



415 FORM: REPORT OF DISCRIMINATION, HARASSMENT, VIOLENCE, RETALIATION, AND BULLYING* (students only)

Type of Prohibited Conduct Being Reported:

() DISCRIMINATION () HARASSMENT () VIOLENCE () RETALIATION () BULLYING* (students only)

On the Basis of: (check all that apply, must check one)

- () none () race () creed () sex () marital status
() age () color () religion () familial status () public assistance
() disability () national origin () sexual or affectional orientation () gender identity and expression
() membership or activity on a local commission

What was the type of religion the prohibited conduct was based on? (Answering this question is optional)

- () Atheist/Agnostic () Buddhist () Catholic () Eastern Orthodox (Russian, Greek, Other) () Hindu
() Islamic (Muslim) () Jehovah's Witness () Jewish (Judaism) () Mormon (Latter-day-Saint)
() Multiple Religions, Groups () Other Christian () Other Religions () Protestant () Sikh

Did this incident involve USDA/Child Nutrition Programs?

() Yes () No

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 415.00 form can be found at spps.org/boardpolicies.

Complaints alleging sexual harassment from staff or students should be immediately directed to the Responsible Administrator and the Title IX Coordinator, at TitleIX@spps.org.

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.

Date of Incident: _____ Time: _____ Place: _____

REPORTER OR COMPLAINANT

_____ I am a: () Student () District Personnel () Other (specify) _____
Name (Print)

Contact Information: Phone: _____ e-mail: _____

If District Personnel: Work Phone: _____ Building: _____

Were you the target of the prohibited conduct that you are reporting? () Yes () No

If not, please list below the name of the person who was the target of the prohibited conduct.

TARGET OF PROHIBITED CONDUCT

_____ The Target is a: () Student () District Personnel () Other (specify) _____
Name (Print)

IF Target is a Student, include CIF#: _____ and Home School: _____

Contact Information (if known): Phone: _____ e-mail: _____

ALLEGED OFFENDER(S)

Who engaged in the prohibited conduct? Name: _____
They are a: () Student () District Personnel () Other (specify) _____

IF Alleged Offender is a Student, include CIF#: _____ and Home School: _____

WITNESSES

Please list and identify any witnesses to the incident.

They are a:
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.)

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) _____