



**BAYLESS ELEMENTARY SCHOOL**  
**4531 WEBER ROAD**  
**ST. LOUIS, MO 63123**  
**District Website: [www.baylessk12.org](http://www.baylessk12.org)**



**PBIS Gold Award 2013-17**

Bayless Elementary School provides a caring, safe and welcoming environment that inspires our diverse community to be lifelong learners who strive for excellence in academics and character.

**Office Phone Number: 314-256-8620 Office Fax: 314-544-6320 Nurse Phone Number: 314-256-8623**

#### **SCHOOL DAY**

The school day begins at 8:15 a.m. and ends at 3:15 p.m. for grades K-5. Students will not be supervised prior to 8:00 a.m. Please do not drop off children off at school prior to 8:00 a.m. Students arriving after 8:15 a.m. must sign in with their parents in the office and will be counted as tardy.

#### **ABSENTEEISM AND ATTENDANCE**

If your child is absent from school, please call the office before 9:00 a.m. on that day and send a WRITTEN NOTE to the office upon the child's return. Regular attendance provides a more satisfying school life and stimulates progress in learning. Excessive absences, whether excused or unexcused, may affect the academic grade. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small group activities or class experiments. It is not possible to make up activities of this nature. Therefore, regular attendance is an important component of the educational process. Please try to schedule vacations, doctor appointments, etc. during breaks to keep attendance as regular as possible.

**Excused Absence:** A student not in attendance is documented as absent no matter what the reason. However, for legal purposes, the following list indicates whether the reason for the student's absence from school is justified. Parents are responsible for providing documentation for all absences.

- Illness of student (after a student has been ill eight or more days during the school year a written statement by a physician will be required).
- Doctor/Dentist appointment for medical illness/emergency.
- Hospitalization.
- Death in the family.
- Recognized religious holidays.
- Court dates.
- Personal calamity (floods, fires, etc.).
- Other reasons approved by an administrator.

**Unexcused Absence:** An unexcused absence is all absences not listed as excused. For example:

- Truancy.
- Missing a bus.
- Running errands.
- Providing babysitting.
- Over-sleeping.

**Procedures that will be taken for a student who is absent are as follows:**

- After the 8<sup>th</sup> absence, a letter will be sent home and notification will be given to the district social worker or contacted by building staff.
- Upon the 12<sup>th</sup> absence and each absence thereafter, building staff will make a parent/guardian contact. Notification will be given to the district social worker along with a possible referral to the Division of Family Services or Family Court for Truancy/Educational Neglect, depending on the situation.
- Any student who is absent in excess of 20 days may be required to attend summer school and/or be retained due to the loss of instructional time.

#### **TARDIES**

This procedure is for students who are tardy to school in the morning. **A student is considered tardy, if he or she arrives after the morning bell rings (8:15 a.m.).**

**Procedures that will be taken for a student who is tardy are as follows:**

- After the 5<sup>th</sup> tardy, a letter will be sent home notifying parents.
- After the 10<sup>th</sup> tardy, a phone call conference with a parent will occur.
- After the 15<sup>th</sup> tardy, a parent conference with the principal, assistant principal, counselor or social worker will occur.
- Upon the 20<sup>th</sup> tardy and each tardy thereafter, the student will be referred to the district social worker. The social worker will take the appropriate action, which may include a report to the Division of Family Services.

#### **ARRIVAL**

**Students should NOT arrive before 8:00 a.m. because there is no adult supervision until that time. The breakfast program starts at 8:00 a.m. in the cafeteria.** At the beginning of the school year, please discuss with your child's teacher how you expect your child to get home. If there is a change in your standard routine, please send a note to your child's teacher. If a note is not received by the teacher, the child will be sent home on a regular routine manner. Please call the office by 2:45 p.m. to notify of any changes. Children arriving late **must** be checked in at the office by a parent or other adult and pick up an Admit Slip for entrance into the classroom. They will be marked on the daily attendance accordingly.

### **BAD WEATHER PROCEDURES**

The Bayless School District will announce procedures for inclement weather (including school closing, the use of a snow schedule, and early dismissal) on radio stations KMOX/KLOU (1120 AM and 103 FM) ; television stations – Channels 2 (KTVI/FOX), 4 (KMOV/CBS), and 5 (KSDK/NBC). Make sure to provide the office with your current email address so that you will be the first to find out about a school closing. When it is announced that schools will close due to inclement weather, all schools in the district will close that day and all evening activities will be canceled.

When it is announced that a snow schedule will be followed, buses will run about an hour late and all schools will open one hour later than usual. It is expected that this will make it possible to have school on a number of days when road conditions improve after “rush hour.” When a snow schedule is followed, schools will be dismissed at the usual time. On days that schools are dismissed early because of worsening weather conditions, radio stations will be asked to announce how much earlier than usual buses will leave the high schools. This will indicate to parents that all students should arrive home approximately that much earlier than usual. For example, if it is announced that the high schools will be dismissed two hours early, all students should reach home about two hours early. Exact arrival times will depend upon the severity of the weather and road conditions.

Parents who work during the day should make arrangements for someone to care for children who arrive home early and should make sure children know where to go if no one is at home when they arrive.

Elementary School students are not permitted to be in Junior High or High School buildings before or after school without permission from the Elementary School Office. Students are not to pick up a younger brother or sister without first bringing a note from home.

### **BEFORE AND AFTER SCHOOL CARE SERVICES**

YMCA offers a child care program in the Bayless School District for students K-5. The program runs before school from 6:30 a.m. to 8:15 a.m. and after school from 3:15 p.m. to 6:00 p.m. This program is held in Building A gym and is run by YMCA employees. Please contact the YMCA program at 314-353-4960 for more information.

