

Bayless School District Public Notice - September 2022

Letter from the Superintendent:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The District's Public Complaint Policy (KL) can be found in the Board Policy section on our website along with the Policy is the Procedure for Public Complaints (KL-AP).

Sincerely,
Amy Ruzicka, Ed.S.
Superintendent of Schools

Student Assessments Required

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board of Education recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the BOE will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program. Additional information on Board Policy IL and Student Assessment Requirement can be accessed at Bayless School District Policy IL.

ANNUAL NOTIFICATION REGARDING STUDENT RECORDS

The protection of student rights has always been a top priority of the Bayless School District. This document is distributed annually to all parents and students in order to comply with state and federal requirements to notify the parents/guardians and eligible students of their rights with respect to the student's educational records.

In general, a student's educational record includes any information maintained by the school district, which contains information directly related to a student. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians ("parents") of students, and to students themselves who are over 18 years of age ("eligible students"), certain rights with respect to the student's education records maintained by Bayless School District ("District"). These rights are outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies, as precisely as possible, the record(s) they wish to inspect. School officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the principal or other appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the District as an administrator, supervisor, instructor, counselor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for the District. The Voluntary Inter-district Choice Corporation (VICC) and its officers, employees and agents are also school officials with legitimate educational interests, because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. Upon request, the District also discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

Directory Information may be released by school officials. This includes print and electronic publications of the school district that, if disclosed, would not be considered as determined by the Bayless School District as harmful or an invasion of privacy. This information may be released without prior written consent to parent and student organizations for marketing purposes, such as for "buzz" books produced in the fall, and to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks in the spring. Other examples include play bills for drama productions; yearbooks; honor roll or other recognition lists; graduation programs; and sports activity sheets. Directory information is considered a public record which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. If a parent, guardian, or eligible student does not want the district to release the information listed below, they must notify the district in writing within 10 days of receiving this notification of the information they do not want released.

The following Directory Information may be released without obtaining parental consent:

Student's name; parent's name; telephone number; grade level; enrollment status (e.g., full-time or part-time); participation in school based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

In addition, two federal laws require the District to provide military recruiters and institutions of higher education, upon request names, addresses and telephone listings - unless parents have advised us that they do not want their student's information disclosed without their prior written consent.

The Assistant Superintendent has district-wide responsibility for student educational records and, as such, is the custodian of the records. Anyone having questions regarding school policy relating to student records is welcome to contact the Bayless School District at 4950 Heege Road, St. Louis, Missouri 63123; (314)256-8600.

EVERY STUDENT SUCCEEDS ACT OF 2015 NOTICE (ESSA)

The Every Student Succeeds Act of 2015 (ESSA) requires school districts to inform parents at the beginning of the school year in Title I schools that they have the right to know the qualifications/certification status of the children's teachers. Under Title III of ESSA, schools are required to provide informed parental notification as to why their child is in need of placement in a specialized language instruction program. Schools need to be prepared to provide this information upon request. For more information about ESSA and to access a copy of the ESSA Complaint Procedures, visit the District's website at www.BaylessK12.org. Further information about Title III, the McKinney-Vento Homeless Education Assistance Act and the Foster Care Bill of Rights can be found on the District's website as well.

504 NOTICES

1)Section 504/ADA: The Bayless School District does not discriminate on the basis of disability in admission to, or access to, or operations in its programs, services or activities. The Bayless School District does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of

1990 and Section 504 of the Rehabilitation Act of 1973. Individuals who need auxiliary aids for effective communication in programs and services of the Bayless School District are invited to make their needs and preferences known to the ADA/Section 504 Compliance Coordinator.

2) Title IX/Sexual Harassment: The Bayless School District maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. In keeping with Title IX of the Educational Amendments of 1972, Public Law 92-318, it is the Bayless School District's belief that all persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

3) Age Discrimination Act of 1975/Title VI of the Civil Rights Act of 1964:

The Bayless School District prohibits all forms of age discrimination in keeping with the Age Discrimination Act of 1975. In addition, the Bayless School District also prohibits any form of discrimination on the basis of race, color and national origin as outlined in Title VI of the Civil Rights Act of 1964.

Questions, concerns, complaints or requests for additional information regarding the ADA, Section 504, or Title IX/Sexual Harassment may be forwarded to Michael Hawkins, Assistant Superintendent for Section 504, Title IX and ADA by calling: (314) 256-8600 between the hours of 8 a.m. and 4:30 p.m. Written inquiries/complaints may be addressed to the above at 4950 Heege Road, St. Louis, Missouri 63123. Persons desiring to contact the Office of Civil Rights for further information relative to any kinds of complaints above may contact the OCR Customer Service Team at (800) 421-3481.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPILS RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible student") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing sales or other distribution purposes, and
 - Instructional material used as part of the educational curriculum.

