



Florham Park Public Schools

ADMINISTRATIVE OFFICE

P.O. BOX 39, FLORHAM PARK, NJ 07932

973-822-3880

973-822-0867 Superintendent Fax | 973-822-0716 Business Office Fax

DR. STEVEN G. CAPONEGRO

Superintendent of Schools

steve.caponegro@fpks.org

JOHN CSATLOS

Business Administrator/Board Secretary

john.csatlos@fpks.org

Harassment, Intimidation and Bullying Information

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.

The Florham Park Public School District 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, the Florham Park School District 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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HIB INCIDENT REPORT

(Please complete a separate form if more than one incident is being reported)

Name of School: _____

Name of Person making this Report: _____

Relationship to the person making this report:

Self/ABS

Parent/Guardian

Administrator

Student

Staff Member

Other _____

Name of Target(s): _____

Grade: _____

Name of alleged offender(s): _____

Grade: _____

Grade: _____

Grade: _____

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

Other _____



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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) _____

Please identify why you believe the behavior was targeted towards the victim?

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

For each box that you have checked please explain why, and provide any evidence that you may have. Please feel free to attach additional pages and any evidence to this report.



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Describe, to the best of your ability, the incident of alleged harassment, intimidation, and/or bullying. Please be specific in describing the role, comments, and/or actions of each listed offender. Be certain to use specific details related to the incident including all names of those involved, including witnesses.

(Please use an additional sheet of paper if necessary)

Identify the relationship, if any, between the victim and the offender(s). 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 the Florham Park School District.

(Please use an additional sheet of paper if necessary)



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Name of person filing this report Signature Date

Student Parent/Guardian Staff Member Other _____

Report taken by telephone _____

Name of person who took phone report Position

Signature Date Time

Please Return This Form To The School Principal Or Any District Office