



Student Integrity Policy

January 2025

Letter to Students and Parents

Dear Students and Parents:

Thank you making the decision to join the Bahamas Virtual School family! We look forward to meeting all of your learning needs. Our students have the educational freedom to choose when they learn, where they learn and how they learn. Our instructors, counselors and administrative staff will be here to help you during each and every step of your journey.

Our policies and procedures are detailed in the Handbook, and we are sure many of your questions and/or concerns are addressed here. We want all of our students to have a successful experience at Bahamas Virtual School. Please make sure that both you and the student have reviewed our rules of conduct and internet safety in addition to all other information.

If you have any questions not addressed here, please feel free to contact us.

If you have any questions, please contact the school office. We are available Monday – Thursday from 9:00 a.m. to 5:00 p.m. EST and Friday from 9:00 a.m. to 4:00 p.m. Our office number is 242-818-1418.

Respectfully,

Jason Beneby
Director

BVS Mission and Vision

Mission

Bahamas Virtual School uniquely prepares students to become global citizens by providing authentic learning experiences and holding them accountable for their future independent successes.

Vision

To prepare students to be innovative, critical thinkers as they enter the global community as independent, creative and productive citizens.

Core Values

Integrity
Innovation
Independence
Respect
Excellence

Philosophy

Our fundamental belief is that all students are of value, and they need guidance to find and develop the positive qualities they possess. We understand that many will have histories of failure in the traditional educational system. Thus, our goal is to strive to find creative approaches to their learning which will enable them to experience success and create satisfying futures.

We understand that many students may come to BVS with life circumstances, which present barriers to their success. We will strive to be non-judgmental and to provide a structured, supportive environment that fosters success.

BVS will work with each student to assess academic, career, and personal needs to develop a learning path that fits his or her needs. BVS welcomes the opportunity to work with parents or guardians.

Hours of Operations

The administration office will be open Monday through Thursday, from 9:00 am to 5:00 pm and Friday from 9:00 a.m to 4:00 p.m. However, the student and parent will have access to the Learning Management System 24 hours per day, 365 days per year.

BVS Contact Information

Main Numbers

Direct Phone Number 242-818-1418

Email Address

Main Email Address info@bahamasvirtuelschool.com

If you need contact information for your Instructor, you can find that information in your Course Profile in the Learning Management System.

Technical Support Email Address tech@bahamasvirtuelschool.com

Social Media

Facebook <https://www.facebook.com/people/Bahamas-Virtual-School/100088407763017/>

Address

204 Lyford Commerce Park
Western Road
Nassau, NP Bahamas

Academic Integrity Policy

Definition

Academic integrity means valuing and demonstrating positive regard for intellectual honesty, personal truthfulness, learning for its own sake, the creations and opinions of others (i.e., intellectual property). You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty

1. Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz.
2. Using any kind of "cheat notes" during an exam, test, or quiz.
3. Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi).
4. Having unauthorized access to or using stolen exams, tests, or quizzes.
5. Providing or selling exam, test, or quiz information to other students.
6. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz.
7. Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher.
8. Lying about the ability to complete assignments and/or assessments.



9. Attempting to misrepresent the authorship of student work (e.g., having someone else write a paper).
10. Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.
11. Using the views, opinions, or insights of others without proper acknowledgment.
12. Submitting the same work for more than one assignment without express permission from your teacher(s).
13. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
14. Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only.

Student Responsibilities

The student will:

- Set aside sufficient time to study.
- Participate actively in class and attend regularly.
- Protect work—do not lend or borrow work.
- Not represent as his or her own the work of a parent, brother, sister, or anyone else.
- Not change a test item in any way when the test is returned for review.
- Learn how to attribute work properly by citation, footnote, and bibliography.
- Review the definition of plagiarism and the use of copyrighted material provided in this Handbook.

Parental Responsibilities

The parent will:

- Communicate with the student values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades at any cost.
- Be aware of a student's need for a quiet time and a place to study.
- Support the student's efforts, but not edit, type, or in any other way do the work.
- Encourage wise use of time.

Teacher Responsibilities

The teacher will:

- Review at the beginning of each open house the Academic Integrity Policy along with their course descriptions/syllabi/ that spell out clearly the consequences for academic dishonesty

in their classes; review the various examples and forms of academic dishonesty that should be avoided.

