

MISCELLANEOUS-HARASSMENT, VIOLENCE AND DISCRIMINATION
STANDARDS OF BEHAVIOR FOR STAFF AND STUDENTS ADMINISTRATIVE PROCEDURES

General Statement of Policy

Harassment, violence and discrimination in any form violates several state and federal laws and regulations. It is the policy of Independent School District No. 31 to maintain a learning environment and working environment that is free from harassment, violence and discrimination of any kind. It shall be a violation of this procedure for any student or employee of Independent School District No. 31 to harass or be violent toward a student or an employee through conduct or communication defined by the policy.

The school district will investigate all complaints of harassment, violence or discrimination and discipline any student or employee who harasses, is violent or is discriminatory to a student or employee of the school district. This includes any vendors whose business brings them on school property.

Reporting Procedures

Any person who believes he or she has been the victim of harassment, violence or discrimination by a student or an employee of the school district, or any third person with knowledge or belief of conduct, which may constitute harassment, violence, or discrimination should report the alleged acts immediately to an appropriate school district official as designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal or each building or available from the school district office.

- A. In Each School Building: The building principal is the person responsible for receiving reports of harassment, violence or discrimination at the building level. Upon receipt of a written complaint, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. Failure to forward any harassment, violence or discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the principal, the complaint will be filed directly with the District Human Rights Officer.
- B. District-Wide: The school board hereby designates the Director of Human Resources as the School District Human Rights Officer to receive reports or complaints of harassment, violence and discrimination from any individual, employee or victim of harassment, violence or discrimination and from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The school district shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

- C. Submission of a complaint or report of harassment, violence or discrimination will not affect the individual's future employment, grades or work assignments.

Investigation and Recommendation:

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging harassment, discrimination, or violence, shall immediately authorize an investigation. This investigation may be conducted by school district officials or by a third party designated by the school district. The investigating party shall provide a written report of the status of the investigation within (10) working days to the Superintendent of Schools and the Human Rights Officer.

In determining whether alleged conduct constitutes harassment, discrimination or violence, the school district should consider the circumstances, the nature of the incident, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment, discrimination or violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) of circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged harassment or violence.

The school district Human Rights Officer shall make a report to the Superintendent upon completion of the investigation.

School District Action:

- A. Upon receipt of a recommendation that the complaint is valid, the school district will take such action as appropriate based on the results of the investigation.
- B. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district if the complainant is an adult. Parents or guardians will be called in cases that involve students only.

Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment, violence or discrimination or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment, violence or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Discipline:

Any school district action taken pursuant to the policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota statutes and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge, to end harassment, violence and discrimination and prevent its recurrence.

BEMIDJI AREA SCHOOLS
HARASSMENT, VIOLENCE AND DISCRIMINATION REPORT FORM
RACE, COLOR CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, PUBLIC
ASSISTANCE OR DISABILITY

General Statement of Policy Prohibiting Harassment, Violence and Discrimination

Independent School District No. 31 maintains a firm policy prohibiting all forms of discrimination based on sex, race, age or disability. Harassment, violence and discrimination against students or employees is illegal. All persons are to be treated with respect and dignity. Personal harassment, violence or discrimination by a person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Check what you believe to be the nature of the complaint:

_____ Race _____ Gender _____ Age _____ Disability _____ Religion _____ Marital Status

_____ Other _____

Name of person you believe harassed you, was violent toward you, or discriminatory against you:

List any witnesses that were present:

Where did the incident(s) occur?

Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used? Any verbal statements (i.e., threats, requests, demands, etc.)? What you did to avoid the situation? Did you ask the person(s) to stop their behavior? Did they stop? (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____ has harassed, was violent to me, or discriminated against me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complaint Signature _____

Date _____

Received by _____

Date _____