

**Bradley Beach Elementary School
Harassment, Intimidation and Bullying Reporting Form**

Directions: Complete this form within **2 days** of providing a verbal report, of an alleged HIB violation, to the building principal, school anti-bullying specialist or district anti-bullying coordinator. You are strongly encouraged to verbally report any alleged HIB violation on the **same day** you either observe an incident or have been provided information of an incident. Please note that there are three pages to this form that need to be completed.

Location, date and time of alleged violation (circle one):

At a School Sponsored Event
(Name of event):

Outside of School
(Identify Where):

School Bus
(Explain):

Other Details on Location (i.e. specific location in school): _____

Date of Alleged Incident: _____

Time of Alleged Incident: _____

Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying (circle those that apply):

Witnessed incident

Informed by Alleged Victim

Informed by Another Person

Other (describe): _____

Identify all actual or perceived characteristics that were or may have been motivational factors in the alleged bullying incident (circle all those that apply):

Race

Color

Religion

Ancestry

National Origin

Gender

Sexual Orientation

Gender
Identity/Expression

Mental Disability

Physical Disability

Sensory Disability

Other (Describe):

Additional Space for Other: _____

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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
- Substantial disruption or interference with the rights of others
- Physical harm
- Emotional harm
- Insulting or demeaning
- Creates a hostile educational environment
- Interferes with student's education

Describe in narrative form what harm you believe was caused to the student and the basis for your belief (attach additional pages if necessary):

Identify the alleged victim(s) of the HIB incident and his/her role in school (if known):

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

(attach additional pages if necessary)

Identify the alleged violator(s) of the HIB policy and his/her role in school (if known):

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

(attach additional pages if necessary)

Identify the witness(es) of the alleged HIB incident or the person(s) with relevant information, and his/her role in school (if known):

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

Name: _____ Student Staff Parent Other: _____

(attach additional pages if necessary)

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Use the space below to describe the nature of the alleged harassment, intimidation or bullying. Be specific and include as many details as possible (i.e. gestures, written or verbal act(s) (attach additional pages if necessary):

Please add any other pertinent information (attach additional pages if necessary):

Additional pages are attached: YES NO **If yes, how many pages are attached?:** _____

Name of Person Reporting: _____

Date Verbal Report Submitted: _____

Signature of Person Reporting: _____

Date Written Report Submitted: _____

Phone #: _____

email: _____