



# Jamesburg Public Schools

Celebrating Pride in Ourselves, Our Schools, Our Community

## Harassment / Intimidation / Bullying HIB Incident Allegation Report

*PRIVILEGED AND CONFIDENTIAL.*  
*PROTECTED BY THE WORK PRODUCT DOCTRINE*  
*ADVISORY, CONSULTATIVE AND DELIBERATIVE. NOT A PUBLIC RECORD*

Date of Report: \_\_\_\_\_

Report #: \_\_\_\_\_

### Reported by:

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Teacher      | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Student      | <input type="checkbox"/> Staff Member    | <input type="checkbox"/> Anonymous     |
| <input type="checkbox"/> Other: _____ |  |  |

Name: \_\_\_\_\_ (not required)

Contact Information: \_\_\_\_\_ (not required)

### I know about this incident because...

- |  |   |
|--|---|
| <input type="checkbox"/> I witnessed it first hand | <input type="checkbox"/> a student told me about it |
| <input type="checkbox"/> a parent told me about it | <input type="checkbox"/> other _____                |

### Alleged Target(s) / Victim(s):

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

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

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

### Alleged Aggressor(s):

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

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

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

### Witness(es) / Bystander(s): (if any)

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

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

Grade: \_\_\_\_\_

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

Grade: \_\_\_\_\_

### Incident Report

Approximate Time: \_\_\_\_\_

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

Date/Time of Initial Verbal Report: \_\_\_\_\_

#### Where did the incident/s occur?

- On school property
- At a school sponsored activity or event off school property
- School bus
- Electronic / Cyber

#### Specific location/s of incident/s:

- Bathroom
- Classroom
- Hallway
- Stairwell
- Cafeteria
- Locker room
- Playground
- After school Activity
- Field Trip
- Gym
- Library
- Text / Computer
- Non-school related activity
- Other \_\_\_\_\_

#### Check which perceived characteristics appeared to motivate the conduct (if known at this time) Check all that apply:

- Race
- Color
- Religion
- Ancestry
- National Origin
- Gender
- Sexual Orientation
- Mental Disability
- Physical Disability
- Sensory Disability
- Gender Identity and Expression
- Other Distinguishing Characteristic

Please describe:

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#### Check which best describes the alleged harassment, intimidation, and/or bullying (HIB) behavior/s you feel the target was subjected to:

- Physical (pushing, shoving, hitting, threats, vandalism, theft, etc.)

- Emotional (name calling, insults, teasing, harassing phone calls/texts/I-Ms, etc.)
- Social (gossiping, teasing about appearance, exclusion, public humiliation, etc.)
- Cyber (texting/messaging threats, defamatory web posts, derogatory emails, etc.)
- Other (*please describe*) \_\_\_\_\_

**Check all HIB behaviors related to this incident:**

- teasing
- socially excluding
- stealing
- restraining
- kicking
- name calling
- gesture / eye rolling
- pushing
- spitting
- threats
- insulting remarks
- spreading rumors
- tripping
- embarrassing
- stalking
- nasty messages/notes
- destruction of property
- slapping
- pinching
- staring
- physical injury (*describe nature of injury*) \_\_\_\_\_

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

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

**Describe in narrative form what you believe was caused to the student and the basis for your belief.**

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**Describe, to the best of your ability, the incident of alleged harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved (Use additional paper if necessary):**

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