

SUSPECTED HIB INCIDENT

Harassment, Intimidation, and Bullying (HIB) Definition

HIB 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 identity and expression, or a mental, physical or sensory disability, or by **any other distinguishing characteristic**;
- Takes place on school property, at any school-sponsored function, or on a school bus; or **off school grounds**, as provided for in *N.J.S.A. 18A:37-15.3*,
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
- 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; **or**
- Has the effect of **insulting or demeaning** any student or group of students; **or**
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

1 **My name is:** _____ (Optional) Phone: _____ (Optional)

I am a: Student Parent OCVTS Employee _____

I was: Involved a Witness Other: _____

2 **Date and time of incident(s):** _____

Date and time I became aware of the incident: _____

3 **Description of incident (check all that apply to the incident):**

Physical (pushing/shoving, making threats, damaging property, stealing, etc.)

Emotional (name calling, teasing, insulting, harassing phone calls/texts, etc.)

Social (gossiping, teasing about looks, excluding someone from groups, arranging public humiliation, etc.)

Cyber-Bullying (texting/posting/emailing threats, inappropriate comments, inappropriate photos, etc.)

4 **Names of Students Involved**

Name of **Target:** _____

OCVTS Center: _____ Program or Class: _____ Session: AM PM

Name(s) of Student(s) **Accused:**

S1: _____ S2: _____

S3: _____ S4: _____

List the names of anyone you believe may have witnessed the incident or have knowledge of the incident:

W1: _____ W2: _____

W3: _____ W4: _____

5 **Where did the incident take place?**

Location on school property: _____

School Bus: When: _____

Location off school grounds: _____

Electronic (cell phone, email, internet): Describe: _____

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6 Describe the incident as you observed or as it was told to you below.

7 What harm do you believe was caused by the incident?

- Substantial disruption of the orderly operation of the school or classroom
- Interference of the rights of others
- Insulting or demeaning to the target
- Other: _____
- Physical or emotional harm to the target
- Interferes with the target's education

8 What actual or perceived characteristic do you believe motivated the incident? Check one)

- Race
- Color
- Gender
- National origin
- Religion
- Ancestry
- Sexual orientation
- Gender Identity or expression
- Mental, physical, or sensory disability
- Other distinguishing characteristic: _____
- None

9 Add any other details you think will aid in the investigation of the incident.

Anonymous reports will be investigated. Formal disciplinary action cannot be based solely on an anonymous report, however.