



LAKE MILLS COMMUNITY SCHOOL

Steps for Reporting Harassment or Bullying to LMCS

Complete the *Harassment/Bullying Complaint Form* on the school website and return to one of three LMCS staff members. Please keep a copy of the form for yourself.

Kari Wagner, PK-5 Principal

James Scholbrock, 6-12 Principal

Rachel Rognes, K-12 School Counselor

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

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

Immediately report any retaliation or further harassment.

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