

## **Glen Ridge Public Schools**

### **Report of Harassment, Intimidation or Bullying**

**Directions:** Harassment and bullying are serious offenses and will not be tolerated. This is a form to report alleged harassment and bullying that occurred on school property; at a school sponsored activity or event off school property; or on a school bus. If you are a student victim, the parent/legal guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged harassment or bullying, please complete this form and return it to the Principal at the student/victim's school. Contact the school for additional information or assistance at any time.

**Harassment and bullying consist of words or actions that harm or threaten another person's body, property, self-esteem or group acceptance. This includes any form of sexual harassment.**

Today's date: \_\_\_\_\_ Date of incident: \_\_\_\_\_

**Person reporting incident:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Circle the appropriate person reporting:**  Student  Witness  Parent/legal guardian  Teacher  Staff member  Other Adult

Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_

**Information on the alleged offender (s) (If known):**

Name	Grade	School

**Where did the incident occur: (circle all that apply)**

On school property  At a school sponsored activity or event off school property

On a school bus  Online/Cyber bullying  Off School Grounds

Explain \_\_\_\_\_

**Circle the statement(s) that best describes what happened (choose all that apply):**

Hitting, kicking, shoving, spitting, hair pulling, throwing something

Getting another person to hit or harm the student, Teasing, Name –calling,

Making critical remarks, Threatening in person or by other means,

Demeaning and making the victim of jokes, Making rude and/or threatening gestures,

Excluding or rejecting the student, Intimidating (bullying), Extorting, or Exploiting,

Spreading harmful rumors or gossip, Unsolicited or inappropriate physical contact including that of a sexual nature

- Other (specify) \_\_\_\_\_

**What did the alleged offender (s) say or do? (Attach a separate sheet if necessary)**

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**Where did the harassment / bullying occur? (Attach a separate sheet if necessary)**

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**For how long has the harassment/bullying been occurring? (Attach a separate sheet if necessary)**

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**Did a physical injury result from this/these incident(s)?**       **No**       **Yes**

**If yes, what were the injuries that required medical treatment? (Attach a separate sheet if necessary)**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PRINCIPAL'S OFFICE WITHIN TWO (2) DAYS OF THE ALLEGED INCIDENT.**

cc: Anti-Bullying Specialist