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 man 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: