



Bayless High School

2023-2024

Student Handbook

**4532 Weber Road
St. Louis, MO 63123**

**High School Number: (314) 256-8660
High School Fax: (314) 544-6344**

Eric Lawrence
Principal

Dr. Alyssa Stock
Assistant Principal

Alex Johnson
Assistant Principal, Athletic Director

S.A.F.E. Schools Hotline: (314) 889-SAFE
Missouri School Violence Hotline: (866)748-7047
www.baylessk12.org

BAYLESS HIGH SCHOOL VISION

Bayless High School empowers students to be good, smart, and strong citizens by embracing our core values of respect and responsibility.

BAYLESS HIGH SCHOOL MISSION

Bayless High School graduates students who are critical thinkers and lifelong learners. Our rigorous curriculum, with its emphasis on reading, writing, speaking, and listening, prepares students to be college and career ready. We provide a safe and diverse learning environment where students are respectful and responsible citizens.

BAYLESS FIGHT SONG

Come on now, Bayless Bronchos,
Fall in line!
We're going to win this game
Another time!
And for the dear old school
We love so well,
And for the dear old team
We yell, we yell, we yell!
We're going to fight, fight, fight
With all our might!
We're going to win, win, win
This game tonight!
We're going to knock our rivals
Off their stride! Off their Stride!
Rah! Rah! Rah!

School Colors: Green and Gold
School Mascot: Bronchos

HIGH SCHOOL BELL SCHEDULE

First Period	7:30 – 8:20
Second Period	8:23 – 9:13
Third Period	9:16 – 10:06
Advisory	10:09 – 10:24
Fourth Hour	10:27 – 11:17
Fifth Hour	11:20 – 12:50
<i>1st Lunch</i>	11:20 – 11:48
<i>2nd Lunch</i>	11:51 – 12:19
<i>3rd Lunch</i>	12:22 – 12:50
Sixth Period	12:53 – 1:43
Seventh Period	1:46 – 2:36
PM Detention	2:41 – 3:35

AM staff supervision begins 15 minutes prior to the start of school and 15 minutes beyond dismissal for PM. Students staying beyond that time **MUST** be under direct staff supervision and remain with their activity sponsor, coach, or teacher.

ACADEMIC INFORMATION

COURSE REQUIREMENTS

ENGLISH LANGUAGE ARTS: Required: 4 credits, including ELA I, II, III, IV unless otherwise approved. Recommended for college bound: 4 credits, including AP Literature, AP Language, or College Composition I/II.

MATHEMATICS: Required: 3 credits including Algebra I, Geometry, Algebra II unless otherwise approved. Algebra Connections may be taken as the third math credit only when approved. Recommended for college bound: 4 credits, including Pre-Calculus, AP Calculus, or College Algebra.

SCIENCE: Required: 3 credits, including Principles of Physics, Chemistry, and Biology, unless otherwise approved. Recommended for college bound: 4 credits, including PLTW Biomedical, PLTW Environmental, AP Physics. PLTW Biomedical can replace 1 science credit.

SOCIAL STUDIES: Required: 3 credits, including World History, American Government, and American History. Passing both US and MO Constitution Tests are a state requirement for graduation. Students take Constitution tests in American Government class and must pass them to pass the class. Students also complete the Missouri Civics Initiative requirement in this course. Recommended for college bound: 4 credits, including DC American History, DC European History, DC/HS Psychology, DC/HS Sociology, or AP Government.

ADDITIONAL COURSES: Required: 1 credit – Physical Education, .5 credit – Health, .5 credit – Personal Finance, .5 credit – Career Choices and Technology

Students with disabilities must satisfy State and Bayless Board of Education requirements to graduate and receive a diploma. Required courses may be modified by the student's Individualized Education Plan (IEP). The IEP must include a clear statement of the modifications necessary in a particular course of study and designate the teacher responsible for evaluation and assigning of a grade. The students must complete all requirements as stated in the IEP.

Students with disabilities who reach age 21, or otherwise terminate their education, and who have met the district's attendance requirements but who have not completed the requirements for graduation, receive a certificate of attendance.

Pursuant to the Protection of Pupil Rights Amendment (PPRA) parents may inspect instructional material used as part of the curriculum, additionally under Board Policy IGAEB, parents have the right to inspect materials used in sexuality instruction. Parents may request information regarding the professional qualifications for their child's teacher or paraprofessional; refer to Board Policy GBL.

