

# IRONDALE BANDS

## Policy on Protection from Harassment, Bullying, and Discrimination

### Purpose

The purpose of this policy is to provide guidance to the Irondale Band Program (“IBP”) regarding the desire to provide a learning environment free from harassment, bullying, and discrimination. The IBP is a co-curricular activity of Irondale High School, New Brighton, MN (“IHS”) and the Mounds View Public Schools Minnesota District 621 (“MVPS”) and is led by the Irondale Director of Bands (“Band Director”). IBP includes the Irondale Marching Knights, Irondale Drumline, Irondale Winter Guard, and a variety of curricular and other co- or extra-curricular musical ensembles.<sup>1</sup>

The Irondale Band Program is committed to a learning and working environment in which all individuals are treated with respect and dignity. The following policies have been adopted in order to ensure the safety and security of all participants within the organization. In addition, the policies are designed to provide protection for staff from any improprieties and /or accusations that may occur.

### Definitions

**IBP:** The Irondale Band Program includes the Irondale Marching Knights (marching band), Irondale Drumline (a/k/a for WGI as “Irondale Combined Schools”), Irondale HS Winter Guard, jazz band, pit orchestra, a number of curricular music ensembles, and any ensembles, clinics, events or activities carried out by the organization.

**Band Director:** “Band Director” refers to the IHS employee who oversees all aspects of the IBP.

**Staff:** For purposes of this policy, “staff” refers to employees, contractors, volunteers in a strictly instructional or design capacity (i.e. not parent/guardian/family members volunteering time through IBB), directors and officers, and consultants.

**Participants:** Students of Mounds View Public Schools, as well as those of immediately surrounding school districts, whose eligibility for participation is determined by program-specific criteria.

**Volunteers:** For purposes of this policy, “Volunteer” refers to parents, guardians, alumni, family members of participants, or others who volunteer time through IBB activities.

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<sup>1</sup> To clarify, the Irondale High School Band Boosters, Inc. (“IBB”) is a separate 501-c-3 non-profit organization, whose membership consists of the parents and guardians of students participating in one or more programs of IBP, as well as the Irondale Band Director who is ex-officio a member of the IBB Executive Board. Per the Constitution and ByLaws, the purpose of the IBB is to provide support to IBP in terms of fundraising and volunteer efforts and DOES NOT have any governance, supervisory, or any other control over IBP or the Irondale Band Director. Nevertheless, at the Band Director’s discretion, the IBB Executive Board does provide advice and counsel on a variety of matters including budget, policy, and event planning.

**MSHSL:** Minnesota Sports High School League, which outlines Student Athlete Codes of Conduct for all school affiliated activities.

**Harassment and Bullying:** Harassment and bullying is unwelcome repeated behavior of one person toward another that is sufficiently severe or pervasive so as to create an intimidating, hostile or offensive environment for all engaged parties in IBP sponsored activities.

Sexual harassment includes unwelcome conduct of a sexual nature. The following behaviors, when unwelcome, are examples of conduct that may constitute sexual harassment:

- Sexual advances, whether or not they include touching,
- Verbal acts or name calling, verbal or written sexual epithets, jokes, references to sexual conduct, comments on an individual's body or sexual activity,
- Displaying sexually suggestive objects, pictures or caricatures,
- Unwelcome leering, brushing against the body, whistling, suggestive or insulting comments,
- Obscene or foul language or gestures,
- Inquiries into one's sexual experiences or preferences.

**Discrimination:** Discrimination occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected by law or this policy. Protected classifications include, but are not limited to, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, sexual identification, and gender.

## Policies

- I. Per MSHSL and MVPS student athlete code of conduct, IBP expressly prohibits:
  - a. Discrimination, bullying, cyberbullying, any kind of hazing and/or initiations, and harassment of any kind; and,
  - b. Retaliation against individuals who oppose discriminatory, bullying, cyberbullying, or harassing behavior of any kind by other, or those who report incidents or allegations, or those who assist in the investigation of any such behavior, incidents, or allegations.

- II. Staff and Participant responsibilities

- a. Participant responsibilities to each other

Participants are expected to conduct themselves in accordance with the normal principles of socially responsible behavior, as well as the policies and protocols of MVPS and IHS. Physical violence, hazing, bullying, cyberbullying, harassment, theft, verbal abuse, drugs, and alcohol, and contraband have no place in IBP and will not be tolerated.

