



# Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

## REPORT FORM FOR HARASSMENT, INTIMIDATION, BULLYING (HIB)

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

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

- Race
- Color
- Religion
- Ancestry
- National Origin
- Gender
- Sexual Orientation
- Gender Identity and Expression
- Mental or Physical or Sensory Disability
- OTHER actual or perceived characteristic (List below)

\_\_\_\_\_  
\_\_\_\_\_

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 member, other and list below)

\_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_

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

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Location of alleged HIB. Check and complete all that apply

School Property

Identify: \_\_\_\_\_

School-sponsored function

Identify Function: \_\_\_\_\_

School Bus

Identify: \_\_\_\_\_

Off school grounds

Describe: \_\_\_\_\_

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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 or rights of others

Physical or 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.

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Please add any other pertinent information on reverse of form.

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Name

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Date