GRADING SYSTEM

Achievement in the various subject areas is indicated by the following marking scale:

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69	
A 93-97	B 83-87	C 73-77	D 63-67	F 59-0
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Honors, AP, College Now, and Dual Credit classes are on a weighted scale of 5.0. (Classes with a * on the transcript designate a weighted class)

GRADUATION REQUIREMENTS

Students must successfully complete the requirements for graduation from high school prescribed by the State Department of Education and by the Bayless Consolidated School District. **Students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance (Foreign Exchange Students only) in accordance with Board policy.**

Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses ten (10) working days prior to the graduation ceremony in order to participate in the ceremony. (See Board Policy IKF and IKFB)

To meet high school graduation requirements, students must accumulate **at least 24 credits**. They shall complete a program of study, which contains a distribution of credit as indicated in the chart below. Besides the proscribed number of credits, specific courses are required by the State of Missouri and/or by Bayless High School in core academic areas. For early graduation requirements please check the planning guide. Student's intention to graduate early must be in writing to the principal the semester of his/her anticipated leaving. All EOC's must be completed as required by BSD and the state of Missouri.

SUBJECT	CREDIT
ENGLISH LANGUAGE ARTS	4
MATHEMATICS	3
SCIENCE	3
SOCIAL STUDIES	3
FINE ARTS	1
PRACTICAL ARTS	1
PHYSICAL EDUCATION	1
HEALTH	0.5
PERSONAL FINANCE	0.5
FOREIGN LANGUAGE	*
ELECTIVES	7
TOTAL	24

*2 credits in Foreign Language recommended/required for college-bound students.

HONOR ROLL

Students receive recognition for high academic achievement through the Honor Roll. Honor Rolls will be posted in the building. Students attain Honor Roll status if they attain a 3.000 (weighted) grade point average for the semester with no "F's".

SCHOLAR/ATHLETE REQUIREMENTS

1. A GPA of 3.0 or above in the semester you participated in a sport. Fall sports are based on the first semester GPA. The Dance and Cheerleading squads will be based on first semester GPA. Winter sports are based on the second and third quarter GPA. Spring sports are based on the third quarter GPA.
2. No disciplinary referrals for the current school year.
3. Varsity lettered in at least one sport.
4. Advisement and/or reflection from the BHS Athletic Director.

SEMESTER FINAL EXAMS

Objectives

- To prepare students for college by helping all students develop the discipline necessary to go to college or enter the workforce.
- To allow students to realize that they need to prepare for more than just the “next test” and that knowledge has value other than just to “pass the class.”
- To expedite the “carry over” of knowledge from one class or subject to another.
- To assist teachers in evaluation of their effectiveness and ensure teachers are following the curriculum guide.

Semester Exams count as 20% of the Final Semester Grade.

Finals Exemption for Seniors: In classes where teachers grant senior exemption, students must meet the following requirements: 4 or fewer absences during the 2nd Semester; fewer than 10 Tardy/Late to school this school year; Earned a "B" grade or better in this class and no discipline infractions all year. **Finals are mandatory for courses taken for college credit and/or weighted grades.**

GUIDANCE AND COUNSELING CENTER

Calvin Kohler	Grades 10 and 12	256-8671
Erna Kadic	Grades 9 and 11	256-8672
TBD	MCAC College Adviser	256-8650
Melissa Godat	Registrar	256-8670

Through group meetings and individual appointments, counselors assist students with their educational and career plans. Some of the services include assistance in developing a personal plan of study, achievement testing, career exploration, and post secondary preparation. Students are also encouraged to make use of the Counseling Center resources to search for colleges, scholarships, part-time student jobs and summer enrichment programs.

Counselors welcome students and parents to the Counseling Center for confidential sessions regarding questions or problems that may arise, whether the concerns relate to school or to their personal lives. Students request time by signing up for an appointment in the Counseling Center; the counselor will send a pass requesting the student.

MISSOURI COLLEGE ADVISING CORPS (MCAC)

The mission of MCAC is to *Empower Missouri Students to Go to College and Succeed*. The MCAC adviser provides information and assistance with college planning, application, and financial aid processes. The adviser works with students one-on-one and in small groups to increase college enrollment through a variety of activities:

- Help students research and identify best-fit schools
- Organize campus tours, college planning workshops and college fairs
- Coordinate college representative information sessions
- Assist with FAFSA for financial aid and scholarships, ACT registration and fee waivers
- Help students complete admissions and scholarship applications
- Organize events to celebrate a college-going culture and student success

Students can meet with the MCAC adviser by appointment and on an as-needed basis.