### **BIRTHDAY TREATS**

Outside birthday treats will not be accepted due to concerns regarding food allergies; however, treats can be ordered from the Bayless Elementary cafeteria for your child to celebrate with their classmates. Please contact your child’s teacher on how to order. No birthday treats will be accepted at all. Please know that parents are always welcome to send nonfood items such as birthday pencils or a book to be read and kept for the classroom library in your child’s honor.

If your child is having a birthday party away from school, invitations will only be distributed at school if all classmates are invited, or all boys or all girls are invited. We cannot provide student addresses or phone numbers from the office.

### **BUSES**

All Kindergarten students must have an adult waiting for them at the bus stop upon pick up. If an adult is not present the student will be brought back to school for pick up.

### **CELL PHONES/RADIOS/ ELECTRONIC DEVICES**

These items are strictly forbidden to be used inside district buildings during school hours or on buses. They will be confiscated immediately and after a warning returned to a parent or guardian.

### **BREAKFAST/LUNCH PROGRAMS**

Breakfast is provided by the school district at a nominal cost of \$2.00 (reduced breakfast \$.30 and adult \$2.30. Lunch is \$2.60. (reduced lunch is \$.40 and adult lunch \$3.30). Breakfast will be served in Elementary Cafeteria starting at 8:00 a.m. Students are expected to report to their classrooms by 8:15 a.m. The cafeteria is serviced by a contracted food service provider and offers a well-balanced breakfast and lunch. ***Breakfast is served from 8:00 a.m. to 8:15 a.m.*** Monthly menus are published on our website. Milk and juice are available for students bringing lunch from home. Parents/guardians are encouraged to send a check for the week or month made payable to Bayless if their student buys breakfast or lunch on a regular basis. A letter will be sent home the first week of school giving instructions on how to apply for the free and reduced breakfast/lunch program. Please list **ALL** children in the family on the application, even if all the children do not plan on participating in the program. A student may not accumulate more than five unpaid meal charges or charge a la carte items. See Policy EF-AP1 for more information.

### **COUNSELING**

The intent of the counseling program is to provide a comprehensive guidance curriculum for all students. The counselor is involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities relate to self-concept, decision-making, dealing with peer pressure, responsibility, stress, and understanding yourself and others. Bayless Elementary also collaborates with other community resources as necessary. Please speak to the counselor for more information.

### **DISCIPLINE**

Children are made aware of rules and expectations while on the bus and at school. Praise and reward systems are used for positive behavior and learning. Parents are encouraged to be supportive. All students are expected to make good choices everyday.

When disciplinary actions are required, children are always made aware of the unacceptable behavior and what consequence will follow. Depending upon the severity and frequency of inappropriate behavior, you may be contacted by an administrator.

### **DISMISSAL**

In the event a child needs to be dismissed early for a doctor or dental appointment, etc., the parent should send a note to the teacher to prearrange the absence whenever possible. When picking up a child for such special dismissals, parents must sign the child out in the office and the child will be dismissed via the office intercom. Teachers are not allowed to dismiss students from their classroom. If someone other than a parent will be picking up a student, a signed written note from the student’s parent is needed with the necessary information. The adult will be asked to provide identification.

**Any changes in your child’s normal dismissal procedure should be done by a note to the teacher.**

**Parent Pick-up:** Please remain in your car while in the Parent Pick Up line. The Parent Pick Up program is not a latchkey service. Parents need to be at school no later than 3:15 p.m. If parents are continually late, they will be asked to find other dismissal arrangements. Parents needing special assistance in dismissal, please contact the office before 2:45 PM so the appropriate arrangements can be made prior to the 3:15 PM dismissal. Your cooperation in following these procedures will greatly improve the safety and flow of dismissal traffic.

## DISTRICT BOARD MEETINGS

Board Meetings are regularly held on the third Wednesday of the month at 7:00 p.m. and locations are posted on the district website. Meetings are always open to interested parents and citizens of the district.

## DOGS

Please do not bring dogs or puppies on campus. While your dog may be harmless, others are not. Behaviors are unpredictable when dogs are around a number of children.

## DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste so each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear shoes, boots or other types of footwear.
- Dress and grooming will not disrupt the educational environment.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

### Additional dress code requirements for Bayless Elementary School:

Good grooming is the basis for a dress code. Cleanliness and neatness of appearance are the ways to good grooming. Students should report to school ready for work and should not wear anything that is in poor taste or could be considered distracting to learning. The following items of clothing are inappropriate for school and may not be worn during school time:

- Revealing, torn or frayed clothing
- Mesh or see-through clothing (unless worn over appropriate/matching attire)
- Short shirts or blouses (no cleavage or exposed stomachs), bathing suits or pajamas
- Tank tops or muscle shirts
- Extremely tight or short skirts or dresses
- Pants or shorts that sag
- Clothing with inappropriate language, sexual innuendo, pictures of symbols
- Clothing which displays pictures/ words associated with tobacco products, alcoholic beverages or other drug use
- Hats, sunglasses, bandannas
- House slippers
- Shorts and skirts need to exceed the fingertips of the student while standing with arms and hands extended vertically
- Pants must be worn around the waist in an appropriate manner (no sagging) and undergarments are not to be displayed.
- Flip flops or shoes with heels (for recess or PE)

## EMERGENCY DRILLS

Regular fire drills are held to instruct the children on the procedure in case of a real fire. We will evacuate the building through the nearest doorways to the outside areas and move away from the building as far as possible. The Affton Fire Department gives safety/fire inspections and surprise drills to the school.

