

Metuchen Public Schools Incident Reporting Form

Person Reporting Incident:

Student _____ Staff Member _____ Parent/Guardian _____ Volunteer/Other _____

Date of alleged incident: _____

Where did the alleged incident occur? _____

Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. 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
- b. By any other distinguishing characteristic; and that
- c. 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
- d. A reasonable person should know under the circumstances 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
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. 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.

Student(s)/Person(s) Accused of Exhibiting Behavior(s) in violation of the Student Code of Conduct and/or Board Policy 5512 Harassment, Intimidation and Bullying (HIB):

- 1. _____ 2. _____
- 3. _____ 4. _____

Student(s) Alleged to be the Target:

- 1. _____ 2. _____

A. Please describe the details of the incident below: (use additional pages if necessary)

B. In your opinion, do you believe the offending person intended to cause harm to others? Yes No

C. In your opinion, was the behavior motivated by bias? Yes No
(Please note that as per Policy 5512, only incidents motivated by bias fit the definition of harassment, intimidation, and/bullying. Incidents that do not fit this definition will be investigated, however, they will be treated as Code of Conduct violations.)

If so, please place an “x” next to the motivating characteristic(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> ancestry | <input type="checkbox"/> mental disability | <input type="checkbox"/> physical appearance |
| <input type="checkbox"/> color | <input type="checkbox"/> national origin | <input type="checkbox"/> physical disability |
| <input type="checkbox"/> gender | <input type="checkbox"/> race | <input type="checkbox"/> sensory disability |
| <input type="checkbox"/> gender identity | <input type="checkbox"/> religion | <input type="checkbox"/> sexual orientation |

D. In your opinion, do you believe the incident you are reporting caused a substantial disruption or interfered with the orderly operation of the school or rights of other pupils? Yes No

E. Please list below the name(s) of any person(s) or pupil(s) you believe either witnessed or have knowledge of the incident you are reporting:

Name	Grade
1. _____	_____
2. _____	_____
3. _____	_____

Additional Comments

I certify the information contained in this Report is accurate and true to the best of my knowledge.

Signature of Person Making Report

Date