

# Lake County Schools

## Bullying or Harassment Anonymous Reporting Form

If you have information regarding a bullying or harassment act as defined in LCSB Policy 5.33 and Florida Statute 1006.147 and would like to report this information anonymously, please fill out the form below to the best of your knowledge and submit. **If you fear a student is in IMMEDIATE danger, contact the student's school or law enforcement immediately!**

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

- ☐ During any education program or activity conducted by a public K-12 educational institution; or
- ☐ During any school-related or school-sponsored program or activity or on a school bus or at a school bus stop of a public K-12 educational institute. Notwithstanding the duty to investigate complaints of bullying or harassment while a student is at a school bus stop, the School Board is not liable for such incidents but is only responsible to investigate and refer to the appropriate agency; or
- ☐ Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution; or
- ☐ 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 a school 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 a 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 factors within the Scope of the District, print this document, fill in information, and drop this form off at the designated school or worksite location.

School Site/Department \_\_\_\_\_

Principal \_\_\_\_\_ Today's Date \_\_\_\_\_

|  |                     |              |            |
|--|---------------------|--------------|------------|
| <b>Victim Name</b> (First, Middle, and Last)     | <b>Sex (M or F)</b> | <b>Grade</b> | <b>Age</b> |
| <b>Accused Name</b> (First, Middle, and Last)    | <b>Sex (M or F)</b> | <b>Grade</b> | <b>Age</b> |
| <b>Witness #1 Name</b> (First, Middle, and Last) | <b>Sex (M or F)</b> | <b>Grade</b> | <b>Age</b> |
| <b>Witness #2 Name</b> (First, Middle, and Last) | <b>Sex (M or F)</b> | <b>Grade</b> | <b>Age</b> |

**Date of Incident** \_\_\_\_\_ **Time of Incident(s)** \_\_\_\_\_ **Frequency of Incident(s)** \_\_\_\_\_

**1. 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 from school
- ☐ Electronically ☐ Internet ☐ E-mail ☐ Cell phone ☐ Wireless hand-held device ☐ During school ☐ At home
- ☐ Other electronic device \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**2. 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 \_\_\_\_\_

**3. Describe what happened.**

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

5. If witnesses are involved, describe their actions in this incident.

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

7. If incident involves the use of data or computer software, did this incident adversely affect your educational or work environment? If yes, how?

☐ Additional supporting documentation and/or evidence attached.

**This report will be followed up within two (2) school days as it pertains to students and thirty (30) duty days as it pertains to employees.**

| In-Take Documentation For School/Department 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 within one (1) school day.**

**Investigator – Once report has been received, contact to parents/guardians of victim and perpetrator shall be made on same day report is received.**

**Victim**

Parent Name

Phone Number

Time of Contact

Method of Contact

If unable to speak with a parent, the school must contact parent/guardian via mail.

**Accused**

Parent Name

Phone Number

Time of Contact

Method of Contact

If unable to speak with a parent, the school must contact parent/guardian via mail.

**Next Step – Conduct investigation (conduct preliminary investigation first, if needed).**