Regular tornado drills are held to instruct the children on the procedure in case of a real tornado. In case a tornado "warning" is in effect at the close of school, buses will wait until the "all clear" before departure. This procedure does not apply when there is a tornado or severe weather "watch." Parents should use their own judgment concerning picking up their children under these circumstances. Children and teachers at school will follow tornado emergency procedures.

Regular earthquake drills are also held in the case of an earthquake.

Lockdown drills and Shelter in Place drills will be held. These drills will be practiced in the event an unwanted intruder or emergency situation should warrant locking the entire building for staff and student safety.

In the event our building should need to be evacuated, our alternate location is in the High School Auditorium.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools- The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's educational records maintained by the Bayless School District. These rights are outlined below:

1. The right to inspect and review the student's educational records. 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. The school official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading or in violation of the student's privacy. They should write the principal or appropriate official, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosure 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 is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the school has contracted to perform a special task; or a parent or student 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

educational record in order to fulfill his or her professional responsibility. The district has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are 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 school discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school with the requirements of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

FERPA requires that Bayless School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bayless School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bayless School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as weight and height of team members.

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, address and telephone listing – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you don't want Bayless School District to disclose directory information from your child's education records without your prior written consent, you must notify the District within 10 days of receiving this notification of the information you do not want released.

The following "Directory Information" may be released without obtaining parental consent: parent's name, address, telephone listing, electronic mail address; student's name, enrollment status (full or part-time), date and place of birth, grade level, bus assignment, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of the athletic teams, the most recent educational agency or institution attended, degrees, honors, awards received, artwork or coursework displayed by the district, photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sounds would be considered harmful or an invasion of privacy, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or part, cannot be used for this purpose.)

The 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 Ronald J. Tucker, Superintendent at: 4530 Weber Road, St. Louis, MO 63123; 314-256-8603; rtucker@bayless.k12.mo.us

#### **FIELD TRIPS**

During the year field trips are an educational activity scheduled to complement curriculum being taught in the classroom. All students must have a permission form signed by the child's parent or guardian. Students are expected to ride to and from the field trip on the bus.

#### **HOMEWORK PHILOSOPHY**

The staff at Bayless Elementary believes that homework increases responsibility by developing organization and study skills. Homework encourages independent learning while appropriately involving parents. Homework promotes and supports the classroom curriculum while encouraging students to become lifelong learners.

**Homework is defined as work completed outside the classroom that is designed to:**

- Reinforce or provide practice of skills and concepts addressed instructionally.
- Extend skills and concepts addressed instructionally.
- Collect evidence of student understanding and application of what has been taught.
- Provide a risk-free opportunity to experiment with and transform new learning.

**Spillover work is defined as work that has been started in class but for various reasons was not completed within the regular school hours and must be taken home for completion.**

Responsibility/Expectations

Homework/Spillover work is to be completed independently with support from a parent only when needed. Students are expected to return all homework. Due dates will be determined by individual classroom teachers. As homework/spillover work fosters responsibility, failure to return work may result in consequences as determined by individual classroom teachers. Homework will generally not be assigned over holidays or breaks. All students should be reading a minimum of 20 minutes every night.

#### Guidelines for Time Spent on Homework

<b>GRADE</b>	<b>ASSIGNMENTS</b> Maximum amount	<b>READING</b>	<b>DAILY TOTAL</b>
<b>K-3<sup>rd</sup> grade</b>	15 minutes + spillover (M-Th)	<b>15 minutes</b>	30 minutes
<b>4th grade</b>	<b>25 minutes</b> including spillover (M-Th)	20 minutes	45 minutes

### HOMEWORK FOR ABSENT STUDENTS

If a child is absent due to illness, homework will be given to the child when he returns to school. If a child is going to be absent for more than one day, you may notify the teacher and leave a message that you would be willing to pick up any homework in the office at the end of the day. Please do not expect to pick up homework unless you receive confirmation from the teacher that there is homework to pick up and that she/he has had time to prepare it. If there is a substitute that day, no homework will be sent home. If an extended absence is expected, please contact the teacher to make arrangements.

We understand there are times when a family vacation does not always occur during a break. If this happens, the children will be given ample time to complete the missed work when they return. Please try to keep these vacations at a minimum. There is nothing more detrimental to a child's learning than being absent. It is beneficial for children to make up all assigned work after they return. A reasonable amount of time will be given to complete work. For example: A student absent five days should have five days to make up work. Please do not request work prior to your child's absence, or if an absence is less than three days.

### LIBRARY

Library books may be borrowed from the school library. The library continues to improve the variety and reading levels of materials made available to our students for both educational and recreational reading. Lost or defaced books will be charged to the student.

### LOCKERS

Lockers are assigned to students. A locker without a combination lock will be assigned by the teacher. **Combination locks are NOT necessary. We are a National School of Character and expect students to model good character and honesty.** Students are responsible for keeping their lockers neat and clean. No stickers are allowed. Lockers may be inspected from time to time when justified.

### MISSOURI ASSESSMENT PROGRAM (MAP)

The Missouri Assessment Program (MAP) is a state-mandated assessment designed to reflect both the intention of the legislative educational reform and what educators believe to be best practice in assessment and induction. The MAP will assess proficiency in communication arts and mathematics in grades three through eight. The MAP will also assess proficiency in science grades five through eight. An alternate assessment (MAP-A) modified for some students who are receiving special education is also available in the areas of communication arts, mathematics, and science.

