



LAKE MILLS COMMUNITY SCHOOL

NOTE: Law enforcement should be contacted immediately for serious or dangerous situations.

Steps for Reporting Harassment or Bullying to LMCS

STEP 1

Complete and submit the *Harassment/Bullying Complaint Form* on the school website or to one of three LMCS staff members. Please keep a copy of the form for yourself. If you submit the form online, you will be emailed a copy to the email you provided.

- [Kari Wagner](#), PK-5 Principal
- [James Scholbrock](#), 6-12 Principal
- [Rachel Rognes](#), K-12 School Counselor

STEP 2

Please follow-up with the school administrator or school counselor if you have not heard from one of them within 72 hours.

STEP 3

Immediately report any retaliation or further harassment.

STEP 4

Written notification will be sent to the involved parties after the completion of the investigation.



LAKE MILLS COMMUNITY SCHOOL

NOTE: Law enforcement should be contacted immediately for serious or dangerous situations.

Bullying, Harassment, or Intimidation Reporting Form

Definition: A person is bullied when he or she is exposed, *repeatedly and over time*, to *negative* actions on the part of one or more other persons. Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school.

Today's date ____/____/____

Do you wish to be anonymous? ☐ Yes ☐ No

Name of the Person Reporting Incident _____

Phone _____ Email _____

Place an X in the appropriate box:

☐ Student ☐ Parent/Guardian ☐ Close Adult Relative ☐ School Staff Member

On what date(s) did this happen? ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____

Name of the student target: _____ Age ____ Grade ____

Name(s) of alleged witness(s)

Grade

School Affiliation

1. _____

2. _____

3. _____

Name(s) of alleged offender/aggressor(s)

Grade

School Affiliation

1. _____

2. _____

3. _____

Where did the incident happen (choose all that apply)?

☐ On school property--Location: _____

☐ At a school-sponsored event off school property--Location: _____

☐ On a school bus

☐ On the way to/from school

☐ Other (Non-School Activity, i.e. Wrestling Club, Park and Rec Sponsored Event, etc.—contact the person in charge of that event as well) Explain _____

Please check the type of bully/harassment/intimidation that has occurred (check all that apply):

- ☐ **Verbal Abuse** (name-calling, racial remarks, belittling, taunting, etc. Can be conducted over the phone, in writing, in person, by text message, and/or email)
- ☐ **Extortion** (verbal or physical bullying for money or personal items)
- ☐ **Indirect Bullying** (rejection, exclusion, ignoring, alienating, or isolating to intentionally cause emotional distress)
- ☐ **Psychological** (spreading rumors, intimidation, etc.)
- ☐ **Physical** (hitting, kicking, shoving, twisting limbs, spitting, or destroying personal belongings)
- ☐ **Hazing** (having to participate in an act of physical or emotional personal harm to be part of a group, or are a target of a group)
- ☐ **Cyberbullying** (using technology to harass, threaten, or target another person including but not limited to: text messages, email, Facebook, Twitter, Instagram, Snapchat, other social networking sites, chat rooms, videos, etc.)
- ☐ **Bias/Hate-motivated** (basic bias against or hate for a person or group including taunting of one's race, religion, national origin, sexual orientation, or physical or mental disabilities motivated by bias or hostility toward the target's real or perceived ethnicity, national origin, immigrant status, religious beliefs, gender, sexual orientation, age, disability, political affiliation, race or any other physical or cultural characteristics, etc.)
- ☐ **Other** Explain: _____

What was the basis of the discrimination, harassment, intimidation, or bullying?

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Actual or perceived disability | <input type="checkbox"/> Gender | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Gender expression | <input type="checkbox"/> Nationality | <input type="checkbox"/> Race |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Association with a person or group with one or more of these actual or perceived characteristics | | |

Describe the incident(s), including what the alleged offender/aggressor(s) said or did:

Describe how the target handled himself/herself:

Did a physical injury result from this incident? Check the appropriate box.

- ☐ No
- ☐ Yes, but it did not require medical attention.
- ☐ Yes and it required medical attention.
- ☐ Unknown

Was the student target absent from school as a result of the incident?

- ☐ No
- ☐ Yes-If yes, how many days was the student target absent from school as a result of the incident? _____
- ☐ Unknown

Did the target feel any of the following (check all that apply):

- ☐ Psychologically affected. ☐ Yes, but services have not been sought. ☐ Yes and services have been sought.
- ☐ Emotionally unsafe. If yes, explain _____
- ☐ Physically unsafe. If yes, explain _____
- ☐ Unknown

Additional Comments:

Attach any additional evidence or necessary information (i.e. screenshots, emails, pictures, texts, etc.)

☐ **Disclaimer:** In submitting this form, I agree that the statements made on this report are truthful and accurate to the best of my knowledge. I understand that knowingly submitting false or misleading information on this report may also be viewed as an act of bullying and harassment.

Your Signature:

Date:

Signature of Person Who Received this Form:

Date Received:
