

**CONFIDENTIALITY:**

- To the greatest extent possible, complaints will be treated as confidential.
- Limited disclosure may be necessary to complete a thorough investigation.

**RETALIATION AND FALSE CHARGES:**

- Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated.
- False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.



*To report acts of harassment, intimidation, threats or bullying, contact your school's Nondiscrimination Coordinator:*

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Phone Number*

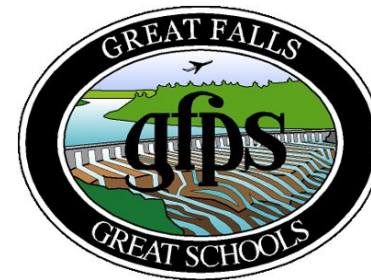
*For more information, please contact GFPS Non-Discrimination Coordinators:*  
 Dale Lambert, Director of Student Services  
 268-6777  
 Mindy Kiser, Director of Human Resources  
 268-6011



# RESPECT FOR ALL

Regardless of...

- Race
- Color
- National origin; ancestry; ethnicity
- Sex; gender
- Native language
- Religious beliefs
- Physical and mental handicap or disability
- Economic or social conditions
- Actual or potential marital or parental status
- And any other trait that we possess as groups or individuals



GREAT FALLS PUBLIC SCHOOLS

## RESPECT FOR ALL GUIDELINES

**IMPORTANT INFORMATION ABOUT HARASSMENT FOR 7-12 STUDENTS, PARENTS AND EMPLOYEES**



Department of Human Resources  
 406-268-6010  
 August, 2015

At Great Falls Public Schools, we believe...

- **Everyone has the right to feel safe and comfortable at school.** We make that happen by:
  - Respecting each other as people
  - Respecting our own property and the property of others
  - Treating others with kindness
- **Everyone has a right to a positive and productive learning environment.** We do that by:
  - Respecting school rules
  - Being responsible
  - Being prepared to learn

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At our school, we...

- **DO NOT** harass or tease others
  - These are negative acts committed by someone to another person (physical, written, spoken, gestured)
- **DO NOT** intimidate others
  - These are actions or words that serve to trouble, scare or frighten another person.
- **DO NOT** threaten others
  - These are actions or words that make others feel they are in danger
- **DO NOT** bully others
  - These are aggressive behaviors that are intentional and that involve an imbalance of power. Most often, it is repeated over time.

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**Harassment, intimidation, hazing, threatening, or bullying by students, staff or third parties will not be tolerated.**



**WHAT SHOULD YOU DO IF YOU ARE BEING HARASSED, INTIMIDATED, THREATENED OR BULLIED OR YOU ARE A WITNESS OR KNOW ABOUT IT HAPPENING TO SOMEONE ELSE?**

Students who believe they have been the victim of harassment, intimidation, bullying or hazing behavior by another student, staff member or third party, or students who witnesses or knows of such behavior, **SHOULD REPORT IT TO SCHOOL PERSONNEL IMMEDIATELY.**

Complaints may be submitted in writing or orally to:

- ◆ Our school's Nondiscrimination Coordinator
- ◆ Your counselor
- ◆ Any teacher
- ◆ Any administrator
- ◆ You should also tell your parents

*See also the Uniform Grievance Procedure in the GFPS Student Handbook.*

**WHAT WILL THE ADULT DO ONCE THEY HAVE BEEN TOLD?**

- Gather as much information as they can from you.
- They may talk to witnesses This will include your parents. The principal will also be notified. An investigation will be conducted.
- They will take action to make the behavior stop.
- They will get the other person's side of the story.
- They will take disciplinary action if appropriate.
- They may also contact law enforcement.
- They will work to prevent it from happening again.
- They will follow-up with you to make sure you are ok, but you should report again if it doesn't stop or if there is another incident.

**WHAT HAPPENS TO PEOPLE WHO HARASS, INTIMIDATE, THREATEN or BULLY OTHERS?**

- The District will take necessary action to stop this kind of behavior to the best of its ability.
- Students whose behavior is found to be in violation will be subject to discipline up to and including expulsion.
- Staff whose behavior is found to be in violation will be subject to discipline up to and including dismissal.
- Third parties whose behavior is found to be in violation shall be subject to appropriate sanctions as determined and imposed by the Superintendent, designee or the Board.

Great Falls Public Schools provides equal educational opportunities for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

Great Falls Public Schools prohibits hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties.

Great Falls Public Schools prohibit sexual harassment in the form of unwelcome advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual or sex-based nature.

These standards are set forth in Board policy, in school rules and in student handbooks.

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These standards apply:

- ◆ While the pupil is in school or on school property (which includes parking lots, playgrounds and lawn areas)
- ◆ On the way to and from school
- ◆ Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
- ◆ Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a student, staff member and/or guest or an interference with school purposes of an educational function or damage to or destruction of school district property.
- ◆ Through the use of electronic communication