- Keep completed assignments and tests scoring keys and rubrics secure.

Consequences

Consequences for a first-time violation may include (but are not limited to):

- Point deduction on a quiz, test, paper, project, or homework assignment, a zero or negative points assigned as the grade.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:

- Repeat offense in the same class: Conference called by Administrator with the student, teacher, parent, and counselor.
- Repeat offense, but not in the same class: Appropriate action was taken by Administrator (e.g., grade lowered several letter grades for the quarter or semester report card).
- Suspension and/or exclusion from school.

Acknowledgments: Bahamas Virtual School give credit to American High School who is grateful to Cupertino High School, Cupertino California and Piedmont High School, Piedmont California, for contributing to their site policies in the development of this Academic Integrity Policy.

Student Accountability

- Posting anonymous messages is not permitted unless authorized by the course's online teacher.
- Impersonating another person is also strictly prohibited.
- Use only your own user name and password, and do not divulge these to anyone.
- Do not aid anyone in gaining unauthorized access to password-protected courses.
- Do not publicly post your personal contact information (address or phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.

Inappropriate Behavior

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continuously posting unwelcome messages to another person) or use of threats.

Use of Copyrighted Material

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use while studying. However, copying or reprinting these materials for use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Integrity

All work submitted is assumed to have been completed without direct help. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on for the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s). We take the integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Our instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, Cliff Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Netiquette

The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.

- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.
- Security is a high priority, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- It is illegal to create harmful computer viruses. (f.s. 815 Computer-Related Crimes).
- Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or administrative employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- An email with your online classmates should be course-related. It is prohibited to send unsolicited non-academic email to your online classmates.
- Protect your password. Keep it secret from anyone except your parents.
- Inappropriate Texting/Messaging: Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content are prohibited (f.s. 847.001 Sexting)
- Bahamas Virtual School assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

Bahamas Virtual School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations by the student or parent/guardian may result in removal from the course(s), as well as other disciplinary or legal action.

Responsible Use Policy

This policy treats the student as a person who is responsible for their own ethical and appropriate use of the Internet and their devices.

Statement of Purpose

Bahamas Virtual School teachers and students use technology and internet-based tools every day on our online platform. We endeavor to prepare students to become global citizens by providing authentic learning experiences and holding them accountable for their future independent successes. Student access to

technology requires responsible, courteous, efficient, and legal use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement:

- I agree to be polite, considerate, and to use appropriate language.
- I agree to report and/or help prevent any bullying, abuse, or harm of others.
- I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
- I agree to follow all filters and security measures.
- I agree to use technology carefully.
- I agree not to share my passwords, except with my parent/guardian ([Family Educational Rights and Privacy Act or FERPA](#)).
- I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
- I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
- I agree to follow copyright laws.

Following Federal, State and, local laws, Bahamas Virtual School will protect student and employee data. However, I understand that my use of the LMS and the Student Lounge will be monitored and is neither private nor confidential to administration. I understand that if I violate this agreement, the school's policies and procedures, or my student handbook, I may not be allowed to continue with this program.

Privacy Policy

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or make a purchase from www.bahamasvirtuelschool.com or myedu.bahamasvirtuelschool.com (the "Site").

PERSONAL INFORMATION WE COLLECT

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically-collected information as "Device Information."

We collect Device Information using the following technologies:

- "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.
- "Log files" track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- "Web beacons," "tags," and "pixels" are electronic files used to record information about how you browse the Site.

When we talk about “Personal Information” in this Privacy Policy, we are talking both about Device Information and Order Information.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use this Order Information to:

Communicate with you;

Screen for potential risk or fraud; and

We use the Device Information that we collect to help us screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our customers browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

SHARING YOUR PERSONAL INFORMATION

We do not share your Personal Information with third parties.

However, we may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or another lawful request for information we receive, or to otherwise protect our rights.

Behavioral ADVERTISING

As described above, we use your Personal Information to provide you with targeted advertisements or marketing communications we believe may be of interest to you. For more information about how targeted advertising works, you can visit the Network Advertising Initiative’s (“NAI”) educational page at <http://www.networkadvertising.org/understanding-online-advertising/how-does-it-work>.

