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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

HARASSMENT PROHIBITION POLICY

The attached forms are to be used in the implementation of Board Policy 103: Harassment Prohibition. The first page is for notification of the district's policy. The second page is a form that may be used to report an incident. The third page is an intake form that may be used by the appropriate administrator.

Dated: January 18, 1994
Revised: December 7, 1999; March 17, 2003; August 18, 2014; January 19, 2021; September 6, 2022
Reviewed: January 22, 2002; April 18, 2005; June 17, 2008; August 16, 2021

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*****ATTENTION***
DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING**

1. Everyone at District 280 has a right to feel respected and safe. Consequently, we want you to know about our policies to prohibit harassment, violence and bullying based upon any kind of legally protected classification.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, familial status, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, or any other class protected under the law:
 - a. name calling, jokes or rumors;
 - b. pulling on clothing
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment, violence or bullying and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policies against harassment, violence, and bullying. Complete policies are available in the district office upon request or on the district website: www.richfieldschools.org

**HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE
AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: CRAIG HOLJE
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR
401 70TH STREET W (DOOR #26)
RICHFIELD, MN 55423
PHONE: 612-798-6031**

1 General Statement of Policies Prohibiting Harassment, Violence, and Bullying
2
3 Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all
4 forms, including but not limited to that which occurs on the basis of a person's actual or
5 perceived race, color, creed, religion, national origin, sex, age, marital status, familial
6 status, status with regard to public assistance, sexual orientation, gender identity or
7 expression, disability, or any class protected under the law. If you or someone you know
8 has experienced harassment, violence, discrimination, or bullying at school or at any
9 school-related event for any reason, please complete this reporting form to have the
10 incident(s) investigated by the District. Any student, parent/guardian, or district
11 employee may complete this form and return it to any administrator.
12

13 Retaliation against any individual who makes a report or who participates or assists in
14 an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.
15

16 1. Preliminary Information
17 Date of Report: _____
18 Name of Person Making Report: _____
19 Daytime Phone _____ Email _____
20

21 2. Description of Incident:
22 Date of Alleged Incident(s) _____
23

24 Please provide the name(s) of all persons (including yourself, if applicable) who were
25 the target of the harassment, discrimination, violence or bullying: _____
26 _____
27

28 Please provide the name(s) and/or descriptions of all individuals (students, school
29 employees, school visitors, or others) who engaged or participated in the alleged
30 discrimination, harassment, or bullying (if known): _____
31 _____
32

33 Where and when did the incident(s) occur (please be specific)? _____
34 _____
35

36 List any witnesses who were present. _____
37 _____
38

39 Detailed Description of Incident (Attach additional pages if necessary.) _____
40 _____
41 _____
42 _____
43

44 By signing below, I am stating that all of the information I have provided is true,
45 accurate, and complete to the best of my knowledge:
46

47 _____
48 Complaint Signature Date
49

50 _____
51 Received by Date
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**RICHFIELD PUBLIC SCHOOL - I.S.D. #280
HARASSMENT, VIOLENCE AND BULLYING
INVESTIGATION INTAKE AND REPORT FORM
(To be completed by appropriate administrator)**

1. Investigation Summary

Date of Intake Review _____

Name & Title of Person Conducting Review: _____

2. Initial Category of Claim

_____ Harassment (Non-sexual) _____ School Related
_____ Violence _____ Outside of School Only
_____ Discrimination (Not on the basis of sex) _____ Electronic Communication
_____ Bullying
_____ Sexual Harassment or Sex Discrimination

3. Action(s) Recommended (check all that apply)

_____ Formal Investigation _____ Refer to Outside Agency
_____ Refer to Student Services Agency Name: _____
_____ Monitor
_____ Report to District Human Rights Officer/Title IX Coordinator
_____ Contact Parent/Guardian
_____ Other: _____

Reason for determination of action recommended: _____

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

Final Action Taken (Attach additional pages if necessary.) _____

Received by _____

Date _____