

## 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.