

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 247-AR-0. HAZING

### Investigation Procedure

Upon receipt of a complaint of hazing or information that indicates hazing may have occurred, the building principal will conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. Such investigation may include some, but not necessarily all, of the following steps based on the particular allegations:

1. Identifying and interviewing the complainant.
2. Identifying and interviewing the individual or individuals accused to have participated in the alleged hazing.
3. Identifying and interviewing any witnesses to the alleged hazing.
4. Taking statements from the complainant, accused and/or witnesses.
5. Review of any physical evidence or documents relating to alleged hazing.
6. Any other relevant evidence produced by the complainant or the accused individual or individuals.
7. Any other reasonable investigation the building principal deems necessary.

At the conclusion of his/her investigation, the building principal will prepare a written report that summarizes the investigation, his/her findings and the recommended disposition of the complaint. A copy of the report will be provided to the Superintendent. The results of the investigation will be provided to the complainant, the accused and others directly involved, as appropriate in the discretion of the administration. The building principal is not required to provide his/her complete report to those individuals. If the investigation results in a substantiated finding of hazing, the building principal will impose discipline in accordance with the applicable Code of Student Conduct. In addition, the building principal will take all other appropriate measures to eliminate the improper conduct and/or to avoid future similar conduct.