



BAYLESS ELEMENTARY SCHOOL
4531 WEBER ROAD
ST. LOUIS, MO 63123
District Website: 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 3:21 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 8th absence, a letter will be sent home and notification will be given to the district social worker or contacted by building staff.
- Upon the 12th 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 5th tardy, a letter will be sent home notifying parents.
- After the 10th tardy, a phone call conference with a parent will occur.
- After the 15th tardy, a parent conference with the principal, assistant principal, counselor or social worker will occur.
- Upon the 20th 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.

ANIMALS

Please do not bring animals on campus. While your animal may be harmless, others are not. Behaviors are unpredictable when animals are around a number of children.

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/ TECHNOLOGY DEVICES

Cell phones and devices being used during school hours or on buses is prohibited. Students will be given a warning and then the device will be confiscated to be 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 \$2.65. (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-API 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 babysitting 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.

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. Volunteers on field trips must have a background check per district guidelines.

GRADING

Bayless Elementary uses Standards-based Grading. Standards are statements about what students should know and be able to do within each content area, at each grade level. Traditionally, student performance for a quarter was based on averaging scores from the entire quarter. Early scores were averaged together with later-quarter performance in which a student demonstrated proficient performance. Typically, student work habits affected the overall grade such as incomplete or missing homework or participation points being averaged into the overall grade. By contrast, standards-based grading communicates how a student is doing on a set of performance goals. It takes into consideration consistent performance, as well as the most recent data collected and separates behavior and work habits. We use the following rubric:

- 4 **Exceeding** – Demonstrates, applies and extends skills, concepts and strategies well beyond the grade level mastery expectation
- 3 **Meeting** – Meets the grade level mastery expectation. Is able to demonstrate and apply skills, concepts, and strategies
- 2 **Approaching** – Demonstrates partial mastery of this skill, strategy or concept.
- 1 **Beginning** – Demonstrates beginning or basic evidence of the skill, concept or strategy. Practice is needed.

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.

Homework is to be completed independently with support from a parent only when needed. Students are expected to return all homework. All students should be reading a minimum of 20 minutes every night.

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.

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

NURSE

Bayless School District School Health Services Program

Bayless School District Health Services Program is designed to promote, protect and maintain the student's physical, mental, and emotional well-being. School health services staff provide mandated screening and immunization monitoring. The school health services staff assist parents and guardians in carrying out their direct responsibility for the health of their child and supplement the care given at home. The program is designed to educate the child for healthful living. Registered school nurses are employed by the district to implement the major part of school health services. School nurses strengthen and facilitate the educational process by improving and protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to learning for individual children, and by the promotion of an optimal level of wellness. The major focus of school nursing services is the prevention of illness, and the early detection and referral of health problems. If you have any questions, we invite you to stop by the office or call to address any questions or concerns. Together at Bayless, we're looking forward to another healthy safe school year.

Elementary School Nurse Office- 314-256-8623

Junior High School Nurse Office - 314-256-8693

High School Nurse Office- 314-256-8663

The **CONFIDENTIAL MEDICAL HISTORY FORM** helps provide the nursing staff with the needed information to care for your child while at school. This private information is protected by law and is kept with the nursing staff only. There are Health Service Programs as well as Social Service Programs being offered for Bayless School District families. For example, if your family is in need of health insurance, there is information available to you. A new Confidential Medical History form must be filled out every school year, per policy.

Administration of Medication to Students – Board Policy JHCD

Bayless School District recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Medications will only be

administered at school when it is not possible or effective for the student to receive the medication at home. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Please note the following guidelines;

- **OVER THE COUNTER (OTC) MEDICATION CARD** gives the school health services staff permission to give OTC medicines to your child.
- The school provides Benadryl, Tylenol, Ibuprofen, Tums and saline eye drops. If a parent does not want medications dispensed, please fill in the top portion of the card; write "NONE" on the card, and sign.
- A new card must be filled out every school year, per policy.
- Any medication brought from home must be well marked with name, amount to be given and frequency medication is to be given.
- All prescription medications must be sent in the original prescription bottle with the pharmacy label affixed.
- A **PRESCRIPTION MEDICATION PERMISSION FORM** must be filled out and signed by parents for a student to receive prescription medication at school. These forms are located in the school health services office.