### MEDICINE AND NOTES FROM THE NURSE

The administration of prescription and nonprescription medication (over the counter) by the nurse, principal, or other designee should be restricted to necessary medication that cannot be given on an alternative schedule. All medicines do require an authorization note from a parent or legal guardian and must be in their original bottles. Any changes to a medication dosage must have a written physician's order and parent request. When prescription medicine is to be administered by the school, it must be accompanied by an updated Rx label from your pharmacy or physician displaying:

- Name of child
- Dosage and schedule of administration
- Current date filled (original container)
- Physician's name
- Name of medication

All medication shall be kept in a locked cabinet in the nurse's office. Permission to dispense forms need to be updated annually, even if a child is without a dosage or medication change. The school district employs two registered nurses and two medical assistants. The Nurse's office is located in the Student Center. The nurse's phone number is 314-256-8623.

### MEDICATION POLICY

**Any student found to be carrying his/her medication on his/her person without the knowledge of the nurse may be subject to disciplinary action to the guidelines stated in the Missouri Safe Schools Act, 1996. All medications shall be kept in a locked cabinet in the nurse's or principal's office.**

### PRESCRIPTION AND NON-PRESCRIPTION MEDICINES ADMINISTERED AT SCHOOL

#### Oral or Topical Medicines at School

Pursuant to Bayless School District Policy, the giving of prescription and non-prescription medicine by the nurse, principal or the designee shall be restricted to **necessary** medication that **cannot** be given on an alternative schedule.

#### Parent/Guardian Administration:

In situations where the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child.

#### Prescription Medicine:

1. **MUST** be accompanied by a label affixed by a pharmacy or physician showing:
  - Name of student
  - Total daily dosage and schedule of administration
  - Date purchased
  - Physician's name
  - Name of medication
2. A parent/guardian must request in writing that the District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)
3. Any changes to a medication dosage must have a written physician's order, a parent request for administration and must be accompanied by an updated prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
4. If an asthmatic student needs to carry an inhaler, a separate asthma packet needs to be complete and returned to the Health Office.
5. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

#### Non-Prescription Medicine:

1. **MUST** be in the **original, unopened** container.
2. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
3. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### Application of Nurse's Professional Judgment

**The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act.** The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription or to verify the validity of the medication order if the nurse has questions regarding the administration of such medication. **Employees of the District shall not knowingly administer medication a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference.**

### Medications for Field Trips

Medications that must be given during the time a student is off campus (i.e. seizure meds, inhalers, sting allergy meds), may only be given by a responsible adult, employed by the district and trained by the nurse on the "5 R's" of medication administration.

- The right medication
- The right patient
- The right dosage
- The right time
- The right route

Students with severe sting allergies may carry an epi-pen auto injector with them while on outdoor trips. If the student is not responsible because of age or other factor or cannot assume the duties of using the epi-pen auto injector, the auto injector may be carried by the teacher, after the teacher has been trained by the R.N. and has proven proficiency in its use. If the teacher is not willing to take responsibility for its use, the parent will be asked to accompany the student on the trip. Please contact the Health Office if you have any questions regarding this policy.

### Immunization Notification

All parents/guardians will be contacted either by written or a direct phone call within one month prior to due date. Written notice may be sent home with students during school hours. A follow-up phone call **will** be made within one week prior to due date. Students with immunizations due over the summer will receive notification from the school nurse. Documentation of proper immunizations may be required in order to pick up student schedules at the beginning of the school year. **All students will be excluded from school if documentation of immunizations is not received by the due date.**

## STANDING ORDERS

### OTC MEDICATIONS: According to package directions

Listed below are over-the-counter medications that are kept in the nurse's office that are used as needed. If your child cannot be administered an over-the-counter medication listed, please contact the nurse.

- Triple antibiotic ointment
- Caladryl lotion
- Saline or multi-purpose solution for hard and soft contacts
- Peroxide 3%
- Isopropyl Alcohol 70%
- Vaseline/Petroleum Jelly

In compliance with the Missouri Safe Schools Act, the Bayless School District is now allowing students who use Metered Dose Inhalers for breathing problems to carry such medication to be self-administered if guidelines are met as follows: an asthma history form completed, physician medication authorization form signed including parent's permission, proficiency demonstration of inhaler use by student displayed to nurse. The nurse will make the final decision on where the inhaler shall be stored for use.

Children with any of the following symptoms should be kept home from school: swollen glands, nausea, vomiting or diarrhea, abnormal nasal drainage, rash of unknown origin, skin eruptions or rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, flushed skin, chills, oral temperature over 100, chronic cough. **Children must be fever free for 24 hours before returning to school.**

Please keep the nurse's office informed of any health problems, significant illnesses or communicable disease, i.e., strep throat, pink eye, chicken pox, mononucleosis, etc. In addition, please notify the nurse's office of any special health condition pertinent to the student's well being, i.e., epilepsy, asthma, allergies, diabetes, heart condition, HIV positive, positive TB reactor, celiac or Crohn's disease, hearing or vision problems or physical limitations, etc.

A student found to have live head lice must be picked up immediately. Information and instructions on treatment will be discussed with the parent. If a student is found to have nits a parent will be notified and treatment will be discussed. The student may return after treatment and removal of all live bugs and cleared through a "head check" by the nurse before resuming classroom activities. If lice are found in your child's classroom a note will be sent home to notify the other students.

When notifying the school of an excused P.E. or recess activity, please send or fax in your request for the student with the specific dates and reason the student will be excused from the activity. The P.E. Department also requires a written release from the doctor to resume normal physical activities. Please be aware that both the P.E. Department and the nurse need specifics on the reason for the initial limitation, which enables us to keep accurate records on your child.

