

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

249-AR-0-FORM-1. NOTICE TO COMPLAINANT AND/OR PARENTS/GUARDIANS OF COMPLAINANT

To:

From:

Date:

The elimination of improper conduct, including bullying/cyberbullying, is a high priority for the district. It is the established policy of the district to prohibit all forms of improper conduct, including bullying/cyberbullying. A copy of the district’s policy and administrative regulations are attached, and we urge that you read them and become familiar with their provisions; however, we would like to use this notice to highlight certain information:

1. The district’s designee for bullying/cyberbullying is _____.
If you have any questions, you may contact the Compliance Officer at the following address and telephone number:

2. The district will investigate the allegations of improper conduct brought to its attention. The investigation will be conducted by _____. If you have any questions of the district’s investigator, you may contact the investigator at the following address and telephone number:

3. During the investigation, you have the right to: (a) provide the district with information and documentation concerning the alleged improper conduct; (b) advise the district of the identity and location of any possible witness; and (c) all other rights set forth in law or in district policy.

249-AR-0-FORM-1. NOTICE TO COMPLAINANT AND/OR PARENTS/GUARDIANS OF
COMPLAINANT - Pg. 2

4. The district is interested in knowing what actions you are seeking in response to the bullying/cyberbullying. Although the law does not require that the district comply with requested action in order to eliminate bullying/cyberbullying, a collaborative dialogue may be a useful tool in ensuring that bullying/cyberbullying is eliminated.
5. The district will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The district is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the district being able to fulfill its commitment to eliminate bullying/cyberbullying.
6. District employees and students who are alleged to be perpetrators of bullying/cyberbullying may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the district will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the district to remediate any bullying/cyberbullying that may have occurred, please feel free to contact the district designee or the investigator identified previously in this notice.
7. If you are dissatisfied with the progress of the investigation, the progress of the making of the decision, or the decision reached, you have the right under the policy to appeal to the Board of Directors. You may file an appeal by _____.
8. If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the district will follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you notify the district designee and/or the investigator immediately.
9. The district has a policy of correcting the discriminatory effects on the complainant and others of any improper conduct, including bullying/cyberbullying. Please feel free to advise us of the things that you believe the district should do to correct the discriminatory effects of the improper conduct.
10. Retaliation by anyone against any individual who has reported improper conduct, including bullying/cyberbullying, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify your building principal and/or the investigator immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

Date: _____

Signature: _____