A PHYSICAL EXAM is required for all preschool students and highly recommended for 5th and 9th grade students. All students participating in sports, dance and cheerleading are required to have a yearly physical and to provide the school with a copy. Please return completed for to either the school office or the nurse's office. Students who received their physicals at school should already have a copy of their form on file in the nurse's office.

Guidelines for when to keep your child home from school: It is sometimes difficult to decide when and how long to keep an ill child home from school. Often the way a child looks and acts can make the decision an obvious one. Keeping him/her home may protect them from further infection and avoid spreading the illness to others. The following guidelines should be considered when making your decision.

Common Cold- Irritated throat, watery discharge from nose and eyes, nasal stuffiness, headache, sneezing, cough, and general body discomfort or some of the things you may notice with a cold. They are often annoying/irritating, but should not deter your child from attending school. Your child should stay home only if the symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or nasal drainage becomes yellow or green. Consider keeping cold remedies in the health room for your child, to help with the sinus symptoms.

Fever- If your child's temperature is 100 degrees or higher, he/she should remain home until fever free for a full 24 hours without any fever-reducing medication, such as Tylenol or Ibuprofen. Remember, fever is a symptom indicating the presence of an illness.

Flu- Abrupt onset of fever, chills, headache, extreme fatigue, and sore muscles. Runny nose, sore throat, and cough are common as well. Your child should remain home from school until symptoms are improved and no fever for 24 hours.

Strep Throat and Scarlet Fever- Strep Throat begins with sore and red throat, tender swollen glands of the neck, possible pus spots on the back of the throat and fever. Stomach discomfort, nausea, and vomiting may occur also. Scarlet Fever may show all the previous symptoms, along with a strawberry appearance to the tongue and rash of the skin. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until no fever or vomiting for 24 hours. Many physicians will advise rest at home 1-2 days after strep infection also.

Vomiting and Diarrhea (Intestinal Viral Infections)- Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache, and body aches may occur. Your child should remain at home until without vomiting, diarrhea, and fever for a full 24 hours without any fever-reducing medication, such as Tylenol or Ibuprofen. Please make sure your child has eaten and had no further vomiting or diarrhea, and has not had any symptoms during the night, before sending them to school the following day.

Pink eye- Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, crusted eyelids (especially on waking in am), not to be confused with seasonal allergy symptoms. Extremely contagious, good handwashing practices and not touching the face are a must. See a physician, as your child needs to receive antibiotic therapy for a full 24 hours and discharge has stopped, before returning to school.

Skin rashes- Rashes of unknown origin, especially those that are moist or draining should be evaluated by a physician before return to school.

Head Lice – Student Health Services and Requirements (Head Lice) Board Administrative Procedure JHC-AP(2). In keeping with the Bayless School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined. If the school nurse or teacher discovers head lice on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated. If the student was infected with live head lice, the student should not return to school until the following day after the treatment of the head lice. The student is expected to bring proof of treatment in the form of a treatment carton or detailed receipt. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school to allow for additional treatment. This process will continue until the student is free of live head lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals live lice are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of live lice. The school nurse will keep accurate and confidential records of students infected with head lice. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice in accordance with these procedures, the nurse will notify the school principal and district social worker.

Consult your physician for the most accurate diagnosis and treatment. Do not hesitate to call your child's school nurse with any further questions you may have.

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. Volunteers may have a background check per Bayless School District guidelines.

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.

**BAYLESS ELEMENTARY SCHOOL
CODE
OF
CONDUCT**

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

- 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.

- 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)

- 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)

1. 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.

2. 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.

3. 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.

4. 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.

- Truancy (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, 1-180 days 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.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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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.

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.

Approved:	09/03/1996
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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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB).²

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.

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.

¹Programs include Title I, A, B, C, Title II, Title III, A, 2, Title IV, A, Title IV, Title VI, C
²In compliance with NCLB Title IV Part C, Sec. 9904(a)(3)(C)

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.