

## GOLDEN DOOR CHARTER SCHOOL Harassment, Intimidation and Bullying (HIB) Reporting Form

If you have information regarding bullying and would like to report this information, please fill out the following form to the best of your knowledge.

Name: \_\_\_\_\_ (this is optional, you may report anonymously)

For purposes of this form, bullying is an act that is done on purpose. Bullies use their power (physical size, age, social status, computer skills, etc.) to threaten, harass, or hurt others.. Bullying may consist of the following types of behavior: verbal bullying (name-calling); physical bullying (punching, pushing); social bullying (leaving someone out of a game or group on purpose); extortion (stealing someone's money or toys) and cyberbullying (using email, the Internet, mobile phones, etc. to bully others).

Today's Date: \_\_\_\_\_

Name and Grade of Victim(s):

Name and Grade of Person(s) Accused of Bullying:

When did the incident occur?

Date: \_\_\_\_\_ Time (approximately): \_\_\_\_\_

Where did the incident occur?

Classroom     Hallway     Restroom     Cafeteria     Internet     Cell Phone

On the way to or from school     Other (specify) \_\_\_\_\_

Select the statement(s) that best describe what happened. Choose all that apply:

- Hitting, kicking, shoving, or throwing something
- Getting another person to hit or harm the victim
- Teasing, name calling, or making critical remarks, in person or by other means
- Demeaning or making fun of the victim
- Making rude and /or threatening gestures
- Excluding or rejecting the victim
- Spreading harmful rumors or gossip
- Threatening the victim
- Stealing money or property
- Cyberbullying
- Other (specify) \_\_\_\_\_

What did the alleged bully(ies) do or say? (Use back of this form when needed)

Were there any other persons who may have witnessed the bullying? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please name them and provide as much detail as possible about these witnesses and what they may have seen. List evidence of bullying, if any (not required), such as letters, photos, e-mails and similar items and attach such items to this form if possible.

Thank you. This report will be investigated within two school days. If you fear someone is in IMMEDIATE danger, contact the principal or the Jersey City Police Department (201-547-5477) immediately.