

**DISCRIMINATION, HARASSMENT, AND
BULLYING COMPLAINT PROCEDURE**

Policy Code: **1720/4015/7225**

1 The Transylvania County Board of Education (the “board”) takes seriously all complaints of
2 unlawful discrimination, harassment, and bullying. The process provided in this policy is
3 designed for those individuals who believe that they may have been discriminated against,
4 bullied, or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination,
5 Harassment, and Bullying, or policy 1730/4022/7231, Nondiscrimination on the Basis of
6 Disabilities. Individuals who have witnessed or who have reliable information that another
7 person has been subject to unlawful discrimination, harassment, or bullying also should use the
8 process provided in this policy to report such violations to one of the school system officials
9 listed in subsection C.1, below. In addition, the process in this policy should be used to report a
10 violation of policy 4040/7310, Staff-Student Relations.

11
12 Any report made through the process established in this policy may be made anonymously,
13 except mandatory employee reports. The school system will ensure that institutional interests do
14 not interfere with the impartiality of the process for investigating and resolving complaints
15 established in this policy.

16
17 The process set forth in this policy does not apply to allegations regarding or related to the
18 identification, evaluation, educational placement, or free appropriate public education of a
19 student under Section 504 or the IDEA. Such allegations may be raised through the procedures
20 established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities (for
21 Section 504 complaints), or in accordance with the procedures described in the *Parents Rights*
22 *Handbook* published by the N.C. Department of Public Instruction (for IDEA complaints).

23
24 **A. DEFINITIONS**

25
26 **1. Alleged Perpetrator**

27
28 The alleged perpetrator is the individual alleged to have discriminated against,
29 harassed, or bullied the complainant.

30
31 **2. Complaint**

32
33 A complaint is an oral or written notification made by a person who believes he or
34 she is the victim of unlawful discrimination, harassment, or bullying.

35
36 **3. Complainant**

37
38 The complainant is the individual complaining of being discriminated against,
39 harassed, or bullied.

40
41 **4. Days**

42

43 Days are the working days, exclusive of Saturdays, Sundays, vacation days, or
44 holidays, as set forth in the school calendar. In counting days, the first day will be
45 the first full working day following receipt of the complaint. When a complaint is
46 submitted on or after May 1, time limits will consist of all weekdays (Monday–
47 Friday) so that the matter may be resolved before the close of the school term or
48 as soon thereafter as possible.

49
50 **5. Investigative Report**

51
52 The investigative report is a written account of the findings of the investigation
53 conducted in response to a complaint.

54
55 **6. Investigator**

56
57 The investigator is the school official responsible for investigating and responding
58 to the complaint. The investigator must be a person free of actual or reasonably
59 perceived conflicts of interest and biases for or against any party.

60
61 **7. Report**

62
63 A report is an oral or written notification that an individual, other than the
64 reporter, is a suspected perpetrator or victim of unlawful discrimination,
65 harassment, or bullying.

66
67 **B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES**

68
69 **1. Mandatory Reporting by School Employees**

70
71 Any employee who witnessed or who has reliable information or reason to believe
72 that a student or other individual may have been discriminated against, harassed,
73 or bullied in violation of policy 1710/4021/7230 or policy 1730/4022/7231 must
74 report the offense immediately to an appropriate individual designated in
75 subsection C.1, below. Suspected violations of policy 4040/7310, Staff-Student
76 Relations, should be reported directly to the superintendent or designee. An
77 employee who does not promptly report possible discrimination, harassment, or
78 bullying or violations of policy 4040/7310 shall be subject to disciplinary action.

79
80 **2. Reporting by Other Third Parties**

81
82 All members of the school community, including students, parents, volunteers,
83 and visitors, are also strongly encouraged to report any act that may constitute an
84 incident of discrimination, harassment, or bullying.