***Parents are requested to send a note each day that a student is to be excused from outdoor recess or P.E. stating the reason. If a child is to be excused more than two days, a current doctor's excuse is required***

Please provide accurate and complete up-to-date health information for our Health Verification forms completed at the beginning of the year. Included and imperative with this request is the need to inform the office of any phone number changes (home, office, or cell). All emergency contact personnel phone numbers (minimum of two) need to be current also in order to assist us with contacting you if your child becomes ill. Please make arrangements for transportation to be available should your child need to leave school early.

## MINDGLO

This program is designed for grades 1-8 and was initiated to help meet the needs of our intellectually gifted children who range in the top five percent of our student population. Students qualify when the scores on normed intelligence tests, abstract reasoning, divergent and creative thinking, and learning characteristics are within the designated range. The program provides differentiated instruction, higher level thinking skills, and has the student becoming an autonomous learner as a goal.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Bayless School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

Kim Arnold, Human Resources  
4530 Weber Road, St. Louis, Missouri 63123  
(314) 256-8605

### **PARENT INFORMATION**

It is important that you notify the office in writing with any changes in home or work phone numbers or changes of address. This is just as important for changes concerning your emergency contacts. A minimum of two reliable emergency contacts should be provided.

### **PARENT/TEACHER CONFERENCES**

It is very important to the Bayless Elementary staff to keep open and frequent communication with parents. Parents are encouraged to attend scheduled parent/teacher conferences that are held in the fall and again in the spring. Please come prepared with any questions or concerns or talk to the teacher about relevant information or issues regarding your child's education. In the event additional conferences are required, they will be scheduled on an as-needed basis.

### **PARKING**

Parking is provided in the front of the building and side lots when necessary. We ask that all visitors ring the doorbell to enter the building. When arriving for before-school or after-school events, we ask that you follow the same procedure of parking in the front and entering through the front doors.

### **RECESS**

All students will have outdoor recess daily, weather permitting, and should dress accordingly. All students will be expected to participate in some outdoor activities each day, weather permitting. If a child is too ill to participate in recess, it may be best to keep the child at home to avoid infecting other students with an illness. Students are urged to be dressed for the weather conditions of the season, as cold weather alone will not excuse a child from participating in outdoor activities. Responsibility for determining if weather conditions preclude outdoor activities rests with the principal or his/her designee of the school. If a child must be excused from recess, a parent's note is required. A doctor's excuse is required if a child must be excused from outdoor recess for more than two days.

### **REPORT CARDS**

There will be four formal reporting times (report cards) during the school year. Each report card will note progress in all subjects being studied. Two formal parent-teacher conferences (fall and spring) will be scheduled. Additional conferences may be scheduled at any time during the year upon request by the parent, teacher, or building administrators.

### **ROOM PARENTS**

Parents interested in helping out with class parties or volunteering should contact your child's teacher. The parties are scheduled for fall, winter and spring. Please see the district website or your child's classroom teacher for specific times and dates as they are subject to change.

### **SHOW AND TELL**

Occasionally children are allowed to bring in items for Show and Tell at the direction of the classroom teacher. Pets of any kind are not allowed in order to insure the safety of all children. If a child would like to share, please have them bring a photograph of their pet.

### **SOLICITATIONS**

Although the Bayless Elementary staff supports fund raising activities, the sale of cookies, candies, and other solicitation will not be permitted during the school day.

### **SPECIAL CLASSES**

**ART:** Students in kindergarten through fifth grade receive scheduled instruction from an art teacher. Each child is introduced to a variety of media and utensils and explores their uses. This stimulates ideas, creativity, and problem solving. Small motor skills are practiced and refined in sequential developmental experiences. Many times during the year students are asked to bring in scrap materials such as yarn or cloth for use in art projects. Companies have surplus items that can also be useful. If you have access to these items, please send them to school. We have had cardboard, balloons, carbon paper, plastic boxes, and paper donated in the past. Any help would be greatly appreciated by the staff and students.

**MUSIC:** The purpose of the Bayless Elementary music program is to provide musical learning experiences that will develop each child's thinking and learning skills and enrich the life of the child. The music program is designed to develop each student's rhythmic, tonal, and listening skills. The students also have the opportunity to hear and see professional and non-professional concerts throughout the school year. Each student receives scheduled instruction from the music teacher conforming to state classification guidelines. An important part of music education is giving students opportunities to display their skills. Bayless Elementary students (Grades K-5) have scheduled performances which are listed on the school calendar or district website.

**PHYSICAL EDUCATION:** Athletic or tennis shoes must be worn in physical education. Flats or Toms are not considered athletic shoes and high heel sneakers will not be allowed for safety reasons. Toe and heels must be closed and shoes must be tied or fastened to participate. Students are encouraged to wear athletic clothing such as shorts or warm-up pants on their P.E. day for ease of movement. Shorts can be worn under dresses. If it is cold and you want your child to wear boots, please pack his/her athletic shoes so he/she can change shoes for P.E. If your child needs to be excused for P.E. classes, a doctor's excuse is required. For extended excusal from P.E. class a doctor's note must include a return to P.E. date to resume participation.

#### **ENGLISH AS A SECOND LANGUAGE (ELL)**

The school district has a special program for students in grades K-12 who have limited English skills and who will benefit from additional language instruction. Students qualify for this program based on information given at the time of registration and upon state-mandated assessment information, classroom performance, and parent/teacher referral.

#### **TITLE I/READING**

Special reading classes and/or services are designed for students whose reading achievement is substantially below the level normally expected for their age and grade placement. The classes are available for students in kindergarten through fifth grades and are in compliance with state and federal education department requirements.

