



BAYLESS SCHOOL DISTRICT - REGISTRATION FORM

(PLEASE PRINT)

Present Grade: _____

Date: _____

Student's Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: ____/____/____ Gender: Male Female
Month Day Year

Has the student ever been enrolled in the Bayless School District? Yes No If yes, when? _____

What is the student's race? (Choose one or more)

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North, Central, and South America, and who maintains tribal affiliation or community attachment)
- Asian** (A person having origins of peoples of the Far East, Southeast Asia, or Indian subcontinent)
- Black or African American** (A person having origins in any of the black racial groups of Africa)
- Native Hawaiian or other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)

Is this student Hispanic/Latino: (Choose only one)

- No, not Hispanic/Latino**
- Yes, Hispanic/Latino** (A person of Cuban, Mexican, Puerto Rico, South or Central American, or other Spanish culture or origin, regardless of race)

Is English the primary language spoken at home? Yes No If no, specify language: _____

Does or has student received English as Second Language Services? Yes No

Does student have an existing Individual Education Plan (IEP) for Special Education Services? Yes No

Does student have an existing Section 504 Individualized Accommodation Plan (IAP)? Yes No

Has student participated in a previous Gifted Program? Yes No If yes, where? _____

Has student been retained? Yes No If yes, where? _____

Has student received remedial reading? Yes No If yes, where? _____

Is this student in a foster care placement? Yes No

If YES, Biological Parent Name: _____ Bio Parent Address: _____

Bio Parent School District: _____ Caseworker Name: _____ Caseworker Phone: _____

DISPLACED (These questions cover the definition of homeless that is within the McKinney-Vento Act.)

- 1) Are you sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons? Yes No
- 2) Do you currently reside at a motel/hotel, in a car, or at a campsite because your home has been damaged or because of economic reasons? Yes No
- 3) Are you currently residing in a shelter? Yes No
- 4) Are you currently living in temporary housing arrangement due to economic hardship? Yes No

Siblings in the district? Yes No If yes, please list their names and the school they are/will attend.

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Child care provider: _____ Phone: _____

EMERGENCY CONTACTS: (By listing persons below, you are giving your permission for us to contact him or her in case of an illness or emergency and allow him or her to pick up your child in the event the parent cannot be reached.)

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

PARENT/GUARDIAN'S INFORMATION

Biological Parent's marital status: Married Single Divorced Widowed Separated

Are there existing legal documents relating to custody/visitation? Yes No

If YES, please provide a copy of the court order. A copy of the custody agreement MUST be kept in the student's file.

*Primary parent refers to the parent that the student primarily lives with and/or the parent with custodial rights.

*Alternate parent refers to the non-custodial parent. Only complete the alternate parent portion for divorced or never married families.

Primary Parent

Father Mother Stepfather Stepmother Legal Guardian Other (explain)

Last Name: _____ First Name: _____

Address: _____ Apt # _____ City, State: _____ Zip: _____

Not Military Connected (NM) Active Duty (AD) National Guard or Reserve (NGR)

Unknown (UNK)

Please check all preferred methods of contact.

Household Phone Number: _____ Cell Phone : _____

E-mail: _____ Work Phone Number: _____

Would you like to be contacted via text message? Yes No

Primary Parent Spouse

- Father Mother Stepfather Stepmother Legal Guardian Other (explain)

Last Name: _____ First Name: _____

Address: _____ Apt # _____ City, State: _____ Zip: _____

- Not Military Connected (NM) Active Duty (AD) National Guard or Reserve (NGR)
 Unknown (UNK)

Please check all preferred methods of contact.

Household Phone Number: _____ Cell Phone : _____

E-mail: _____ Work Phone Number: _____

Would you like to be contacted via text message? Yes No

Alternate Parent

- Father Mother Stepfather Stepmother Legal Guardian Other (explain)

Last Name: _____ First Name: _____

Address: _____ Apt # _____ City, State: _____ Zip: _____

- Not Military Connected (NM) Active Duty (AD) National Guard or Reserve (NGR)
 Unknown (UNK)

Please check all preferred methods of contact.

Household Phone Number: _____ Cell Phone : _____

E-mail: _____ Work Phone Number: _____

Would you like to be contacted via text message? Yes No

Alternate Parent Spouse

- Father Mother Stepfather Stepmother Legal Guardian Other (explain)

Last Name: _____ First Name: _____

Address: _____ Apt # _____ City, State: _____ Zip: _____

- Not Military Connected (NM) Active Duty (AD) National Guard or Reserve (NGR)
 Unknown (UNK)

Please check all preferred methods of contact.

Household Phone Number: _____ Cell Phone : _____

E-mail: _____ Work Phone Number: _____

ould you like to be contacted via text message? Yes No

PROOF OF RESIDENCY

To enroll a student, the parent or legal guardian must first establish proof of residency in the school district. Proof of residence requires current documentation, one item from List A and two items from List B, and a copy of parent/legal guardian's driver's license.

LIST A	LIST B
Real Estate Tax Bill	Unpaid Utility Bill/ Verification of Service from a utility Provider
Mortgage Statement	Paycheck Stub
Residential Sales Contract	Municipal Occupancy Permit
Residential/Rental Agreement – signed by both parties and listing occupants	Voter ID Card
	Government Documents: Social Services, Social Security Statements, IRS returns or other Legal/Court Documents

A parent/legal guardian who residency is in our district, but is residing with another family member or friend will be required to complete an Affidavit of Residency. Verification of eligibility to enroll students will be determined by District Administration. An Affidavit of Residency certifying residency at address of property owner will be required. Both the property owner and parent/legal guardian are required to meet with the district registrar and sign this affidavit.