You can opt out of targeted advertising by:

COMMON LINKS INCLUDE:

FACEBOOK - <https://www.facebook.com/settings/?tab=ads>

GOOGLE - <https://www.google.com/settings/ads/anonymous>

BING - <https://advertise.bingads.microsoft.com/en-us/resources/policies/personalized-ads>

Additionally, you can opt out of some of these services by visiting the Digital Advertising Alliance’s opt-out portal at <http://optout.aboutads.info/>.

DO NOT TRACK

Please note that we do not alter our Site’s data collection and use practices when we see a Do Not Track signal from your browser.

YOUR RIGHTS

If you are a European resident, you have the right to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

Additionally, if you are a European resident we note that we are processing your information in order to enroll your child(ren) into our online program, or otherwise to pursue our legitimate business interests listed above. Additionally, please note that your information will be transferred outside of Europe, including to the Bahamas, Canada and the United States.

DATA RETENTION

When you place an order through the Site, we will maintain your Order Information for our records unless and until you ask us to delete this information.

MINORS

The Site is not intended for individuals under the age of 13.

CHANGES

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

CONTACT US

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at krhill@bahamasvirtualschool.com or by mail using the details provided below:

204 Lyford Commerce Park
Western Road
Nassau, NP, Bahamas

Intervention and Support Ladder

Student academic and social success is the shared responsibility of the school and home. The school is responsible to engage parents in their children's education. The family is responsible to assure students are ready to learn free from distractions. The administration has instituted an intervention and support ladder of referral to assure there is a system for communication and conflict resolution between the home and school.

- First behavioral or academic challenge: instructor conferences with student and documents incident

- Second behavioral or academic challenge: instructor calls a parent to discuss the matter and documents result
- Third behavioral or academic challenge: instructor meets with “teaching team” and parent to resolve to solve the issue.
- Fourth behavioral or academic challenge: instructor refers the student to a guidance counselor who meets with student and parents
- Fifth behavioral or academic challenge: guidance counselor and principal meet with student, parent, and teacher, intervention contract established

Bullying and Harassment

Purpose

The paramount goal of Bahamas Virtual School is to ensure a safe, secure, civil and respectful learning environment for all students and school employees. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. It is important to change the social climate of schools and the social norms with regard to bullying and harassment. This requires the efforts of everyone in the school environment - teachers, administrators, counselors, other non-teaching staff, parents or legal guardians, and students. The purpose of this policy is to assist the School in its goal of preventing and responding to acts of bullying or harassment and its compliance with the Jeffrey Johnston Stand Up for All Students Acts, Section 1006.147, and Florida Statutes.

General Applicability of Policy

This policy applies not only to students or school employees who directly engage in an act of bullying or harassment but also to students or school employees who, by their indirect behavior, condone or support another student's or employee's act of bullying and harassment. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. This policy applies to any students or school employees whose conduct at any time or in any place constitutes bullying or harassment that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.



Statement of Policy

The School prohibits bullying and harassment of any type of students or school employees, by either a student or a group of students, a school volunteer or visitor, or a school employee.

- No teacher, administrator, volunteer or another school employee shall permit, condone or tolerate bullying and harassment.
- The apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
- Reprisal or retaliation against a victim, good faith reporter, or a witness of bullying or harassment is prohibited.
- False accusations or reports of bullying or harassment against another student are prohibited.
- A person who engages in an act of bullying, reprisal, or false reporting of bullying and harassment, or permits, condones or tolerates bullying and harassment shall be subject to discipline for that act in accordance with administrative policies.
- The school will act to investigate all complaints of bullying or harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or another employee of the school who is found to have violated this policy.
- The submission of good faith complaints or reports of bullying or harassment will not affect the reporter's future employment, grades or work assignments, or educational or work environment.

Definitions

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social exclusion
- Threat
- Intimidation
- Stalking
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- Placing a student in reasonable fear of harm to his or her person or property

- Cyberbullying, as defined herein.
- Cyber-stalking as defined herein.

