

Protocol and Timetable for the Reporting and Investigation of Alleged Bullying
Incidents
Lakeland School Corporation

1. Employees are required to make a report (verbally or by completed report form) **within the same day** that they have observed or become aware of an alleged incident of bullying. If the incident was verbally reported, the verbal report should be followed up with a completed bullying incident report form, completed by the same employee **within one school day**.
2. Once a referral has been received from an employee or through anonymous reporting protocols, the principal (or designee) will initiate an investigation of the alleged bullying incident within **one school day** from when the initial written report was first received.
3. Once the incident is determined to be a bullying incident and investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services are to be communicated to the parent/guardian of targeted student(s) and perpetrator(s) as allowed by law, **no later than two school days** from the initiation of the investigation.
4. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense.
5. The investigating staff member will complete the necessary bully incident report form and maintain a record of the incident for mandated state reporting.
6. The reporting staff member should be notified of the results of the investigation once it is closed.
7. The Superintendent will receive periodic reports from each school of all bullying incidents reported by type, location, and consequence on a **monthly basis**.
8. Extreme incidents of bullying should be reported to Superintendent immediately.