



Bayless High School
2016-2017
Student Handbook and Agenda

4532 Weber Road
St. Louis, MO 63123

High School Number: (314) 256-8660
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S. Patrick M^cEvoy
Principal

Patrick Triplett
Assistant Principal, Athletic/Activities Director

Suzanne Richardson
Assistant Principal, Director of School Counseling

This Agenda Belongs To:

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

www.baylessk12.org

BAYLESS HIGH SCHOOL MISSION STATEMENT

Bayless High School, in partnership with its parents and in harmony with its community, promotes a safe, nurturing environment conducive to building a community of learners. The school recognizes that the world of the 21st century is one of diversity, opportunity, and challenges that require technological literacy and lifelong learning; therefore, the staff accepts its responsibility to address the intellectual, social, and emotional well-being of each individual student.

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 – 8:19
Second Period	8:22 – 9:11
Third Period	9:14 – 10:03
Fourth Period	10:06 – 10:55
Advisory/AcLab	10:58 – 11:28
First Lunch	11:28 – 11:58
Late Fifth Period	12:01 – 12:46
Early Fifth Period	11:31 – 12:16
Second Lunch	12:16 – 12:46
Sixth Period	12:49 – 1:38
Seventh Period	1:41 – 2:30
PM Detention	2:35 – 3:30

Mon./Wed./Thur. = AcLab Tue./Fri. = Advisory

AM staff supervision begins 15 minutes prior to the start of school and 15 minutes beyond dismissal. 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 English Literature and Composition 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, Statistics, 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, or AP Physics. PLTW Biomedical can replace 1 science credit.

SOCIAL STUDIES: Required: 3 credits, including World History, American Government, American History. Passing both US & MO Constitution Tests is a state requirement for graduation. Students take both tests in American Government class and must pass them to pass the class. Recommended for college bound: 4 credits, including DC American History, DC European Civilization, 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 Below 59
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Honors and Dual Credit classes are on a weighted scale of 5.0.

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) 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 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.

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 credit hours in Foreign Language recommended 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 grade point average for the semester with no "F"s". Students who are on the Honor Roll for each semester in a school year will receive an award to honor their accomplishment.

BAYLESS ACADEMIC STARS

The Bayless Academic Star is awarded each year to Seniors who excel academically and who exert a positive influence on our school and classrooms. A Senior receives a silver star when they have maintained a cumulative GPA of 3.0-3.39. Gold Stars are awarded to Seniors who maintain a cumulative GPS of 3.5 or higher. All students receive recognition each semester having his/her name listed in the academic showcase based on grades and attendance.

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 staff.

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 insure teachers are following the curriculum guide.

SCHEDULE

Day One		Day Two	
7:30 - 12:46	Regular Schedule (incl. Lunch Service)	7:30 7:50	First Hour Review
12:49 – 12:59	Seventh Hour Review	7:50- 9:27	First Hour Exam
1:00 – 2:30	Seventh Hour Exam	9:30 9:50	Second Hour Review
2:30	Student Dismissal	9:50 11:30	Second Hour Exam
		11:30	Student Dismissal (NO Lunch Service)
Day Three		Day Four	
7:30- 7:50	Third Hour Review	7:30- 7:50	Fifth Hour Review
7:50 9:27	Third Hour Exam	7:50 - 9:27	Fifth Hour Exam
9:30 – 9:50	Fourth Hour Review	9:30 – 9:50	Sixth Hour Review
9:50 - 11:30	Fourth Hour Exam	9:50 - 11:30	Sixth Hour Exam
11:30	Student Dismissal (NO Lunch Service)	11:30	Student Dismissal (NO Lunch Service)

Semester Exams count as 20% of the Final Semester Grade. Seniors may earn exemption from 2nd semester finals, however, students earning college credit are required to take exams in those classes. Teachers will be available on Days Two, Three and Four until 2:45 p.m. for tutoring, preparation, make up exams, and grading.

GUIDANCE AND COUNSELING CENTER

Mrs. Suzanne Richardson	Director of School Counseling	256-8101
Ms. Holly Kennedy	Grades 9 and 11	256-8671
Ms. Emily Toenjes	Grades 10 and 12	256-8672
TBA	MCAC College Adviser	256-8650

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 on 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 BAYLESS HIGH SCHOOL CODE: 262927

Test Dates	Registration Postmark Deadline	Late Registration Postmark Deadline
September 10, 2016	August 5, 2016	August 19, 2016
October 22, 2016	September 16, 2016	September 30, 2016
December 10, 2016	November 4, 2016	November 18, 2016
February 11, 2017	January 13, 2017	January 20, 2017
April 8, 2017	March 3, 2017	March 17, 2017
June 10, 2017	May 5, 2017	May 19, 2017

The ACT will be given at BHS. Bayless also offers prep courses/sessions through the MCAC College Adviser or Edgenuity. It is strongly suggested that students take the test twice in the second semester of junior year. **AP Test dates: 5/2 AP physics, 5/3 AP Lit., 5/4 AP Government, 5/9 AP Calculus.**

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 three years, earn a 2.5 GPA, maintain 95% attendance 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. Suzanne Richardson 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.

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.

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.

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.

