



Cranbury School

Form A

HIB INCIDENT REPORT FORM

Person Reporting Incident: _____

___ Student ___ Staff Member ___ Parent/Guardian ___ Volunteer ___ Anonymous

Date of alleged incident: _____ **Location of the alleged incident:** _____

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

Student(s) alleged to be the victim of HIB behavior:

Indicate how you learned that the alleged student(s) may have been the victim of HIB behavior: report from alleged victim, report from teacher, report from school social worker, report from parent.

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.

Describe below the details of harassment, intimidation, or bullying you are reporting:

Approximately how long has the behavior been occurring?

Identify what harm you believe was or may have been caused by the alleged incident (place an X next to the indicator you choose):

- Physical harm Emotional harm Insulting/demeaning
 Creates a hostile educational environment Interferes with student's education
 Substantial disruption of orderly operation of school or rights of others

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:

	<u>Name</u>	<u>Position/Grade</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Additional Sheets Attached Yes No (Circle One)

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 Vice Principal)

<p><i>Initial Phone Call To Parent/Guardian</i> Date/Time: _____ Made By: _____ Notes: _____</p>
