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# Faith Academy Charter School Board Book

January 2022

Monday, January 17, 2022

Location: Faith Academy Charter School

## School Mission:

Faith Academy Charter School will prepare a diverse student body for college and career through Project Based Learning, life skills courses, and College and Technical Education pathways. Through this challenging and supportive learning environment, students address real-world problems to become successful citizens and community leaders in a rapidly changing world.

## Agenda

### Open Session

1. **Recitation of Mission**
2. **Approval of January 17 Agenda**
3. **Approval of December 20 Minutes**  
[December 20 Minutes](#)
4. **Public Comment**
5. **Lead Administrator Report**  
[Lead Administrator Report - January 2021](#)
6. **Financial Report**  
[November Financial Report](#)
7. **Committee Reports**
  - a. Facility Committee
  - b. Sports Committee
  - c. Finance Committee
  - d. Capital Campaign Committee
8. **Conflict of Interest Policy**  
[Conflict of Interest Policy](#) - For review and board action
9. **Covid-19 Protocol Discussion**

- a. [Mask Policy](#) Board Action Required
- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

## **10. FACS Volunteer Handbook**

[Volunteer Handbook](#) Discussion of handbook and any revisions; policy within would require board action

Volunteers in Building - Discussion regarding whether to open the building to volunteers

## **11. Prohibition Against Discrimination, Harrassment, and Bullying Policy**

[Prohibition Against Discrimination, Harrassment, and Bullying Policy](#)

## **12. Teacher Survey**

## **13. Facility Lease Policy**

Closed Session: Purpose of Closed Session Discussion Item #3: 143-318.11. Closed sessions.(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

### **Personnel Recommended for Hiring**

### **Distribution of Personnel Bonuses**

## **Adjournment**

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# Faith Academy Charter School Board Book

December 2021

Monday, December 20, 2021

Location: Faith Academy Charter School

## School Mission:

Faith Academy Charter School will prepare a diverse student body for college and career through Project Based Learning, life skills courses, and College and Technical Education pathways. Through this challenging and supportive learning environment, students address real-world problems to become successful citizens and community leaders in a rapidly changing world.

**Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Tim Williams, Secretary, Liz Morrow, Treasurer, Janna Griggs, Chris Sease**

**Board Members Absent: None**

**Quorum Present: Established**

**CSP Representatives Present: Cory Draughon**

**Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley**

**Time Called to Order: 7:00 pm**

## Agenda

### Open Session

1. **Recitation of Mission:** Lead by Chairman Wilhelm
2. **Approval of December 20 Agenda**

**Motion to: approve the presented agenda with the addition of Volunteer Policy, Discipline Policy, Personnel and Construction items for closed session:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved Unanimously

3. **Approval of November 15 Minutes**

[November 15 Minutes](#)

**Motion to: Approve the November 15 minutes with the correction of the spelling of Ms. Renee Scheidt under Public Comments:** Chris Sease

**Seconded:** Liz Morrow

**Discussion:** None

**Motion Status:** Approved Unanimously

**4. Public Comment:** Nick Lefko, Faith Resident, was present to observe the actions of the Board

## **5. Lead Administrator Report**

[Lead Administrator Report - December 2021](#)

Dr. Sarah Hensley presented her report and is made a part of these minutes

## **6. Financial Report**

October Financial Report

Cory Draughon, CEO CSP presented the Financial Report FACS:

- State approved budget. Allocation increases for teachers 2.5%. Funded on a per pupil basis
- Bonuses will be given to staff. Separate funds have been allocated for Faith. We will vote on January 17th at our next regular meeting to disburse the funds when they drop from the state. (a formality).
- Revenues are on track. Received funds via RSS in November of \$100,000 plus
- Expenses on track, running 33% through the end of the year
- NC Access Grant- spent \$180,000 thus far
- Paid the first month's rent to Wilscott-approximately \$10,000/month
- Surplus is up
- Grant available for schools rehabilitation of older schools. Cory will check on this grant
- Federal funds should be distributed in Feb, but could be as late as April

## **7. Committee Reports**

- a. Facility Committee:** Chairman Wilhelm informed the Board that contracts with both property owners has been signed and that FACS now owns the properties, ie: the Quarry property and the right of way property on Gardner Street. Noted that the Facilities Committee needs to meet soon
- b. Sports Committee:**
  - Chairman Wilhelm reported that Eddie Hinson had contacted Chris Lankford about the Faith JC Ballpark. Mr. Wilhelm formally asked the JCs about donating the JC Ballpark parking lot and the picnic shelter to FACS.