ACT TEST DATES and BAYLESS HIGH SCHOOL CODE: 262927

Test Dates	Registration Postmark Deadline	Late Registration Postmark Deadline
September 9, 2023	August 4	August 18
October 28, 2023	September 22	October 6
December 9, 2022	November 3	November 17
February 10, 2023	January 5	January 19
April 13, 2023	March 8	March 22
June 8, 2023	May 3	May 17
July 13, 2023*	June 7	June 21

The ACT will be given at BHS. Bayless also offers prep courses/sessions through the MCAC College Adviser, Summer School, or classes. It is strongly suggested that students take the test three times during their junior year.

A+ SCHOLARSHIP PROGRAM

The A+ Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. Students must attend an A+ school for a minimum of 80% of high school, earn a 2.5 GPA, maintain 95% attendance, meet a mathematics assessment requirement and have good citizenship while in high school. To be eligible for the scholarship, students must also complete 50 hours of unpaid tutoring in a Bayless school. It is a universal expectation that all incoming freshmen sign up for this program. For more information contact the A+ program director, Mrs. Jon Robards 256-8660.

CLUBS AND ORGANIZATIONS

Art Club

This club's membership is open to all students. It encourages students to participate in activities which support the Bayless School District and the Bayless High School Art Program.

Band

Students who enroll in Band class must have at least one prior year of experience playing a band instrument. This group participates in required performances at several competitions and community events outside of the school day through-out the school year.

Bayless Theatre Company

This club's membership is open to all students. The purpose of the club is to produce quality theatrical performances, increase appreciation of theater, and develop student talents and skills.

Chess

BHS will participate in tournaments organized by the Gateway Chess League Tournaments on Saturdays from Oct. - March.

Choir

Students enrolled in choir class will participate in competitions and performances outside of the school day.

Color Guard

Instruction includes movement and equipment basics on flag, all rooted in dance. This group competes and performs with the Marching Band at multiple required competitions and community events during the fall season.

DECA

DECA is an association that provides opportunities for personal and professional development for marketing and management students. The Bayless DECA chapter is the showcase for student achievement and serves as the public relations agent for the cooperative occupational education program. DECA encourages civic responsibility through professional conferences, travel, chapter activities, school improvement projects, and support of community projects. It promotes competition and offers awards and recognition to members for outstanding accomplishments.

FBLA

The mission of Bayless FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs. With more than one-hundred competitive events, and hands-on business challenges, students receive unique experiences to help prepare for their future.

FCCLA

FCCLA is for CTSO students who have taken a Family and Consumer Sciences class at Bayless Schools. Students who are interested in competing in cooking, showing off their sewing skills, presenting a topic they are passionate about, educating the next generation and many more are eligible to compete in STAR, or Students Taking Action with Recognition events at the regional, state and national level. STAR Events offer individual skill development and application of learning through participation in any event.

HOSA

HOSA is the student club that affiliates with the PLTW Biomedical program of study. Students have multiple categories and opportunities to compete at the local and state level.

Library Club

The Library Club meets weekly during AcLab and is open to anyone grades 9-12. Library Club members select, read, and discuss one book each quarter. Members also advise the librarian on events, programming, and displays to promote literacy throughout the school.

National Honor Society

The National Honor Society is sponsored by the National Association of Secondary School Principals. Chapters and members are expected to be active in supporting the ideals of scholarship, character, leadership, and service. The National Honor Society's constitution requires that all students who are NHS members participate in a chapter service project that is consistent with their personal interests and abilities and work on that project throughout the school year. NHS is not just an "honorary" organization that selects students for the honor alone; members actively promote the ideals upon which selection is based.

ProStart

ProStart is a higher-level culinary arts course students may take to deepen their culinary skills. This class is to prepare students to go into the post-secondary culinary field, or straight into the field. Advanced techniques and skills are learned and utilized in the classroom and at regional, state and national competitions students may participate in. ProStart students are eligible for a CTSO completer certificate. They also have opportunities to compete in FCCLA and SkillsUSA competitions.

Scholar Bowl

Students will participate in head-to-head academic competitions with other schools about subject matter that includes multiple academic disciplines.

