Saint Paul Public Schools ("the District") believes in the dignity of its students, staff, and all other District personnel. To that end, the District strives to maintain a learning and working environment that is free from discrimination, harassment or violence on the basis of 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, membership or activity in a local commission as defined by Minn. Stat. § 363A.03.

The District prohibits retaliation and discrimination, harassment, or violence toward a student, teacher, administrator, or other District personnel (or a group thereof) in all District environments including all academic, extra-curricular, co-curricular, and District-sponsored activities on District property, including but not limited to schools, the school bus, school functions, or District-sponsored events held at other locations. The District prohibits retaliation for good faith reporting of such conduct.

District Policy 415.00 “Discrimination, Harassment, Retaliation and Violence” policy defines retaliation, harassment, discrimination, and violence. Policy 415.00 and the corresponding 415 Form can be found at spps.org/boardpolicies.

The District also prohibits bullying against a student, by either an individual or a group. Policy 505 and Procedure 505.00.01 define bullying and set forth procedures for reporting violations. Policy 505 and Procedure 505.00.01 can be found at spps.org/boardpolicies.
Please list and identify any witnesses to the incident.

Name: _________________________________ ( ) Student ( ) District Personnel ( ) Other (specify) _________________________________

Name: _________________________________ ( ) Student ( ) District Personnel ( ) Other (specify) _________________________________

Name: _________________________________ ( ) Student ( ) District Personnel ( ) Other (specify) _________________________________

Describe the incident in detail. (Attach additional pages if needed.)

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I, _______________________________________, am submitting this form to report discrimination, harassment, violence, retaliation, or bullying which I witnessed, was the target thereof, or which I received a report or complaint thereof. The information contained in this complaint is true and accurate to the best of my knowledge, belief, and recollection.

______________________________________________ ________________
Reporter/Complainant Signature Date

______________________________________________ ________________
Responsible Administrator Signature Date Received

This part is to be completed by the District/School:

Was the complaint(s) substantiated? No____ Yes___ (please list type of conduct substantiated) ______________

This completed form must be filed with the appropriate responsible administrator consistent with Policy 415.00 and Procedure 505.00.01.