

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

249-AR-0. BULLYING/CYBERBULLYING

Forms

Any staff member who receives a complaint of bullying/cyberbullying should report the matter to the building principal or designee. The student complainant and/or the student's parent(s)/guardian(s) should be given the Report Form For Complaints Of Bullying/Cyberbullying, to review and sign. Upon completion, the form should be given to the building principal or designee and maintained in the district's records.

Complaints may come to the district from different sources. If the complaint comes to the district from a witness, the alleged victim and/or victim's parent(s)/guardian(s) should be contacted immediately and given the Report Form For Complaints Of Bullying/Cyberbullying to review and sign.

The student and/or the student's parent(s)/guardian(s) will also be provided with the Notice To Complainant And/Or Parents/Guardians Of Complainant, at the outset of the investigation.

The decision as to who should be given the forms in terms of the student and/or the student's parent(s)/guardian(s) will be based on a variety of considerations, including the following:

1. In all cases where the student is under eighteen (18) years old, the parent(s)/guardian(s) should be contacted unless there is a threat to the safety of the student by contacting the parent(s)/guardian(s).
2. In all cases where the student is eighteen (18) years old or older, the parent(s)/guardian(s) should not be contacted unless the student gives authorization, the parent(s)/guardian(s) made the complaint, or the situation is such that notice to the parent(s)/guardian(s) is necessary to protect the student.
3. If the age and/or maturity of the student is such that provision of the form to the student is likely to be confusing or not understood by the student, then the student need not be provided with a copy of the form.
4. In all other instances, the student is to be provided with a copy of the form and requested to sign it.

Investigation

The first decision that must be made is the determination of who will perform the investigation and whether the Superintendent or other appropriate central administrator is to be notified to determine who will conduct the investigation. Legal counsel should be consulted to determine whether legal counsel should be involved and, if so, to what extent.

Any complaint where the nature of the alleged wrongdoing is such that there may be an expulsion if the allegations are found to be true should be turned over to the central administration and reviewed by legal counsel.

Upon receipt of a complaint of bullying/cyberbullying, the building principal or designee will investigate the complaint promptly, unless the investigation is turned over to the central administration or legal counsel. During the investigation, the investigator will utilize and complete the Investigative Fact Sheet.

Confidentiality of all parties will be maintained as may be consistent with the district's legal and investigative obligations.

Such investigation may include some, but necessarily all, of the following steps based on the particular allegations:

1. Identifying and interviewing the complainant.
2. Identifying and interviewing the individual(s) accused to have participated in the alleged bullying/cyberbullying.
3. Identifying and interviewing any witnesses to the alleged bullying/cyberbullying.
4. Review of any physical evidence or documents relating to alleged bullying/cyberbullying.
5. Any other relevant evidence produced by the complainant or the accused individual(s).
6. Any other reasonable investigation the building principal deems necessary.

A report of bullying/cyberbullying must be investigated even if the report is anonymous and even if the reporter stated that s/he does not want the district to do anything.

Some bullying/cyberbullying might also constitute sexual harassment, racial intimidation or ethnic intimidation. To the extent that the nature of the bullying/cyberbullying may constitute one (1) or more of those things, the policies and administrative regulations pertaining to those subjects must be followed.