

402 DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Jessie Hjelle, Director of Human Resource, phone #320-762-2141, ext. 4204, District Office, 1410 South McKay Avenue, Alexandria Minnesota 56308, hjhelle@alexschools.org.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

MSBA Model Policy 413 (Harassment and Violence)

MSBA Model Policy 521 (Student Disability Nondiscrimination)

Policy Adopted: 1/22/01

Policy Revised: 5/18/09, 12/12, 6/20/16, 6/17/19, 7/18/22, 7/21/25

Alexandria School District - No. 206

Alexandria, Minnesota

Appendix A

ALEXANDRIA PUBLIC SCHOOLS INCIDENT REPORT FORM

This form is used to identify a possible incident of bullying, harassment or discrimination. The staff person who observes the conduct or receives the concern should complete this form, not the complaining student or staff. Copies of this form should be forwarded to the Site Complaint Manager for follow up.

Date of report: _____ Time of Incident: _____

School: _____ District: _____

Teacher/Staff: _____ Position: _____

Location of Incident: _____

Name(s) of target(s):	Name(s) of accused:	Name(s) of witnesses/bystanders:

Information about the Target:		
Grade	Gender	
	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other

Information about the Accused:		
Grade	Gender	
	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other

Check all behaviors that apply.

PHYSICAL CONDUCT – Harm to another’s body or property. *Criminal Conduct/Mandatory Reporting				
<input type="checkbox"/> Threatening physical harm	<input type="checkbox"/> Shoving	<input type="checkbox"/> Slapping	<input type="checkbox"/> Destroying or defacing property*	<input type="checkbox"/> Assault with a weapon*
<input type="checkbox"/> Making threatening gestures	<input type="checkbox"/> Pushing	<input type="checkbox"/> Kicking	<input type="checkbox"/> Extortion*	<input type="checkbox"/> Arson*
<input type="checkbox"/> Starting a fight	<input type="checkbox"/> Pinching	<input type="checkbox"/> Tripping	<input type="checkbox"/> Theft*	<input type="checkbox"/> Other:
<input type="checkbox"/> Blocking movement, cornering	<input type="checkbox"/> Scratching	<input type="checkbox"/> Biting	<input type="checkbox"/> Sexual assault*	
	<input type="checkbox"/> Hair pulling	<input type="checkbox"/> Hitting		
	<input type="checkbox"/> Spitting			

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EMOTIONAL CONDUCT – Harm to another’s self-worth, in person or electronically.			
<input type="checkbox"/> Insulting gestures <input type="checkbox"/> Dirty looks <input type="checkbox"/> Insulting remarks <input type="checkbox"/> Name calling <input type="checkbox"/> Taunting	<input type="checkbox"/> Defacing or falsifying schoolwork <input type="checkbox"/> Insulting/degrading graffiti <input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages <input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Racial, ethnic or religious slurs or epithets <input type="checkbox"/> Insulting remarks related to disability, gender or sexual orientation	<input type="checkbox"/> Threatening another to secure silence <input type="checkbox"/> Challenging in public <input type="checkbox"/> Unwanted sexually suggested remarks, images or gestures <input type="checkbox"/> Other:

SOCIAL (RELATIONAL) CONDUCT – Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion.			
<input type="checkbox"/> Using negative body language or facial expressions <input type="checkbox"/> Gossiping <input type="checkbox"/> Starting/spreading rumors	<input type="checkbox"/> Playing mean tricks <input type="checkbox"/> Insulting publicly <input type="checkbox"/> Ignoring someone to punish or coerce <input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Threatening to end a relationship <input type="checkbox"/> Undermining other relationships <input type="checkbox"/> Passively not including in group	<input type="checkbox"/> Exclusion <input type="checkbox"/> Ostracizing/ total group rejection <input type="checkbox"/> Arranging public humiliation <input type="checkbox"/> Other:

- Additional comments should be listed below -

www.mcgrathinc.com

Form Adopted: 7/17/17
 Form Revised: 4/21/25, 4/20/26
 Alexandria Public Schools – No. 206
 Alexandria, Minnesota