

MARLBORO TOWNSHIP PUBLIC SCHOOLS

1980 TOWNSHIP DRIVE

MARLBORO, NEW JERSEY 07746-2298

www.mtps.org

Harassment, Intimidation, or Bullying (HIB)

Incident # _____

Incident Reporting Form

Office Use Only

Today's date: _____ Date(s) of incident: _____

Name of person filling out report _____

Check whether you are: Student Parent Administrator School Employee
 Other (specify) _____

Name of Target(s): _____ Grade: _____
_____ Grade: _____

Name of Alleged Offender(s): _____ Grade: _____
_____ Grade: _____

Indicate how you learned the student may have been the target of an alleged HIB incident?

witnessed incident informed by target
 informed by other person- Name: _____

List people who may have witnessed or may have information about the alleged HIB incident:

Name: _____ Student Staff Parent Other (specify)

Name: _____ Student Staff Parent Other (specify)

Name: _____ Student Staff Parent Other (specify)

Please describe what the person witnessed:

Was there an actual or perceived characteristic(s) of the target that you believe motivated the alleged HIB incident? If, so, please check of any that apply:

Race Color Religion Ancestry National Origin Gender
 Sexual Orientation Gender Identity & Expression
 Mental, Physical, or Sensory Disability Not sure
 Other actual or perceived characteristics (specify) _____

Location of alleged HIB incident: (check and complete all that apply)

School property (specify) _____
 School sponsored function (specify) _____
 School bus Off School Grounds (specify) _____

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Mark the statement(s) that best describes the behavior reported:

- physical aggression or contact to a student
- teasing or name-calling
- insulting or demeaning comments
- threatening comments, gestures or physical act
- intimidating conduct toward another student
- excluding or rejecting a student
- getting another person to harm a student
- extorting or exploiting a student
- publically humiliating a student
- spreading harmful rumors or gossip about a student
- embarrassing a student
- stealing or theft
- stalking another student
- destruction of property
- electronic communication (specify) _____
- other: (specify) _____

Please provide a detailed description of the alleged HIB incident below (attach additional sheets if necessary):

Signature of Person Making Report

Position (staff member/student/parent)

Date

Signature of Person Receiving Report

Position

Date