

Lake County Schools

Bullying or Harassment Reporting Form

This report must be completed to file a complaint relating to an incident of alleged bullying or harassment as defined in LCSB Policy 5.33 and Section 1006.147, Florida Statutes and turned in to the school or worksite designated location. **If you fear a student is in IMMEDIATE danger, please contact the student's school or law enforcement immediately!**

Bullying – including cyberbullying is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more student or school employees.

Harassment – for purposes of this policy, includes but is not limited to, any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or 3) has the effect of substantially disrupting the orderly operation of a school.

The following factors will determine if bullying or harassment for students and employees falls within the scope of the Lake County School District:

- A. During any education program or activity conducted by the District; or
- B. During any school-related or school-sponsored program or activity or on a District school bus or at a District school bus stop; or
- C. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the district within the scope of the school district, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

Section Below to be Completed by Student, Employee, Parent, or Visitor

Directions: If this incident meets at least one of the Scope of the District qualifiers noted above in A-D, print this document, fill in information, and drop this form off at the designated school location.

Name of Person Completing Form (First, Middle, and Last)				Sex (M or F)	Phone Number		Relationship Between Parties	
Victim #1 Name (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Victim #2 Name (If Applicable) (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Victim #3 Name (If Applicable) (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Accused #1 Name (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Accused #2 Name (If Applicable) (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Accused #3 Name (If Applicable) (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Witness #1 Name (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Witness #2 Name (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Witness #3 Name (First, Middle, and Last)				Sex (M or F)	Grade	Age		
Location of Incident					School of Victim			
Principal					Today's Date			

Date of Most Current Incident _____

Time of Most Current Incident _____

1. Frequency of incident

- This is the first time incident occurred.
- Same incident/behavior has occurred previously. Date(s)/Timeframe _____ Reported incident to _____

2. Where/How did the incident happen (choose all that apply)?

- On school property At a school-sponsored activity At an event off campus
- On a school bus On the way to school On the way home from school
- Electronically Internet E-mail Cell phone Wireless hand-held device During school At home
- Other electronic device _____
- Other _____

3. Which statement(s) best describes what happened (choose all that apply)?

- Teasing Social Exclusion Threats Intimidation
- Physical Violence Public Humiliation Theft Stalking
- Destruction of Property Spreading False Rumors Cyberstalking/Cyberbullying
- Sexual Harassment Religious Harassment Racial Harassment
- Disability Harassment Third Party Bullying/Harassment Other _____

4. Describe what happened.

5. What steps have you already taken to resolve the situation?

6. If witnesses are involved, describe their role in this incident.

7. Did this incident inflict physical hurt or psychological distress? If yes, how?

8. Did this incident adversely affect your education or educational environment? If yes, how?

Attach any supporting documentation and/or evidence.

The investigation of this report will be concluded within ten (10) school days.

By signing this document, I agree that all of the information on this form is accurate and true to the best of my knowledge. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signature of Person Completing Form Date

In-Take Documentation - For School Use Only	
Date Received	Received By
Date Given to Investigator	Name of Investigator
Date Investigation Initiated	
In-Take Person – Once report has been received, the report shall be given to investigator preferably within one (1) school day.	
Next Step – Using the <i>Bullying or Harassment School Investigation Form</i>, determine whether incident is in the Scope of the District. If incident is in the Scope of the District, investigate to determine if incident is substantiated or unsubstantiated bullying or harassment.	