

Bayless Junior High School 2024-2025



Student Handbook and Agenda

4530 Weber Road
St. Louis, MO 63123

Junior High School Number: (314) 256-8690

Junior High School Fax: (314) 544-6326

Daniel Bieser
Principal

Dr. Andrew Mertens
Assistant Principal

This Agenda Belongs To:

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

www.baylessk12.org

Bayless Junior High Mission

The Mission of Bayless Junior High School is to create a safe and nurturing environment where all children will learn to become respectful, responsible, and kind.

As a National School of Character, we believe diversity builds character and strength, knowledge enhances freedom and opportunity, and commitment leads to success.

Bayless Junior High Touchstone

At Bayless Junior High we take the high road.
 We take pride in our school.
 We use kind words and actions, listen thoughtfully, and stand up for ourselves and others.
 We show respect and take responsibility for our learning.
 We are Bayless Junior High!

Bayless Junior High School Philosophy

Bayless Junior High School is dedicated to the intellectual, physical, social and emotional development of students during the transition from childhood to adolescence. We recognize the uniqueness of these students and strive to provide programs that are centered on their needs.

A core of academic courses complemented by a program of exploratory activities is essential. These courses and programs are primarily designed to allow active participation and result in positive educational experiences. Through these experiences, our students will leave Bayless Junior High as problem solvers, critical and creative thinkers, collaborative communicators, and global citizens.

Bayless Junior High School believes that a positive educational climate that is conducive to the needs of the early adolescent will provide a transition between the self-contained elementary and the departmentalized high school. This is a place for each child to grow as a person while learning responsibility and consideration for him/herself and others.

Education is a lifelong process, and we are committed to helping children develop learning skills as well as teaching them to adapt to change. At Bayless Junior High School, we value the learner as well as what is to be learned.

“Be Respectful, Be Responsible, Be Kind:” are the Bayless Junior High School core values. Conscientious practice and living by the Bayless Junior High Touchstone produce students who have an intrinsic desire to be **smart, good, and strong.**

Behavior Log (Date and Reason for Each Signature)

Quarter 1	Signature 1 Warning	Signature 2 Re-Taught Expectations	Signature 3 Parent/guardian phone call by teacher Parent/Guardian Signature	Signature 4 Parent/guardian phone call by teacher and PMD assigned	Additional Signatures result in teacher & admin calling parent/guardian and PMD assigned
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Lunch					
Period 6					
Period 7					
Transitions					

Student Name _____

Quarter 2	Signature 1 Warning	Signature 2 Re-Taught Expectations	Signature 3 Parent/guardian phone call by teacher Parent/Guardian Signature	Signature 4 Parent/guardian phone call by teacher and PMD assigned	Additional Signatures result in teacher & admin calling parent/guardian and PMD assigned
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Lunch					
Period 6					
Period 7					
Transitions					

Quarter 3	Signature 1 Warning	Signature 2 Re-Taught Expectations	Signature 3 Parent/guardian phone call by teacher Parent/Guardian Signature	Signature 4 Parent/guardian phone call by teacher and PMD assigned	Additional Signatures result in teacher & admin calling parent/guardian and PMD assigned
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Lunch					
Period 6					
Period 7					
Transitions					

Student Name _____

Quarter 4	Signature 1 Warning	Signature 2 Re-Taught Expectations	Signature 3 Parent/guardian phone call by teacher Parent/Guardian Signature	Signature 4 Parent/guardian phone call by teacher and PMD assigned	Additional Signatures result in teacher & admin calling parent/guardian and PMD assigned
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Lunch					
Period 6					
Period 7					
Transitions					

**Bayless Academic Advising
Goal Sheet—1st Quarter**

Student Name	Grad Year
Advisor	Room #

Academic Goal

Modify/Adapt/Change the Goal

Behavioral/Social/Family Relationship Goal

Modify/Adapt/Change the Goal

Extracurricular Goal

Modify/Adapt/Change the Goal

Date Set

Initials

Date Met

Initials

Bayless Academic Advising Reflection

First Quarter

**Bayless Academic Advising
Goal Sheet—2nd Quarter**

Student Name

Grad Year

Advisor

Room #

Academic Goal

Modify/Adapt/Change the Goal

Behavioral/Social/Family Relationship Goal

Modify/Adapt/Change the Goal

Extracurricular Goal

Modify/Adapt/Change the Goal

Date Set

Initials

Date Met

Initials

Bayless Academic Advising Reflection

Second Quarter

**Bayless Academic Advising
Goal Sheet—3rd Quarter**

Student Name

Grad Year

Advisor

Room #

Academic Goal

Modify/Adapt/Change the Goal

Behavioral/Social/Family Relationship Goal

Modify/Adapt/Change the Goal

Extracurricular Goal

Modify/Adapt/Change the Goal

Date Set

Initials

Date Met

Initials

Bayless Academic Advising Reflection

Third Quarter

**Bayless Academic Advising
Goal Sheet—4th Quarter**

Student Name

Grad Year

Advisor

Room #

Academic Goal

Modify/Adapt/Change the Goal

Behavioral/Social/Family Relationship Goal

Modify/Adapt/Change the Goal

Extracurricular Goal

Modify/Adapt/Change the Goal

Date Set	Initials	Date Met	Initials
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Bayless Academic Advising Reflection