Student Council

Student Council sponsors numerous events throughout the school year. The Student Council's purpose, Constitution, and By-Laws are on file in the lead sponsor's room. Members of the Student Council consist of class representatives who are elected by procedures developed to promote the democratic ideals of BHS and our nation. Each spring, the Student Body President, Vice-President, Treasurer, and Secretary for the upcoming school year are elected. All students should become familiar with Student Council because its work affects every student.

TSA

The mission of Bayless TSA is to enhance personal development, leadership, and career opportunities in STEM, whereby members apply and integrate these concepts through intra-curricular activities, competitions, and related programs.

Yearbook

This year-long class produces the annual yearbook, and also requires time outside of school. An application must be filled out. (Grades 10-12)

ATTENDANCE

Regular daily attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school year in compliance with Missouri law. Student attendance responsibilities are to:

- Attend school for all days of the school calendar.
- Appear in class on time, prepared for academic endeavors.
- When absent, contact teachers to plan for makeup work. Students have at least one school day for each day's absence to fulfill the requirements for missed assignments.
- Complete work as assigned by the teacher when pre-authorized absence is requested.

Additional information regarding attendance policies can be found in Board Policy JED on the district website.

PROCEDURES FOR ABSENCES

Parents are responsible for providing documentation for all absences. Required documentation is a phone call on the morning of the absence, followed by a note the day the student returns. Calls should be made any time prior to 8:30 a.m., but preferably as early as possible. Upon the student's return, the parent must provide the office a signed note explaining the absence. Any doctor or dental visit should be verified by a note from the doctor's office.

Make up work: When a student is absent from school, regardless of the reason, it is the student's responsibility to contact his or her teachers to make arrangements for making up assignments, tests, etc., missed during the absence. Students who are absent three or more consecutive days may contact the high school office secretary by 9:00 a.m. to request missed assignments. This also applies to students who are suspended from school.

Notification by School: The school procedures for notifying parents of student absence are as follows:

- Parents will be mailed a notification letter on the 4th and 8th absence.
- Upon the eighth absence, a letter regarding potential loss of credit will be mailed to parents. The district social worker will also be notified.
- If a student accumulates excessive unexcused absences, the district social worker will take appropriate action, which may include parent contact, referral to Division of Family Services, or referral to Family Court for Truancy/Educational Neglect.

Excused/Unexcused: A student not in attendance is documented as absent no matter the reason. However, for legal purposes, the school has the responsibility of distinguishing whether an absence is excused or unexcused (see BOE policy JED-AP3)

With **official documentation**, the following absences are considered **excused**:

1. Doctor's/Dentist's visits
2. Hospitalization
3. Medical documentation of chronic health concerns or issues
4. Court dates
5. College visits (Juniors and Seniors are allotted two visits per year)
6. Funerals
7. Personal calamity (flood, fire, etc.)
8. In the event of catastrophic illness, long-term hospitalization or serious accident, notification of principal or counselor followed by documentation will be required.
9. Religious observances, with written excuse from parent.

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

1. Absences not reported or verified by the parent within 48 hours
2. Truancy
3. Over-sleeping
4. Running errands
5. Attending job interviews
6. Providing babysitting
7. Missing a bus
8. And/or any activity deemed unexcused by the principal

TARDINESS TO SCHOOL

This procedure is for students who are tardy to school in the morning. A student is considered tardy if he or she arrives in the classroom after the morning bell has rung. The student must report to the office for a late-to-school pass. Students will not be admitted to class unless they have a pass from the office.

- After every 4 times a student is tardy to school, a letter of notice will be sent to the parent. The letter will indicate the consequences assigned.
- After the 8th tardy, a letter will be sent home indicating further consequences to be assigned based on excessive tardiness.
- Upon the 12th tardy,, the district social worker and principal will take appropriate action. This may include a report to the Division of Family Services, Saturday Detention, and /or Thinkery /OSS. Notification of eligibility status sent to activities office.
- Upon the 16th tardy, the district social worker and principal will take appropriate action. This may include a report to the Division of Family Services, Saturday Detention, and /or Thinkery /OSS. Notification of eligibility status sent to activities office.
- A student who accumulates 20 tardies in a semester will likely have sanctions related to MSHSAA sport participation or other extra-curricular activities.
- A student who misses any class period without the consent of parents/guardians, or the HS office will be considered truant. This includes 1st hour and/or failing to sign in.

TARDINESS TO CLASS

Students who are delayed by a teacher or other staff member should have a pass to be admitted to class and not be counted as tardy. Students who do not have a pass and are less than ten minutes

late are counted tardy. A record is kept by each teacher of all students who are tardy to class through the student information system. Excessive tardiness (either due to length of time or number of tardies) will result in an office assigned detention, phone call home, and/or referral to the high school office for further disciplinary action.