85

86 3. **Anonymous Reporting**
87
88 Reports of discrimination, harassment, or bullying may be made anonymously
89 (except mandatory reports by school employees) but formal disciplinary action
90 may not be taken solely on the basis of an anonymous report. **A safety tip line is**
91 **available for anonymous reporting at the middle and high schools.**
92

93 4. **Investigation of Reports**
94
95 School officials shall sufficiently investigate all reports of discrimination,
96 harassment, or bullying, even if the alleged victim does not file a complaint or
97 seek action by school officials, to understand what occurred and to determine
98 whether further action under this policy or otherwise is necessary. School
99 officials shall take such action as appropriate under the circumstances, regardless
100 of the alleged victim’s willingness to cooperate. At the option of the alleged
101 victim, the report may be treated as a complaint by the alleged victim under this
102 policy.
103

104 **C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR**
105 **BULLYING**

106 1. **Filing a Complaint**
107
108 Any individual, who believes that he or she has been discriminated against,
109 harassed, or bullied is strongly encouraged to file a complaint orally or in writing
110 to any of the following individuals:
111
112 a. the principal or assistant principal of the school at which either the alleged
113 perpetrator or alleged victim attends or is employed;
114
115 b. an immediate supervisor if the individual making the complaint is an
116 employee;
117
118 c. the assistant superintendent of human resources if the alleged perpetrator
119 or alleged victim is an employee of the school system (or the
120 superintendent if the assistant superintendent of human resources is the
121 alleged perpetrator);
122
123 d. the Title IX coordinator for claims of sex discrimination or sexual
124 harassment (see policy 1710/4021/7230 for contact information);
125
126 e. the Section 504 coordinator or the ADA coordinator for claims of
127 discrimination on the basis of a disability (see policy 1710/4021/7230 for
128

129 contact information); or

130

131 f. for claims of other forms of prohibited discrimination, the applicable civil
132 rights coordinator as established in policy 1710/4021/7230.

133

134 **2. Time Period for Filing a Complaint**

135

136 A complaint should be filed as soon as possible but no later than 30 days after
137 disclosure or discovery of the facts giving rise to the complaint. Complaints
138 submitted after the 30-day period may be investigated; however, individuals
139 should recognize that delays in reporting may significantly impair the ability of
140 school officials to investigate and respond to such complaints.

141

142 **3. Informal Resolution**

143

144 The board acknowledges that many complaints may be addressed informally
145 without a full investigation and/or hearing through such methods as conferences
146 or mediation. The board encourages the use of informal procedures such as
147 mediation to the extent possible in appropriate cases and when all parties
148 voluntarily agree after receiving a full disclosure of the allegations and the option
149 for formal resolution; however, mediation or other informal procedures will not
150 be used to resolve complaints alleging sexual assault or sexual violence,
151 complaints by a student of sexual harassment perpetrated by an employee, or
152 when otherwise deemed inappropriate by the investigator or applicable civil rights
153 coordinator.

154

155 If an informal process is used, the principal or other designated personnel must (1)
156 notify the complainant that he or she has the option to end the informal process
157 and begin formal procedures at any time and (2) make a copy of this policy and
158 other relevant policies available to the complainant. Any informal process should
159 be completed within a reasonable period of time, not to exceed 30 days unless
160 special circumstances necessitate more time. If informal procedures fail to
161 resolve the matter in a reasonable period of time or are inappropriate, or if the
162 complainant requests formal procedures, the complaints will be investigated
163 promptly, impartially, and thoroughly according to the procedures outlined in the
164 remainder of this policy.

165

166 **4. Other Resources**

167

168 Individuals may also contact the Office for Civil Rights at the U.S. Department of
169 Education:

170

171 4000 Maryland Ave., SW

172 Washington, DC 20202-1475
173 Telephone: 202-453-6020 TDD: 800-877-8339
174 FAX: 202-453-6021 E-mail: OCR.DC@ed.gov
175

176 **D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION,**
177 **HARASSMENT, OR BULLYING**

178
179 **1. Initiating the Investigation**
180

181 a. Whoever receives a complaint of discrimination, harassment, or bullying
182 pursuant to subsection C.1, above, shall immediately notify the
183 appropriate investigator who shall respond to the complaint and
184 investigate. The investigator of a complaint is ordinarily determined as
185 follows; however, the superintendent may determine that individual
186 circumstances warrant the assignment of a different investigator.
187

