

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 246
Section: PUPILS
Title: HARRASSMENT, BULLYING AND HAZING
Date Adopted: 6/20/88
Date Last Revised: 5/10/19; 1/11/19; 2/18/14

Replacing *Prohibited Harassment by and of Students*

R246 HARASSMENT, BULLYING AND HAZING

Reporting & Investigation Procedures

Students who believe they or others have been subjected to bullying, hazing or harassment are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor. Any staff member who receives a complaint of bullying, hazing or harassment from a student shall promptly refer such complaints to their building administrator. The staff member receiving the complaint shall document the incident in writing using the "Record of Incident" form that is attached as **Attachment A** to this regulation. As appropriate, the student and/or parent/guardian may be asked to complete **Attachment A** and/or provide a written statement of the incident(s).

Each building administrator or designee shall be responsible for reviewing and investigating any reports received alleging bullying, hazing or harassment. As part of the investigation process, the investigator should complete a "Record of Incident Investigation" form that is attached as **Attachment B** to this regulation to document the investigatory process. Reports of alleged bullying or hazing that could be interpreted to also constitute discrimination and/or harassment shall be handled in coordination with the Assistant to the Superintendent for District Administration as the District's Title IX Coordinator under this Policy and Administrative Regulation.

The building administrator or designee responsible for reviewing and investigating reports of bullying, hazing, and harassment shall conduct a prompt and thorough investigation. The investigation may include, but need not be limited to, interviewing the victim, accused, and any third party witnesses. The Building administrator or designee shall determine what, if any, interim measures should be put in place to protect students from further hazing, bullying, or harassing conduct related to the alleged incident and report. Such interim measures may include, but need not be limited to, the separation of alleged victims and perpetrators. Records shall be maintained documenting the investigation performed, the outcome, any discipline imposed, and any preventative or corrective action taken.

Violations of this Administrative Regulation and the accompanying Board Policy shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency. Annually, the building administrator or designee shall assist the Superintendent or designee with the compilation of

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all incidents required to be incorporated into the District’s annual report to the Pennsylvania Department of Education, Office for Safe Schools.

Special Provisions – Hazing

Coaches and activity sponsors are expected to be familiar with the Board’s Policy and the District’s Administrative Regulation regarding hazing, and shall inform students of its contents at the start of the activity. Coaches and activity sponsors shall instruct team captains or other students in team or activity leadership positions (“student leaders”) to check with them prior to the student leader(s) implementing any activity designed to encourage teambuilding to ensure that the activity does not violate this Administrative Regulation or the accompanying Board Policy.

If a student organization is found to have engaged in organizational hazing, it shall be subject to appropriate penalties, which could include rescission of permission for that organization to operate on school property.

Any person or organization that causes or participates in hazing may be subject to criminal prosecution. An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if they comply with the requirements of law relating to Safe Harbor.

Special Provisions – Student Bullying Policy

The Superintendent or designee will ensure that this Administrative Regulation and the accompanying Board Policy is reviewed with respect to bullying at least every three (3) years, in accordance with the law.

The building principal or designee shall be responsible for ensuring that at least once each school year, this Administrative Regulation and the accompanying Board Policy are reviewed with students, with discussion on the procedures for reporting and consequences of engaging in bullying.

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Building administrators or designees will also ensure that this Administrative Regulation and the accompanying Board Policy is posted in each classroom and in a prominent location within the school building. An age-appropriate summary shall be included as part of this posting; those summaries are attached to this Administrative Regulation as **Attachments C-E**.