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.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

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:
Policy 413 (Harassment and Violence)
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, 7/20/26
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	
	☐ M ☐ F	☐ African American ☐ Asian/Pacific Islander ☐ Hispanic ☐ Native American ☐ White ☐ Other

Information about the Accused:		
Grade	Gender	
	☐ M ☐ F	☐ African American ☐ Asian/Pacific Islander ☐ Hispanic ☐ Native American ☐ White ☐ Other

Check all behaviors that apply.

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

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

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

- Additional comments should be listed below -

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