



Harassment, Intimidation, & Bullying Incident Report Form

Foundation Academy Charter School does not tolerate any form of harassment, intimidation and/or bullying at any time. As a safe and civil educational environment is required for students to learn and achieve high academic standards, Foundation Academy Charter School recognizes the importance of identifying and investigating any and all reported incidents quickly and consistently.

Under New Jersey law, “harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. Reasonably perceived as being motivated by either 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**
- b. By any other distinguishing characteristic; and that**
- c. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that**
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage his/her property; or**
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or**
- f. Creates a hostile educational environment for the pupil by interfering with the pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.**

Foundation Academy Charter School requires that any target of harassment, intimidation and/or bullying use this form to place a formal report with the district. Students who have been the target of harassment, intimidation and/or bullying should immediately report all incidents to any district employee. Additionally, this form should be completed by any parent/guardian, employee, or educational community member, whom has identified an incident of harassment, intimidation, and/or bullying. Please submit all completed forms to any of the district’s schools or offices. Once a report of harassment, intimidation, and/or bullying has been received, Foundation Academy Charter School will launch a full investigation into the matter.

Please note: Reports may be filed anonymously; however, no disciplinary consequences will be taken against an alleged aggressor solely on the basis of an anonymous report.



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Name of School: _____

Name of person making this report: _____

Relationship to the person making this report:

☐ Self

☐ Parent/Guardian

☐ Administrator

☐ Student

☐ Staff Member

☐ Other

Name of Target(s): _____ Grade: _____

Name of alleged offender(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

List any witnesses to this incident: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Date of the incident: _____ Approximate time: _____

Where did the incident occur?

☐ On school property

☐ At a school sponsored activity or event off school property

☐ School bus

☐ Electronic

Check which best describes the alleged harassment, intimidation, and/or bullying (HIB) behavior the target was subjected to:

☐ Physical Bullying (pushing, shoving, hitting, threats, vandalism, theft, etc.)

☐ Emotional Bullying (name calling, insults, teasing, harassing phone calls/texts/I-Ms, etc.)

☐ Social Bullying (gossiping, teasing about appearance, exclusion, public humiliation, etc.)

☐ Cyber-Bullying (texting/messaging threats, defamatory web posts, derogatory emails, etc.)

☐ Other (Please Describe) _____

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

☐ Substantial disruption or interference with the orderly operation of school or rights of others

☐ Physical or emotional harm

☐ Insulting or demeaning a student or group of students

☐ Creating a hostile educational environment



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Describe, to the best of your ability, the incident of alleged harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved:

Describe any additional incidents that may represent a pattern of similar behaviors. Be certain to record dates and times (to the extent possible) associated with these issues as well as whether these issues were reported to Foundation Academy Charter School:

If this matter should proceed to a formal hearing, would you be willing to testify as to your knowledge of this report? Yes ☐ No ☐

Name of person filing this report

Signature

Date

Complete this form. When done, you may print and return to Danielle Venable
(or download and email to dvenable@foundationacademies.org).