188 1) If the alleged incident occurred under the jurisdiction of the
189 principal, the investigator is the principal or designee, unless the
190 alleged perpetrator is the principal, the assistant superintendent of
191 human resources, the superintendent, or a member of the board. If
192 the alleged perpetrator is any other employee, the principal or
193 designee shall conduct the investigation in consultation with the
194 assistant superintendent of human resources or designee.
195

196 2) If the alleged perpetrator is the principal, the assistant
197 superintendent of human resources or designee is the investigator.
198

199 3) If the alleged incident occurred outside of the jurisdiction of a
200 principal (for example, at the central office), the assistant
201 superintendent of human resources or designee is the investigator
202 unless the alleged perpetrator is the assistant superintendent of
203 human resources, the superintendent, or a member of the board.
204

205 4) If the alleged perpetrator is the assistant superintendent of human
206 resources, the superintendent or designee is the investigator.
207

208 5) If the alleged perpetrator is the superintendent, the board attorney
209 is the investigator. (In such cases, whoever receives a complaint of
210 discrimination, harassment, or bullying shall immediately notify
211 the assistant superintendent of human resources who shall
212 immediately notify the board chair. The board chair shall direct
213 the board attorney to respond to the complaint and investigate.)
214

- 215 6) If the alleged perpetrator is a member of the board, the board
216 attorney is the investigator. (In such cases, whoever receives a
217 complaint of discrimination, harassment, or bullying shall
218 immediately notify the superintendent who shall direct the board
219 attorney to respond to the complaint and investigate. Unless the
220 board chair is the alleged perpetrator, the superintendent shall also
221 notify the board chair of the complaint.)
222
- 223 b. As applicable, the investigator shall immediately notify the Title IX,
224 Section 504, ADA, or other relevant coordinator of the complaint, and, as
225 appropriate, may designate the coordinator to conduct or assist with the
226 investigation.
227
- 228 c. The applicable coordinator and the investigator shall jointly assess the
229 need for interim measures of support for either party and, as necessary,
230 shall implement appropriate measures in a timely manner and monitor the
231 effectiveness of the measures during the pendency of the investigation.
232 Interim measures that restrict the ability of either party to discuss the
233 investigation (“gag orders”) may not be used.
234
- 235 d. The investigator shall explain the process of the investigation to the
236 complainant and inquire as to whether the complainant would like to
237 suggest a course of corrective action.
238
- 239 e. Written documentation of all reports and complaints, as well as the school
240 system’s response, must be maintained in accordance with policy
241 1710/4021/7230.
242
- 243 f. Failure to investigate and/or address claims of discrimination, harassment,
244 or bullying shall result in disciplinary action.
245

246 **2. Conducting the Investigation**
247

248 The investigator is responsible for determining whether the alleged act(s)
249 constitutes a violation of policy 1710/4021/7230, policy 1730/4022/7231, or
250 policy 4040/7310. In so doing, the investigator shall impartially, promptly, and
251 thoroughly investigate the complaint. In complaints alleging sexual misconduct
252 between students, each party will receive notice and access to information
253 consistent with guidance from the U.S. Department of Education, Office for Civil
254 Rights.
255

- 256 a. The investigator shall interview all individuals who may have relevant
257 information, including (1) the complainant; (2) the alleged perpetrator(s);

258 (3) individuals identified as witnesses by the complainant or alleged
259 perpetrator(s); and (4) any other individuals, including other possible
260 victims, who may have relevant information. The investigation will
261 include a review of all evidence presented by the complainant or alleged
262 perpetrator.

263
264 b. If the investigator, after receipt of the complaint, an interview with the
265 complainant, and consultation with the board attorney, determines that the
266 allegations submitted, even if factual, do not constitute discrimination,
267 harassment, or bullying as defined in policy 1710/4021/7230 or policy
268 1730/4022/7231, school officials will address the matter outside the scope
269 of this policy. Information regarding the investigator's determination and
270 the process for addressing the complaint will be provided to the
271 complainant.