In accordance with Board Policy JECA, in cases where a student living in the district wishes to register, and such student is not able to provide proof that the parent is domiciled in the district, the student, parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency. The waiver of proof of residency may only be granted on the basis of hardship or good cause. Residency checks may be performed if student's non-residency in the district is suspected.

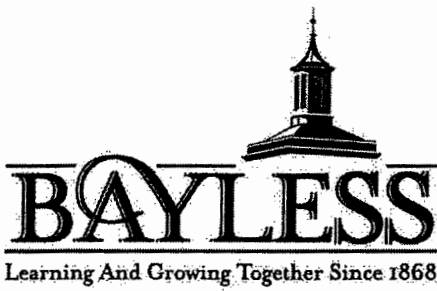
AUTHORIZATION FOR LEGAL ACTION AND RESIDENCY CHECK

I certify that I am the legal parent/guardian of the student being enrolled and that the information listed on the student data sheet is current and accurate. Pursuant to RSMO Sec. 167.020, submitting false statements or information relating to residency is defined as a class A misdemeanor. In addition, the District may seek to recover the cost of school tuition for any pupil who is enrolled pursuant to false information received from a parent or legal guardian regarding residency. I authorize the Bayless School District, its employees and agents, to inquire and obtain documents, regarding matters of my residency and the domicile of my child(ren), from my employer(s) and/or appropriate government agencies as deemed necessary. I hereby certify that all documents, papers and records submitted by me as proof of residency are true and correct.

Parent/Legal Guardian Signature: _____ Date: _____

**Parents/guardians are required to provide proof of residency after grade 5 when moving to Bayless Junior High.
File may be reviewed periodically.**

<p>Bayless School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Bayless School District programs and to the location of services, activities and facilities that are accessible by persons with disabilities may be directed by letter or telephone to the Assistant Superintendent, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), Bayless School District, 4530 Weber Rd. St. Louis, MO 63123; telephone number: 314-314-256-8612.</p>
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Bayless Elementary School
4531 Weber Road
St. Louis, Missouri 63123
314-256-8640
fax. 314-544-6330

Aaron Kohler, Ed.S.
Elementary Principal
akohler@bayless.k12.mo.us

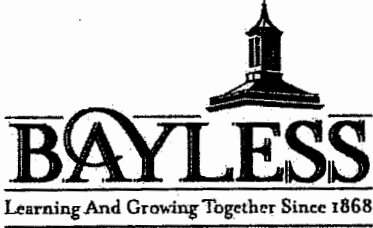
Dear Kindergarten Parents,

Welcome to Bayless Elementary! We are very excited for your child to become a Bayless Broncho. We have excellent teachers who will help your child achieve their full potential and have fun while learning. Bayless Elementary is a National School of Character and Gold Level PBIS school. Our core values are: Be Respectful, Be Safe, Be Responsible, Be Kind, and Have Self-Control. We call these values our Bayless Bees. We expect students to demonstrate these every day at school and hopefully you will see them demonstrated at home.

The Bayless community is stronger than ever. Parent Community engagement events take place regularly throughout the school year. Please check out the calendar on our school website for upcoming events. We look forward to getting to know your child this year and appreciate your support.

Sincerely,

Mr. Aaron M. Kohler
Principal



Bayless School District

Migrant Worker Information

(To be completed for all students new to Bayless School District.)

If you have a child aged 3 to 21, and you have moved from one school district to another school district within the past three school years, your child may be eligible for a program of supplemental services. Please answer the following to help us determine if your child is eligible:

Before the move, was either parent or guardian or the child or the child's spouse employed in some form of temporary or seasonal agricultural work, such as:

- Planting or harvesting crops (vegetables, fruits, cotton, etc.)
- Transporting farm products to market
- Feeding poultry, gathering eggs, working hatcheries, processing poultry, beef, hogs, fruit, vegetables, etc.
- Working on a dairy farm or catfish farm
- Cutting firewood or logs to sell

Yes

No

Was the move from one school district to another made for the purpose of looking for or obtaining some form of temporary or seasonal agricultural work, such as:

- Planting or harvesting crops (vegetables, fruits, cotton, etc.)
- Transporting farm products to market
- Feeding poultry, gathering eggs, working hatcheries, processing poultry, beef, hogs, fruit, vegetables, etc.
- Working on a dairy farm or catfish farm
- Cutting firewood or logs to sell

Yes

No

Is either parent (or guardian) of the child or the child's spouse now employed in some form of temporary or seasonal agricultural work such as:

- Planting or harvesting crops (vegetables, fruits, cotton, etc.)
- Transporting farm products to market
- Feeding poultry, gathering eggs, working hatcheries, processing poultry, beef, hogs, fruit, vegetables, etc.
- Working on a dairy farm or catfish farm
- Cutting firewood or logs to sell

Yes

No

Have you moved away with your child, or has your child moved away, only during the summer months to engage in crop harvesting or other seasonal agricultural work?

Yes

No

Student's Name: _____

Does the student have a discipline record? Yes No

The undersigned hereby certify and represent to the Bayless School District, for the purposes of the Missouri Safe Schools Act, that:

1. Is this student currently suspended or expelled from any other school district, for any offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person? Yes No
2. Has this student ever been suspended or expelled from any other school district, for any offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person? Yes No

Has the student been convicted or charged with any of the following crimes in juvenile or adult courts?