The Bayless School District developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District also will notify parents and eligible students of these policies at least annually at the start of each year and after any substantive of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education;
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Complaint Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605. If you have any further questions, please contact the Assistant Superintendent at (314) 256-8600.

LAW LIMITS SHARING OF STUDENT AND EMPLOYEE INFORMATION

From time to time, individuals (e.g. salespeople) call with request for information on students and employees for solicitation purposes. In the past, the Bayless School District has made available (for a small fee) student and employee lists containing names, addresses and telephone numbers. However, some of this information is no longer available to the public. Anyone requesting student directory information can receive a student's name, parent's name, telephone number, as well as specific types of information outlined in the Family Education Rights and Privacy Act (FERPA) such as: grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. If for any reason parents do not wish such information released, they should notify the Assistant Superintendent in writing. The address is 4950 Heege Road, St. Louis, Missouri 63123. The only information that can be released pertaining to district employees is name, position, salary and length of service in the Bayless School District. Please note that there is a charge for directory information lists. All requests for such lists should be sent in writing to the Human Resources Department, 4950 Heege Road, St. Louis, MO 63123.

TAKING THE FIRST STEPS TOGETHER

First Steps is Missouri's Early Intervention Program for infants and toddlers with special needs and their families. It is a collaborative effort of the Missouri Department of Elementary and Secondary Education, Health, Mental Health and Social Services. First Steps offers coordinated services and assistance to young children, birth to 36 months, who have delayed development or diagnosed conditions that are associated with developmental disabilities. To qualify for First Steps a child must have a significant delay in Cognitive, Communication, Adoptive/Self Help, Physical or Social/Emotional development or have a diagnosed condition or a developmental disability. Referrals should be made to St. Louis County, 1275 Fern Ridge Parkway, Suite 101, St. Louis, MO 63141, (314) 453-9203.

SERVICES & RIGHTS FOR STUDENTS WITH DISABILITIES

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including non-resident children attending private schools, highly mobile children, such as migrant and homeless children; and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Special School District of St. Louis County in partnership with Component Districts assure that a free, appropriate public education (FAPE) is provided to all eligible children with disabilities between the ages of three and 21 under their jurisdiction. Disabilities include: autism, emotional disorders, hearing impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Special School District in partnership with the Component Districts assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. The Special School District in partnership with the Component Districts assure that personally identifiable information collected, used or maintained by the districts for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Special School District of St. Louis County has developed a local Compliance for Implementation of State Regulations for the individuals with Disabilities Education Act — 2004 (IDEA — 2004). This Plan and School Board Policies contain the district's procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the district's assurances that services are provided in compliance with General Education Provision Act (GEPA). This Plan is available for public review in the Office of the Superintendent of Schools during regular school hours on days school is in session. This notice will be provided in native languages as appropriate.

EVERY STUDENT SUCCEEDS ACT TITLE COMPLAINT PROCEDURES

Every Student Succeeds Act Title VIII-Part C, Sec. 8304(a)(3)(c) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III and Title IV (Part A).

1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA. 2. Who may file a complaint? Any individual or organization may file a complaint. 3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department. 4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures. 5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department. 6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. 7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. 8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint). 9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA. 10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

The following activities will occur in the investigation:

1. Record: A written record of the investigation will be kept.
2. Notification of LEA: The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA: The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA: Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification: Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal: The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

PARENTAL INFORMATION & RESOURCE CENTER (PIRC)

Local educational agencies (LEAs) or buildings that receive Title I.A funds must assist parents and parental organizations by informing them of the PIRCs and their purpose. The following is a sample notification that LEAs could put in a Parent Handbook, in their district newsletter, provide to their PTO/PTA, and that buildings could also send in a newsletter, provide to booster clubs/groups, etc. The LEA or building might want to use the link below to go to Missouri's PIRCS' website to include more specific information for their area. Documentation of notifications need to be kept on file.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts and schools that receive Title I.A funds. PIRCS provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCS help implement successful and effective parental involvement policies, programs and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCS generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts and others through conferences, workshops and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCS — one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

MISSOURI COURSE ACCESS PROGRAM

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses off site.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

BULLYING POLICY

General: In order to promote a safe learning environment for all students, the Bayless School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions:

Bullying — In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, putdowns, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying — A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day — A day on the school calendar when students are required to attend school.

Designated Officials:

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district-wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying:

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation:

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences:

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate on-line activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate on-line activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication:

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education:

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources:

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.