

## REPORT FORM- 1A

### Montclair Public Schools- Report of Alleged Harassment, Intimidation or Bullying

**Directions:**

- Harassment and bullying are serious offenses and will not be tolerated.
- Use this 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, 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.

**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. Frequently asked questions regarding harassment and bullying may be found in the District/School Code of Conduct.**

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

**Person reporting incident:** Name: \_\_\_\_\_

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

Place an "X" in the appropriate box:  Student  Witness  Parent/legal guardian  Teacher  
 Other Staff member  Other Adult

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

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

Name	Age	Grade/ School

**Where did the incident occur:** (check 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 \_\_\_\_\_

Place an "X" next to the statement(s) that best describes what happened (choose all that apply):

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something  
 Getting another person to hit or harm the student  
 Teasing, name –calling, making critical remarks, or threatening, in person or by other means  
 Demeaning and making the victim the subject of jokes  
 Making rude/sexually inappropriate and/or threatening gestures  
 Excluding or rejecting the student  
 Intimidating (bullying), extorting, or exploiting  
 Spreading harmful rumors or gossip  
 Unsolicited or inappropriate physical contact or comments, including that of a sexual nature  
 Other (specify) \_\_\_\_\_

**Signature of Person Completing Form:** \_\_\_\_\_