

Today's Date _____

Person Reporting Incident: _____
Telephone _____ E-mail _____
Place an X in the appropriate box:
 Student Student (witness/bystander) Parent/guardian Close adult relative School staff member

Name of student victim(s) _____

Follow The 5 W's To Complete The Boxes Below

Who did the bullying, harassment, or intimidation (alleged offenders) **Where** did it take place?
When (time) and how did it start...how long has it been happening? **What** happened?
Were there any witnesses?

1. WHO: Name(s) of alleged offender(s)

2. WHEN: On what date(s) did the incident happen? _____

3. WHERE did the incident happen (choose all that apply)?
 At a school-sponsored activity or event off school property
 On a school bus (who's bus)
 On school property (classroom, hallways, locker room, lunchroom, etc.)
DETAILS: _____

4. WITNESSES: Were there any other people who saw this happen? List names

5. WHAT Happened:
Place an X next to the statement(s) that best describes what happened (choose all that apply):
 Any bullying, harassment, or intimidation that involves physical aggression Making rude and/or threatening gestures
 Getting another person to hit or harm the student Intimidating (bullying), extorting, or exploiting
 Demeaning and making the victim of jokes Excluding or rejecting the student
 Spreading harmful rumors or gossip Electronic communications (specify)
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Other (specify)
DETAILS of WHAT Happened in STEP Form:

Continue

Lined area for reporting details.

Bullying, Harassment, or Intimidation Reporting Form

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year.

If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to Mrs. Tigges. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication* that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability
- threatening or seriously intimidating; and occurs on school property, at a school activity or event, or on a school bus
- substantially disrupts the orderly operation of a school

**"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.*