



OCEAN CITY SCHOOL DISTRICT
Harassment, Intimidation, & Bullying (HIB)
INCIDENT REPORT (FORM 1)

Written Report #: _____

SECTION A

HIB Policy Statement: The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

HIB Definition: Harassment, intimidation, 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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Electronic communication means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Conflict vs. Bullying: *Conflict* is a *mutually* competitive or opposing action or engagement, including a disagreement, an argument or a fight which is a normal part of human development. *Bullying is one-sided*, one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

Directions: Harassment, intimidation, or bullying (HIB) incidents are serious and will not be tolerated. If you are a student victim, the parent/guardian of a student victim, a close relative of a student victim, staff member, volunteer, visitor or service provider and wish to report an incident of alleged harassment, intimidation and bullying (HIB), complete HIB Incident Report Form 1 and return it to the Principal at the student victim's school. Anonymous reports will also be investigated. Contact the school for additional information or assistance at any time. One may also go on-line at www.WeTip.com to report any HIB bullying incidents.

Note: All cases will be investigated whenever a report is made. Once contact with the school is initiated, parents and other interested parties cannot stop an investigation from taking place.

Contact Information: If there are any questions regarding the form, please see our list of contacts by visiting our website oceancityschools.org. Once you are on our website, click on HIB Information, Policies and Regulations for the names of our District Anti-Bullying Coordinator and the Schools' Anti-Bullying Specialists.



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SECTION B

Date of Written Report: _____/_____/_____

1) Name of Reporter/Person Filing the Report: _____
 (Note: Reports may be made anonymously)

2) Check whether you are: Target of the Behavior Reporter (not the target)

3) Check whether you are: Student Parent Contracted Services Volunteer Visitor
 Administrator Other (specify) _____
 Staff member (specify role and school) _____

• Your contact information/phone number(s)/email _____

4) Information about the Incident(s):

Date(s) of Incident(s): _____ Time(s) of Day: _____

Name of Target (of behavior): _____

Target Student(s) attends: OC High School OC Intermediate School OC Primary School

Name(s) of Aggressor(s): _____

Location(s) of Incident(s) [be as specific as possible]: _____

5) Witnesses (list people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

6) Incident(s) Description – Place an X next to each and all areas below that best describe what happened and use the space below these to provide further details if necessary including the specific actions of the parties with names of who did and said what.

- Action that involved physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, criticizing, or threatening in person or by other means
- Making rude or threatening gestures
- Spreading harmful rumors or gossip
- Demeaning/making victim of jokes
- Excluding or rejecting the target
- Electronic Communication (specify) _____
- Other (specify) _____



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- Please provide further incident description detail below:

7) Did you file a verbal report with the Principal on the same day of witnessing or receiving reliable information regarding behavior being reported? Yes No Date: _____

8) **Disposition** – Completed report forms should be given or sent directly to the Principal where the target attends.
(*This form must be submitted within 2 days of the verbal report.*)

9) Signature of Person Filing this Report: _____ Date: _____
(*Note: Reports may be filed anonymously*)

10) Receiving Principal Signature: _____ Date Received: _____