- Dr. Hensley reported that she and Rick Vanhoy has been working on a Student Athletic Handbook
- Liz Morrow reported that Eddie Hinson wanted to add a “foul language” reference to the handbook- need clarification from Mr. Hinson

Motion to Approve FACS Student Athletic Handbook: Janna Griggs

Seconded: Liz Morrow

Discussion: It was noted that the handbook can be amended

Motion Status: Approved Unanimously

- Finance Committee:** Committee met Thursday and discussed the items Cory presented during the Financial Report for CSP
- Capital Campaign Committee:** Tim Williams presented the Board with a \$10,000.00 check from Eric and Ann Brady for our Capital Campaign. Eric is owner of Thrivent on Faith Road. The Board expressed its sincere thanks for the donation. Tim reported that we hope to have materials from Miller/Davis sometime at the beginning of the year to begin our Capital Campaign

## 8. Admissions, Weighted Lottery, and Enrollment

- Lottery Decisions:
  - Weekday or Weeknight: Cory will contact the Board with a time that will suit the Board and CSP
  - In-person or virtual: by consensus the Board decided that the lottery would be virtual

## 9. Covid-19 Protocol Discussion

- [Mask Policy](#) - Requires Monthly Board Action; Decision to take action monthly or remain bi-weekly needed

**Motion to continue as we have been requiring masking and temperature checks each morning:** Tim Williams

**Seconded:** Gene Miller

**Discussion:** None

**Motion Status:** Tim Williams, Liz Morrow and Gene Miller voting in the affirmative. George Wilhelm, Chris Sease and Janna Griggs voting in the negative. The motion failed due to a tie. The policy remains as is.

- [NC Department of Health and Human Services School Toolkit](#) - For reference

**Motion to go to closed session:** Chris Sease

**Seconded:** Gene Miller

**Discussion:** None

**Motion Status:** Approved Unanimously

### **Closed Session Began at 8:02 pm**

Closed Session: Purpose of Closed Session Discussion Item #3: 143-318.11. Closed sessions.(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

### **Personnel Bonuses**

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

### **Facilities Updates**

### **Open Session Resumed at: 9:24 pm**

**Motion to task our Sports Committee with the addition of Board member Janna Griggs to adopt a Volunteers Policy Handbook for FACS to include 1) Boosters Committee and 2) Patriots/Parents Committee, to be presented to the full Board with their recommendation for adoption for the school:**

Chris Sease

**Seconded:** Liz Morrow

**Discussion:** None

**Motion Status:** Approved Unanimously

**Motion to approve staff recommendations for employment presented by Dr. Sarah Hensley during closed session:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved Unanimously

**Motion to approve the appointment of Nick Lefko as our 7th Board member, taking the place of Howard Torrence:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved Unanimously

## **Adjournment**

**Motion to Adjourn:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved Unanimously

Meeting ended at 9:34 pm

**Next Meeting: January 17, 2022**

**Respectfully Submitted, Tim Williams Secretary**





## **1.005 Conflict of Interest and Nepotism**

### **Conflict of Interest Policy**

Faith Academy Charter School recognizes that conflicts of interest that exist in any organization can contribute to potential disruptions in the work environment. In conjunction with GS 115C 218.15 no person shall be disqualified from serving as a member of a charter school's board of directors because of the existence of a conflict of interest, so long as the person's actions comply with the school's established conflict of interest policy.

#### **I. Disclosure**

Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

1. A director is related to another director.
2. A director is related to a staff member.
3. A director is also a staff member. (According to the bylaws, staff members who are also board members are not voting members of the Board of Directors.)
4. A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
5. A director or staff member receives payment from the school for any subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
6. A director or staff member is a member of the governing body of a contributor to the school or nonprofit running the school.
7. A director or staff member may have personal, financial, professional, or political gain at the expense of the school or its members.

#### **II. Determination**

Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.

#### **III. Recusal**

An interested director, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest other than to present factual information or to respond to questions prior to the discussion.

#### **IV. Financial Interest**

No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where, to his/her knowledge, any of the following has a financial interest in that transaction:

- the staff member, officer, or director;
- any member of his/her immediate family;
- his/her partner;
- an organization in which any of the above is an officer, director, or employee;
- a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

In addition, a contract or transaction can be rendered voidable by the Board of Directors if entered without full disclosure of the personal interests of a director, officer or staff members, the existence of any of the above-listed conditions shall likewise render a contract or a transaction voidable unless full disclosure of personal interests is made in writing to the Board of Directors and such transaction was approved by the Board in full knowledge of such interest.

No voting board member of the Board of Directors shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.

The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of interest as described in Section 1 or for any appearance of a conflict.

#### **V. Appeal**

Appeal from sanctions imposed pursuant to Sections 4 above shall be prescribed by law in those courts of the state NC with jurisdiction over both the parties and the subject matter of the appeal.