This is a federally funded program, which allows the Bayless School District to provide special programs for students who are in need of extra help in reading. Students qualify for these programs based on classroom performance, student test scores, and parent/teacher referral.

#### **SPECIAL SCHOOL DISTRICT**

Preschool screening is available to all children aged three to five, and classroom programs are provided for some preschool children found to have severe developmental deficits. If you have a preschool child with a disability, please contact the Special School District Administrator at 314-256-8613. The District also provides an appropriate educational program for handicapped students of school age. Special Services programs are offered to students who qualify for Accelerated Reading, Learning Disabilities, Intellectually Disabled, Behavior Disorders/Emotional Disturbance, Speech Disorders (voice, fluency, or articulation), Language Disorders, Visually Impaired, Hearing Impaired, Physically/Other Health Impaired, Multiple Disabilities, Deaf/Blind, Early Childhood Special Education, and Traumatic Brain Injury. Assignments to Special Services programs are based on evaluation results and educational recommendations. The student's parents or guardians have access to the results of the evaluation and participate in the determination of the educational plan.

#### **STUDENT RECOGNITION**

Character Kid of the Month: All teachers in the school may nominate students that display academic and/or citizenship excellence.

PBIS Class of the Month: Teachers nominate classes who demonstrate excellent demonstration of the Bayless expectations.

#### **STUDENT VISITORS**

Students are not allowed to bring visitors to school for the day due to classroom and bus capacities, and district liability insurance.

#### **TELEPHONE USE AND MESSAGES TO STUDENTS**

The telephone may be used in emergencies by students with the permission of the teacher. Phone calls and messages should be limited to those of extreme importance to avoid unnecessary interruption of classroom instruction. Students should make for after school before school. Parent phone calls to students will not be allowed except in cases of extreme emergency.

#### **TEXTBOOKS**

Textbooks are furnished by the school district. Fines are assessed at the end of the year for damaged textbooks:

- For any textbook new this year, lost or damaged beyond repair: Full cost.
- For any textbook not new this year, lost or damaged beyond repair, the fine is calculated on the basis of the condition of the book at the time of issuance as indicated on the Book Condition Slip filled out at the beginning of the year.
  1. Poor  $\frac{3}{4}$  of the replacement cost
  2. Fair  $\frac{1}{2}$  of the replacement cost
  3. Good  $\frac{1}{4}$  of the replacement cost

All students will receive a student assignment booklet. These booklets will be used all year to better organize and help communicate with parents. There will be a \$4.00 charge for replacement.

#### **TRANSPORTATION**

At the beginning of the year, a specific plan will be sent home regarding arrival and departure procedures as well as a form to be completed by the parent/guardian indicating your child's specific transportation plan (bus or private transportation). Students will follow the plan outlined by the parent. A student's daily routine will NOT be changed without written consent from the parent.

Students are to ride the bus to which they have been assigned. It is against District policy for a student to ride a bus that is not their assigned bus. In case of an emergency, any requests for an exception must go through the office. Boy Scout and Girl Scout meetings, children going over to a friend's house after school, and practices for sports are not considered emergencies.

It is important that the child ride the bus to school the first day of school. Students should make note of their bus number and parking location to avoid confusion in loading for their return home. The transportation supervisor is the only person who can make changes in bus assignments. Remember that students who cannot obey bus rules forfeit the privilege of transportation.



### VALUABLES

Toys, trading cards, radios, videos, and other valuable items should not be brought to school, except by written request of the classroom teacher. Valuables are the responsibility of the student. The school is not responsible for loss, damage or theft.

### VISITATION

Parents are welcome to visit our school and classrooms. To assure that such visitations are meaningful and reasonable, please schedule visitations and observations in classrooms in advance with the teacher. **All visitors** are required to sign in with the office when entering the building. Therefore, we ask you to use the main entrance, sign in, and obtain a visitor's pass before walking the halls or entering classrooms. This is imperative for your child's safety, your safety, and the safety of others.

### VOLUNTEERS

The staff of Bayless Elementary encourages and welcomes parental involvement in our school. Opportunities include classroom volunteers, room parents and parties, field trips, and occasional visits to your child's classroom. Volunteers perform a variety of services, such as library aides, teacher aides, etc.

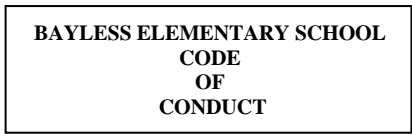
If you have an interesting hobby, are skilled in a craft, can talk about your job or share information or slides of your travels in the classroom, Bayless Elementary encourages you to let your child's teacher know.

### WALKERS

Walkers will be dismissed with their classrooms and escorted to the front entrance. A bike rack is available to students to utilize and can be located adjacent to the annex. Bicycles are not to be ridden in the school bus loading area before or after school.

### WITHDRAWAL OR TRANSFER

Parents who anticipate they will withdraw or transfer students from Bayless Elementary School should notify the office as soon as possible. At that time textbooks, reference books and library books are checked in and all fines and fees are paid upon the date they will be withdrawing.



### POLICIES OF THE BOARD OF EDUCATION

Just as with any other organization, the Bayless Schools are governed by policies enacted in accordance with law by some governing body. By Missouri law, Boards of Education have the responsibility to establish necessary rules and regulations for the governing of the schools.

The Bayless Board of Education, in cooperation with the principals and Citizens Advisory Committee, has established a specific discipline policy for the three schools in the Bayless District. This "Student Code of Conduct" detailed below is in *effect* during the school day and at school sponsored events.