SENIORS

In order for seniors to participate in the graduation ceremony and other senior activities, all seniors must complete the school year in their scheduled classes regardless of whether they are receiving credit. Lack of effort by any Senior in a scheduled class may result in loss of graduation privileges and senior activities. Seniors applying for colleges, universities, trade schools and jobs will be adversely affected due to truancy, tardies and lack of consistent effort. Seniors are encouraged to participate in job shadowing, college visits, or volunteer service in the community. These activities will require permission slips or other paperwork from seniors prior to completion. Assignments from missed classes are the responsibility of the Senior requesting off-campus activities. Advanced placement and/or college classes will require work on the student's part in order to maintain progress in the class.

SUSPENSIONS

A student who is suspended will be counted absent. However, suspensions imposed by the school administration do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism.

LOSS OF CREDIT PROCEDURES

Parents will be mailed a notification letter on the 3rd and 5th absence. Upon the eighth (8th) absence, a letter regarding potential loss of credit will be mailed to parents. Once a student exceeds eight (8) total absences per semester in a class, the student will be at risk of receiving a grade of "NC" unless the student was failing the course; then the grade will be an "F".

Before academic credit is permanently removed for excessive absences, a student will be afforded an appropriate due process hearing which is in accordance with Board Policy and state law. Parents will have the opportunity to appeal, in writing, the loss of credit. The letter of appeal must be submitted by the end of the current semester. The Attendance Review Committee will consider all documentation that had been provided to explain absences over the course of the semester. The committee may reinstate credit, may place the student on probation, or may uphold the loss of credit.

Absences and Extracurricular Activities: If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

Attendance Probation: This provision allows a student the opportunity to earn credit in the previous semester's class or classes, as long as the student meets or exceeds 90% attendance rate.

Advisory: Advisory is considered regular parts of the educational program students are expected to be in attendance and participate fully.

Truancy: Once a class has started, students are not to leave the room without permission from the teacher in charge. If a student arrives to a class 15 minutes late or more, that student will be considered truant from class.

Planned Absence: While the district discourages families from taking trips/vacations during the academic school year, it recognizes that at times this cannot be avoided. When a student will

not be in attendance due to a family trip/vacation, the student may be excused provided that:

1. The school is notified in advance of the absences (Complete a planned absence form)
2. The student obtains assignments in advance of the absence
3. All assigned work is turned in upon returning to school; extra days will not be given.
4. All tests, etc. are made up at the direction of the individual teacher.

Students may not be dismissed from school while state tests are being given. Absences beyond 8 may place a student in a "No Credit" (NC) situation.

EXCUSES FROM CLASS

High school students should not expect to be given excessive permission to go to the restrooms, use the telephone, etc. during a class period. Likewise, students are expected to bring all materials they need with them to class and should not expect to go to their lockers during the period.

ILLNESS OR INJURY IN SCHOOL

Whenever a student becomes ill or is injured in school, he/she is urged to get the proper care and treatment immediately. **In all cases the student must have a pass from a teacher for permission to go to the high school nurse or the office.** The nurse or office personnel will see the student and determine what should be done. Students are not to call parents. The nurse or office will handle the call. **Students who are ill or injured are not permitted to go home without parent approval.** The office or nurse will notify parents. In addition, students not permitted to go home unless someone is at home to provide necessary care. When returning to school after a contagious disease, the student must check with the nurse or present a note from a doctor before returning to class.

LEAVING CAMPUS

Under **NO** circumstances should a student leave campus without permission from the High School Administration. Emergencies: Parents will be notified for authorization to be granted.

POLICIES AND PROCEDURES **CELL PHONE USAGE**

Students must follow all cell phone procedures during the school day. Students who need to use the phone should request to do so in the High School Office. Parents who need to contact their child should call the school at (314) 256-8660 and a secretary will get a message to the student. **Students who use a cell phones outside of the designated times and spaces risk confiscation of the phone and disciplinary action.**

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. Dress is specifically addressed in Board Policy JFCA. Student dress and grooming is the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. 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.
5. 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 BHS

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:

- Clothing that shows undergarments
- Apparel with inappropriate language, sexual innuendo, pictures or symbols
- Apparel which displays pictures/words associated with tobacco products, alcoholic beverages, or other drug(s) use(s) or other disruptive messages
- Hats, sunglasses, bandanas (hats, hoods, must be taken off when entering the building)
- No blankets should be brought to school and none may be used within BHS.