Fourth Quarter	

GENERAL INFORMATION

Bell Schedule

- Advisory: 7:30-7:49
- 1st hour 7:52-8:41
- 2nd hour 8:44-9:33
- 3rd hour 9:36-10:25
- 4th hour 10:28-11:17
- 5th hour 11:20-12:50
 - 1st lunch 11:20-11:48
 - 2nd lunch 11:51-12:19
 - 3rd lunch 12:22-12:50
- 6th hour 12:53-1:43
- 7th hour 1:46-2:36

School Hours

Students who arrive early to school may remain either outside, in the Junior High entry foyer or the cafeteria between 7:00 AM and 7:15 AM. Students will be permitted to enter the gym at 7:15 AM and wait there until the first bell rings at 7:25 AM. The first class of the day begins at 7:30 AM. Afternoon dismissal is at 2:36 PM. Students needing help, using the library, assigned a detention or those participating in an activity are welcome in the building under staff supervision. All other students are expected to be out of the building and off campus by 2:40 PM. The Junior High School staff is not available to supervise prior to 7:00 AM or after 2:50 PM unless previously arranged. The Junior High School office hours are 7:00 AM – 3:30 PM.

Emergency School Closure

If it is necessary for the school to close due to inclement weather or for any other reason, local radio and television stations and social media will carry this information, and notification will be sent out through the school’s student information system assuming all family information contained in the system is accurate. It is **not** necessary to call the school.

Student Absences and Excuses

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record because of the direct relationship between school attendance and grades, citizenship and success in school. The building administration is responsible for supplying information to parents/guardians in regard to student

absence and for submitting attendance information to the Superintendent's Office.

As directed by the Board, the procedures contained below will be used to implement the district's attendance policy.

Attendance: Regular daily attendance is critical 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 junior 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 notified of their student's absences.
- Upon a student dropping below 90% attendance, a letter regarding attendance 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 a written excuse letter from the student's parent/guardian.

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 notice will be sent to the parent. The notice will indicate the consequences assigned.
- After the 8th tardy, a notice will be sent home indicating further consequences to be assigned based on excessive tardiness.
- Upon the 12th and each subsequent group of 4 tardies, the district social worker and principal will take appropriate action. This may include Saturday Detention, and /or Thinkery /OSS. Notification of eligibility status sent to activities office.
- Upon the 16th and each subsequent group of 4 tardies, 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 other extra-curricular activities.
- A student who misses any class period without the consent of parents/guardians, or the BJHS office will be considered truant. This includes reporting to 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. If a student is more than 10 minutes late to class, a referral will be entered into the school 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 a referral to the junior high school office for further disciplinary action.

Suspension

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.

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 junior 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 are not permitted to go home unless someone is at home to provide necessary care, unless parents provide permission. 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.

School Counseling Services

School Counselors are provided to assist students in career exploration and growth, personal growth, social development, educational planning and development, along with healthy choices. The counselors will work with students individually and in groups and often pass along information through the faculty through advisory curriculum. Except in emergencies, students should seek counseling services at times which least interfere with their class work. Parent calls and appointments are always welcome.

Excuses From Class

Bayless Junior 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.

Leaving Campus

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

Visitors

All visitors must report to the main office upon entering the building. Students are not allowed to bring guests to school; including young children or siblings. Persons should not be in the hallways without a visitor/guest badge. All others will be considered trespassers.

Cafeteria

Breakfast is served each morning for those who want it in the Junior High School Cafeteria beginning at 7:00 AM. Complete school lunches are also served along with an array of individual food items that may be purchased separately in the JH cafeteria. Free and reduced lunches are provided for families who qualify. Applications are available in the BJH office. The cost of breakfast is \$2.00 and .30 cents for reduced. The cost of lunch is \$3.05 and .40 cents for students qualifying for the reduced rate.

