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.

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

<table>
<thead>
<tr>
<th>If your complaint is against</th>
<th>Report incident to</th>
<th>Another option is to contact</th>
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| student                      | school principal or assistant principal | Office of the Assistant Superintendents  
651-767-8133  
651-767-8121  
Ombudsperson  
651-767-8394 |
| district personnel           | school principal or assistant principal | Office of the Assistant Superintendents  
651-767-8133  
651-767-8121  
Equal Employment Opportunity (EEO) Director  
651-764-2665 |

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.