EMERGENCY DRILLS OR SITUATIONS

Students have three very important precautions to remember during an emergency drill or situation:

- Remain calm and quiet at all times;
- Carefully follow the directions of the teacher/staff;
- Move quietly and quickly without pushing or shoving.

In the event of an emergency situation, parents should tune in to the local media for the latest information. The District all-call system will be used to give parents information and instructions regarding the situation. The local media and District all-call system will provide information regarding school cancellation or early dismissal.

INCLEMENT WEATHER

In the event of inclement weather information on school closing will be aired on local radio stations, posted on the District website, and emailed and/or texted to parents who sign up for Bayless E-news, Twitter, and through Infinite Campus. It is not necessary for students/parents to call the school during inclement weather cancellations.

LIBRARY/MEDIA CENTER REGULATIONS

The library/media center exists for the benefit of all students and teachers. It is the goal of the Board of Education to provide circulating material, reference resources, and electronic media to meet or supplement the needs of the students and teachers in the school system. (See also Board Policy IIAC). It must operate in an organized, orderly manner if it is to serve its purpose fully. Students who come to the library must assist in maintaining an atmosphere conducive to

learning. Students are expected to spend all their time working on academic tasks. All materials taken from the library must be charged to the student. All print materials may be checked out for two weeks. Electronic devices and other non-print materials may be checked out to students, but must be returned by the end of the school day.

LOCKER USAGE

The lockers in the high school are the property of the Bayless Consolidated School District and are provided to students as a convenience so students may store books, coats, and other school supplies. All lockers are secured with a lock purchased from the high school. Only locks sold by BHS may be used on BHS lockers. All lockers and desks remain the exclusive property of Bayless School District and are subject to periodic inspection without notice at the discretion of the district administration. Lockers and desks may be searched by school administrators who have a reasonable suspicion that the locker or desk contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school personnel. Additionally, district administration may use specially-trained animals to sniff for illegal substances in/on school property. Student property may be searched based on reasonable suspicion, randomly, or due to a violation of rules, policy or law.

LUNCHROOM ETIQUETTE

Good conduct is an absolute necessity during lunch period. Loud talking, pushing and shoving, throwing of food or anything, and leaving the tables, chairs, and floors untidy are strictly forbidden. Students must remain in the cafeteria unless they are using the restrooms (pass required) or purchasing beverages. Students may go to the library (pass required). See Policy EF-AP1 related to meal charges and food service management within Bayless School District.

PARKING PERMITS

Due to the limited parking facilities, parking is limited to those who have a parking permit. Permits will be issued according to the necessity of having a car at school. Students in grades 11 & 12 who wish to file an application for a permit may do so in the high school office. Several parking areas are reserved for Bayless District staff members and are not available for student use. Students can be ticketed for parking anywhere on campus other than the assigned student parking spot. Students who park without a permit in the proper location will first be asked to move their vehicle (off campus). Subsequent offenses will include consequences according to the student handbook (insubordination/defiance or loss of parking privileges)

PBIS UNIVERSAL EXPECTATIONS

BHS has implemented a school-wide Positive Behavior Interventions and Supports (PBIS) system to facilitate the teaching of positive expectations for behavior. The entire faculty and student body receives active instruction in positive social and behavioral skills throughout the school year. The “Bayless Way” of ***Respect and Responsibility*** is at the core of all positive reinforcement, as well as consequences in teaching effective and appropriate behaviors. Our Universal Expectations are:

- **Respect** yourself, others and property.
- Take **Responsibility** for your Learning and Behavior.
- Follow **ALL** Classroom **Procedures**.
- Be **Positive!**

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program. The following are some, but not all, of the items which students may not have and/or use at school: squirt guns, toys that are distractive, matches, lighters, dangerous objects, and weapons/simulated weapons.

In the event it becomes necessary to conduct a search for contraband material to ensure the safety of student(s) and the maintenance of an appropriately academic atmosphere, it will be done in accordance with district policy.

Students using prohibited materials at any time during the school day risk confiscation of the item(s) and possible further disciplinary action. We strongly urge you not to bring these expensive items to school where they can cause distractions not only from use, but also due to risk of loss.

Bayless High School is not responsible for lost, misplaced, or stolen items.

