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. The policy of the school district is 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, sex, marital status, status with regard to public assistance, disability, 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 a question regarding this policy should discuss it with the Director of Human Resources.

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. (Equal Employment Opportunities; 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)
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: _______________________________________________________

<table>
<thead>
<tr>
<th>Name(s) of target(s):</th>
<th>Name(s) of accused staff member(s):</th>
<th>Name(s) of witnesses/bystanders:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information about the Target:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

- African American
- Asian/Pacific Islander
- Hispanic
- Native American
- White
- Other

Information about the Accused Staff Member:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

- African American
- Asian/Pacific Islander
- Hispanic
- Native American
- White
- Other

Check all behaviors that apply.

PHYSICAL CONDUCT – Harm to another’s body or property. *Criminal Conduct/Mandatory Reporting

- Threatening physical harm
- Making threatening gestures
- Starting a fight
- Blocking movement, cornering
- Shoving

- Pushing
- Pinching
- Scratching
- Hair pulling
- Spitting

- Slapping
- Kicking
- Tripping
- Biting
- Hitting

- Destroying or defacing property*
- Extortion*
- Theft*
- Sexual assault*

- Assault with a weapon*
- Arson*
- Other:

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

**SOCIAL (RELATIONAL) CONDUCT – Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion.**

<table>
<thead>
<tr>
<th>Using negative body language or facial expressions</th>
<th>Playing mean tricks</th>
<th>Threatening to end a relationship</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gossiping</td>
<td>Ignoring someone to punish or coerce</td>
<td>Undermining other relationships</td>
<td>Ostracizing/ total group rejection</td>
</tr>
<tr>
<td>Starting/spreading rumors</td>
<td>Cyberbullying</td>
<td>Passively not including in group</td>
<td>Arranging public humiliation</td>
</tr>
</tbody>
</table>

- Additional comments should be listed below –

[www.mcgrathinc.com](http://www.mcgrathinc.com)