BJH uses an automated lunch purchasing system by which students deposit money in the morning before school in drop boxes located in the Junior High office. At lunch, students use an assigned PIN number that should be kept confidential to purchase food items. Their purchases are deducted from the balance of funds in their account. Students are responsible for remembering their PIN number. Money must be deposited before 8:30 AM to be used to buy lunch on the same day. Funds deposited after 8:30 AM will be available for use on the next school day. **Students are not allowed to carry negative balances in their respective meal accounts.**

Cafeteria Procedures

No food or drink is to be taken from the cafeteria. Students are responsible for clearing away their own trays, utensils and trash.

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/floor untidy are strictly forbidden. Students must remain in the cafeteria unless they are using the restrooms (pass required). Students may go to the library (pass required). See Policy EF-AP1 related to meal charges and food service management within Bayless School District.

Phone use at Bayless Junior High School

Students are allowed to use a school phone for emergencies. If a student must make a phone call he or she may use the classroom or office phone with permission from staff before school, during lunch/Advisory or after school, or during class with a teacher's permission. Students are not allowed to use personal cell phones, including texting, at BJH during the instructional day. Students who do use their phones without permission risk confiscation of their phone. 1st offense: phone will be confiscated and returned at the end of the day. Subsequent offenses: phone will be confiscated and a parent or guardian will be required to pick up the phone from the front office.

Books

Students are responsible for books checked out to them in the classroom and books checked out from the library. Parents/guardians are financially responsible for lost or damaged books.

Book Bags

It is recommended that students carry draw-string (or rope-type) book bags. Full size backpacks are acceptable, but not recommended.

Lockers

Lockers and desks are the property of the Board of Education and are subject to inspection at the discretion of the administration. Students are to use only the locker that has been assigned by their advisor. Locks will be provided, but must be returned or paid for (\$6) in the event they become lost. All lockers must have locks on them at all times.

Restrooms

Restrooms are to be used during passing periods and during the lunch periods. Junior High School students should not expect to be given permission to go to the restroom during a class period.

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.

Academic Information

Homework Policy

Homework (assignments to be completed outside of the classroom) is an important component of the learning process. A positive relationship exists between homework and achievement. The purpose of homework is to provide students with continued exercise, drill, and/or practice, in order to develop, reinforce, improve and/or enrich skills, or to help students become more familiar with procedures and concepts. In addition, homework provides parents with an opportunity to know about, or participate in, their child's education.

Students in school can anticipate a minimum of one hour of homework per night. Expect to spend time studying each day, even if it is not written work. Each student has received this school agenda for the purpose of recording assignments. Parents are responsible for establishing a daily homework schedule for their child and a special "study place" for homework. **Parents are**

requested to check and sign their child's agenda weekly so that the parent is aware of their child's homework assignments.

Advisory

In addition to attending seven classes per day, students will also attend a 19-minute Advisory. Built upon the "homeroom" idea, it sets aside regular school time for a less structured, more intimate and more committed involvement between a teacher and their group of students. Advisory curriculum features PBIS, Missouri Model Guidance and Character Education lessons. It gives each student a teacher/advisor who knows him/her well and serves as an advocate for that student within the school setting.

Progress Reports and Report Cards

Students and Parents will be sent progress reports four times a year, approximately halfway through each grading period through ParentSquare. Report cards are sent via ParentSquare approximately one week after the quarter ends.

Fall and Spring Semester Exams

Bayless Junior High School administers formalized comprehensive semester exams. To review, here are the reasons why:

- To prepare our students for high school
- To provide students the realization that they need to prepare for more than just the "next test" and that attaining knowledge has value other than to just "pass the class"
- To expedite the "carry over" of foundational knowledge from one class or subject to another
- To assist teachers in the evaluation of their effectiveness

As students prepare for their Fall and Spring Semester Final Exams, here are some additional tips parents and students should keep in mind:

- The exams will be comprehensive in nature and will represent: 10% of the student's semester grade for 6th Graders, 15% of the student's semester grade for 7th Graders and 20% for 8th Graders.
- The time allotted for each final will be approximately 90 minutes. Students are encouraged to bring some reading material (DEAR Books) or textbooks to read and/or study in the event they finish the exam early.
- Any student who is absent during the scheduled final will be required to complete the exam during the exam week. This will occur in the afternoon under the teacher's supervision. Alternative makeup tests may be given to insure the validity of the original.
- Teachers will be available, by appointment, for makeup exams on early dismissal days from 12:00 PM through 3:00 PM before the last day of school.
- There will be bus transportation provided in the mornings and at dismissal at 11:30 PM for all students.

