



# 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**

Print off and complete the *Harassment/Bullying Complaint Form* found on the school website. Submit a copy to one of the three LMCS staff members listed below. Please keep a copy of the form for yourself.

- Connor Kem, 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.