Yes No

If yes, indicate which crime (s):

- First degree murder under section 565.020
- Second degree murder under section 565.021
- Kidnapping or kidnapping in the first degree under section 565.110
- First degree assault under section 565.050
- Rape in the first degree under section 566.030
- Sodomy in the first degree under section 566.060
- Burglary in the first degree under section 569.160
- Burglary in the second degree under section 569.170
- Robbery in the first degree under 570.020, 570.023
- Distribution of drugs under section 195.211; Manufacture of a controlled substance under section 579.055
- Distribution of drugs to a minor under section 195.212; Delivery of a controlled substance under section 579.020
- Arson in the First Degree under section 569.040
- Voluntary Manslaughter under section 565.023
- Involuntary Manslaughter under section 565.024; Involuntary Manslaughter in the First Degree under section 565.024 or Involuntary Manslaughter in the Second Degree under Section 565.027
- Second Degree Assault under section 565.060, 565.052
- Rape in the second degree under section 566.031
- Felonious restraint under section 565.120; Kidnapping in the second degree under section 565.120
- Property damage in the first degree under section 569.100
- Possession of a Weapon under Chapter 571
- Child molestation in the first, second or third degree pursuant to section 566.067, 566.068, 566.069
- Sodomy in the second degree pursuant to section 566.061
- Sexual misconduct involving a child pursuant to section 566.083
- Sexual abuse pursuant to section 566.100
- Harassment under section 565.090; Harassment in the first degree under section 565.090
- Stalking under section 565.225; Stalking in the first degree under section 565.225

I attest that all of the above information is correct and true. I understand that it is a crime pursuant to § 167.023, RSMo. If I do not disclose the information requested or if I provide false information.

Signature of Parent/ Legal Guardian

Date



CONSENT FOR PHOTO/VIDEO RELEASE

The undersigned indicates by his/her signature on this statement that permission is granted to the Bayless School District to use his or her student's photograph/video image in the publicity of the District. The publicity may include, but is not limited to, newsletters, brochures, advertising, posters, stories by the news media, videotapes and Bayless' website.

STUDENT'S NAME _____

SCHOOL: _____

Yes

No

PARENT/GUARDIAN NAME: _____

SIGNATURE: _____
(Parent or Guardian)

HOME ADDRESS: _____

DATE: _____



**BAYLESS SCHOOL DISTRICT
TECHNOLOGY USAGE
(Parent/Guardian Technology Agreement)**

I have read the Bayless School District Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages caused by my child's misuse of district technology.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me.

Yes

No

Name of Student: _____

Signature of Parent/Guardian

Date



**BAYLESS SCHOOL DISTRICT
TECHNOLOGY USAGE
(Student User Agreement)**

I have read the Bayless School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Signature of Student

Date

Name of School: _____

TECHNOLOGY USAGE

The Bayless School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal

FILE: EHB
Critical

counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

FILE: EHB

Critical

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the authorization of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of

personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

* * * * *

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.

Adopted: 08/20/1997

Revised: 12/18/2002; 04/16/2008; 05/16/2012; 06/26/2012

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
GBCC, Staff Cell Phone Use

FILE: EHB
Critical

GBH, Staff/Student Relations
IGDB, Student Publications
IGDBA, Distribution of Noncurricular Student Publications
JFCF, Hazing and Bullying
JG-R, Student Discipline
JO, Student Records
KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028,
RSMo.

Chapter 109, RSMo.

Chapter 573, RSMo.

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 - 2520

Stored Communications Act, 18 U.S.C. §§ 2701 - 2711

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

Children's Internet Protection Act, 47 U.S.C. § 254(h)

47 C.F.R. § 54.520

Federal Rule of Civil Procedure 34

City of Ontario v. Quon, 130 S. Ct. 2619 (2010)

Reno v. ACLU, 521 U.S. 844 (1997)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)

Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Ginsberg v. New York, 390 U.S. 629 (1968)

Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)

Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)

Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

Bayless School District, St. Louis, Missouri

TECHNOLOGY USAGE *(Technology Safety)*

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.

2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or

harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).

12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.

7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 08/15/2001

Revised: 11/20/2002; 04/16/2008; 05/16/2012

MSIP Refs: 6.4, 6.8

Bayless School District, St. Louis, Missouri



Bayless School District
School Health Services
4530 Weber Road
St. Louis, MO 63123

Dear Parents and/or Guardians,

In an effort to maintain the highest standard of health and safety for our students, we ask that you complete the enclosed forms.

IMMUNIZATIONS are required for children enrolling in Kindergarten in any Missouri School. Immunization is the single most important way parents can protect their children against diseases. All students must provide present, up to date immunization status each school year.

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.

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 pre-schools 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.

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
Junior High School Health Services Office
High School Nurse Office

314-256-8643 or 314-256-8623
314-256-8693
314-256-8663

Kindergarten Immunizations

Immunization is the single most important way parents can protect their children against serious diseases.

- Help keep your child healthy and in school.*
- Help protect the health of your community!*

www.health.mo.gov/immunizations or contact your local public health agency



Vaccines Required for Children Enrolling in Kindergarten in any Missouri School

Dtap (4+ doses) (last dose on or after the 4th birthday)

Protects against diphtheria, tetanus and pertussis.

- *Diphtheria* - a throat infection that can lead to breathing problems, paralysis and death.
- *Tetanus* - causes severe tightening of muscles, which can limit swallowing and breathing.
- *Pertussis* - (whooping cough) a contagious disease that causes violent coughing and makes it hard to breathe.

IPV (3+ doses) (last dose on or after the 4th birthday)

Protects against poliovirus. Can lead to paralysis and death.

MMR (2 doses)

Protects against measles, mumps and rubella.

- *Measles* - causes high fever and a rash; can lead to serious complications.
- *Mumps* - causes fever, headache and swelling under the jaw.
- *Rubella* - causes fever, rash and soreness or swelling of the joints.

Hepatitis B (3+ doses)

Protects against Hepatitis B virus that can cause liver disease, including cancer.

