

I. Announcement/Dissemination of Information

Notification of the provisions of Policy 1010 and these procedures should be given on a regular basis to all students, families, employees, and third parties. Principals are responsible for notifying all students, families, third parties, and employees in their schools. Supervisors are responsible for notifying those under their supervision. Notification may be through these customary channels:

- A. Announced in schools over the public address system at the beginning of the school year and at other times deemed appropriate
- B. Published in school and system newsletters and/or handbooks
- C. Posted in commonly used areas
- D. Posted on school and system websites
- E. Reviewed with students by classroom teachers or other appropriate employees
- F. Provided to new students and parents through the registration process.

II. Reporting Violations of Policy

- A. Discrimination Against Students by Other Students
 - 1. A student should report discrimination by other students promptly to a teacher, school counselor, school-based administrator, or the Equity Assurance Coordinator. Such reports may be made orally or in writing.
 - 2. Teachers or school counselors who receive such a complaint of discrimination from a student or who believe discrimination has occurred must take action designed to stop the discrimination and report the complaint promptly to an administrator or the Equity Assurance Coordinator.
 - 3. Administrators receiving such complaints must conduct an investigation as soon as possible and take appropriate steps, which may include contacting each student's parents, to address any findings of discrimination. Significant or repeated discrimination by the same offender may be reported to the Equity Assurance Coordinator.

4. The Equity Assurance Coordinator will refer complaints received directly from students alleging student to student discrimination to school-based administrators for investigation and appropriate action unless the Coordinator determines that extenuating circumstances, such as significant or repeated discrimination by the same offender, warrant the Coordinator's involvement.

B. Discrimination Against Students by Employees/Third Parties

1. A student should report discrimination by employees or third parties promptly to a teacher, school counselor, school-based administrator, or the Equity Assurance Coordinator. A complaint against an administrator should be filed with the Equity Assurance Coordinator. Such reports may be made orally or in writing.
2. Administrators receiving complaints alleging discrimination by a school system employee or third party must immediately notify the Equity Assurance Coordinator.
3. Upon receipt of a complaint, the Equity Assurance Coordinator will record the complaint, investigate it, and render findings with recommendations to the appropriate parties.

C. Discrimination Against Employees/Third Parties

1. An employee or third party should report discrimination promptly to the Equity Assurance Coordinator or a school-based administrator or supervisor, as appropriate.
2. School-based administrators and supervisors must forward complaints of discrimination from employees or third parties to the Equity Assurance Coordinator.

III. Investigations Involving the Equity Assurance Coordinator

- A. The Equity Assurance Coordinator will document complaints received, investigate them, and render findings (except as noted in II.A.4).
1. The Equity Assurance Coordinator or designee will conduct an adequate, reliable, and impartial investigation of the complaint, which may include interviewing the complainant and witnesses along with the opportunity to present witnesses and other evidence. The Equity Assurance Coordinator will provide notice to the parties in writing of the outcome of the complaint and the basis for the decision within thirty (30) calendar days of receipt of complaint by the school system's Equity Assurance Coordinator, excluding extenuating circumstances.

2. If the Equity Assurance Coordinator is unable to complete these activities within the prescribed time limit, all parties will be notified and a revised timeline will be provided.
- B. Should the investigation show that prohibited actions occurred, then HCPSS will take steps to prevent the recurrence of any prohibited actions and to correct its discriminatory effects on the complainant and others, if appropriate.

IV. Resolution of Complaints

When violations have occurred, employees in supervisory or management positions are responsible for taking steps designed to end any existing discrimination by those under their supervision, prevent any recurrence, and correct discriminatory effects on the complainant and others.

- A. Disciplinary action against a student will be administered in accordance with the Student Code of Conduct and Policy 9200, Discipline. Disciplinary action against school system employees will be administered in accordance with Policy 7030, Employee Discipline. Action against third parties will be taken in accordance with relevant school system policies and other applicable state and federal laws.
- B. A student who violates this policy may also be required to participate in an appropriate education intervention and/or counseling designated by the school administrator and designed to increase his or her understanding of the offense and its impact on others.
- C. A violation of this policy may require, as a condition of continuing an employment or other relationship with the school system, participation in counseling and/or other interventions designed to assist in the recognition and correction of stereotyping, discrimination, bias, and prejudice.
- D. An individual who has been the object of, or who has been affected by, conduct prohibited under this policy will be contacted by a school administrator, supervisor, or the Equity Assurance Coordinator to discuss the availability of appropriate assistance.

V. History

ADOPTED: October 25, 1990
REVIEWED:
MODIFIED: August 17, 2017
REVISED: October 27, 1994
January 30, 2001
February 7, 2008
EFFECTIVE: August 17, 2017