

**Lawrence County Schools  
(Harassment, Intimidation, Bullying Reporting Form)**

This form is to be used to report behavior (alleged) that shows a continual pattern of intentional harassment, intimidation and/or bullying, which is a violation of the Harassment Policy of Lawrence County Schools. This form is not intended to report single incident violations of the Lawrence County Schools Student Code of Conduct, but is to be completed when alleging a pattern of behavior. Once completed, this form should be returned to the building administrator where the student that is reporting the incident, or someone is reporting on their behalf, attends school. Please contact that school's administration for assistance related to this report.

Place an X by the box that describes person completing report:

- Student/alleged victim (do not complete #3)
- Student Witness (do not complete #2)
- Parent/Guardian/Stakeholder (do not complete #2)

Date of Report: \_\_\_\_\_

1. Name of alleged victim (student): \_\_\_\_\_  
School student attends (school receiving report): \_\_\_\_\_

2. If you are completing this report and are the alleged victim (student), have you previously reported a problem concerning this student (alleged offender)?  Yes  No

If yes, who did you report the offense to (ex. Admin., Law Enforcement, SRO etc.) \_\_\_\_\_ Date: \_\_\_\_\_

3. Name of person reporting incident if other than student (Reporter): \_\_\_\_\_  
Relationship to student: \_\_\_\_\_ (ex. Parent, Guardian, Stakeholder)  
Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Have you previously reported a problem of this nature concerning the alleged offender and student?  Yes  No

Did you actually witness the offense(s) being reported?  Yes  No

To your knowledge, has offense(s) been reported to school, law enforcement, SRO etc. before?  Yes  No

If yes, who made the report? \_\_\_\_\_ Who was report given to? \_\_\_\_\_ Date: \_\_\_\_\_

4. Date(s) of incident prompting this report: \_\_\_\_\_

5. Where did the incident(s) occur? If there is more than one location mark all that apply:

- Online/Social Media (describe method(s) used): \_\_\_\_\_
- On School Property (location): \_\_\_\_\_
- At a school-sponsored activity off of school property (location) \_\_\_\_\_
- On a school bus (give bus number if known) \_\_\_\_\_
- (Other) If other please explain: \_\_\_\_\_

6. Name(s) of alleged student offender(s) and LCS school(s) they attend:

Name \_\_\_\_\_ M/F: \_\_\_\_\_ Grade: \_\_\_\_\_ Race: School: \_\_\_\_\_

Name \_\_\_\_\_ M/F: \_\_\_\_\_ Grade: \_\_\_\_\_ Race: School: \_\_\_\_\_

Name \_\_\_\_\_ M/F: \_\_\_\_\_ Grade: \_\_\_\_\_ Race: School: \_\_\_\_\_

7. Has a Police Report been filed?  Yes  No      Are you willing to file a police report?  Yes  No

8. Below, give as much detail as possible of incident(s), including location or method used (ex. technology) and describe the alleged actions of offender including details of what they said/did causing the student to feel threatened harassed or

bullied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have any physical evidence to submit?  Yes  No

If yes, describe the evidence (ex. Pictures, witness statements etc.) \_\_\_\_\_  
\_\_\_\_\_

10. List all witnesses or potential witnesses to the alleged offense: \_\_\_\_\_  
\_\_\_\_\_

11. Are you providing any evidence or documentation with this report?  Yes  No

12. If yes, how many additional pages are being submitted with this report? \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reporter Signature (if other than student) \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee (if other than school administrator) receiving report form: \_\_\_\_\_

Date form was given to school administrator: \_\_\_\_\_

**Administration/School Employee Notes:**