Varicella (2 doses)

Protects against chicken pox that can cause fever and an itchy rash. Can lead to skin infection, scars and pneumonia.

Other Recommended Vaccines

Hepatitis A (2 doses)

Protects against Hepatitis A virus that can cause fever, nausea and jaundice.

Influenza (1 dose annually)

Protects against flu that causes fever, tiredness, cough and runny nose. Can lead to pneumonia.

Vaccines for Children

Children may be eligible to receive free vaccines through the Vaccines for Children program before their 19th birthday.

Contact the Missouri Department of Health and Senior Services or your local public health agency to find out if your child is eligible.

INFORMATION FOR PARENTS

VACCINES FOR CHILDREN

GET HELP PAYING FOR YOUR CHILD'S VACCINES!

What is the Vaccines for Children Program?

The Vaccines for Children program is funded by the Centers for Disease Control and Prevention and provides free vaccines to children who qualify.

The Vaccines for Children program is designed to help protect all children against vaccine-preventable diseases. Unfortunately, many children are not vaccinated because their parents either do not have health insurance or their health insurance does not cover vaccines.

How does my child qualify?

Children are eligible to receive free vaccines before their 19th birthday who:

- are Medicaid-eligible;
- do not have health insurance;
- are an American Indian or Alaskan Native; or
- are underinsured.

How do I know if I am underinsured?

Underinsured is when a child has health insurance, but the plan:

- does not provide vaccine coverage;
- does not cover certain vaccines; or
- does cover vaccines, but has a fixed dollar limit or cap for vaccines.

Underinsured does not include those with an unmet deductible or who are unable to pay the deductible.

How much will I have to pay?

All vaccines are free through the Vaccines for Children program. However, parents may be charged a small fee by the doctor's office for an office visit and each immunization.

Talk to your doctor if you are unable to pay the fee.

Where can I get my child vaccinated?

The best place to take your child depends on where you live and your child's eligibility for the Vaccines for Children program.

If your child's doctor isn't a Vaccines for Children provider, take your child to the Local Health Department, a Federally Qualified Health Center or a Rural Health Clinic.

If your child is underinsured, you may receive Vaccines for Children vaccines at a deputized Local Public Health Department or a Federally Qualified Health Center or Rural Health Clinic. Contact your Local Public Health Department to find out if they are a deputized provider.

For more information about Missouri's Vaccines for Children program, visit www.health.mo.gov/immunizations or call 800.219.3224.



Vaccines aren't just for infants!

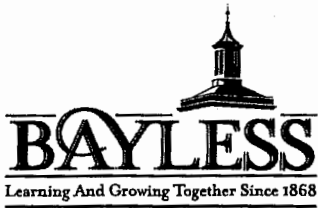
Immunization is the single most important way parents can protect their children against serious diseases.

Tetanus, Diphtheria, Pertussis (Tdap)	✓	✓	✓
Meningococcal Conjugate (MCV4)			✓
Human Papillomavirus (HPV)		✓ (3 doses)	✓
Influenza			
Hepatitis B	✓	✓	✓
Poliovirus (Polio)	✓	✓	✓
Measles, Mumps, Rubella (MMR)	✓	✓	✓
Varicella (Chickenpox)	✓	✓	✓
Hepatitis A	✓	✓	✓
Pneumococcal			

✓ Vaccine to be given if child is catching up on missed doses.

Missouri's immunization schedule is compatible with the current recommendations of the Advisory Committee on Immunization Practice (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). For more information, please contact the Missouri Department of Health and Senior Services, Bureau of Immunization Assessment and Assurance at 800.219.3224 or visit www.health.mo.gov/immunizations.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER Services provided on a nondiscriminatory basis.



**BAYLESS SCHOOL DISTRICT
CONFIDENTIAL MEDICAL HISTORY
2018-2019**

Student Name: _____ Date of Birth: _____ Grade: _____

Do you have health insurance? Yes _____ No _____

If yes, what is the name of your health insurance company? _____

Last physical exam within one year? Yes _____ No _____

Last dental exam within one year? Yes _____ No _____

IF YOU HAVE A COPY OF A CURRENT PHYSICAL, PLEASE GIVE IT TO THE NURSE.

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Please check any current **HEALTH CONCERNS** your child has:

- | | |
|--|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Ear Infections, Tubes, Hearing Loss |
| Food – Milk – Yes _____ No _____ | <input type="checkbox"/> Headaches/Migraines |
| Peanut – Yes _____ No _____ | <input type="checkbox"/> Seizures/Epilepsy |
| Other _____ | <input type="checkbox"/> Blood Disorders |
| Insect/animal _____ | <input type="checkbox"/> Liver Disease |
| Latex _____ | <input type="checkbox"/> Kidney/Bladder Disease |
| Medicine _____ | <input type="checkbox"/> Heart Disease: Restrictions? Yes ___ No ___ |
| Environment _____ | <input type="checkbox"/> Diabetes: Type 1 _____ Type 2 _____ |
| <input type="checkbox"/> Autism/Asperger's | <input type="checkbox"/> Scoliosis |
| <input type="checkbox"/> ADHD/ADD | <input type="checkbox"/> Positive Lead Level |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Menstrual Problems |
| BiPolar _____ OCD _____ ODD _____ Depression _____ | <input type="checkbox"/> Tuberculosis |
| PTSS _____ Anxiety _____ Tourette's _____ | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Eating/Nutrition Problems | |
| <input type="checkbox"/> Asthma | |

(If you have checked marked or put a 'Yes' next to any of these health concerns, please provide doctor's documentation.)