Grading Scale

<u>Letter</u>	<u>Grade Percentage</u>	<u>Grade Points</u>	<u>Honors Grade Points*</u>
A	93-100	4.0	4.5
A-	90-92	4.0	4.5
B+	88-89	3.0	3.5
B	83-87	3.0	3.5
B-	80-82	3.0	3.5
C+	78-79	2.0	2.5
C	73-77	2.0	2.5
C-	70-72	2.0	2.5
D+	68-69	1.0	1.0
D	63-67	1.0	1.0
D-	60-62	1.0	1.0
F	0-59	0.0	0.0

*Honors courses: 7th Grade Pre-Algebra & 8th Grade Algebra

Honor Roll:

Students receive recognition for high academic achievement through the honor roll if they attain a 3.5 GPA and receive no "F" grades for the semester.

Academic Eligibility at BJH

Participation in school athletics and extracurricular activities (ex. BJH musical/play) is a privilege, not an inherent right. This particular privilege is granted if students meet the academic eligibility standards as set forth by Bayless Junior High School and the citizenship guidelines established by the Bayless School District. According to these guidelines, students who represent their school in activities must be credible citizens both in the school and in the community, and be judged so by the proper school authority. In order to participate in contests during interscholastic activities, students must have a C average (2.0 Grade Point Average or higher).

Missouri Assessment Program (M.A.P.)

All students at Bayless Junior High School will participate in the Missouri Assessment Program. The “MAP” is designed to measure student progress against the state’s Missouri Learning Standards, which include both content and process standards. There are three different question types on the MAP assessments: multiple choice (selected response) questions, constructed response (short answer) questions and performance events. The 6th and 7th grade students will be tested in the areas of English language arts and mathematics. The 8th grade students will be tested in the areas of mathematics, English language arts, and science. The tests are given in April/May.

Parent/Teacher Communication

Student-Led Conferences

Student-Led Conferences will be scheduled at the end of the first quarter and the end of the third quarter. The advisory teacher will contact parents to set up the conference time. Interpreters are available for families who speak English as a second language. The Student-Led Conference is a requirement and graded activity that students must fulfill for Advisory class. The activity makes the student accountable for his/her learning and also gives the student practice in participating in formal and informal presentations and discussions of issues and ideas, which is a Missouri Learning Standard for English language arts.

Other Conferences

Parents are encouraged to contact their child's teachers throughout the year to keep informed of their child's progress. Please call the office at 256-8690 to contact a teacher. If you have an appointment, please stop at the office to sign in prior to going to the teacher's classroom. **Please do not go directly to the teacher's classroom.** Parents may also communicate with teachers through e-mail. A list of e-mail addresses is located on the Bayless Junior High website (<http://jh.baylessk12.org>). Students and parents may access this site to acquire information regarding homework assignments, important dates and projects.

Change of Address/Phone Number

Parents are expected to advise the office promptly of any change in address or telephone number. Any changes in home address or home, cell or work phone numbers should be reported to the office at 256-8690.

Interscholastic Sports Program

Volleyball – 6th, 7th, 8th Grade boys and girls

Basketball - 6th, 7th, 8th Grade boys and girls

Soccer - 6th, 7th, 8th grade boys and girls

7 on 7 Football - 6th, 7th, 8th grade boys

Track - 6th, 7th, and 8th grade boys and girls

Requirement for participation in the Sports Program students are:

- **Grades:** A student must have a “C” (2.0) average or above with no more than one “F” on his or her progress report or report card. Grades will be checked at every grading period. If a student is not eligible to play because of academics, the student will not be allowed to participate until the GPA is raised to a “C” (2.0) average or all “F’s” are brought up.
- **Student/Athlete Progress Report Forms:** Academic success is an important part of each student’s athletic commitment. Each week during the season, students failing will be required to have each of his or her teachers initial a progress report form and indicate if that student is making satisfactory progress in his or her classes. If a student is not making progress, the student will not be allowed to participate in the next game. If a student athlete does not make progress twice in one or any combination of classes, he or she will be removed from the program. If a student fails to turn in the progress report form to the coach on any Friday, it will count as a student not making progress.
- **Attendance:** If a student is absent, the student must submit a written excuse from his/her parents to the office. If the student has missed more than five days, the student must conference with the principal who will determine if the student will be allowed to participate in the program. Students must be in attendance for more than half of the school day, unless granted approval from administration, to participate in practices, games or attend any after school activity.

- **Behavior:** If during the season a student receives an out-of-school suspension, the student may be deemed ineligible to play. If a student receives 2 behavioral office referrals during the season, the student may be deemed ineligible to play.
- **Practice Attendance:** The participants should attend all practices. If a student misses a practice, he/she will not get to play in the next game, unless prior notification to the coach has occurred. If a student misses more than 2 practices, the student may no longer be allowed to participate.
- **Physical:** The student must have submitted to the school a current physical by the first day of practice or tryouts.