RULES AND REGULATIONS FOR SCHOOL DANCES

1. At any school dance, each student may invite one outside guest. Outside guest permission forms must be completed and turned in before tickets/reservations are made. Photo identification is required for outside guests. Guests must be a high school student or older, but under the age of 21. Those over the age of 21 who wish to attend Prom may do so only with administrative approval. Criminal record checks will be used to establish "acceptable" citizenship. Open cases or convictions may render a guest ineligible to attend a BHS Prom or Dance/function.
2. The mode of dress as determined by the group sponsoring the dance shall be strictly enforced.
3. All school policies and guidelines are in effect at school dances. Discipline consequences will be assigned consistent with the normal school day.
4. Students will be permitted to leave the building during the course of the dance but will not be allowed to return.
5. Students are required to attend a full day of school on the Friday prior to a Saturday dance. Students may not be suspended the day of the event or on the Friday immediately prior to a Saturday event. Administration will review extenuating circumstances.
6. For the Junior-Senior Prom, the following additional rules apply:
 - a. No person will be admitted without appropriate reservations.
 - b. All reservations must be made during the time designated each year; there will be no changes or refunds made after reservations close.
 - c. Only one guest from outside the Junior or Senior Class may be invited as a guest by a junior or senior student to attend Prom.
7. Additional rules may be specified for events when tickets go on sale

GUIDELINES FOR DANCE COURT CANDIDATES

In order to be considered for a dance court, any nominee – male or female – must meet the following criteria:

- Nominees must have at least a 2.0 cumulative GPA and have attendance of 90%
- Students must be of good moral character. This means they have not been suspended OSS for any reason during the current school year.
- Nominees currently on probation for student conduct sanctions will not be eligible.
- Nominees must have passed 6 of 7 classes in the semester preceding the dance.
- Nominees must be currently enrolled in at least 6 full-time classes at Bayless High School (or in combination with South County Tech, College Now, or CAPS)
- Nominees must be an active member of an extracurricular school activity (sports, band, drama, choir, flags, poms, student council, etc.).

Failure to meet any of these guidelines will automatically disqualify any student, regardless of a nomination.

SPECIFIC DANCE GUIDELINES

Homecoming: There will be 8 senior candidates (4 Female/Queen and 4 Male/King) and one female and one male from each the freshman, sophomore and junior classes.

Prom: The court will consist of no more than 8 individuals (4 Female/Queen and 4 Male/King). Homecoming King and Queen will not be eligible for Prom Court.

SCHEDULE CHANGES

No student-generated schedule changes will be permitted after the third day of the first week of the semester. Students are encouraged to refer to the Educational Planning Guide on the BHS website. It lists all of the courses offered, with brief explanations of their content, along with the promotional policy, graduation requirements and other topics related to the academic program. Students should consult with their guidance counselor for further information and assistance in planning their individual career and academic plan.

SCHOOL SUPPLIES

Textbooks, workbooks, and other educational materials will be furnished for each student. Students are to furnish their own supplies such as paper, pens, pencils, notebooks etc. In classes such as Art, Business, Family and Consumer Science, and Practical Arts students will be furnished with materials needed in the basic learning processes. However, students in these courses must pay for or furnish all supplies and materials to be used on projects which are to become their personal property. Students should be prompt and diligent in bringing necessary supplies to class, for regular failure to do so can not only result in failing grades for them, but also result in interference with normal class progress. Please contact your advisor or the office if you need help related to supplies.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with a superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of

Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal. (Board policy JFH)

TEXTBOOKS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action. (See also policy JFCB.)

Fines are assessed at the end of the year for damaged and lost textbooks.

1. For any textbook lost or damaged beyond repair – full cost of the book.
2. For any textbook not new this year that is damaged, 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 school year.
 - “Good” - $\frac{3}{4}$ of the original price
 - “Fair” - $\frac{1}{2}$ of the original price
 - “Poor” - $\frac{1}{4}$ of the original price.
3. For any textbook requiring rebinding due to misuse or abuse (torn covers, broken backs) - \$15.00.
4. For any damage done to a textbook beyond normal wear and tear and not requiring rebinding, a fine of \$5.00 or more is charged.

Students who lose a textbook during the school year run a serious chance of being without a book for the remainder of the school year. The teacher will issue a new textbook after the student has paid for the lost book, providing an extra copy of the textbook is available based on supply.

