

PINE HILL SCHOOL DISTRICT

REPORTING FORM FOR HARASSMENT, INTIMIDATION, AND BULLYING

Dr. Albert Bean Elementary  
70 E 3<sup>rd</sup> Ave  
Pine Hill, NJ 08021  
Dana DeGrande, ABS

John Glenn Elementary  
1005 Turnerville Rd  
Pine Hill, NJ 08021  
Betsy Gallagher, ABS  
Thomas Diaz, District Anti-Bullying Coordinator

Pine Hill Middle School  
1100 Turnerville Rd  
Pine Hill, NJ 08021  
Lauren Kleiner, ABS

Overbrook High School  
1200 Turnerville Rd  
Pine Hill, NJ 08021  
Aleah Braxton, ABS

Person Reporting Incident: Name: \_\_\_\_\_ School/Location: \_\_\_\_\_

\_\_\_ Student \_\_\_ Staff Member \_\_\_ Parent/Guardian \_\_\_ Volunteer \_\_\_ Other: \_\_\_\_\_

Name of Targeted Pupil \_\_\_\_\_ Name of Pupil Accused \_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_

Under New Jersey Law (18A:37-14), "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:

- Reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, natural origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- By any other distinguishing characteristic; and that
- 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
- 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
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- 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.

**\*Please note that harassment, intimidation, and bullying behaviors that do not meet the requirements of the NJ HIB law (above) may still be a violation of the student code of conduct and should be reported as a disciplinary referral to the appropriate administrator.**

All acts of harassment, intimidations, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding such incident.

All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying. N.J.S.A. 18A:37-15(b)(5)

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

- |   |   |
|---|---|
| <input type="checkbox"/> Race   | <input type="checkbox"/> Color                        |
| <input type="checkbox"/> Religion   | <input type="checkbox"/> Ancestry                     |
| <input type="checkbox"/> National Origin  | <input type="checkbox"/> Gender                       |
| <input type="checkbox"/> Sexual Orientation                                     | <input type="checkbox"/> Gender Identity & Expression |
| <input type="checkbox"/> Mental or Physical or Sensory Disability               |   |
| <input type="checkbox"/> OTHER actual or perceived characteristics (list below) |   |
| _____   |   |
| _____   |   |
| _____   |   |

Location of alleged HIB incident. Check all that apply and specify/describe location:

- School property: \_\_\_\_\_
- School-sponsored function: \_\_\_\_\_
- School bus: \_\_\_\_\_
- Off school grounds: \_\_\_\_\_

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

- Substantial disruption or interference with orderly operation of school or rights of others
- Physical or emotional harm
- Damage to personal property
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student education
- Other (list below)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Describe the nature of alleged harassment, intimidation or bullying. Include any gesture, any relevant written or physical act(s), or any electronic communication (attach additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional sheets attached:  yes  no

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, other and list below or attach list)

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

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

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

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

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.

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

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

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

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

Did you file a verbal report with the Principal or designee on the same day of witnessing or receiving reliable information regarding behavior reported? \_\_\_\_ Yes \_\_\_\_ No

I certify the information 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

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date