

# Baugo Community Schools

## The Reporting Bullying Process

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment

### WHO DO I REPORT BULLYING TO?

Instances of bullying should be immediately reported to a building principal, assistant principal, or the Superintendent.

Concerns can also be reported to a teacher, counselor, or a social worker who will be responsible for notifying the appropriate building or district administrator.

Reports can also be filed through email at [confidential@baugo.org](mailto:confidential@baugo.org). These reports will be monitored by our Human Resource Coordinator who will be responsible for notifying the appropriate building or district administrator.

### HOW DO I REPORT BULLYING?

Students, parents, or visitors may complete a *Reporting Bullying Form* available in each school office or on the district webpage at [www.baugo.org](http://www.baugo.org). (Note: A written report may be made anonymously)

Students, parents, or visitors may request a meeting with a building principal or designee to provide a verbal report of bullying. The principal will follow the *Reporting Bullying Form* as a guide for collecting information during the meeting.

### WHAT HAPPENS AFTER A REPORT OF BULLYING IS MADE?

The principal or designee shall conduct a thorough investigation within one (1) school day of a written report. The principal or designee may appoint additional personnel to assist in an investigation. The investigation shall be completed, and the written findings collected by the principal as soon as possible, but not later than five (5) school days from the written allegation of bullying.

The principal shall provide information about the investigation, in accordance with Federal and State law and regulation, to the parents of the student(s) who was bullied as well as the parents of the student(s) with the bullying behavior. The information provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying behavior, and whether consequences were imposed, or services provided to address the bullying incident if the evidence of bullying behavior was substantiated.

Each school shall record the frequency of confirmed incidents of bullying and shall report this information to the Superintendent, who will report it to the Board and Indiana Department of Education. Information on bullying shall be submitted to the Indiana Department of Education by July 1 of each year.