

Understanding ISD 282's Reporting and Investigative Processes: 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.

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.

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 a school administrator.
- **Reporting Forms:**
 - [All ISD282 Policies](#)
 - [Policy 103 Form](#): Complaints
 - [Policy 413 Form](#): Harassment and Violence (print and fill out)
 - [Harassment](#) Form (digital)
 - [Policy 514 Bullying](#) Form
 - [Policy 522 Reporting Process](#) for Students and Families
 - [Policy 522 Complaint Form](#): Title IX Sex Nondiscrimination Complaint 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.
- If the report of misconduct is related to harassment or violence toward a person in a protected class, record the details of the misconduct [on this reporting form](#) and share with [Wendy Webster](#), Human Rights Officer.
- If the report of misconduct is related to sexual harassment or sexual violence of a female student on school district property or in a school district program, contact [Wendy Webster](#), **Title IX Coordinator**.

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 based on protected class.
- **Policy 514 (Bullying Prohibition):** This policy specifically prohibits bullying and outlines the district's response to such incidents.
- **Policy 522: (Title IX):** This policy specifically prohibits discrimination based on gender.
- **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.