

## 401 EQUAL EMPLOYMENT OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, disability, sex, marital status, status with regard to public assistance, sexual orientation, including gender identity or expression, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the Human Resource Director.
- F. A copy of the district's grievance procedure for complaints of discrimination is available at all district buildings main offices, the district offices and our website at the following link: <http://www.alexandria.k12.mn.us/Page/4294>.

#### **Legal References:**

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et. seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et. seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

#### **Cross References:**

Policy 402 (Disability Nondiscrimination)  
Policy 405 (Veteran's Preference)  
Policy 413 (Harassment and Violence)

Policy Adopted: 3/19/01  
Policy Revised: 12/12, 6/20/16, 9/17/18, 6/17/19  
Alexandria School District - No. 206  
Alexandria, Minnesota

## ALEXANDRIA PUBLIC SCHOOLS INCIDENT REPORT FORM

This form is used to identify a possible incident of bullying or harassment. The staff person who observes the conduct or receives the concern should complete this form, not the complaining student or staff. Copies of this form should be forwarded to the Site Complaint Manager for follow up.

Date of report: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Teacher/Staff: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

| Name(s) of target(s): | Name(s) of accused staff member(s): | Name(s) of witnesses/bystanders: |
|-----------------------|-------------------------------------|----------------------------------|
|                       |                                     |                                  |
|                       |                                     |                                  |
|                       |                                     |                                  |

| Information about the Target: |  |   |
|-------------------------------|--|---|
| Grade                         | Gender   |   |
|                               | <input type="checkbox"/> M<br><input type="checkbox"/> F | <input type="checkbox"/> African American<br><input type="checkbox"/> Asian/Pacific Islander<br><input type="checkbox"/> Hispanic<br><input type="checkbox"/> Native American<br><input type="checkbox"/> White<br><input type="checkbox"/> Other |

| Information about the Accused Staff Member: |  |   |
|---|--|---|
| Grade                                       | Gender   |   |
|   | <input type="checkbox"/> M<br><input type="checkbox"/> F | <input type="checkbox"/> African American<br><input type="checkbox"/> Asian/Pacific Islander<br><input type="checkbox"/> Hispanic<br><input type="checkbox"/> Native American<br><input type="checkbox"/> White<br><input type="checkbox"/> Other |

Check all behaviors that apply.

| <b>PHYSICAL CONDUCT – Harm to another’s body or property. *Criminal Conduct/Mandatory Reporting</b>  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Threatening physical harm<br><input type="checkbox"/> Making threatening gestures<br><input type="checkbox"/> Starting a fight<br><input type="checkbox"/> Blocking movement, cornering<br><input type="checkbox"/> Shoving | <input type="checkbox"/> Pushing<br><input type="checkbox"/> Pinching<br><input type="checkbox"/> Scratching<br><input type="checkbox"/> Hair pulling<br><input type="checkbox"/> Spitting | <input type="checkbox"/> Slapping<br><input type="checkbox"/> Kicking<br><input type="checkbox"/> Tripping<br><input type="checkbox"/> Biting<br><input type="checkbox"/> Hitting | <input type="checkbox"/> Destroying or defacing property*<br><input type="checkbox"/> Extortion*<br><input type="checkbox"/> Theft*<br><input type="checkbox"/> Sexual assault* | <input type="checkbox"/> Assault with a weapon*<br><input type="checkbox"/> Arson*<br><input type="checkbox"/> Other: |

| <b>EMOTIONAL CONDUCT – Harm to another’s self-worth, in person or electronically.</b>   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Insulting gestures<br><input type="checkbox"/> Dirty looks<br><input type="checkbox"/> Insulting remarks<br><input type="checkbox"/> Name calling<br><input type="checkbox"/> Taunting | <input type="checkbox"/> Defacing or falsifying schoolwork<br><input type="checkbox"/> Insulting/degrading graffiti<br><input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages<br><input type="checkbox"/> Cyberbullying | <input type="checkbox"/> Racial, ethnic or religious slurs or epithets<br><input type="checkbox"/> Insulting remarks related to disability, gender or sexual orientation | <input type="checkbox"/> Threatening another to secure silence<br><input type="checkbox"/> Challenging in public<br><input type="checkbox"/> Unwanted sexually suggested remarks, images or gestures<br><input type="checkbox"/> Other: |

| <b>SOCIAL (RELATIONAL) CONDUCT – Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion.</b>     |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Using negative body language or facial expressions<br><input type="checkbox"/> Gossiping<br><input type="checkbox"/> Starting/spreading rumors | <input type="checkbox"/> Playing mean tricks<br><input type="checkbox"/> Insulting publicly<br><input type="checkbox"/> Ignoring someone to punish or coerce<br><input type="checkbox"/> Cyberbullying | <input type="checkbox"/> Threatening to end a relationship<br><input type="checkbox"/> Undermining other relationships<br><input type="checkbox"/> Passively not including in group | <input type="checkbox"/> Exclusion<br><input type="checkbox"/> Ostracizing/ total group rejection<br><input type="checkbox"/> Arranging public humiliation<br><input type="checkbox"/> Other: |

- Additional comments should be put on back of this form –

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