272
273 c. The complaint and investigation will be kept confidential to the extent
274 possible. Information may be shared only with individuals who need the
275 information in order to investigate and address the complaint appropriately
276 and those with a legal right to access the information. Any requests by the
277 complainant for further confidentiality will be evaluated within the context
278 of the legal responsibilities of the school system. Any complaints
279 withdrawn to protect confidentiality must be recorded in accordance with
280 policy 1710/4021/7230.

281
282 d. The investigator shall review the factual information gathered through the
283 investigation to determine whether, based on a preponderance of the
284 evidence, the alleged conduct constitutes discrimination, harassment, or
285 bullying, giving consideration to all factual information, the context in
286 which the alleged incidents occurred, the age and maturity of the
287 complainant and alleged perpetrator(s), and any other relevant
288 circumstances. The investigator shall submit a written investigative report
289 to the superintendent and, as applicable, to the Title IX, Section 504, ADA
290 or other coordinator.

291
292 **3. Notice to Complainant and Alleged Perpetrator**

293
294 a. The investigator shall provide written notification to the complainant of
295 the results of the investigation within 15 days of receiving the complaint,
296 unless additional time is necessary to conduct an impartial, thorough
297 investigation. The investigator shall specify whether the complaint was
298 substantiated and, if so, shall also specify:

299
300 1) reasonable, timely, age-appropriate, corrective action intended to

- 301 end the discrimination, harassment, or bullying, and prevent it
302 from recurring;
303
304 2) as needed, reasonable steps to address the effects of the
305 discrimination, harassment, or bullying on the complainant; and
306
307 3) as needed, reasonable steps to protect the complainant from
308 retaliation as a result of communicating the complaint.
309
- 310 b. If required by federal law, information regarding specific disciplinary
311 action imposed on the alleged perpetrator(s) will be given to the
312 complainant, such as when the information relates directly to the
313 complainant (e.g., an order requiring the perpetrator not to have contact
314 with the complainant). However, school officials are encouraged to
315 consult with the superintendent and board attorney before releasing such
316 information.
317
- 318 c. If the investigator determines that the complaint was substantiated, the
319 perpetrator(s) shall be subject to discipline or other corrective steps, as
320 described in policy 1710/4021/7230. If the corrective steps involve
321 actions outside the scope of the investigator's authority, the superintendent
322 will be notified so that responsibility for taking the corrective steps may be
323 delegated to the appropriate individual.
324
- 325 d. Each alleged perpetrator will be provided with a written summary of the
326 results of the investigation in regard to whether the complaint was
327 substantiated, whether the alleged perpetrator violated relevant law or
328 board policies by his or her actions, and what, if any, disciplinary actions
329 or consequences will be imposed upon the perpetrator in accordance with
330 board policy. The perpetrator may appeal any disciplinary action or
331 consequence in accordance with board policy and law. However, an
332 appeal by the perpetrator of disciplinary action does not preclude school
333 officials from taking appropriate action to address the discrimination,
334 harassment, or bullying.
335
- 336 **4. Appeal**
337
- 338 a. If the complainant is dissatisfied with the results of the investigation, he or
339 she may appeal the decision to the superintendent (unless the alleged
340 perpetrator is the assistant superintendent of human resources or the
341 superintendent, in which cases the complainant may appeal directly to the
342 board in accordance with the procedure described in subsection D.4.b,
343 below). The appeal must be submitted in writing within five days of

344 receiving the notice of the results of the investigation. The superintendent
345 may review the documents, conduct any further investigation necessary, or
346 take any other steps the superintendent determines to be appropriate in
347 order to respond to the complaint. The superintendent shall provide a
348 written response within 10 days after receiving the appeal, unless further
349 investigation is needed.

