



NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS

Title	STUDENT ANTI-HARASSMENT PREVENTION PLAN
Authority	Chancellor
History	First approved May 1999
Legal Reference	
Additional References	
Responsible Offices	Vice Chancellor for Student Life, Chancellor
Classification	7131

**COVERAGE AND COMPLAINT PROCEDURES**

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the law and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

A prompt and impartial investigation will be made of all cases alleging harassment based on presented facts surrounding the misconduct. NCSSM will review the totality of the circumstances to determine whether the alleged conduct constitutes harassment. Unless independent evidence exists, the victim must be willing to testify in order for the School to take corrective action against the accused. Any interference, coercion, restraint, or reprisal of any person complaining of harassment is prohibited.

Any current or former NCSSM student who feels that he/she has been harassed while enrolled at NCSSM must do the following:

**Submit a written complaint within 30 calendar days of the alleged harassment, unless special circumstances warrant delayed action, to the Vice Chancellor of Student Life, who has been designated to implement this policy and coordinate investigation of complaints. If that individual is the accused, the complaint should be submitted to General Counsel, who serves as the alternate EEO Officer, or designee.**

NCSSM shall investigate the complaint and take appropriate remedial action, if any, within 60 calendar days from receipt of the written complaint. Due to the sensitive nature of the investigation of harassment complaints, this deadline supersedes any requirements stated in the Code of Student Conduct. The Vice Chancellor of Student Life may independently investigate matters reported by third parties in the absence of a formal complaint.

**OBJECTIVES**

Research indicates that creating a supportive school climate is the most important step in preventing harassment. The following objectives have been established to create a supportive school climate:

- disseminate to all students NCSSM’s anti-harassment policy statement;
- sensitize students to the subject through training, orientation, and literature;
- promptly investigate every report of suspected harassment;

- offer mediation by the designated administrators as an alternative to a formal hearing;
- use established disciplinary and hearing procedures in addressing harassment; and
- document all efforts taken to prevent harassment and to respond to complaints.

### **RESPONSIBILITY**

The ultimate responsibility for the NCSSM Student Anti-Harassment Prevention Plan lies with the Chancellor. However, the Vice Chancellor of Student Life is responsible for coordinating the plan and advising as appropriate all parties involved in cases alleging student harassment. Division Vice Chancellors along with the Vice Chancellor of Student Life are responsible for investigating and obtaining any additional information in cases alleging harassment. Academic deans and department heads are responsible for prevention and correction of any identifiable discrimination and/or harassment. All NCSSM employees and students are responsible for maintaining an environment free of conduct defined as harassment or retaliation.

### **PROGRAM COORDINATION AND PROCESS**

1. The Vice Chancellor of Student Life coordinates orientation and training programs, advises parties involved in alleged harassment, investigates allegations and monitors disciplinary actions.
  - a. Orientation for new and returning students includes discussion of the anti-harassment policy and prevention plan.
  - b. Student Life curriculum addresses adolescent development issues, including protecting students from harassment.
2. The Vice Chancellor of Student Life, or designee, offers mediation as an alternative to formal hearing procedures.
  - a. The Vice Chancellor, or designee, meets individually with the accuser and accused.
  - b. The Vice Chancellor, or designee, then facilitates a discussion that includes all parties to mediate an acceptable outcome.
3. The NCSSM Counseling Services Office offers counseling to students involved in harassment.
4. Multicultural Peer Counselors (MPCs) are trained to offer peer counseling, if desired.
5. If the accused is a student, resulting disciplinary action is handled through the regular judicial process outlined in the Code of Student Conduct. If the accused is an employee, the regular employee disciplinary procedures are followed. The employee will not be allowed to resign to avoid dismissal or other disciplinary action without the written consent of the accuser.
6. Appropriate disciplinary action will be imposed on those who (a) interfere or retaliate against any person alleging harassment, or (b) make unfounded charges of harassment.
7. The accused may appeal any disciplinary action through the appropriate grievance procedure.

The Vice Chancellor for Student Life and the General Counsel will evaluate this program annually based on the effectiveness of training programs, number of complaints, nature of cases, and their outcome through the internal complaint procedures; and compliance with program requirements.