TECHNOLOGY USAGE

No student will be given access to the district’s technology resources until the district receives a ***User Agreement*** signed by the student and the student’s parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign 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 district technology by the superintendent or designee in unusual situations. It is the student’s responsibility to familiarize him/herselves with the district policy on proper technology usage. This information is available in the high school office and is on the Bayless Web Page:

<http://baylessk12.org>

CONTENT FILTERING AND MONITORING

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

VIOLATIONS OF TECHNOLOGY USAGE

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline of suspension of privileges at that of an actual violation. At no time is there an expectation of privacy in the use of district computers or other district technology. (see Board policy EHB).

TRANSPORTATION FOR SCHOOL ACTIVITIES

Students who are directly involved in a school activity away from school in most cases will be transported in vehicles supplied by the school, both to and from the activity program. Only the high school principal may waive this requirement.

VISITORS

Parents and patrons are encouraged to visit. All visitors must report to the main office upon entering the building to sign in and receive a visitor's pass. Students are not allowed to bring guests to school, including friends, relatives, and children. Persons who are not BHS students or staff should not be in the hallways without a visitor/guest badge and may be deemed trespassers.

DISCIPLINARY GUIDELINES

The principal and staff recognize that a modified approach may be necessary due to legal restrictions, age, disability, and understanding and maturity level of students. For severe infractions, the principal may bypass initial steps and impose a stronger consequence. The following list of consequences represents guidelines for various infractions. The administrator may assign more severe consequences if in their judgment it is warranted.

Bayless School Board Policy JG, JG-R1, JG-R2, JGA, JGB, JGD, JGE, and JGF specifically address the subject of student discipline. This handbook digests those policies into a condensed form. Please refer to those policies for exact and more specific information. We urge you to view those policies on the District's website.

STUDENT DISCIPLINE

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

off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. Teachers may assign up to 3 PMD's for classroom managed behaviors.

REPORTING TO LAW ENFORCEMENT

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

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

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

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

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

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

If the student violates this prohibition he or she may be suspended or expelled in accordance with the offense, **"Failure to Meet Conditions of Suspension, Expulsion, or other Disciplinary Consequences."**

THE THINKERY

The Thinkery is an alternative to out-of-school suspension and will be used at the discretion of the BHS administration. Based on the severity of the behavior, BHS administration may convert all, a portion thereof, or no days as an ISS placement when the BOE code of conduct indicates out-of-school suspension. Students placed in The Thinkery will complete academic assignments, and character education lessons/requirements, with an emphasis on restorative justice (correcting the wrong behaviors through actions). **NOTICE OF NON-DISCRIMINATION**
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.

SCHOOL DISCIPLINE

At Bayless High 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 High School, we expect all students to adhere to the following standards of behavior:

Respect: Students are expected to treat all members of the school community with respect. 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. 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. 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 High School upholds the value of integrity in all aspects of student life. 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 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 High 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 High 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 High 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 High 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 High 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 High School. Expulsion is a measure taken only after all other options have been exhausted.

4. Due Process:

At Bayless High 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 High 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.

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.

Truancy: 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.

HOMELESS COORDINATOR

Jennifer Nelson, District Homeless Coordinator
4530 Weber Road, St. Louis, Missouri 63123 (314) 256-8615

Bayless School District has an obligation to provide instruction to homeless students or help homeless students return to their previous school as appropriate. For additional information see Board Policy IGBCA.

STUDENTS IN SPECIAL EDUCATION

Students receiving special education services will be disciplined in the same manner as other members of the student body except as noted on the student's Individualized Education Plan. In cases where special education staffing will be held to determine whether the infraction was related to the student's handicap and to recommend disciplinary alternatives, if any, a committee on conduct will meet to discuss staffing recommendations within a 10-day period of the student's infraction.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records maintained by the Bayless School District. These rights are:

1. The right to inspect and review the student's educational records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent 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, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want to change and specify why it is inaccurate, misleading or a violation of the student's privacy. 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. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another 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 to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information **without** first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

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

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

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

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.

STUDENT SURVEYS

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy.

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

For additional information see Policy JHDA.

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 and 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 instructed 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.



Bayless High School

2023-2024

Student Handbook and Agenda

My signature on this page indicates that I have received, read and understand the Student Handbook and Agenda and shared (or will share) all information with my parent/guardian. I further agree that should I lose my Student Handbook and Agenda - I will inform my advisor immediately (or the HS Office) to obtain another copy. I understand the first copy is provided free of charge, yet, additional copies may carry a fee to cover the cost of the book.

Student Name (please print) **Required**

Student Signature **Required**