



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:
