



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

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 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. Regular attendance provides a more satisfying school life and stimulates progress in learning. Excessive absences, whether excused or unexcused, may affect the academic grade. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small group activities or class experiments. It is not possible to make up activities of this nature. Therefore, regular attendance is an important component of the educational process. Please try to schedule vacations, doctor appointments, etc. during breaks to keep attendance as regular as possible.

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

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

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

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

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

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

**TARDIES**

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

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

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

**ANIMALS**

Please do not bring animals on campus. Behaviors are unpredictable when animals are around a number of children.

**ARRIVAL & DISMISSAL**

**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, after 8:15 a.m., **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.

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 3:21 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 3:21 PM dismissal. Your cooperation in following these procedures will greatly improve the safety and flow of dismissal traffic.

### **INCLEMENT WEATHER PROCEDURES**

The Bayless School District will announce procedures for inclement weather (including school closing and early dismissal) on television stations – Channels 2 (KTVI/FOX), 4 (KMOV/CBS), and 5 (KSDK/NBC). Make sure to provide the office with your current email address and phone number 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.

On days that schools are dismissed early because of worsening weather conditions; television channels 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 3:21 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. The Salvation Army Gateway Citadel Corps Community Center (314-631-1133) also offers before and aftercare.

### **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. 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 (no balloons please).

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**

The first breakfast is provided free to all students. If after receiving the first breakfast a student chooses to take another, the cost is \$2.00. Lunch for students is \$2.90 (reduced lunch is \$0.40). Adult prices will be determined. Breakfast will be served in Elementary Cafeteria starting at 8:00 a.m. Students are expected to report to their classrooms by 8:15 a.m. The cafeteria is serviced by a contracted food service provider and offers a well-balanced breakfast and lunch. **Breakfast is served from 8:00 a.m. to 8:15 a.m.** Monthly menus are published on our website. Milk and juice are available for students bringing lunch from home. Parents/guardians are encouraged to send a check for the week or month made payable to Bayless if their student buys breakfast or lunch on a regular basis. A letter will be sent home the first week of school giving instructions on how to apply for the free and reduced breakfast/lunch program. Please list **ALL** children in the family on the application, even if all the children do not plan on participating in the program. A student may not accumulate more than five unpaid meal charges or charge a la carte items. See Policy EF-AP1 for more information. **No DoorDash orders for students.**

### **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 for school and the bus. Praise and reward systems are used for positive behavior and learning. Parents are encouraged to be supportive. We are a National School of Character and ALL students are expected to make good choices everyday. When disciplinary actions are required, students are always made aware of the unacceptable behavior and what consequence will follow. Parents will be contacted by an administrator.

### **DISTRICT BOARD MEETINGS**

Board Meetings are regularly held on the third Wednesday of the month at 6:00 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 all 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 displaced 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 Amy Ruzicka, Superintendent at: 4530 Weber Road, St. Louis, MO 63123; 314-256-8603;

### 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. Some field trips may have a cost associated with it.

### 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 1-5 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

**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 healthy 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**

**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;

- All medication (prescription and over-the-counter) to be given at school must be brought in by an adult so permission form can be filled out.
- **MEDICATION PERMISSION FORM** must be filled out and signed by parents for a student to receive any medication at school. Without the medication permission form, medications provided from home will not be given under **ANY** circumstances.

**A PHYSICAL EXAM** is required for all preschool students and recommended yearly for all students. All students participating in sports, dance and cheerleading are required to have a yearly physical and to provide the school with a copy. 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.

**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 vomiting and/or diarrhea has resolved for a full 24 hours without any fever-reducing medication. 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 screenings. 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. All visitors enter through the main front entrance and a valid ID is needed 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.

#### **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

Brilliant Borncho's: All special areas teachers in the school may nominate students that display our Portrait of a Graduate values.

Portrait of a Graduate Bracelet: Students displaying our POAG values may earn a bracelet with that specific core value from a staff member.

PBIS Bus of the Month & Class of the Month : Teachers nominate a bus and/or class who demonstrates 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 plans 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 ¾ of the replacement cost
  2. Fair ½ of the replacement cost
  3. Good ¼ of the replacement cost

### 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, etc, 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** will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the Raptor system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. are required to bring an ID and sign in with the office when entering the building. You will be escorted to the room or location you are visiting. 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 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 at the front of school, 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.

### 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 program. 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:** Staff use a variety of surveys and measures to make determinations for behavior interventions. 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 on 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.

### Student Discipline Handbook

At Bayless Elementary School, our primary focus is to provide a safe and conducive learning environment for all students. We believe that a well-defined student discipline code is crucial in achieving this goal. Our code is designed to promote positive behavior, encourage academic success, and uphold the well-being of everyone in our school community. We aim to establish a positive school culture that fosters mutual respect, responsible decision-making, and an appreciation for diversity.

The foundation of our student discipline code lies in the belief that discipline should be constructive and restorative rather than merely punitive. We believe in guiding students to make responsible choices and learn from their mistakes. Our approach centers on providing opportunities for growth and personal development while ensuring that the safety and productivity of the entire school community are maintained.

#### 1. Expected Student Behavior

At Bayless Elementary School, we expect all students to adhere to the following standards of behavior that align with our District Portrait of a Graduate Values:

**Respect:** Students are expected to be **Global Citizens** and **Collaborative Communicators** within the school community. This includes peers, staff, teachers, administrators, and visitors. Respectful behavior involves active listening, valuing different perspectives, and speaking and acting with kindness and consideration.

**Responsibility:** Students are accountable for their actions and conduct. This includes attending classes regularly, being punctual, and actively engaging in the learning process as a **Critical & Creative Thinker**. Submitting assignments on time and making an effort to excel academically are fundamental responsibilities of each student.

**Safety:** The safety and well-being of oneself and others are paramount in being a **Global Citizen**. Students must refrain from engaging in any behavior that endangers the safety or security of individuals or school property. This includes avoiding physical altercations and taking care to create a safe learning environment.

**Integrity:** Bayless Elementary School upholds the value of integrity in all aspects of student life. All students should be **Problem-Solvers, Critical & Creative Thinkers, Collaborative Communicators, and Global Citizens**. Through this Honesty, fairness, and ethical behavior are expected in academic work, social interactions, and extracurricular activities. Engaging in cheating, plagiarism, or any form of academic dishonesty is strictly prohibited.

**Inclusivity:** Our school community is diverse, and as **Global Citizens** we celebrate this diversity by promoting inclusivity and respect for all. Discrimination, harassment, or exclusionary behavior based on race, ethnicity, gender, religion, disability, or any other factor will not be tolerated. **2. Prohibited Behaviors:** Bayless Elementary School strictly prohibits the following behaviors and considers these as violations of our student discipline code:

**a. Bullying, Harassment, or Intimidation:** Any form of bullying, harassment, or intimidation, whether in person or online, is strictly prohibited. This includes physical, verbal, or cyberbullying. We have zero tolerance for such behavior and are committed to providing a safe and supportive environment for all students.

**b. Substance Use and Possession:** The possession, use, distribution, or sale of drugs, alcohol, or tobacco products on school premises or at school-sponsored events is strictly prohibited. We prioritize the health and well-being of our students and maintain a drug-free campus. This provision includes possession and use of vaporizers (vapes) in any form.





**c. Vandalism and Theft:** Vandalism, defacement, or damage to school property or personal belongings of others is unacceptable behavior. Theft, stealing, or attempting to steal from others will be dealt with firmly, and students will be held accountable for restitution.

**d. Physical Aggression and Violence:** Engaging in physical fights, assaults, or threatening behavior towards others is strictly prohibited. We promote and encourage conflict resolution strategies that do not involve violence and emphasize the importance of handling disagreements in a respectful and peaceful manner.

**e. Dishonesty, including Academic Dishonesty:** Maintaining academic integrity is fundamental at Bayless Elementary School. Cheating, plagiarism, or any other form of academic dishonesty is strictly prohibited and undermines the values of academic excellence and personal growth.

**f. Disruption of School Activities:** All students have the right to a focused and uninterrupted learning environment. Any behavior that disrupts classes, school events, or educational activities, and interferes with the learning of others, will not be tolerated. Students are expected to comply with directives from school staff and faculty promptly and respectfully. Refusal to follow instructions is not acceptable.

**h. Possession of Dangerous Items or Weapons:** The possession of dangerous items or weapons on school grounds is strictly prohibited and will be treated as a severe violation of our student discipline code. Any potential threat to the safety of our school community will be addressed promptly and seriously.

**i. Filing a False Report:** Filing a false report or making unfounded accusations against another student will not be tolerated at Bayless Elementary School. Intentionally providing misleading or false information in a disciplinary matter undermines the integrity of the school community and may result in disciplinary consequences for the individual responsible for the false report. Students are encouraged to come forward with genuine concerns or reports, and we emphasize the importance of honesty and integrity in all interactions.

**j. Horseplay:** While we understand that students may engage in playful behavior, horseplay that poses a risk to the safety of individuals or property is not acceptable at Bayless Elementary School. Any form of roughhousing, physical play, or practical jokes that could potentially harm others or disrupt the learning environment will be addressed with appropriate disciplinary actions. We prioritize the safety and well-being of all students and staff, and students are expected to exercise good judgment and self-control at all times.

**k. Not in Assigned Area:** Students are expected to be present in the area to which they are assigned during the appropriate time. Students that are not where they should be, risk detention(s) and other disciplinary action.

### **3. Disciplinary Actions:**

The disciplinary actions taken by Bayless Elementary School will be determined based on the severity and frequency of the violation, as well as the student's previous disciplinary record. The objective of disciplinary actions is to provide proportionate consequences that encourage students to learn from their mistakes and make positive choices. While administrators have discretion in assessing consequences, guidelines for consequences are set by board policy. Certain serious offenses may require notification to law enforcement. The range of possible disciplinary consequences includes, but is not limited to the following. Please note that Students might be restricted from activities or access to school property as disciplinary measures even if not suspended or expelled. Students may also lose honors or awards due to misconduct.

**a. Verbal Warning:** For minor infractions or first-time offenses, a teacher or staff member may issue a verbal warning to remind the student of the expected behavior and the potential consequences of further violations.

**b. Written Warning:** A written notification may be issued, outlining the details of the violation and the possibility of further consequences if the behavior continues.

**c. Parent/Guardian Conference:** In certain cases, involving parents/guardians in the resolution process is essential. A conference may be held to discuss the behavior, its impact, and potential solutions.

**d. Intervention Conferences:** When appropriate, restorative practices may be employed to address the harm caused by inappropriate behavior. This may involve mediation, conflict resolution, or community service to repair relationships and restore trust.

**e. Loss of Privileges:** For certain infractions, students may face temporary suspension from extracurricular activities, sports, or school events. This consequence is designed to provide an opportunity for reflection and personal growth.

**f. Detention:** Assigning after-school detention is an opportunity for students to reflect on their behavior and its consequences while remaining within the school environment. On more serious matters, Saturday detentions may be assigned.

**g. In-School Suspension:** In cases where removing the student from the regular classroom setting is necessary, in-school suspension may be implemented. During this time, the student will complete academic assignments under supervision of a teacher.

**h. Behavioral Contracts:** For recurring behavioral issues, a behavioral contract may be developed in collaboration with the student, parents/guardians, and school staff. The contract outlines specific behavioral expectations and the consequences of non-compliance.

**i. Suspension:** In more serious cases, temporary suspension from school may be necessary. During the suspension, students and parents/guardians will be required to attend a meeting to discuss the incident and create a plan for improvement. Suspensions of students up to 10 days in length may be imposed by the school administrator. Suspensions greater than 10 days in length may only be imposed by the Superintendent of schools. Suspended or expelled students are barred from attending district activities or being on district property unless authorized by the superintendent.

**j. Expulsion:** For severe or repeated offenses, the ultimate consequence may be expulsion, which results in the permanent removal of the student from Bayless Elementary School. Expulsion is a measure taken only after all other options have been exhausted.

### **4. Due Process:**

At Bayless Elementary School, we are committed to providing due process to students facing disciplinary actions. Due process ensures that students are treated fairly and that their rights are protected throughout the disciplinary process. The following due process protections are afforded to all students.

**a. Notice:** Students facing disciplinary action will be provided with clear and specific notice of the alleged violation. This notice will include the details of the incident,

the rule violated, and the potential consequences.

**b. Opportunity to Respond:** Students will have the opportunity to respond to the allegations and present their side of the story. They may provide relevant information or witnesses to support their case.

**c. Impartial Review:** The disciplinary process will be conducted by individuals who are impartial and not directly involved in the incident. This ensures an unbiased evaluation of the case.

**e. Appeal Process:** Bayless Elementary School will establish a clear and transparent appeal process for students and parents/guardians who disagree with the disciplinary decision. The appeal process will outline the steps and deadlines for filing an appeal.

#### **5. Reporting and Recordkeeping:**

All disciplinary incidents requiring interventions will be documented, and a record of the incident and actions taken will be maintained in accordance with relevant laws and district policies. Confidentiality will be maintained as required by law and district regulations.

#### **6. Reporting to Law Enforcement**

Any unlawful behavior occurring on district property will be reported to law enforcement as per Bayless School District policy. The principal must notify law enforcement and the superintendent if a student is found in possession of a controlled substance or weapon. The superintendent will also inform the relevant juvenile or family court if a student under its jurisdiction is suspended for more than ten days or expelled.

#### **7. General Application of Discipline Code**

The aim of this Code is to promote responsible behavior, respect, and to ensure smooth functioning of our schools. While it's impossible to list every potential offense, this Code outlines significant offenses and their corresponding disciplinary actions. Disciplinary measures might exceed this Code for unlisted offenses, aggravated circumstances, or combinations of offenses. Such decisions will be made by the principal, superintendent, or board of education, as permitted by law.

Acts that occur on district property, district activities on or off property, and off-campus conduct affecting the school environment fall under this Code. In exceptional cases, if the listed consequences seem unjust or not in the best interest of the district, the superintendent or designee may lessen them within the bounds of board policy and law.

### **Discipline Code Offenses in Plain Language**

#### **Prohibited Conduct**

Outlined below are descriptions of prohibited conduct along with potential consequences. Building-level administrators can adjust consequences as needed within the provided ranges. In addition to specified consequences, law enforcement will be notified and violations documented in the student's file as per law and board policy.

#### **Type I Infractions (More Serious)**

**Arson:** Initiating or attempting to ignite a fire, or causing or attempting to instigate an explosion.

**Assault:** Any act involving physical force such as hitting, striking, pushing, or causing or attempting to cause physical injury, making another person apprehensive of immediate physical injury, engaging in actions that create serious risk of death or serious physical injury, making physical contact knowing the recipient will find it offensive or provocative, or committing any act that qualifies as third or fourth degree criminal assault.

**Assault Involving Serious Harm or Death:** Knowingly causing or attempting to cause severe physical injury or death, recklessly causing serious physical harm to another person, or any act that qualifies as first or second degree assault.

**Automobile/Vehicle Misuse:** Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle when requested by school officials, failure to adhere to instructions given by school officials or established rules for parking or driving on school property.

**Bullying and Cyberbullying (refer to board policy JFCF):** Intimidation, unwanted aggressive behavior, or harassment that is repetitive or substantially likely to be repeated, causing a reasonable student to fear for their physical safety or property, interfering significantly with a student's educational performance, opportunities, or benefits, or disrupting the orderly operation of the school. Bullying includes physical actions, communication, or threats of reprisal for reporting such acts. Cyberbullying involves transmission of messages or images through an electronic device.

**Bus or Transportation Misconduct (refer to board policy JFCC):** Any offense committed by a student on transportation provided by or through the district.

**Disrespectful or Disruptive Conduct or Speech (refer to board policies AC and ACA for harassment or discrimination cases):** Verbal, written, pictorial, or symbolic language or gesture that violates district policy or is otherwise considered rude, vulgar, defiant, inappropriate in educational settings, or disruptive to school work, activities, or functions.

**Drugs/Alcohol (refer to board policies JFCH, JFCH-R and JHCD):** The possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation. The possession of drug paraphernalia, unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, counterfeit drugs, imitation controlled substances, and illegal drugs defined in section 202(c) of the Controlled Substances Act. The sale, purchase, or distribution of prescription drugs, alcohol, narcotic substances, unauthorized inhalants, counterfeit drugs, imitation controlled substances, and drug-related paraphernalia.

