

REVISED

INTERPERSONAL HUMAN RELATIONS AND STUDENT GRIEVANCE PROCEDURES

FILE: ACB-R

- 1 1. Any student in the school community who believes he or she has been subjected to
2 inappropriate behavior or language resulting in bullying, harassment, and/or
3 discrimination shall report the incident(s) to his/her principal/designee/supervisor.
4 **Anonymous reports of bullying/harassing behavior to school/system administrators are**
5 **permitted under this policy. An anonymous report shall not be construed to permit**
6 **formal disciplinary action solely based on this report. This report does place a burden on**
7 **the school/system administrator receiving the report to begin an investigation or inform**
8 **the appropriate administrator so that an investigation shall begin.**
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- 10 2. An attempt to resolve the problem shall then be made through the following process:
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 - 12 A. Within two (2) school days, the principal/designee to whom the problem has been
13 reported shall confer with the charging party in order to obtain a clear
14 understanding of that grieving party's statement of the facts.
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 - 16 B. Within two (2) school days, the principal/designee shall meet with the charged
17 party in order to obtain his or her responses to the complaint.
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 - 19 C. Within three (3) school days, the principal/designee will fully investigate all
20 charges, and on the basis of the principal/designee's perception of the situation, he
21 or she may:
 - 22 (1) Attempt to resolve the matter informally through conciliation/mediation.
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 - 24 (2) Follow the student discipline policy (JFC-R) and place a record of the
25 incident in the charged student's disciplinary record, or in an employee's
26 personnel file.
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 - 28 (3) Any student not satisfied with the decision of the principal may request a
29 review of the record by the superintendent/designee. This request for
30 review of the record must be in writing and presented to the
31 superintendent/designee within five (5) school days after the principal's
32 decision.
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 - 34 D. Within five (5) school days after receiving the written request to review the
35 record, the superintendent/designee may attempt to gather more evidence
36 necessary to decide the case, and thereafter impose any sanctions deemed
37 appropriate, including a recommendation to the Board for termination or
38 suspension for charged employees. The written decision of the
39 superintendent/designee will be given to the grieving party no later than 15 school
40 days after receiving the request to review the record.
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- 43 3. A staff member who witnesses a violation of this policy shall report the incident
44 immediately to the principal. Failure to report shall be a violation of the policy and may
45 warrant disciplinary action.
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- 47 4. All matters involving interpersonal human relations complaints shall remain confidential.
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- 49 5. Acts of retaliation against a student for filing a report under the provisions in this policy
50 will not be tolerated.
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- 52 6. Information related to this policy shall be made available to all students, parents, and
53 employees associated with Transylvania County Schools.
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57 APPROVED BY BOARD
58 AND EFFECTIVE 2/7/94
59 REVISED 8/16/04
60 REVISED 3/7/05
61 REVISED _____