

# NEW HOPE- SOLEBURY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## Investigation of Bullying

Any staff member who receives a complaint of bullying/cyberbullying shall report the matter to the building principal or designee.

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 shared with 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.

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 not 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. Review of any other relevant evidence produced by the complainant or the accused individual(s), including but not limited to written or electronic communications, pictures or illustrations, video, etc.
6. Review of any other reasonable investigation the building principal deems necessary.

A report of bullying/cyberbullying must be investigated even if the reporter stated that s/he does not want the district to do anything. The investigation shall be initiated as soon as practically possible.

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.