



College Achieve Paterson Charter School
 21 Market Street
 Paterson, NJ 07501
 862-239-4755

HIB Incident Report

Person Reporting Incident: _____ Date: _____

Check one: _____ Student _____ Staff Member _____ Parent/Guardian _____ Other: _____

Date of Alleged Incident: _____ Time: _____

Where did the alleged incident occur? _____

Student(s)/ Person(s) Accused of exhibiting Harassment, Intimidation or Bullying (HIB) Behavior:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Student (s) Alleged to be the Target of HIB Behavior

1. _____ 2. _____ 3. _____

a. Please place an "x" next to the statement (s) that best describes the behavior being report:

Physical aggression or contact to a student	Destruction of property
Teasing or name-calling	Stalking another student
Insulting or demeaning comments	Publicly humiliating a student.
Threatening comments, gestures or physical acts	Stealing or theft
Intimidating conduct toward another student	Defacing property
Spreading harmful rumors or gossip about another student.	Excluding or rejecting a student.
Getting another person to harm a student	Exhorting or exploiting a student
Harassment, intimidation or bullying through electronics communication ex. Text, social media	Other:



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Summary Of Incident:

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

Name of Witness	Grade/Title

d. Did you file a verbal report with the Principal or designee on the same day of witnessing or receiving reliable information regarding behavior being reported?

“Harassment, intimidation or bullying” is defined as 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 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, that takes place on school grounds, at any school sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:



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- A. 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/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 the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

Signature of Person Making Report Position(staff/parent/student/etc) Date

Name of Person Receiving Report Title Date

Note: Written report should be submitted to Principal within two days after verbal is made to the Principal