Does your child take any medicine on a scheduled basis? Yes _____ No _____

If yes, please list the medication and why it is given: _____

Please list any serious illness, operation, injury or handicap your child has had a history of: _____

EMERGENCY INFORMATION: In a medical emergency, I hereby authorize the school to make such arrangements as necessary, I also authorize the hospital/physician to perform necessary procedures. I understand that the cost of medical attention and ambulance are the responsibility of the parent.

Parent/Guardian Printed Name

Signature

Date

Telephone Number for Parent/Guardian

**PARENT PERMISSION FOR THE ADMINISTRATION OF
OVER-THE-COUNTER (OTC) MEDICATION
2018-2019**

CHILD'S NAME _____

ALLERGIES _____

DO NOT ADMINISTER THE FOLLOWING MEDICINE _____

AGE _____ **GRADE** _____ **SCHOOL** _____

As the parent or legal guardian of the above named child, I give permission for the school nurse associated with the Bayless School District to give non-prescription standing order medications to my child as needed (except for any specified on this form). This will be effective for the 2018-2019 school year only.

PARENT'S NAME _____

(please print)

PARENT SIGNATURE _____

DATE SIGNED _____



**BAYLESS SCHOOL DISTRICT
PARENTS PERMISSION FOR THE ADMINISTRATION OF
OVER-THE-COUNTER MEDICATION**

Under the direction of Dr. David Campbell of the IFM Community Medicine, the health team of Bayless School District is covered to give the following medications.

Listed below are nonprescription medications that the nurses can give to students only with written parent permission. We hope that using these medications, as needed, will reduce both absenteeism and student discomfort while in school. If a student needs routine medications, other arrangements should be made. Medications will be given in age/weight appropriate doses. You will be informed if nonprescription medications are given to your child.

Those medications in bold print are readily available in the school health rooms. All other medications listed will need to be supplied by the parent.

- **Acetaminophen** (Tylenol) for headaches
- **Ibuprofen** (Advil, Motrin) for muscle aches and pains, cramps, sinus pain
- **Maalox** (or comparable nonprescription antacid) in liquid or tablet form for upset stomach
- **Natural tears** (or any saline eye drops) for eye dryness and/or itching
- **Calamine or Caladryl lotion** (or generic) for itchy rash (not to be applied around the eyes)
- **Topical antibiotic ointment** for minor cuts and scrapes
- **Benzocaine Sting Wipes** for insect bites and stings
- **Topical Hydrocortisone Cream** for minor skin irritations and rashes (not to be used on the face)
- **Benadryl** (Diphenhydramine HCL) tablets or syrup for allergy symptoms
- **Loratadine** (Claritin) for allergies and sinus

The following medications may be used, but will not be supplied by the school district.

- Pseudoephedrine (Sudafed) for sinus congestion
- Visine Allergy Eye Drops for itchy eyes
- Cough Syrup (non-alcohol based, such as Robitussin) for dry cough
- Oragel (or generic equivalent) for temporary relief of mild toothache

Please fill out the attached form giving permission for these medications to be administered. It will become part of your child's health file. **If you do not want a certain medication given to your child, list the OTC medicine on the OTC Permission Card.** No nonprescription medications will be given to students whose parents do not complete and return the OTC Permission card.



Notes from the Bayless School Nurse

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 prevent 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 are some of the things you may notice with a cold. These symptoms are often annoying/irritating, but they 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.

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 are typical flu symptoms. Runny nose, sore throat, and cough are common as well. Your child should remain home from school until symptoms are improved and he/she has had no fever for 24 hours.

Strep Throat and Scarlet Fever- Strep Throat begins with a 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 he/she has had no fever for 24 hours. Many physicians will advise rest at home 1-2 days after strep infection also.

Vomiting and Diarrhea (Intestinal Viral Infections)- Stomachache, cramping, nausea, vomiting, and/or diarrhea, fever, headache, and body aches are typical symptoms of intestinal viral infection. Please make sure your child has eaten with no further vomiting or diarrhea, and has not had any symptoms during the night, before sending him/her to school the following day.

Pinkeye- Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, and crusted eyelids (especially on waking in am), not to be confused with seasonal allergy symptoms. This condition is extremely contagious; therefore, 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 have no more discharge 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.

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.

Elementary School Nurse Office
Junior High School Health Services Office
High School Nurse Office

314-256-8643 or 314-256-8623
314-256-8693
314-256-8663



Bayless School District
Parent Authorization for Prescription Medication Administration
2018-2019 School Year

Student name: _____ Date of Birth: _____ Grade: _____

Parent/Guardian name (print): _____

Telephone number Home: _____ Work: _____

Other person(s) to be notified in case of a medication emergency:

Name: _____ Telephone Number: _____

My son/daughter is currently receiving the following medications (to be completed if not in violation of confidentiality):

Medication name, dosage, and frequency: _____

Any special directions, signs to observe, side effects: _____

My son/daughter has the following food or drug allergies:

I am requesting the school nurse or designated school personnel to administer the medication prescribed by:

_____. (Prescribing Doctor) **NOTE THAT THE MEDICATION MUST BE BROUGHT TO THE SCHOOL NURSE IN ITS ORIGINAL AND CURRENT PRESCRIPTION BOTTLE WITH THE LABEL FROM THE PHARMACY.**

I give permission for my son/daughter to self-administer medication, if the school nurse determines it is safe and appropriate.

I request the above student receive this medication according to the prescription and any special instructions. I understand the information is confidential according to the Family Rights and Privacy Act (FERPA), and school personnel, needing to know, have access to this information. I agree to coordinate and work with school personnel and the prescriber if questions arise.

