

PRINCETON PUBLIC SCHOOLS

Reporting Form for an Incident of Harassment, Intimidation or Bullying

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act 20 Act 20 U.S.C. § 1232g

“Harassment, intimidation or bullying 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 identify and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in [this statute], that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that

- a. 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;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile education environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

N.J.S.A. 18A: 37-14 (2011)

Directions: Bullying, harassment, and intimidation are serious acts and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property, at a school-sponsored activity or event off school property; on a school bus, or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the Principal at the student’s-victim’s school. Contact the school for additional information or assistance at any time.

Today’s Date: _____

Date of Alleged Incident: _____

School and Grade of Victim _____

Case # _____

Person Reporting Incident:

I wish to report anonymously. (May be anonymous if not an employee of district.)

Name: _____

Address: _____

Phone: _____

Relationship to alleged victim: Self Student Parent Staff Other

Victim's Name(s): _____

Offender's Name(s): _____

Check those that apply: Was the alleged harassment based on:

- | | | | |
|--|---|----------|----------------------------|
| race | national origin | religion | sexual orientation |
| color | gender | ancestry | gender identity expression |
| mental, physical or sensory disability | any other distinguishing characteristic | | |
| none of the above | _____ | | |

Identify what harm you believe was or may have been caused by the alleged incident.

Check all that apply:

- Substantial disruption/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

Indicate how you learned that a student may have been the victim of harassment, intimidation or bullying:

- I am the victim
- 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 (_____)

When (date/time) and where did the incident occur?

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.) what, if any, physical contact was involved. Attach additional pages as necessary.

List any person(s) who may have relevant information about this case:

Please add any other pertinent information (attach additional sheet if necessary).

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature: _____ Date: _____ Time: _____
(Anonymous reporting is intended as an option for parents or students, not for staff members)

Please return this completed form to the Principal's office

Administrative Use Only

Administrator's Signature: _____ Date: _____ Time: _____

	Date Notified of Complaint	Method	Date Notified of Completion	Method
Parent of Offender(s)				
Parent of Victim(s)				

Comments: