

# Policies Prohibiting Discrimination, Harassment and Violence

(Summary of Policies 102 and 415)

## Everyone in the Saint Paul Public School District has a right to feel respected and safe.

Our policies prohibiting discrimination, harassment and violence are intended to maintain a respectful learning and work environment that is free of discrimination, harassment and violence based on a person's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, familial status, sexual or affectional orientation, gender identity and expression, or disability.

### Summary Notice

This notice summarizes the Saint Paul Public Schools policies prohibiting discrimination, harassment and violence. Saint Paul Public Schools does not tolerate discrimination, harassment or violence on the basis of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, familial status, sexual or affectional orientation, gender identity and expression, or disability. The complete policies and the related procedures are available in your school or work location, on the District's web site at [www.spps.org](http://www.spps.org), from the Assistant Superintendent of your school, or from the Human Resource Department.

The District's policies prohibiting discrimination, harassment and violence may be found on the District web site at [spps.org/Domain/13187](http://spps.org/Domain/13187).

### A person who harasses or is violent toward someone could be a student or an adult.

Harassment may include the following when based on a person's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, familial status, sexual or affectional orientation, gender identity or expression, or disability.

- Name calling, jokes or rumors
- Pulling on clothing
- Unwelcome touching of a person or the person's clothing
- Graffiti
- Notes or cartoons
- Offensive or graphic posters or book covers
- Bullying that rises to the level of a hostile environment
- Any words or actions that make you or someone else feel uncomfortable

### If you believe that someone has harassed you or another person, you need to tell an appropriate school district staff member.

See "How to Report Harassment or Violence" below.

- You may also make a written report and give it to one of the people mentioned below.
- Your right to privacy will be respected as much as possible.
- Retaliation for reporting discrimination, harassment, or violence is prohibited.

**We take seriously all reports of harassment or violence based on a person's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, familial status, sexual or affectional orientation, gender identity or expression, or disability. We will promptly investigate reports and take appropriate action, which may include discipline of the harasser, based on reports.**

## How to Report Harassment or Violence

<p><i>Alleged victim</i> <b>If you are a student</b></p>	<p><i>If the alleged harasser is</i> <b>student</b></p>	<p><i>Report incident to</i> <b>school principal</b></p>	<p><i>Another option is to contact</i> <b>Assistant Superintendent for the school</b> 651-767-8100</p>
	<p><b>employee<sup>1</sup> or third party<sup>2</sup></b></p>	<p><b>school principal</b></p>	<p><b>Executive Director of Human Resources</b> 651-767-8200</p>
<p><i>Alleged victim</i> <b>If you are an employee<sup>1</sup></b></p>	<p><i>If the alleged harasser is</i> <b>student</b></p>	<p><i>Report incident to</i> <b>school principal</b></p>	<p><i>Another option is to contact</i> <b>Assistant Superintendent for the school</b> 651-767-8100</p>
	<p><b>employee<sup>1</sup> or third party<sup>2</sup></b></p>	<p><b>school principal</b></p>	<p><b>Executive Director of Human Resources</b> 651-767-8200</p>
<p><i>Alleged victim</i> <b>If you are a third party<sup>2</sup></b></p>	<p><i>If the alleged harasser is</i> <b>student</b></p>	<p><i>Report incident to</i> <b>school principal</b></p>	<p><i>Another option is to contact</i> <b>Assistant Superintendent for the school</b> 651-767-8100</p>
	<p><b>employee<sup>1</sup> or third party<sup>2</sup></b></p>	<p><b>school principal</b></p>	<p><b>Executive Director of Human Resources</b> 651-767-8200</p>

<sup>1</sup> Employees include all school district personnel as defined in school board policy.

<sup>2</sup> Third parties include adult volunteers, parents, vendors, and members of the school district community as defined in school board policy.

## Saint Paul Public Schools will also take action if anyone tries to retaliate against you because you have reported discrimination, harassment or violence.

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

**For concerns about discrimination by school district personnel or by a member of the school district community, contact:** Executive Director of Human Resources, at 651-767-8200

**For concerns about discrimination by a student, contact:** Assistant Superintendent for the school, at 651-767-8100

**For inquiries about sex discrimination, you may also contact:** Title IX Coordinator, Cedrick Baker, at 651-767-8103