I understand I may cancel this request at any time, and/or retrieve the medication from the school at any time. I understand the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Parent/Guardian Signature _____ Date: _____

Relationship to student: _____

Address: _____



Parent(s) / Guardian(s) Name

Street Address

City State Zip

()

Area Code Telephone Number

Child's School District / Organization and School Name

St. Louis County Ordinance Chapter 628 (Rev. 2000) requires the completion of this form prior to school enrollment of children less than 72 months of age.

KINDERGARTEN LEAD SCREENING FORM

This is to certify that my child, _____, date of birth, _____:

Does Does not

_____ Routinely spend time in a dwelling which was constructed before 1978 and which has peeling, chipping or flaking paint.

_____ Routinely spend time in a dwelling which was constructed before 1978 and which is undergoing renovation likely to disrupt painted surfaces.

_____ Routinely spend time in the care of a person who works in a lead-related occupation or who has a lead-related hobby.

_____ Have a sibling, housemate or playmate that is lead poisoned.

___Yes ___No Is your home being renovated, repaired, or painted?

___Yes ___No Has your home been recently renovated, repaired, or painted?

This is to certify that my child:

_____ Has never been tested for lead poisoning.

_____ Was tested for lead poisoning on _____ (date), by

_____ (Name of physician).

Signature of Parent / Guardian

Date

PLEASE RETURN THE COMPLETED FORM TO:
Saint Louis County Department of Public Health
Lead Poisoning Prevention Program
6121 North Hanley Road
Berkeley, MO 63134

WHY SHOULD MY CHILD BE TESTED FOR LEAD POISONING?

- Lead Poisoning is a serious problem that can cause permanent problems for *any* child, especially children under 7 years of age (including unborn children).
- Children are more likely to be exposed to lead because they have more hand-to-mouth activity and because their bodies absorb more lead than adults. They do NOT have to eat paint chips to become lead poisoned.
- Virtually all children in the United States are at risk for lead poisoning because lead is widespread in the environment. Seventy to ninety percent (70%-90%) of homes in the St. Louis area contain lead-based paint.
- The American Academy of Pediatrics, the Centers for Disease Control and Prevention, and the Missouri Department of Health recommend testing **all** children at ages 12 and 24 months. If a child has never been tested, it is recommended that they be tested at any time until 72 months of age.
- Children with lead levels greater than 5 ug/dL are likely to have lower IQ scores, slower development, and more attention or behavior problems than children with lower levels. Large numbers of U.S. children continue to have blood-lead levels in the dangerous range. **It is important to know if your child is one of them.**
- Early testing allows for identification and treatment of children with lead elevations as well as identification and reduction of environmental lead hazards before permanent damage to the developing neurological system (among others) occurs.

WE LIVE IN A NEW HOUSE. HOW WOULD MY CHILD GET LEAD POISONING?

- Children who visit an older home of friends or relatives, or an older church, school or playground may be exposed to lead-based paint hazards.
- Children may be exposed because of the occupation or hobby of an adult in the home (*such as plumber, pipe fitter, industrial equipment operator, law enforcement, auto repair, printer, construction worker, gas station attendant, pottery making, target shooting, stained glass making, home remodeling, furniture refinishing, etc.*).
- Lead has been found in such things as imported mini-blinds, candles, dishes, and sidewalk chalk among other items.

WHAT ARE THE SYMPTOMS OF LEAD POISONING?

- Children with lead poisoning may have no physical signs or symptoms. They may complain about things such as headache or stomachache.
- Any developmental delay may be caused by lead poisoning.

HOW CAN I PROTECT MY CHILD FROM LEAD POISONING?

- A blood test is the only way to know for sure if your child has lead poisoning.
- Keep children away from areas with chipping or peeling paint.
- Make sure children wash their hands many times each day, especially before eating, before napping or bedtime, and after playing outdoors.
- Routinely wet-mop floors and damp-dust windowsills and other horizontal surfaces. Vacuum rugs while children are out of the room.
- Wash objects that infants and children frequently put in their mouths.
- Discourage children from putting non-food items in their mouths.
- Make sure your child eats properly. The child should eat at least three meals daily. An empty stomach more readily absorbs lead. Foods rich in iron and calcium help protect the body against lead. Foods high in fat increase the body's absorption of lead.
- Before beginning any household remodeling or repair, contact the Saint Louis County Health Department-Lead Poisoning Prevention Program for information on how to minimize the risk of lead exposure for your child.

HOW CAN I GET MORE INFORMATION?

Call the Saint Louis County Health Department—Lead Poisoning Prevention Program at (314) 615-5323.



**Bayless Elementary School
KINDERGARTEN QUESTIONNAIRE**

Student's Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: _____ Gender: M F Race: _____

DEVELOPMENTAL HISTORY AND HEALTH INFORMATION

List any serious illnesses, accidents, hospitalizations, or surgeries your child has experienced (include dates or ages).

Has your child had ear infections? NO YES If yes, how often? _____

Have you ever thought your child had a vision problem? NO YES

If yes, please explain _____

Please explain any SPEECH concerns? Does your student mispronounce words, leave off sounds in words, is difficult to understand?

Please explain any LANGUAGE problems you have noticed or are concerned about. Is your student able to ask and answer questions? Do they understand what you are saying?

Does your child have any physical conditions that would in any way restrict him/her in work or play, such as nosebleeds, asthma, diabetes, heart conditions, etc.?

Does your child have any allergies? NO YES

If yes, please explain: _____

If so, please list allergies: _____

SOCIAL DEVELOPMENT

Has your child participated in Parents as Teachers? NO YES

If so, is there any information that will help the teacher?

Has your child attended preschool? NO YES

If yes, where and how long? _____

How many days a week? _____

Full Days Half Days

Can your child read? NO YES

How often do you read to your child? _____

VERY HELPFUL INFORMATION FOR THE TEACHER

Are there any behavior concerns at home?