Cyberbullying means the use of electronic communication or technology devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e.g. Facebook, Instagram, Twitter, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and for with or without the use of school district resources. For off-campus conduct, the School District shall be responsive in cases where the off-campus conduct causes or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

Bahamas Virtual School recognizes that cyberbullying can be particularly devastating to young people because:

- Cyberbullying is often engaged in off-campus, but the harmful impact is felt at school.
- Cyberbullying permits an individual to easily hide behind the anonymity that the Internet and other technology devices provide;
- Cyberbullying provides a means for perpetrators to spread their harmful and hurtful messages to a wide audience with remarkable speed;
- Cyberbullying does not require individuals to own their own action, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
- The reflection time that once existed between the planning of a prank -, or a serious stunt - and its commission is all but erased when it comes to cyberbullying activity.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined in Sec. 784.048(1) (d), F.S., as now or hereafter amended.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written or verbal or physical conduct directed against a student or school employee that

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- Has the effect of substantially disrupting the orderly operation of the school; or

- Amounts to cyberbullying as defined herein.

Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation:

Act of Bullying or Harassment. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. For the commission of an act of bullying or harassment, the following consequences shall be applicable:

- Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Codes of Conduct.
- Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment shall be determined in accordance with the school. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state-issued certificate as provided in The Principles of Professional Conduct of the Education Profession in Florida, Rule 68-1006, F. A.C.

False Reporting

The consequences for a student or employee found to have wrongfully and intentionally accused another of an act of bullying or harassment shall be as follows:

- Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.
- Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another of bullying or harassment shall be determined in accordance with Governing Board policies, procedures, and agreements.

Reprisal or Retaliation

The School will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying and harassment or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or harassment.

- The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal or his or her designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State laws, school policies and any applicable agreements.
- Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including suspension and expulsion.
- Any school teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, termination of employment.

Reporting of Prohibited Acts

At each level, the School Principal or designee shall be responsible for receiving complaints alleging violations of this policy.

- Any person who believes he or she has been the victim of bullying or harassment or any person with knowledge or belief of conduct that may constitute bullying or harassment shall report the alleged acts immediately to the School Principal or designee.
- All school employees who receive a report of, observe or have other knowledge or belief of conduct that may constitute bullying or harassment shall inform the Principal or designee immediately.
- The Principal of each school shall establish and prominently publicize to students, staff, volunteers, visitors, and parents, how a report of bullying may be filed and how this report will be acted upon.
- A student, parent or guardian, volunteers or visitors may report bullying or harassment Incidents anonymously, on a designated complaint form, or in person to the Principal or designee. However, the student may make a report of bullying or harassment to any school employee. The school employee will assist the student in reporting to the Principal or designee.

Investigation of Complaints

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act.

The Principal or designee will begin a prompt investigation of the reported incident, but such investigation shall be commenced no later than the next school day. The person initiating the Investigation may not be the accused perpetrator or victim. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately and shall be confidential. Each Individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will be the alleged perpetrator and victim be interviewed together. The investigating party shall collect and evaluate the following facts including but not limited to:

- Description of Incident(s) Including the nature of the behavior;
- The context in which the alleged incident(s) occurred;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The relationship between the parties involved;
- The characteristics of parties involved, i. e. grade, age, etc.
- The identity and number of individuals who participated in bullying or harassing behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational environment;
- Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
- The date, time and method in which parents or legal guardians of all parties involved were contacted.

Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include:

- Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
- A written final report to the School Principal.

The principal or designee will make a determination whether or not the reported act of bullying or harassment falls within the scope of the School Policies. If the situation could possibly fall outside the domain of the School District, the principal or designee will consult with law enforcement to determine if the alleged act should be managed as a criminal act.

Notification to Parents or Guardians

The Principal or designee shall promptly report to the parents or legal guardians of a student who has been reported as a victim of bullying and/or harassment, and the custodial parent(s) or legal guardians of the perpetrator of the alleged acts of bullying and/or harassment. Such notification shall occur on the same day an investigation has been initiated and may be made by telephone,

writing, or personal conference. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the incident results in the perpetrator(s) being charged with a crime, the School Principal or designee shall by telephone or writing, Inform the parents or legal guardians of the victims involved about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Section 9532) that states " a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or public elementary school or secondary school within the local educational agency, including a public charter school." The frequency of notification will be dependent on the seriousness of the bullying or harassment incident.

Referrals for Counseling Intervention

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services will be made available to the victim(s), the perpetrator(s) and parents/guardians, as appropriate. In addition to disciplinary actions, the Principal will offer assistance to students who bully or harass others, including, as appropriate, behavior intervention plans or referrals to counseling services.

The teacher or parent/legal guardian may request informal consultation with school staff, e. g., school counselor or school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardians are included.