### STUDENT DISCIPLINE

*(Elementary)*

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### Reporting to Law Enforcement

It is the policy of the Bayless School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property on the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Type I Infractions  
(More Serious)**

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion. Arson will result in a referral to a law enforcement agency.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Bullying and Cyberbullying (see Board policy JFCF)** – 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, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is 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.

First Offense:	Parent conference, detention, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense:	Principal/student conference, parent notification, bus suspension.
Subsequent Offense:	Bus suspension, 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH, JFCH-R and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension, drug/alcohol counseling, police notification.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion, drug/alcohol counseling, police notification.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension, drug/alcohol counseling, police notification.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion, drug/alcohol counseling, police notification.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion, drug/alcohol counseling, police notification.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion, drug/alcohol counseling, police notification.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Extortion may result in a referral to a law enforcement agency.

First Offense:	Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. False alarms will result in a referral to a law enforcement agency.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting may result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Gambling is the participation in any game where money or other items are or may be exchanged. Gambling paraphernalia will be confiscated. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Gambling may result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, confiscation, restitution, loss of privileges.
Subsequent Offense:	Principal/Student conference, confiscation, restitution, 1-180 days out-of-school suspension, counselor referral.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants. Hazing will result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks. Fireworks, explosives and incendiary devices will be confiscated. Possession or use may result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, parent involvement, confiscation, loss of privileges, short-term or long-term out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent involvement, confiscation, 1-180 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Repeated School Violations** – Students who have served maximum penalties for repeated occurrences of Type II infractions will be subject to the ranges of discipline for Type I occurrences as well as a referral to the building CARE TEAM.

First Offense:	Principal/Student conference, parent involvement, counselor referral, short-term or long-term out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent involvement, 1-180 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP1)**

- Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Unauthorized electronic devices will be confiscated and returned to parent/guardian.

First Offense:	Confiscation. Principal/Student conference, parent notification.
Subsequent Offense:	Confiscation. Principal/Student conference, parent notification, in-school suspension, loss of privileges.

- Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB- AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion.

- Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out- of-school suspension.

**Theft (major)** – Theft, attempted theft or knowing possession of stolen property. Major theft is defined as property or cash exceeding the value of \$50. Theft will result in a referral to a law enforcement agency.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Theft (Petty)** – Theft, attempted theft or knowing possession of stolen property. Petty theft is limited to property or cash not exceeding the value of \$50. The act of theft may result in a referral to a law enforcement agency.

First Offense:	Restitution. Principal/Student conference, parent involvement, loss of privileges.
Subsequent Offense:	Restitution. Principal/Student conference, parent involvement, loss of privileges, 1-180 days out-of-school suspension.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Threats or verbal assault may result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. Possession will result in a referral to a law enforcement agency.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension, counseling.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension, counseling.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. Tobacco use will result in a referral to a law enforcement agency.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or short-term out-of-school suspension, counseling.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or long-term out-of-school suspension, counseling.

**Tuancy (see Board policy JED and procedures JED-AP1, JED-AP2 and JED-AP3)** – Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or short-term in-school suspension. Referral to social service agency and/or law enforcement.
Subsequent Offense:	Short-term in-school suspension, referral to social service and/or law enforcement. Removal from extracurricular activities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. Unauthorized entry may result in a referral to a law enforcement agency.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Vandalism may result in a referral to a law enforcement agency.

First Offense:	Restitution. Principal/Student conference, detention, in- school suspension, 1-180days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of- school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. Possession or use will result in a referral to a law enforcement agency.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Possession or use will result in a referral to a law enforcement agency.

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Type II Infractions  
(Less Serious)**

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	Minimum--Student conference. Maximum--Loss of credit for assignment.
Subsequent Offense:	Minimum--Loss of credit for assignment. Maximum--Long-term suspension.

**Dishonesty** – Any act of misstating the truth, whether verbal or written, including forgery and plagiarism.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Dress Code (See Board policy JFCA and procedure JFCA-AP)** – The Board recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms and examples will be provided when practicable.

First Offense:	Principal/Student conference, parent involvement, corrective action.
Subsequent Offense:	Principal/Student conference, parent involvement, loss of privileges, short-term suspension.

**Electronic Devices/Disruptive Items** – Students are not to bring portable media players, video games, toys, laser pointers, skateboards, roller blades or other such items unrelated to instruction unless authorized by school personnel. Unauthorized electronic devices will be confiscated and returned to parent/guardian.

First Offense:	Confiscation. Principal/Student conference, parent notification.
Subsequent Offense:	Confiscation. Principal/Student conference, parent notification, in-school suspension, loss of privileges.

**Insubordination/Defiance** – Students are to obey the direct requests or orders of teachers, administrators and other school personnel.

First Offense:	Principal/Student conference, parent involvement, loss of privileges.
Subsequent Offense:	Principal/Student conference, parent involvement, counselor referral, CARE team, loss of privileges.

**Tardiness (see Board policy JED and procedures JED-AP1, JED-AP2 and JED-AP3)** – Students who are late to school or class will be subject to building/district procedures and consequences.

First Offense:	Principal/Student conference, parent involvement.
Subsequent Offense:	Principal/Student conference, detention, counselor/social work referral, Children’s Division involvement. Removal from extracurricular activities.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

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MSIP Refs: 6.6  
Bayless School District, St. Louis, Missouri

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Missouri Department of Elementary & Secondary Education  
**No Child Left Behind Act of 2001 (NCLB)**  
**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB).<sup>2</sup>

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs	
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**1. What is a complaint under NCLB?**

For these purposes, a complaint is an 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 NCLB.

