

Ridgefield Park Public Schools

Initial Incident Report

For Possible Harassment, Intimidation, or Bullying (HIB)

Any person who has significant contact with students and verbally reports to the Principal reliable information of a potential HIB incident

must complete/submit this report to the Principal within 2 school days of the date on which the initial verbal report was made.

Person Completing This Report: _____

Date: _____ **Position:** _____

Date of the verbal report to the Principal: _____

Witnessed Incident

Informed by Alleged Victim

Informed by Other

(Name)

Signature of Reporter: _____

Student Accused of HIB: _____

Date of Incident _____

Alleged Victim(s): _____

Potential Witness(s): _____

X		Marked word(s) depict the incident:					
<input type="checkbox"/>	Nuisance	<input type="checkbox"/>	Name Calling	<input type="checkbox"/>	Aggravating	<input type="checkbox"/>	Stalking
<input type="checkbox"/>	Annoying	<input type="checkbox"/>	Embarrassing	<input type="checkbox"/>	Teasing	<input type="checkbox"/>	Persecuting
<input type="checkbox"/>	Staring	<input type="checkbox"/>	Pestering	<input type="checkbox"/>	Coercing	<input type="checkbox"/>	Insulting
<input type="checkbox"/>	Pressuring	<input type="checkbox"/>	Stealing	<input type="checkbox"/>	Tripping	<input type="checkbox"/>	Kicking
<input type="checkbox"/>	Threatening	<input type="checkbox"/>	Pinching	<input type="checkbox"/>	Slapping	<input type="checkbox"/>	Spitting
<input type="checkbox"/>	Singling Out	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Hitting	<input type="checkbox"/>	Restraining
<input type="checkbox"/>	Hounding	<input type="checkbox"/>	Gesturing	<input type="checkbox"/>	Taunting	<input type="checkbox"/>	Instilling Fear
<input type="checkbox"/>	Communication	<input type="checkbox"/>	Excluding	<input type="checkbox"/>	Discriminating	<input type="checkbox"/>	Terrorizing
<input type="checkbox"/>	Graffiti	<input type="checkbox"/>	Sprdg. Rumors	<input type="checkbox"/>	Maltreating	<input type="checkbox"/>	

Description of Incident-Including Time and Place

Check Here If Additional Documentation Is Attached

This report must be submitted to the Principal by the second school day from the date of the verbal report.

An e-copy of this report must be attached to the Investigation Report when it is submitted to the District Anti-Bullying Coordinator and the Office of the Superintendent.

For Office Use only

Received by: _____

Date: _____

Incident #: _____