

## Billings School District 2

### STUDENTS

#### Student Rights, Responsibilities, and Code of Conduct

#### Non-Discrimination and Anti-Harassment

The District will not tolerate harassment, intimidation, bullying, hazing, or retaliation as defined in Policy 3210, or adverse conduct that is reasonably perceived as being motivated by any actual or perceived attribute such as race, color, ancestry, national origin, language barrier, religious beliefs, political ideas, age, sex, marital status, or disability. Such conduct by students, employees, trustees, volunteers, and third-parties (who are on school grounds or involved in school-related activities) is discriminatory and prohibited.

One example of prohibited discrimination is “sexual harassment”. Sexual harassment occurs whenever an individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student’s educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student’s ability to participate in the student’s education.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. Sexual harassment also includes sexual violence: physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the use of drugs or alcohol or due to mental handicap or disability.

Harassment motivated by any protected-class status is considered discrimination if it:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; and/or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student’s educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or

- d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student's ability to participate in the student's education.

#### Designation of "Title IX (Non-discrimination) Coordinators"

The District has designated employees in each school to serve as a "Title IX Coordinator", also known as "Non-discrimination Coordinator", who is trained to understand and apply the procedures and policies for addressing sexual harassment, sexual violence, and discrimination. In addition, the Executive Director of Human Resources in Lincoln Center also serves in this role. These coordinators are not limited to addressing gender-based discrimination but can address all issues pertaining to harassment, intimidation, bullying, hazing, discrimination, and retaliation.

#### Procedure for Reporting Harassment, Discrimination, or Retaliation:

Students who believe they are being or have been subjected to protected class-based harassment, discrimination, or retaliation or who have witnessed such conduct may report the conduct either:

1. On Form 3210-F1;
2. In accordance with the Uniform Complaint Procedure, Policy 1700;
3. Verbally to an administrator, teacher, counselor, or Title IX coordinator;
4. In accordance with Title IX, IDEA, Section 504, or ADA grievance procedures; or
5. Verbally to any employee.

Any adult school employee, adult volunteer, district contractor, or agent who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying, hazing, discrimination, or retaliation shall report it in accordance with this policy and/or any procedures developed under this policy.

#### Employee Responsibilities

Each administrator is responsible for maintaining an educational environment free from discrimination. The administrators shall take appropriate actions to ensure the School District's equal opportunity and non-discrimination policies and procedures are enforced. These actions include, at a minimum:

1. Providing notification of the District's grievance or reporting procedures in the student and staff handbooks (See incident reporting form, Policy 3210);
2. Providing notification of the rights and responsibilities of students and staff regarding harassment, intimidation, bullying, hazing, discrimination, and retaliation;
3. Providing new employees of the District a copy of these policies;
4. Taking prompt action to report and investigate complaints of harassment, intimidation, bullying, discrimination, and retaliation; and

5. Instructing employees and students regarding the procedures for reporting harassment, intimidation, bullying, discrimination, and retaliation.

All school employees shall intervene when witnessing behavior which could be considered bullying, harassment, intimidation, hazing, discrimination, or retaliation. If the employee witnesses such behavior or receives a report of such behavior, the employee shall report the behavior to an administrator or Title IX coordinator and/or on Form 3210-F1. If it is determined that an employee was aware of bullying, intimidation, harassment, discrimination, or retaliation and did nothing to intervene or report, the employee will be subject to discipline.

#### Investigation Process

- A. All investigations should be initiated promptly, but no later than two (2) school days after the Incident Report has been completed and filed with the school administration.
- B. The designated investigator will determine whether bullying, harassment, intimidation or hazing, discrimination, or retaliation has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same individuals should also be taken into consideration.
- C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary and required in proceedings flowing from the incident.
- D. The investigation should be performed and concluded within five (5) school days of initiation of the investigation. Upon conclusion, if it is found that bullying, harassment, intimidation, hazing, or retaliation has occurred, the responsible adult of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.
- E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of bullying, harassment, intimidation, hazing, discrimination, or retaliation rise to the level of a possible criminal offense, a school administrator shall immediately notify the police.
- F. The school principal, in conjunction with the counselor or other appropriate staff, shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with additional consequences.
- G. The school administration shall take all necessary steps to protect the target from further bullying, harassment, intimidation, hazing, discrimination, and retaliation incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – shall be escorted. However, the School

District may provide an escort for the targeted student, if requested by that student.

- H. The principal or other designated school administrator will follow up with the target of any bullying, harassment, intimidation, hazing, discrimination, or retaliation to ensure that the negative behavior has stopped.
- I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusions and findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

#### Consequences for Discrimination

- A. If a student or staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences may be implemented after reporting, investigation, and determination that a prohibited act has been committed.
- B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions for student perpetrators may include:
  - 1. Notification given to the responsible adult;
  - 2. Loss of privilege(s), including participation in school activities;
  - 3. Conference with the responsible adult;
  - 4. Reassignment of seats;
  - 5. Reassignment of classes;
  - 6. Reassignment to another mode of transportation;
  - 7. Escort of the perpetrator;
  - 8. Completion of apology letter and acknowledgement of behavior;
  - 9. Referral or appointments with school counselor or other professionals;
  - 10. Payment for damaged property;
  - 11. Detention;
  - 12. Suspension (in-school or out-of-school);
  - 13. Referral to law enforcement; and
  - 14. Expulsion.

Any student disciplined will be afforded due process in accordance with District policies.

- C. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject to and commensurate with the district's personnel policies and may include:
  - 1. Verbal warning;
  - 2. Written warning;
  - 3. Training, at the employee's expense;

4. Suspension with or without pay;
5. Referral to law enforcement; and
6. Termination of employment.

D. The District may also provide additional training to students and staff following a report and investigation. The District may also provide information and resources to the victim of available academic, counseling, medical, and other services.

#### Retaliation, Reprisal, and Fabrication

The District prohibits retaliation and reprisal against any person who reports an act of harassment, intimidation, bullying, hazing or discrimination or who participates as a witness in an investigation or disciplinary hearing arising out of such reports. Students or employees who retaliate will be disciplined, with the possible consequences including expulsion or termination. Individuals who intentionally fabricate allegations of harassment, intimidation, bullying, hazing, or discrimination shall be subject to disciplinary action, up to and including expulsion or termination.

#### Notification and Training

- A. The District policy, procedures and rules will be included in student handbooks for all grade levels and prominently posted on the District's webpage.
- B. Reporting form(s) will be readily available to staff members, students, and the responsible adult, including on-line on the District's website.
- C. Staff and students will be educated on the policy, procedures, and rules, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

#### Cross References:

<b>Number</b>	<b>Title</b>
1700	Uniform Complaint Procedure
3210-F1	Form: Harassment/Intimidation/Bullying Incident Reporting Form
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance
3204-P3	Video Surveillance -- School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for

Number	Title
	Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

Legal References:

§ 20-5-101, MCA Admittance of child to school  
 § 20-5-102, MCA Compulsory enrollment and excuses  
 § 20-5-103, MCA Compulsory attendance and excuses  
 § 20-5-201, MCA Duties and sanctions  
 § 20-5-202, MCA Suspension and expulsion  
 § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment  
 §§ 49-3-101, et. seq., MCA Montana Human Rights Act  
 Title IX of the Educational Amendments, 20 U.S.C. §1681, et seq. 34 CFR Part 106  
 Art. X, Sec. 1, Montana Constitution  
[Office for Civil Rights, U.S. Department of Education](#)  
[Montana Human Rights Bureau](#)

*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)

Policy History

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