#### **VI. Recover Fees**

In the event that the Board of Directors have incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that the Board of Directors

prevails in such legal action, litigation, or appeal, the Board shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

## **VII. Confirmation**

A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such person's relationship with the School. Each Board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

## **Nepotism Policy**

When making recommendations for the selection and assignment of personnel, the Lead Administrator shall attempt to avoid situations in which one employee or Board member occupies a position in which he or she has influence over the employment status, including hiring, salary, and/or promotion, of another employee who is a member of the first employee or Board member's immediate family.

In compliance with GS 115C 12.2, "immediate family" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships and domestic partners. The Board recognizes, however, that Faith Academy Charter School operates in a small community, and such avoidance may not always be either practical or advisable when seeking the best possible employees for open positions. FACS may allow personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances in conjunction with GS 115C-218.15:

- Before any immediate family member of the board of directors or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the board of directors in any capacity, such proposed employment or engagement shall be
  - a. disclosed to the board of directors and
  - b. approved by the board of directors in a duly called open-session meeting.

The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority.

Therefore, when a member of a Board member's or FACS administrator's family is deemed the best possible applicant for an open position from among the pool of available applicants, the Lead Administrator shall

- a. make all documentation outlining his/her recommendation decision available to the Board and

- b. the Board member and/or administrator shall recuse himself/herself/themselves from the discussion(s) in which the Board considers the recommendation to hire that applicant.

No teacher or staff member that is the immediate family of the lead administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

## **Prohibition Against Discrimination, Harassment and Bullying Policy**

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It is the policy of FACS that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Furthermore the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at FACS regarding the identification, prevention, intervention, and reporting of such antisocial acts. FACS acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. FACS prohibits discrimination on the basis of age, race, color, national or ethnic origin, religion, disability, sexual orientation, gender/gender identity, family status, socioeconomic background, creed, or any other characteristic prohibited by law. FACS will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

### **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

#### **1. Discrimination, Harassment and Bullying Students**

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. FACS expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious and FACS shall promptly take appropriate action. Students will be disciplined in accordance with the FACS student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate FACS will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Lead Administrator or designee to address the behavior.

#### **2. Retaliation**

FACS prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Lead Administrator or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

### **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to students vis a vis other students, faculty, staff, volunteers/visitors or contractors. FACS's policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. In any school building or on any school premises before, during or after school hours;
2. On any bus or other vehicle as part of any school activity;

3. During car line;
4. During any school-sponsored activity or extracurricular activity;
5. At any time or place when the individual is subject to the authority of school personnel;
6. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. While using school or personal electronic communications.

### **C. DEFINITIONS**

For purposes of this policy, the following definitions apply:

#### **1. Discrimination**

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

#### **2. Harassment**

a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;

2) Submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### **3. Bullying**

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For Cyberbullying: See the Technology Use and Internet Use policy sections.

### **4. Hazing**

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

### **5. Electronic Communications:**

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

## **E. TRAINING AND PROGRAMS**

The Lead Administrator or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) Provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
- (2) Teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
- (3) Train school employees to be alert to locations where such behavior may occur, including locations within school buildings, campus wide locations, on cell phones and on the Internet.

## **F. NOTICE**

The Lead Administrator or designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

## **G. COORDINATOR**

The Lead Administrator or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to FACS alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Lead Administrator or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that students, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

## **H. RECORDS AND REPORTING**

The Lead Administrator or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Lead Administrator also shall maintain records of training conducted and corrective action(s) or other steps taken by FACS to provide an environment free of unlawful discrimination, harassment and bullying. The Lead Administrator shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

## **I. EVALUATION**

The Lead Administrator or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.



## **J. REPORTING**

1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, principal, Lead Administrator or school counselor verbally, via email or in writing. It can also be reported using the [Bullying Report Form](#) that is linked on the School website.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact the grade-level Principal, Lead Administrator and/or Title IX coordinator immediately and file a complaint.

## **K. INVESTIGATION PROCESS**

1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for FACS to conduct a thorough investigation. There may also be instances where FACS has a legal obligation to report certain information it receives to state or local authorities.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation. The investigator shall have full authority to conduct an investigation, including the authority to interview witnesses and make a decision about the complaint. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator's decision, it may appeal that decision to an impartial hearing panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator's decision.
6. Upon appeal of the investigator's decision, the FACS Board of Directors will appoint a panel of three board members to serve as the impartial hearing panel. The hearing will be conducted in accordance with all applicable laws. All parties will have an opportunity to present witnesses and other evidence and to be represented by an attorney or third party of their choosing.
7. After the hearing, the three member hearing panel will make a decision and will provide written notice of the outcome of the appeal.