350
351 b. If the complainant is dissatisfied with the superintendent's response, he or
352 she may appeal the decision to the board within five days of receiving the
353 superintendent's response. The board will review the documents, direct
354 that further investigation be conducted if necessary, and take any other
355 steps that the board determines to be appropriate in order to respond to the
356 complaint. Upon request of the complainant, the board will hold a hearing
357 pursuant to policy 2500, Hearings Before the Board. The board will
358 provide a written response within 30 days after receiving the appeal,
359 unless further investigation is necessary or the hearing necessitates that
360 more time be taken to respond.

361
362 **E. TIMELINESS OF PROCESS**

363
364 The school system will make a good faith effort to conduct a fair, impartial investigation
365 in a timely manner designed to provide all parties with a prompt and equitable resolution.
366 The number of days indicated at each step of the process should be considered a
367 maximum. Every effort should be made to expedite the process. The school system
368 reserves the right to extend any deadline contained in this policy for good cause with
369 written notice to the parties of the delay and the reason for the delay.

370
371 If any school official charged with investigating the complaint or reviewing the
372 investigation fails at any step in the process to communicate a decision within the
373 specified time limit, the complainant will be entitled to appeal the complaint to the next
374 step unless the official has notified the complainant of the delay and the reason for the
375 delay, such as the complexity of the investigation, review, or report. The school official
376 shall make reasonable efforts to keep the complainant apprised of progress being made
377 during any period of delay. Delays that interfere with the exercise of any legal rights are
378 not permitted.

379
380 Failure by the complainant at any step in the process to appeal a complaint to the next
381 step within the specified time limit will be considered acceptance of the decision at that
382 step, unless the complainant has notified the investigator of a delay and the reason for the
383 delay and the investigator has consented in writing to the delay.

384
385 **F. GENERAL REQUIREMENTS**

386

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- 387 1. No reprisals or retaliation of any kind will be taken by the board or by an
388 employee of the school system against the complainant or other individual on
389 account of his or her filing a complaint or report or participating in an
390 investigation of a complaint or report filed and decided pursuant to this policy,
391 unless the person knew or had reason to believe that the complaint or report was
392 false or knowingly provided false information.
393
- 394 2. All meetings and hearings conducted pursuant to this policy will be private.
395
- 396 3. The board and school system officials will consider requests to hear complaints
397 from a group, but the board and officials have the discretion to hear and respond
398 to complainants individually.
399
- 400 4. The complainant may be represented by an advocate, such as an attorney, at any
401 meeting with school system officials. Should the complainant choose to be
402 represented by an attorney, the complainant should notify school officials in
403 advance so that an attorney for the school system may also be present.
404
- 405 5. Should, in the judgment of the superintendent or designee, the investigation or
406 processing of a complaint require that an employee be absent from regular work
407 assignments, such absences shall be excused without loss of pay or benefits. This
408 shall not prevent the superintendent or designee from suspending the alleged
409 perpetrator without pay during the course of the investigation.
410

G. RECORDS

411
412 Records will be maintained as required by policy 1710/4021/7230.
413
414

415 Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34
416 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35;
417 Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29
418 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C.
419 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et*
420 *seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*,
421 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108;
422 *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative*
423 *Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual*
424 *Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third*
425 *Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-*
426 *Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague*
427 *Letter (Bullying)*, U.S. Department of Education, Office for Civil Rights (2010), available at
428 <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*
429 *(Sexual Harassment)*, U.S. Department of Education, Office for Civil Rights (2006), available at

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430 <https://www2.ed.gov/about/offices/list/ocr/letters/sexhar-2006.html>; *Q&A on Campus Sexual*
431 *Misconduct*, U.S. Department of Education, Office for Civil Rights (2017), available at
432 <https://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf>; *Gebser v. Lago Vista*
433 *Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*,
434 526 U.S. 629 (1999); G.S. 115C-105.51, -407.15 through -407.18

435
436 Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy
437 1710/4021/7230), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231),
438 Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy
439 2500), Staff-Student Relations (policy 4040/7310), Assaults, Threats, and Harassment (policy
440 4331)

441
442 Adopted: February 7, 1994

443
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445 September 21, 2015; December 14, 2015; May 16, 2016; July 16, 2018; [DATE]
446

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