

# Policies Prohibiting Discrimination, Harassment and Violence

(Summary of Policy 415.00)

## Everyone in the district has a right to feel respected and safe.

The district's 415.00 policy "Discrimination, Harassment, Violence, and Retaliation Policy" prohibits retaliation and discrimination, harassment or violence based on membership in a protected class as defined by that policy. This policy applies to students, teachers, administrators, and district personnel as defined in the policy. This policy helps maintain a safe, respectful learning and work environment and promotes a positive district culture.

## Summary Notice

This notice summarizes the 415.00 policy prohibiting retaliation and discrimination, harassment or violence based on protected class membership. The protected classes covered under the 415.00 policy are: race, color, national origin, creed, religion, marital status, familial status, sex, sexual or affectional orientation, gender identity and expression, status with respect to public assistance, age, disability, and membership or activity in a local commission as defined by Minn. Stat. §363A.03.

The complete policy is available on the district's website at <https://www.spps.org/boardpolicies>.

## If you believe you have experienced a violation of this policy or have seen another person violate this policy, you must inform the appropriate District personnel.

See "How to Report Retaliation, Discrimination, Harassment or Violence" below.

- Make an oral report to one of the people mentioned below.
- Complete a 415.00 form (available as an [electronic form](#) or [downloadable form](#)), print it out, and give it to one of the people mentioned below.
- Complete the [electronic 415.00 form](#) and submit it to one of the people mentioned below.
- Your privacy will be respected as much as possible.
- You can make anonymous complaints. However, the district can't take remedial or disciplinary action based exclusively on an anonymous complaint.

## This policy applies to students, teachers, administrators, and all other District personnel.

The 415.00 policy explains and defines 'harassment,' 'discrimination,' and 'violence,' and 'retaliation.'

That policy also explains how to report violations, responsibilities of supervisors, and the investigative process. The policy should be referenced for a complete explanation.

While not exhaustive, conduct prohibited by the 415.00 policy may include:

- Name calling, jokes or rumors;
- Pulling on another person's clothing;
- Touching or grabbing a person in an unwelcome way;
- Graffiti;
- Offensive or graphic images (i.e. videos, pictures, cartoons, etc.);
- Intimidation, intentional disparate treatment, taking or threatening to take materially adverse action against someone who files a complaint, participates in an investigation, or is believed to have filed a complaint.

Prohibited conduct can occur through a variety of means, such as social media, in print/written format, spoken communication, or electronic communication such as emails and text messages. You do not have to be the subject of the conduct to report conduct you think violates this policy.



**The district takes seriously all reports of retaliation and discrimination, harassment or violence based on protected class membership. The district will evaluate each report and take appropriate follow up action.**

## How to Report Discrimination, Harassment, Violence, or Retaliation

|   | <i>If your complaint is against</i> | <i>Report incident to</i>                      | <i>Another option is to contact</i>  |
|---|-------------------------------------|--|--|
| <b>Reporter</b><br><b>If you are a student</b>          | <b>student</b>                      | <b>school principal or assistant principal</b> | <b>Office of the Assistant Superintendents</b><br>651-767-8133<br>651-767-8121<br><br><b>Ombudsperson</b><br>651-767-8394                                |
|   | <b>district personnel</b>           | <b>school principal or assistant principal</b> | <b>Office of the Assistant Superintendents</b><br>651-767-8133<br>651-767-8121<br><br><b>Equal Employment Opportunity (EEO) Director</b><br>651-764-2665 |
| <b>Reporter</b><br><b>If you are district personnel</b> | <b>student</b>                      | <b>school principal or assistant principal</b> | <b>Office of the Assistant Superintendents</b><br>651-767-8133<br>651-767-8121   |
|   | <b>district personnel</b>           | <b>supervisor or manager</b>                   | <b>Equal Employment Opportunity (EEO) Director</b><br>651-764-2665<br><br><b>Human Resources</b><br>651-767-8200<br>651-767-8202                         |

**The District strictly prohibits retaliation against a person who reports discrimination, harassment or violence.**

The following people, located at 360 Colborne Street, Saint Paul, MN 55102, have been designated to handle inquiries regarding the District’s non-discrimination policies:

- For concerns about discrimination by district personnel, contact: Equal Employment Opportunity (EEO) Director, at 651-744-2665.
- For concerns about discrimination by a student, contact: Office of the Assistant Superintendents, at 651-767-8133, or 651-767-8121.
- For inquiries about sex discrimination, you may also contact: Title IX Coordinator (EEO Director), at 651-744-2665.
- For inquiries about district policies in general, contact: Legal, at 651-767-8137.



**Saint Paul**  
PUBLIC SCHOOLS