How do you discipline your child at home?

What kind of consequences are given?

Are there any academic concerns at home?

TRANSPORTATION

Will your child ride the school bus? NO YES

Will your child be in Childcare or with a Babysitter before/after school? NO YES

If yes, please provide the following information:

Name of Childcare Provider: _____

Address of Childcare Provider: _____

Telephone Number of Childcare Provider: _____

Hours your child will be in care: _____

Is there anything you feel the school or teacher should know about your child that was not included on this form?

Student's Name: _____

Teacher: _____

Please sign and return to your teacher by _____.

BAYLESS ELEMENTARY SCHOOL
Grades K-5
SCHOOL-PARENT-STUDENT COMPACT
2018-19

Bayless Elementary and the parents of students participating in Title I.A. activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

Bayless Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows:
 1. Retain highly qualified principals and teachers
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research
 3. Maintain a safe and positive school climate

- Hold parent-teacher conferences twice yearly to:
 1. Discuss the child's progress/grades during the first quarter
 2. Discuss this compact as it relates to the child's achievement
 3. Examine the child's achievement and any pending options at the end of the third quarter

- Provide parents with frequent reports on their child's progress as follows:
 1. Daily planner from the classroom teacher
 2. Monthly suggestions from the classroom teacher
 3. Mid-quarter report from the school
 4. Quarterly grade cards/reports sent home by the school

- Be accessible to parents through:
 1. Phone calls or person-to-person meetings
 2. Scheduled consultation before, during, or after school
 3. Scheduled school or home visits

- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities (if available) as follows:
 1. Listen to children read
 2. Help with classroom decorations, art projects, etc.
 3. Present a program on your culture, a different country, etc.
 4. Assist with holiday programs or parties, educational trips, etc.

→See next page

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

- Make sure they are in school every day possible
- Check that homework is completed
- Monitor the amount of television watched
- Volunteer in my child's classroom/school, if possible
- Be aware of my child's extracurricular time and activities
- Stay informed about my child's education by reading all communications from the school and responding appropriately

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will:

- Attend school every day possible
- Be respectful towards others
- Do my homework every day and ask for help when I need it
- Read at least 20 minutes every day outside of school time
- Give all notes and information from my school to my parent/guardian daily

Principal: _____ Date: _____

Teacher: _____ Date: _____

Parent(s): _____ Date: _____

Student: _____ Date: _____



Parents as Teachers Hancock & Bayless

As part of the Bayless School District, all families with children Prenatal- Kindergarten Entrance have the opportunity to participate in a free, researched based, home visiting program called Parents as Teachers. Below you will find out more about PAT to help you decide if this is the program for you.

What is Parents as Teachers (PAT)?

- ❖ Parents as Teachers is a parent education and family support program that serves families throughout pregnancy and until children enter Kindergarten.
- ❖ Family participation in the program is voluntary and services are provided free of charge.
- ❖ Services provided include:
 - Personal Home Visits
 - Developmental Screenings
 - Group Connections
 - Resources

What does a personal home visit look like?

- ❖ During the home visits we will discuss your child's development and any parenting questions that you have.
- ❖ Parent/guardians will engage in an activity with the child during our visit.
- ❖ There will be discussion about setting goals for your family.
- ❖ We will administer an annual developmental screening in your home for each child. We will have handouts for you and other resources that can help support your family.

To join our program you can fill out the attached form or enroll online by visiting the Hancock & Bayless Parents as Teachers website (<http://pat.hancock.k12.mo.us/>) and selecting Enrollment Form. Once you have entered the information a Parent Educator will be in contact with you to schedule your first home visit. You can also find us on the Bayless School District Website (<http://www.baylessk12.org/>) under the schools tab. For up-to-date PAT news, like us on Facebook (www.facebook.com/hancockbaylesspat) and Twitter (www.com/TigersPAT). If you have any questions, please contact the Hancock & Bayless PAT office at 314-657-9180.

Sincerely,

Paula Wright
Hancock & Bayless PAT Coordinator
9417 South Broadway
St. Louis, MO 63125
314-657-9180



**Parents as Teachers
Hancock & Bayless**

Enrollment & Recruitment Form

Family Information:

Address: _____

Phone Number #1: _____ Phone Number #2: _____

E-mail: _____ District: Hancock Bayless

Check all that apply: Free & Reduced Lunch WIC Food Stamps/SNAP TANF SS/Disability

Health Insurance? Y or N Private Medicaid

#1 Parent/Guardian's Full Name:

_____ Marital Status: _____

Language: _____ Speaks English? Y or N

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Last grade completed in school: _____

Currently Employed? Y or N Full Part

#2 Parent/Guardian's Full Name:

_____ Marital Status: _____

Language: _____ Speaks English? Y or N

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Last grade completed in school: _____

Currently Employed? Y or N Full Part

Siblings not enrolled in the program:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Other residents in the home:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Child(ren)'s Information:

Child #1 Full Name:

_____ Date of Birth: _____ Birth Weight _____

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Current medical conditions or concerns? Y or N

If yes, describe: _____

Child's healthcare provider: _____

Child #2 Full Name:

_____ Date of Birth: _____ Birth Weight _____

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Current medical conditions or concerns? Y or N

If yes, describe: _____

Child's healthcare provider: _____

Child #3 Full Name:

_____ Date of Birth: _____ Birth Weight _____

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Current medical conditions or concerns? Y or N

If yes, describe: _____

Child's healthcare provider: _____

Child #4 Full Name:

_____ Date of Birth: _____ Birth Weight _____

Race: _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Current medical conditions or concerns? Y or N

