

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 section is for notification of the District's policy. The second section is a form that may be used to report an incident. The District also has an online form that mirrors this reporting form available as an option. The third section is a form that may be used by elementary students to report an incident. When an elementary student submits this form, an administrator will interview the student and document their responses to the questions on the more in-depth form.

The District has an online system for documenting all reports of bullying or harassment and the responses to these incidents.

Dated: January 18, 1994

Reviewed: January 22, 2002; April 18, 2005; June 17, 2008; August 16, 2021; September 5, 2023; September 16, 2024; August 17, 2026

Revised: December 7, 1999; March 17, 2003; August 18, 2014; January 19, 2021; September 6, 2022; October 27, 2025

*****ATTENTION*****
DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING

1. Everyone in Richfield Public Schools has the right to a learning and working environment free from bullying, discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minn. Stat. § 363A.03. Everyone in Richfield Public Schools has a right not to be retaliated against for making good faith reports of bullying, discrimination, harassment, or violence.
2. 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 or hair
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing
 - f. staring or leering
 - g. offensive or graphic internet or social media posts, including through the use of AI; or
 - h. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. Bullying is aggressive, cruel or intimidating behavior that:
 - a. Involves an imbalance of power (e.g., physical strength, social status, or access to information).
 - b. Has happened more than once.

Here's what parents/guardians can do:

1. If you suspect your child is bullying or harassing others, remember that appropriate consequences are important. Monitor their behavior and seek additional supports or services (such as connecting to school support staff or resources for medical and behavioral health support outside of school) to help your child build appropriate self-awareness and social skills. Remember, as a parent, you play a crucial role in this process. We can help!
2. If your child is being bullied or harassed, prompt reporting is critical. Consider seeking additional services to help your child build useful skills and feel empowered. We can help!
3. If your child witnesses bullying or harassment, prompt reporting is critical. Talk about the power of standing up for others by being an up-stander rather than just a bystander. Stress the importance of reporting bullying to a trusted adult.

Here's what students can do:

1. If you are bullying or harassing others, that's not okay. Students who bully will receive consequences and be monitored. You can learn better skills to meet your needs and be a true leader.

2. If you feel you're being bullied or harassed by a student or adult, tell the person to stop and walk away if you're able to. Be sure to let an adult know immediately—suffering in silence is not okay. We want to listen, help you build confidence, and teach you skills to make you feel more in control at school.
3. If you witness bullying or harassment by a student or adult, tell the person what they're doing is not cool, if you're able to. Stand up for others - be an up-stander, not a bystander. Report what you see to an adult right away. We'll all work together to make a difference.

Here's what we'll do at school:

1. Any school staff member will respond immediately when witnessing aggression, harassment or bullying. They'll let the aggressor know it's unacceptable and refer the aggressor for discipline and services.
2. A staff member will respond immediately to a student who is being bullied or harassed and refer the student for services that can help build skills and reduce feelings of isolation.
3. As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying or harassment occurs again.
4. Staff will uphold the confidentiality of all individuals involved in the incident. This means staff will not be able to disclose the resolution or consequences to anyone other than the student who is receiving the resolution or consequence and their parent/guardian.

This is a summary of the 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

**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 70TH STREET W. (DOOR #26)
RICHFIELD, MN 55423
PHONE: 612-798-6031**

RICHFIELD PUBLIC SCHOOLS – ISD #280
HARASSMENT, VIOLENCE AND BULLYING REPORT FORM
General Statement of Policies Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. Any student, parent/guardian, or District employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

Use this form to report incidents that happened:

On school property.

- At a school-sponsored event (on or off campus).
- On the bus or traveling to/from school.
- Online (social media, text, etc.) during the current school year.

An administrator will review your report within 24 hours.

You may also:

- Complete the online bullying and harassment report form on the RPS website.
- Email or call your school principal.
- Contact Craig Holje, Human Rights Officer/Title IX Coordinator

1. Preliminary Information

Date of Report: _____

Name of Person Making Report: _____
(Entering a name is necessary in order to be able to follow up on this report. Your name will be held confidential from everyone except the staff members involved in the investigation of the incident.)

I am a: Student Parent/Guardian Staff Member Other

Phone _____ Email _____

2. Description of Incident:

Date of the Incident(s) _____

Approximate Time of the Incident: _____

Location of the Incident: _____

How did you become aware of the incident?

- 1 ☐ I was involved in the incident.
2 ☐ I witnessed the incident.
3 ☐ I heard about it from someone else.
4

5 Name(s), grade(s) or description of the person(s) who was/were harmed. Please list all:
6
7 _____
8

9 School/building where the person who was harmed attends/works: _____
10

11 Name(s), grade(s) or description of the person(s) who caused the harm. Please list all:
12
13 _____
14

15 School/building where the person who caused harm attends/works: _____
16

17 List any witnesses, including adults, if any: _____
18
19 _____
20

21 What did the person(s) do or say? Check all that apply.

- 22 ☐ Shoved or pushed
23 ☐ Hit, kicked or punched
24 ☐ Threatened
25 ☐ Stole or damaged possessions
26 ☐ Excluded
27 ☐ Teased
28 ☐ Graffitied
29 ☐ Told lies or spread rumors
30 ☐ Stared or leered
31 ☐ Intimidated or extorted
32 ☐ Made a demeaning comment
33 ☐ Inappropriately touched
34 ☐ Cyberbullied via text message
35 ☐ Cyberbullied via email
36 ☐ Cyberbullied via social media or gaming
37 ☐ Other
38

39 Did the incident include mean comments related to any of the following about the person
40 who was harmed or others? Check all that apply.

- 41 ☐ No mean comments were made
42 ☐ Physical appearance
43 ☐ Academic performance
44 ☐ Race/ethnicity or perceived race/ethnicity
45 ☐ Gender or gender expression
46 ☐ Religious or cultural beliefs
47 ☐ Sexual orientation or perceived sexual orientation
48 ☐ Other protected class
49

50 How many times has the incident occurred? _____
51

52 Did you (or the person harmed) respond to the person who was bullying or harassing? If
53 so, what did you communicate?

Have you already reported this incident to anyone in authority? If so, who?

What ideas do you have about how you would like this incident to be responded to or repaired with the individual involved?

Provide any other important details about the incident: (Attach additional pages if necessary.)

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Signature

Date

Received by

Date

Bullying and Harassment Incident Report Form
Elementary Students

Your name:	Grade:
Student who was harmed:	
Student(s) who did harm:	
What did this student do or say (circle all that apply): Shoved/pushed Hit/kicked/punched Threatened Stole/damaged possessions Excluded Teased Writing/graffiti Told lies/false rumors Stared/leered Intimidated/extorted Demeaning comments Inappropriate touching Other: _____ <u>Cyberbullying using:</u> Text messages Email Social Media	
Where did this happen (circle all that apply): Hallway Classroom Lunch room Recess PE Music Art Media STEM Bathroom Bus stop On bus After school program Other: _____	