- b. Staff responsibilities to participants

Staff persons have many responsibilities to participants. Specifically, in regard to these policies, staff persons are responsible for monitoring the behavior of participants and are required to intercede if necessary, and bring any incidents or situations to the immediate attention of the Band Director.

### III. One-on-one interactions

Interactions of one staff person and one participant in isolation from other participants, staff or other observers are not allowed. One-on-one private meetings between faculty/staff (with the exception of the Band Director) and students are permitted in situations that require personal attention, such as private conferences, instruction, or the like. Such meetings are to be conducted in view of other adults and/or students or be open door meetings. The Band Director is permitted to interact with any participant in accordance with MVPS and IHS policies, protocols, and procedures.

### IV. Overnight Accommodations

In general, staff persons are required to respect the individual privacy of all participants in all situations and at all times including overnight accommodations, restroom usage, changing clothes, and showering.

Overnight stays require that two or more adults designated by the Band Director, both of whom must be 21 years of age or older and one of whom must be familiar with IBP member safety policies, be in a supervisory role will accompany the organization. Nevertheless, when IBP activities require an overnight stay(s), staff persons are required to sleep in rooms separated from participants.

Participants are required to have separate male and female sleeping facilities where possible. In cases where all students stay overnight in one large space (i.e. gym), all male and female students will be separated by a large dividing space. There will be a mandatory policy of ONE sleeping bag/blanket per ONE student.

### V. Social media

Staff persons are prohibited from requesting and/or soliciting participants to include them in their social media networks with the exception of social media groups created or utilized by IBP to communicate with members concerning IBP business.

## Staff selection and training

IBP staff members who will have direct contact with participants must complete anti-abuse training every two years in a manner approved by the Band Director. Most commonly this is through SafeSport or comparable training programs as provisioned by the IBB.

Background screening of staff persons who will have direct contact with participants shall be performed in accordance with the MVPS and IHS policy.

The Band Director will observe, monitor and provide guidance regarding the leadership and instruction techniques used by staff members. It is the expectation that staff members provide guidance and instruction in a professional manner that demonstrates respect and confidence in the individual participant's abilities. Professional behavior is critical at all times.

## Violations and complaints

### Required reporting

IBP requires any adult staff, administrator, employee, teacher, teacher's aid, volunteer, or persons and its participants to promptly report to the Band Director or a member of the IBB Executive Board all observed or reasonably suspected incidents of discrimination, bullying, hazing/initiations, harassment or retaliation. Individuals who believe they have experienced, observed or reasonably suspect conduct they believe is in violation of this policy, or who have any concerns about such matters, must bring these concerns to the attention of the Band Director or a member of the IBB Executive Board. In certain cases, especially for incidents of alleged sexual misconduct, harassment, or abuse, the report may be required by law to be forwarded to the proper authorities.

Failure to report or supervisory inaction may be cause for disciplinary action up to and including dismissal from IBP programs. If a report is received by a member of the IBB Executive Board, they are required to immediately convey the report to the Band Director, unless in the event that the Band Director is a subject of complaint, the report must be conveyed to the IHS Director of Student Activities or Principal or Assistant Principals.

### Required investigation and reporting

Any reported allegation of harassment, discrimination or retaliation will be investigated promptly according to MVPS and IHS policies and procedures. The investigation may include interviews with the parties involved and, if necessary, with individuals who may have observed the alleged conduct or have other pertinent knowledge. Credible allegations of a criminal nature will be reported by MVPS or IHS staff to the appropriate law enforcement authority.

IBP staff members and participants shall cooperate with any investigation of allegations of violations of this policy. Providing false or misleading information or failure to cooperate may result in disciplinary action up to and including dismissal from IBP programs.

### Confidentiality

IBP staff persons who receive reports of discrimination, harassment or retaliation must-maintain the confidentiality of the information that they receive except where disclosure is required by law or is necessary to facilitate legitimate IBP, MVPS, or IHS processes, including reporting, investigation, and resolution of allegations.

### Constructive discipline

Violations of this policy may result in disciplinary action, up to and including dismissal from IBP programs as determined by the MVPS, IHS Administration, and/or the IHS Activities Director. Violations of this policy may be subject to appropriate legal action. An individual's filing of a complaint or charge with any outside agency or entity will not preclude IBP from its duties or actions concerning the same or similar events.

### Acknowledgement of Receipt

Participants acknowledge the receipt of this policy by signing and returning the IBP Commitment Contract for their activity. IBP staff persons who will have direct contact with participants are required to read and abide by the policy and procedures contained in this document. Should any questions arise, clarification and/or interpretation can be provided by the Band Director.