Student Conduct

Expectations

Students are expected to comply with all school and classroom rules. These rules apply in school buildings, on school grounds and at recognized school functions. Disciplinary guidelines may be applied to disciplinary concerns off school grounds which are prejudicial to good order and discipline in the schools or which tend to impair the morale or good conduct of the students.

Student Responsibilities

Students at Bayless Junior High School are expected to succeed academically by attending school regularly, getting to class on time, taking all necessary materials to class, staying on task, using a school agenda, completing homework and class work, including makeup work, and dressing appropriately for school. Students will show respect for people, property and themselves by welcoming guests politely, including guest teachers and parents, reporting vandalism, keeping the hallways and grounds clean, using language appropriate to school (no obscenity, profanity), expressing their ideas and opinions in a respectful manner so as not to offend or slander others, responding to reasonable requests of adults and other students, refraining from trespassing on another school's grounds, and respecting our neighbor's property. Students will promote physical safety and personal security for themselves and others by not possessing or using tobacco, vapes, drugs, or alcohol, staying on campus during the school day, volunteering information in matters relating to the health, safety, and welfare of the school community, refraining from fighting, shoving and abusing others on and off the school grounds, and never bringing an item to school which could be considered a weapon.

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 Junior High School Office. Parents who need to contact their child should call the school at (314) 256-8690 and a secretary will get a message to the student. **Students who use cell phones outside of the designated times and spaces risk confiscation of the phone and disciplinary action as outlined previously.**

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 **must 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 BJHS

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

- Revealing, excessively torn, or frayed clothing
- Mesh or see-through clothing (unless worn over appropriate attire)
- Half shirts, or short shirts or blouses (no visible midriff, or visible underwear)
- Tank tops or muscle shirts (2 inch rule applies, no spaghetti straps)
- Clothing with inappropriate language, sexual innuendo, pictures or symbols
- Clothing and adornments which displays pictures/words associated with tobacco products, alcoholic beverages, or other drug(s) use(s) or other disruptive messages

- Hats and sunglasses (hats, hoods, must be taken off when entering the building)
- Unsafe footwear
- No blankets should be brought to school and none may be used within BJHS.

Shoes, sneakers or other appropriate footwear must be worn at all times unless specified by an adult authority. Pants must be worn around the waist in an appropriate manner (no sagging) and undergarments are not to be displayed.

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 junior 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 provided by the junior high school. Only locks provided by BJHS may be used on BJHS 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 detect 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.

PBIS UNIVERSAL EXPECTATIONS

BJHS 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: hats, visors, sunglasses, headphones (unless authorized by a teacher), portable music players/game systems, chains, squirt guns, toys that are distractive, matches, lighters, video games, dangerous objects, weapons/simulated weapons, and valuable objects. 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 Junior High School is not responsible for lost, misplaced, or stolen items.***

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 BJH Course Guide for clarification and support when selecting courses. 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/her selves with the district policy on proper technology usage. This information is available in the junior 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).

BAYLESS SCHOOL DISTRICT HEALTH SERVICES PROGRAM

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

Junior High School Nurse Office - 314-256-8690 ext. 3003

Administration of Medication to Students – Board Policy JHCD

Bayless School District recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. **The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy.** Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Please note the following guidelines;

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

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

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

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

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

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

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

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

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

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

Head Lice – Student Health Services and Requirements (Head Lice) Board Administrative Procedure JHC-AP(2). In keeping with the Bayless School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Schools will not perform routine schoolwide head lice screenings. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined. If the school nurse or teacher discovers head lice on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated. If the student was infected with live head lice, the student should not return to school until the following day after the treatment of the head lice. The student is expected to bring proof of treatment in the form of a treatment carton or detailed receipt. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are

found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school to allow for additional treatment. This process will continue until the student is free of live head lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals live lice are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of live lice. The school nurse will keep accurate and confidential records of students infected with head lice. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice in accordance with these procedures, the nurse will notify the school principal and district social worker. *Consult your physician for the most accurate diagnosis and treatment. Do not hesitate to call your child's school nurse with any further questions.*

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 junior high school principal may waive this requirement.

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

At Bayless Junior 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 Junior 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 Junior 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 Junior 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 Junior 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 Junior 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 Junior 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 Junior High School. Expulsion is a measure taken only after all other options have been exhausted.**

4. Due Process:

At Bayless Junior 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 Junior 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.

Discipline Code Offenses

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.

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 restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. 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 BJHS administration. Based on the severity of the behavior, BJHS 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.

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.