

Understanding ISD 282's Investigative Process: A Guide for Parents

The St. Anthony-New Brighton School District (ISD 282) is committed to providing a safe and respectful learning environment for all students. This handout outlines the process the district follows when investigating reports of policy violations, including those related to harassment, violence, and bullying.

Reporting a Concern:

We encourage open communication and understand that sometimes, difficult situations arise. If you have a concern about a possible policy violation, you can report it in the following ways:

- **Preferred:** Submit your complaint in writing. This helps ensure clarity and accuracy in documenting the details.
- **Also Accepted:** Verbal reports are also taken seriously. If you are more comfortable discussing your concern verbally, please contact us.
- **Reporting Forms:**
 - [Policy 103 Form](#)
 - [Policy 413 Form](#)
 - [Policy 514](#)
 - [Harassment Form](#)
 - [Bullying Form](#)
 - General [Student Concerns Form](#)

Who to Contact:

- **Initial Contact:** Generally, reports should be made to the supervisor closest to the alleged incident. This might be your child's teacher, coach, principal, or another relevant staff member.
- **Severe Allegations:** For severe allegations, please contact the superintendent's office directly. This ensures immediate attention to potentially serious matters.
- **Human Rights Officer:** The Human Rights Officer is also involved in the process, providing oversight and expertise. ISD282's Human Rights Officer is [Wendy Webster](#).

Key Policies:

The district has several policies in place to address unacceptable behavior. These include:

- **Policy 103 (Complaints):** This policy outlines the general complaint process for students, employees, parents, and other individuals.
- **Policy 413 (Harassment and Violence):** This policy addresses a broad range of unacceptable behaviors, including harassment and violence.
- **Policy 514 (Bullying Prohibition):** This policy specifically prohibits bullying and outlines the district's response to such incidents.
- **Student Rights and Responsibilities:** This document outlines the rights and responsibilities of students within the district.

The Investigation Process:

1. **Policy Determination:** Before an investigation begins, district personnel review the reported information to determine which policy or policies may have been violated. This involves carefully reading the relevant policies and procedures.
2. **Investigation:** The investigation process typically includes:
 - **Interviews:** Interviews are conducted with all involved parties, including the complainant, the alleged perpetrator, and any witnesses.
 - **Opportunity to Respond:** The alleged perpetrator is given the opportunity to provide their perspective and defense.
 - **Victim Protection:** The district prioritizes the safety and well-being of the victim throughout the entire process.
3. **Determination:** After gathering all information, the district makes a determination regarding whether a policy violation occurred.
4. **Action:** If a violation is found, the district will determine appropriate action. This may include disciplinary measures, counseling, or other interventions.
5. **Written Notification:** The appropriate administrator will provide a written response to the complaining party regarding the outcome of the investigation or follow-up. This response may include any appropriate action or corrective measures taken that are legally allowed to be shared. The superintendent's office will receive a copy of this correspondence and will be consulted in advance of the written response when appropriate. The response will be consistent with the rights of others under the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other applicable law.

Important Considerations:

- **[Collective Bargaining Agreements](#):** Any actions taken by the district must be consistent with applicable Collective Bargaining Agreements for staff.
- **[Student Rights and Responsibilities](#):** All actions must also be in accordance with the Student Rights and Responsibilities document.

Our Commitment:

ISD 282 is dedicated to thoroughly and fairly investigating all reports of policy violations. We strive to create a safe and supportive environment where all students can thrive. If you have any questions about this process, please do not hesitate to contact your child's school or the district office.