**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 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.

<sup>1</sup> Programs include Title I, A, B, C, D; Title II; Title III, A, B, C; Title IV, A, Title V, Title VI, C.

<sup>2</sup> In compliance with NCLB Title XI Part C, Sec. 9304(a)(5)(C).

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and noncustodial private school affiliates or nonenrolled students.

**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 NCLB 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 calendar days. That time limit can be extended by the agreement of all parties.

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 ten 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 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 ten 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, and/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.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

## Behavior Support (PBIS)

Bayless Elementary School prides itself on the respectful and productive behavior of students and staff. As a staff, we feel the need to continue working toward this goal by helping children learn necessary skills and behaviors for school success. To accomplish this, we implemented a school-wide program called the **Positive Behavior System (PBS)**. The program is based on student responsibility in their choices as well as demonstrating traits from our Character Education and OLWEUS programs. These programs use a proactive educational approach, instructional strategies, and logical consequences.

During the first two weeks of school, our teachers spend time discussing school and classroom procedures. We believe that taking this valuable time to allow all students to obtain the knowledge of our expectations, rewards, and consequences that each child will have an optimal learning experience for the entire school year. All students are expected to abide by certain standards of behavior in every area of the school, and under the supervision of every adult staff member, not just the classroom teacher. Each staff member has his or her own classroom expectations. However, the following expectations have been adopted by the entire faculty, staff, and administration as the basic guidelines students should follow at Bayless Elementary School:

**PBIS Tier 1: Universal School-Wide Expectations:** Our school-wide expectations are posted in all areas of the school and are taught frequently throughout the school year. Teachers follow classroom vs. office managed behavior charts to ensure fairness in behavior management. Teachers use Responsibility Reminders for minor behavior infractions (classroom managed behavior) and Office Referral Forms for major behavior infractions (office managed behavior). The goal of PBIS is to provide students with knowledge of expectations and behavioral skills so they can act appropriately in all areas of the school. We come to school to learn. This is an excellent opportunity for students and parents to discuss the importance of kindness, safety, respect, responsibility, self-control, and how they help achieve academic success.

**PBIS Tier 2: Group Behavioral Interventions:** Three times a year all teachers complete the Behavior and Emotional Screening System (BESS) on all students in their classroom. This data is analyzed and used to identify students who could benefit from additional behavioral support. Our research-based PBIS Tier 2 interventions include Check-In/Check-Out (CICO), Small Group Social Skills, Self-Monitoring and Newcomer Club. If your child is selected to take part in one of these group interventions you will be contacted by the school in order to obtain your consent, share specific details regarding the intervention, and explain your role in supporting your student to be successful. If you have any questions about these interventions or the BESS please contact the school counselor.

**PBIS Tier 3: Individual Behavior Intervention:** Students who require intensive behavior intervention are selected for an individual screening process based off of data collected from behavioral and academic interventions. After this data is analyzed and it is determined that a student does require a more intensive behavioral intervention the Tier 3 PBIS team will complete a Functional Behavior Assessment (FBA) with student, teacher and parent input. If your child is selected to take part in a Functional Behavior Assessment you will be contacted by the school in order to obtain your consent, share specific details regarding the intervention, and explain your role in supporting your student to be successful. If you have any questions about this intervention or the FBA process, please contact the school counselor.

**END OF THE YEAR RECOGNITION:** An integral part of the Elementary School is to recognize students for good citizenship and in following school & classroom expectations. Students will be recognized throughout the school year for exhibiting these traits as well as at the end of the school year with culminating grade-level recognitions. To be eligible for these year-end activities, students need to maintain **Outstanding, Satisfactory** or making improvements from the previous quarter on **Personal Growth** and **Work/Study Habits each quarter on their report cards**. Each grade level determines what meets the above qualifiers. Your child's teachers will provide you with this information.

**Bayless Elementary School Mission Statement:**

*Bayless Elementary School provides a caring, safe and welcoming environment that inspires our diverse community to be lifelong learners who strive for excellence in academics and character.*

**2017-2018 Bayless Calendar Details – Please see the district website for updated and/or further details.**

Opening Day for Students Wednesday, August 16

**NO SCHOOL**

Labor Day Monday, September 4  
Professional Development Tuesday, September 5  
Professional Development Monday, October 2  
NO SCHOOL – Offices Closed Friday, October 20  
Professional Development Monday, November 6  
Thanksgiving Wednesday-Friday, November 22-24  
Winter Break Friday, December 22 thru Tuesday, January 2  
ML King Day Monday, January 15  
Professional Development Tuesday, January 16  
Presidents Day Monday, February 19  
Professional Development Tuesday, February 20  
NO SCHOOL - Offices Closed Friday, March 16  
Spring Break Monday-Friday, March 19-23  
Professional Development Monday, April 16  
Memorial Day Monday, May 28

**Holiday Parties – Times to be determined.**

Fall Party - October 27  
Winter Party - December 21  
Spring Party - February 23

**Transition Day - Early Release Days – K-12**

Thursday, October 19  
Thursday, December 21  
Thursday, March 15  
Thursday, May 24

**Exam Schedule – Gr. 6-12**

December 19, 20, 21  
May 22, 23, 24

**Possible Weather Make-Up Days**

May 25-June 8

First Quarter ends:	October 13
<i>Fall Conferences: October 18 &amp; 19</i>	
Second Quarter ends:	December 21
Third Quarter ends:	March 9
<i>Spring Conferences: 14 &amp; 15</i>	
Fourth Quarter ends:	May 24