



NORTHERN REGION  
EDUCATIONAL SERVICES COMMISSION  
45 Reinhardt Road  
Wayne, New Jersey 07470  
Phone (973) 614-8585 – Fax (973) 614-1334

## **Harassment, Intimidation, & Bullying (HIB) Report Form**

The Northern Region Educational Services Commission (NRESC) does not tolerate any form of harassment, intimidation, and/or bullying (HIB) at any time. (Policy #5512/Code of Student Conduct). As such, the Northern Region Educational Services Commission (NRESC) recognizes the importance of identifying and investigating all reported incidents quickly and consistently.

**“Harassment, intimidation, and/or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:**

- 1. Is reasonably perceived as being motivated by either any 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;**
- 2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;**
- 3. 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, that the act(s) 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/her person or damage to his/her property; or**
  - b. Has the effect of insulting or demeaning any student or group of students; or**
  - c. 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.**

The Northern Region Educational Services Commission (NRESC) requires that any target or adult witness of harassment, intimidation, and/or bullying (HIB) place a formal report with the target’s school. Students who have been the target of harassment, intimidation, and/or bullying (HIB) should immediately report all incidents to any school employee, who, in turn, must report this incident to a school administrator or the anti-bullying specialist (ABS). Additionally, any parent/guardian, employee, or community member who has identified an incident of harassment, intimidation, and/or bullying (HIB) should complete this form. The school district will launch a full investigation into the matter upon receipt of this harassment, intimidation, and/or bullying (HIB) form.

## **HIB Investigation Timeline**



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- School Day 1: Verbal report of HIB incident made to the Principal or ABS.
- School Day 2: Principal or ABS informs parents/guardians of alleged victim (verbal or written).
- School Days 2-12: ABS completes the investigation and reviews outcomes with the Principal.
- Upon completion of the investigation: The District Anti-Bullying Coordinator reviews the report. Findings are reported to the parents.
- Next BOE Meeting: The Superintendent presents a summary of the findings.
- Within 5 Days of BOE Acknowledgement: Parents are notified in writing of the findings and procedures for an appeal.
- The following month's BOE meeting: BOE acknowledges, affirms, rejects, or modifies the decision.

## **Harassment, Intimidation, & Bullying (HIB) Incident Report Form**

Name of School: \_\_\_\_\_



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Name of Person making this report: \_\_\_\_\_

Relationship to the person making this report: \_\_\_\_\_  
*Self, Student, Parent/Guardian, Administrator, Staff Member, or "Other".*

Name, ID #, and Grade of Target: \_\_\_\_\_

Name, ID #, and Grade of Alleged Offender(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name, ID #, and Grade of any Witnesses to this incident:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date and Time of the Incident: \_\_\_\_\_

Where did this incident occur? \_\_\_\_\_

Check which best describes the alleged harassment, intimidation, and/or bullying (HIB) behavior for which the target was subjected:

- Physical Bullying  
 Emotional Bullying  
 Cyber-Bullying  
 Other (please describe) \_\_\_\_\_

### **Harassment, Intimidation, & Bullying (HIB) Incident Report Form**

To the best of your ability, describe the incident of alleged harassment, intimidation, and/or bullying (HIB). Be certain to use specific details related to the incident including all names of those involved.



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Name of person **FILING** this report: \_\_\_\_\_