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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; September 5, 2023

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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](http://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 70<sup>TH</sup> 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 \_\_\_\_\_ Date \_\_\_\_\_  
49 Complaint Signature

50  
51 \_\_\_\_\_ Date \_\_\_\_\_  
52 Received by

**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 \_\_\_\_\_