**Extortion:** Threatening or intimidating any individual for the purpose of acquiring money or anything of value.

**Failure to Care for or Return District Property:** Loss, failure to return, or damage to district property including books, computers, calculators, uniforms, and sporting and instructional equipment.

**Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences:** Violating the conditions of a suspension, expulsion, or other disciplinary action such as participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

**False Alarms (also see "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 causing fear, disrupting the educational environment, or causing evacuation or closure of district property.

**Fighting:** Engaging in mutual combat where both parties contribute to the conflict verbally or physically.

**Gambling:** Participating in any game where money or other items are or may be exchanged.

**Harassment, including Sexual Harassment (refer to board policies AC and ACA):** Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Unwelcome physical contact of a sexual nature or that is based on any of the aforementioned characteristics.

**Hazing (refer to board policy JFCG):** Any activity that might negatively affect the mental or physical health or safety of a student for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team. Hazing can occur even when all students involved are willing participants.

**Incendiary Devices or Fireworks:** Students are not allowed to possess, display, or use matches, lighters, or other devices used to start fires unless it's a part of an educational exercise and supervised by district staff. Possessing or using fireworks, explosives, or incendiary devices is strictly prohibited.

**Public Display of Affection:** Inappropriate consensual physical contact for the school setting such as, but not limited to, kissing and groping are not allowed.

**Repeated School Violations:** Students who continuously violate school rules, specifically Type II infractions, will be subject to disciplinary measures of Type I infractions as well as referral to the building CARE TEAM.

**Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material:** Students are prohibited from possessing, displaying, electronically or otherwise, sexually explicit, vulgar or violent material such as pornography or depictions of nudity, violence, or explicit death or injury, except for approved curricular material for its educational value.

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

**Technology Misconduct:** Unauthorized actions such as accessing a technology system or information without authorization, copying district files without authorization, or introducing disruptive programs onto district technology are prohibited.

**Personal Electronic Devices Usage:** Unauthorized use, display, or activation of 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, is not allowed.

**Unauthorized Entry:** Unauthorized entry or assisting unauthorized entry into district facilities, offices, lockers, or other areas that are locked or not open to the general public is strictly prohibited.

**Vandalism:** Willful damage or attempt to cause damage to real or personal property belonging to the district, staff, or students is prohibited.

**Weapons:** Possession or use of any weapon as defined in board policy or those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo is strictly prohibited.

**Theft:** Theft, attempted theft, or knowing possession of stolen property is not allowed.

**Threats or Verbal Assault:** Language or gestures that create a reasonable fear of physical injury or property damage are not tolerated.

**Tobacco Usage or Possession:** Possession or use of any tobacco products, electronic cigarettes (vaping products), or other nicotine-delivery products on district property, district transportation, or at any district activity is strictly forbidden.

**Tuancy:** Absence from school without the knowledge and consent of parents/guardians and the school administration, or excessive non-justifiable absences are prohibited.

### **Type II Infractions (Less Serious)**

**Academic Dishonesty:** This refers to cheating on tests, assignments, projects, or similar activities, plagiarism, claiming credit for someone else's work, fabricating facts, sources or other supporting materials, unauthorized collaboration, and facilitating academic dishonesty, among other academic-related misconduct.

**Dress Code (See Board policy JFCA and procedure JFCA-AP):** The Board balances individual student expression with student health and safety and maintaining an educational environment. Dress code procedures adhere to health and safety codes and comply with the law. Disruptive dress is prohibited. No dress or grooming rules will violate Title IX. Definitions and examples will be provided where possible.

**Disruptive Items:** Students should not bring items unrelated to instruction, such as portable media players, video games, toys, laser pointers, skateboards, roller blades, etc., unless authorized by school personnel. Unauthorized electronic devices will be confiscated and returned to the parent/guardian.

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

**Tardiness (see Board policy JED and procedures JED-AP1, JED-AP2, and JED-AP3):** Late arrival to school or class will lead to consequences as per the building/district procedures.