If yes, describe: _____

Child's healthcare provider: _____

SCHOOL YEAR: 2018-2019

BAYLESS TRANSPORTATION REQUEST FORM

ONLY ONE FORM PER FAMILY REQUIRED

(PLEASE PRINT)

STUDENT NAME (LAST, FIRST)

GRADE LEVEL 2018-19

HOME ADDRESS _____

CONTACT # OF PARENT/GUARDIAN _____

_____ NO, I DO NOT WISH TO HAVE TRANSPORTATION SERVICES

_____ YES, MY CHILD(REN) WILL RIDE THE BUS.

_____ AM only _____ PM only _____ Both

If not both, please describe transportation arrangements:

- Car Rider After School Child Care _____ (name of Day Care)
 Walker Sibling Pick-Up _____

IF REQUESTING STUDENT BE DROPPED BY THE BUS AT ANOTHER DISTRICT ADDRESS OTHER THAN HOME, PLEASE COMPLETE THE FOLLOWING:

NAME OF SITTER: _____

ADDRESS OF SITTER: _____

PHONE NUMBER OF SITTER: _____

Date: _____ Parent's Name (PRINT) _____

Completed by: _____

TRANSPORTATION OFFICE USE ONLY:

AMBUS # _____ BUS STOP# _____ PMBUS# _____ BUS STOP# _____

AMPCKPT _____ PMPCKPT _____

FOOD SERVICE MANAGEMENT *(Meal Charges)*

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

Students

1. A student may not accumulate more than five unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

FILE: EF-AP1
Critical

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated five unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates three unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.

2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle on the 15th of each month, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

FILE: EF-AP1
Critical

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 06/18/2014

Revised: 05/31/2017

Bayless School District, St. Louis, Missouri



Bayless School District

4530 Weber Road

Saint Louis, Missouri 63123

Phone: (314) 256-8600

Fax: (314) 544-6315

Birthday/Classroom Treats Grades K-8

Student safety is paramount in order for student learning to occur.

The Elementary and Junior High will not allow any treats to be brought into school. We have many students with severe food allergies. Parents may order treats from our school cafeteria. Chartwells Food Services verifies that the treats ordered through our cafeteria are safe for all students.

A treat order form can be found on the Bayless Elementary School Website (<http://el.baylessk12.org>).

Please know that parents are always welcome to send nonfood items such pencils or a book for the classroom library. Parents are also welcome to schedule time with a teacher to be a guest reader in their child's class.

We appreciate your assistance in helping us ensure all students enjoy a safe school environment.



Bayless School District Community Advisory Committees

Interested community members are invited and encouraged to participate in one of the district's Community Advisory Committees. They are Facilities (regarding the school district's safety, security, and facility concerns and Student Achievement (regarding the district's student achievement progress). The Board of Education also has an Audit Committee (regarding the school district's financial reporting processes, internal controls, and financial statements) and Wellness Committee (regarding student wellness, including physical fitness and nutrition). These committees meet four times a year. Please indicate if you would be interested in participating in any of the following committees and someone will be in contact with you.

- Audit Committee
- Facilities Committee
- Student Achievement Committee
- Wellness Committee

Student's Name: _____

Parent's Name: _____
(Please Print)

Phone: _____ Date: _____

Email: _____

Bayless School Calendar 2018-19

At-A-Glance

School Opens – August 15 (full day)

Last Day (with no weather days) – May 21



Student-Led/Parent/Teacher Conferences (in evening)

October 17 & 18

March 13 & 14

NO SCHOOL ON THE FOLLOWING DAYS:

September 3 – Labor Day

September 4 – Professional Development Day

October 8 – Professional Development Day

October 19 – Conference Compensation Day

November 6 – Professional Development Day

November 21-23 – Thanksgiving Holiday

December 24 – January 2 – Winter Break

January 21 – Dr. Martin Luther King Day

January 22 – Professional Development Day

February 18 – Presidents Day

February 19 – Professional Development Day

March 15 – Conference Compensation Day

March 18-22 – Spring Break

April 22 – Professional Development Day

May 27 – Memorial Day

School Building Hours

Early Childhood

Before Care 7:00 AM– 8:15 AM

Full Day 8:15 AM – 3:20 PM

After Care 3:20 PM – 5:30 PM

Half Day AM 8:15 AM – 11:15 AM

Half Day PM 12:15 PM – 3:15 PM

Elementary 8:15 AM – 3:21 PM

Jr. High 7:30 AM – 2:36 PM

High School 7:30 AM – 2:36 PM

Early Release Days – Grades K-5

(Dismissal 12:15 p.m.)

October 18

December 21

March 14

May 21

Early Release Days – Grades 6-12

(Dismissal 11:30 a.m.)

October 18 (conferences)

December 19, 20, 21 (exams)

March 14 (conferences)

May 17, 20, 21 (exams)

Weather Make-up Days

(If any days are missed due to inclement weather or other emergency, the following days will serve as possible make-up days.)

May 22, 23, 24, 28, 29, 30, 31, June 3, 4, 5

Mid-Quarter and Quarter End Dates

Mid Quarter ends – September 13 – progress reports home Tues. September 18

Quarter 1 ends – October 12 – report cards are received at conferences

Mid Quarter ends – November 15 – progress reports home Tues. Nov. 20

Quarter 2 ends – December 21 – report cards sent home in Elem. and JH; mailed home in HS

Mid Quarter ends – February 1 – progress reports home Tues. Feb. 5

Quarter 3 ends – March 8 – report cards are received at conferences

Mid Quarter ends – April 18 – progress reports home Tues. April 23

Quarter 4 ends – May 21 – report cards sent home in Elem; mailed home in JH & HS