | Orientation |

___ Other Distinguishing Characteristic(s): _____

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___ Not Applicable

Identify what harm you believe was or may have been caused by the alleged incident. Check all that may apply:

- ___ Substantial disruption or interference with orderly operation of the school;
- ___ Substantial disruption or interference with rights of others;
- ___ Physical or emotional harm;
- ___ Insulting or demeaning;
- ___ Creates a hostile educational environment;
- ___ Interferes with student's education;
- ___ Other (Please elaborate): _____

Is there any other information regarding this situation that you want to share? (Explain) _____

Who else may have observed/witnessed the incident? (Be as specific as possible)

Name of Witness 1: _____

Activity/location of Witness (1) during incident: _____

Name of Witness 2: _____

Activity/location of Witness (2) during incident: _____

Name of Witness 3: _____

Activity/location of Witness (3) during incident: _____

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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, Name of Person _____ Date _____

___ No

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

Signature of Person Making Report
(if anonymous, please place an X on signature line)

Position (staff member/parent/pupil/etc.)

Date

Name of Person Receiving Report

Title

Date