



# Lawrence Public Schools Bullying Incident Report Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

ID#: \_\_\_\_\_

### Where did the incident occur? (Choose all that apply)

On school property     At a school sponsored activity or event off school property     On way to/from school  
 On a school bus     Other (please explain) \_\_\_\_\_

### Person Reporting Incident:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position: School Staff  Parent/Guardian  Student  Student (witness/bystander)  Anonymous

On what date(s) did the incident occur? \_\_\_\_\_

### Name of Aggressor(s) (if known)

\_\_\_\_\_  
Gr. \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_  
Gr. \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_  
Gr. \_\_\_\_\_ School \_\_\_\_\_

### Witnesses (List people who saw the incident or have information about it)

Name \_\_\_\_\_ Student  Staff  Other

Name \_\_\_\_\_ Student  Staff  Other

Name \_\_\_\_\_ Student  Staff  Other

### Did a physical/emotional injury result from this incident?

No  
 Yes, but it did not require medical attention  
 Yes, and it did require medical attention  
 Yes, referral to counselor/mental health agency

Signature of person filing this report \_\_\_\_\_ Date/Time \_\_\_\_\_

Signature of administrator accepting report \_\_\_\_\_ Date/Time \_\_\_\_\_

### Information about the incident: (Check all that apply that describes what happened)

**PHYSICAL BULLYING:** Persistent pushing, hitting, making threats, defacing property, stealing, threatening with weapon, inflicting bodily harm.

**EMOTIONAL BULLYING:** Persistent name calling, teasing, insulting, harassing phone calls, writing notes, taunting, writing graffiti, threatening violence or bodily harm.

**SOCIAL BULLYING:** Persistent gossiping/spreading rumors, teasing about looks, excluding someone from groups, arranging public humiliation, intimidation, humiliation on a school wide level.

**CYBERBULLYING:** Persistent text messaging, defamatory websites, instant messaging, emailing derogatory photos, hit lists, stealing passwords, online threats, internet online insults, rumors, slander, sexting or gossip

**Please describe to the best of your ability, the bullying incident or act on back of this form.**