

**Netcong Elementary School**  
**Initial Report Form for Harassment, Intimidation, Bullying**  
**2016-17**

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**Today's Date:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_ **Verbal Report Date:** \_\_\_\_\_

**Name of Person Submitting This Form:** \_\_\_\_\_

**Name of Victim(s):** \_\_\_\_\_

**Name of Alleged HIB Accuser(s):** \_\_\_\_\_

New Jersey Anti-Bullying Rights Law:

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances, 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 person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- 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.

1. Note the actual or perceived characteristics that may have been motivational factors in the alleged bullying incident:

2. Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

- Witnessed incident
- Informed by Alleged Victim
- Informed by other person (*Identify if student, parent, staff person, or other, and list below or attach list*):

3. List below any person who you know or have reason to believe may have relevant information and indicate if student, parent, staff member or other.

4. Report nature of alleged harassment, intimidation or bullying that was witnessed or reported to you. Include any gesture, any relevant written, verbal or physical act(s), or any electronic communication. Describe in narrative form the facts associated with this incident. *(Attach additional sheets if necessary).*

5. **Location** of alleged HIB. Check & complete all that apply:

- School property. Identify:
- School-sponsored function. Identify function:
- School bus. Identify:
- Off school grounds. Identify:

6. Identify **what harm you believe** may have been caused by the incident. Check all that apply:

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

Signature of Person Completing This Form: \_\_\_\_\_

Date: \_\_\_\_\_