



## Reporting Form for an Incident of Harassment, Intimidation or Bullying

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act 20 Act 20 U.S.C. § 1232g.

**Directions:** Bullying, harassment, and intimidation are serious acts and will not be tolerated. This is the form to report alleged harassment, intimidation and bullying that occurred on school property, at a school-sponsored activity or event off school property, on a school bus, or on the way to and/or from school, in the current school year. If you are a student-victim, the parent/guardian of a student-victim, a close adult relative of a student-victim, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the Anti-Bullying Specialist at Link. Contact the school for additional information or assistance at any time.

### **Definition of Harassment, Intimidation and Bullying, N.J.S.A. 18A: 37-14 (2011)**

“Harassment, intimidation or bullying 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 an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify 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 [this statute], that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that

- a. 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;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile education environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.”

Today's Date: \_\_\_\_\_

Person Reporting Incident:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to alleged victim(s):  Self  Student  Parent  Staff  Other

Alleged Victim's Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Alleged Offender's Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Date and Time of Alleged Incident: \_\_\_\_\_

Location of Alleged Incident: \_\_\_\_\_

Identify what the alleged harassment was based on. Check those that apply.:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> race               | <input type="checkbox"/> gender              | <input type="checkbox"/> ancestry                 |
| <input type="checkbox"/> national origin    | <input type="checkbox"/> gender identity     | <input type="checkbox"/> any other distinguishing |
| <input type="checkbox"/> religion           | expression                                   | characteristic                                    |
| <input type="checkbox"/> sexual orientation | <input type="checkbox"/> mental, physical or | <input type="checkbox"/> none of the above        |
| <input type="checkbox"/> color              | sensory disability                           | _____   |

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

- Substantial disruption/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

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

I am the victim

Witnessed incident

Informed by Alleged Victim

Informed by other person (identify if student, parent, staff person, other and list below or attach list)

\_\_\_\_\_  student     parent     staff     other (\_\_\_\_\_)

\_\_\_\_\_  student     parent     staff     other (\_\_\_\_\_)

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.) what, if any, physical contact was involved. Attach additional pages as necessary.

---

---

---

List any person(s) who may have relevant information about this case:

---

---

---

Please add any other pertinent information (attach additional sheet if necessary).

---

---

---

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Complainant's Printed Name: \_\_\_\_\_