GSA

The BHS Gay Straight Alliance is a club that promotes peace, harmony, and the rights of all students to participate and thrive in their educational pursuits at BHS. The GSA strives to educate all through activities that promote the awareness and tolerance of individual differences.

Meal Runners Program

The BHS Meal Runners Program was designed to assist with the nutrition and wellbeing of elderly residents within the Affton/South County location. Students assist other volunteer agencies with the delivery of meals to those residents who may largely remain homebound or have limited abilities due to age related challenges.

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.

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.

Additional Clubs include Library (see Ms. Arnett), FBLA (see Mr. Pozzo) , and Anime (see Mr. Nelson)

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 does not apply 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 3rd and 5th absence.
- Upon the eighth (8th) 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 and each subsequent group, 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.
- A student who accumulates 20 tardies in a semester will not be ineligible for extra-curricular activities at BHS.
- 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. 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 office assigned detention, phone call home, and/or to 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: Per MSHSAA guidelines a student must be in school the entire day in order to participate in extracurricular activities for that day.

Extracurricular activities include, but are not limited to: dances, attendance at or participation in athletic competitions, plays/musicals, club meetings, etc. A student who is under suspension from school may not attend or participate in school activities for that day.

Academic 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% rate.

Advisory/Academic Lab: Advisory and Academic Lab are 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 10 minutes late or more, that student will be counted as not in assigned area.

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 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 should ask the 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

Cell phones should not be USED 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 phone or have one visible will risk confiscation of the phone in addition to other 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 **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 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:

- Revealing, excessively torn, or frayed clothing.
- Mesh or see-through clothing (unless worn over appropriate attire)
- Biker shorts, leggings, or other tight clothing unless accompanied by a shirt that covers the seat of pants
- Half shirts, or short shirts or blouses (no cleavage)
- Tank tops or muscle shirts (2 inch rule applies)
- Extremely short or tight skirts or dresses
- Pants or shorts that sag
- Clothing with inappropriate language, sexual innuendo, pictures or symbols
- Clothing which displays pictures/words associated with tobacco products, alcoholic beverages, or other drug(s) use(s) or disruptive messages
- Hats, sunglasses, bandanas
- House slippers
- Pajama pants

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. Bib overalls must be clipped over both shoulders for safety reasons.

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 eNews. 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 quietly on library-related studies. All materials taken from the library must be charged to the student. All materials may be checked out for two weeks except those that are on reserve or are reference. Reserve and reference books can be issued to the students with the librarian's permission and must be returned the next

morning before the start 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, and leaving the tables untidy are strictly forbidden. Students must remain in the cafeteria unless they are using the restrooms or purchasing beverages. Students may go to a teacher's classroom if they have a pass.

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 will 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).

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!**

For additional information, please see the *Be Broncho's Best!* matrix.

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, portable music players/game systems, chains, squirt guns, toys of any kind, matches, lighters, video games, dangerous objects, 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 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.
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.
- Students must be of good moral character. This means they have not been suspended 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.
- 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 girl/Queen and 4 boys/King) and one girl and one boy from each the freshman, sophomore and junior classes.

Prom: The court will consist of no more than 8 individuals (4 girl/Queen and 4 boys/King). Students cannot have been on Homecoming Court for this academic school year.

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 Academic 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 personal plan of study.

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, Home Economics, and Industrial 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.

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 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 may 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, and JGE 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.

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. In addition, 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, if appropriate.

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" listed below.

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).

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Explanation of some of the terms used:

Short-term suspension	1-5 days
Long-term suspension	6-10 days
Extended Suspension	11-180 days
Short-term detention	1-5 detentions
Long-term detention	6-10 detentions

SECONDARY (GRADES 7-12) TYPE I VIOLATIONS (MORE SERIOUS)

ARSON—Starting or attempting to start a fire or causing or attempting to cause an explosion. Arson will result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum	Long-term suspension, police notification, restitution Expulsion, police notification
Subsequent Offense	Minimum: Maximum:	Extended suspension, police notification, restitution Expulsion, police notification

ASSAULT—Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree. Assault will result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum	Long-term suspension, police notification Expulsion, police notification
Subsequent Offense	Minimum: Maximum:	Extended suspension, police notification Expulsion, police notification

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense		Long-term or extended suspension or expulsion.
Subsequent Offense		Expulsion

AUTOMOBILE/VEHICLE MISUSE—Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property. Automobile misuse will result in referral to a law enforcement agency.

First Offense	Minimum: Maximum:	Parking fine, parent notification Parking privileges suspended
Subsequent Offense	Minimum: Maximum:	Parking privileges suspended Extended suspension

BULLYING and CYBERBULLYING (See Policy JFCF)—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law. Bullying may result in a referral to law enforcement agency.

First Offense	Minimum: Maximum	Parent Conference Long-term suspension
Subsequent Offense	Minimum: Maximum:	Detention Extended suspension

BUS TRANSPORTATION MISCONDUCT (See Policy JFCC)—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense	Minimum: Maximum	Student conference, parent conference Suspension from bus
Subsequent Offense	Minimum: Maximum:	Parent involvement Suspension from bus

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH (See Policy AC if illegal harassment or discrimination is involved)—Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Minimum: Maximum	Short-term detention Extended suspension
Subsequent Offense	Minimum: Maximum:	Long-term detention Expulsion

DRUGS/ALCOHOL (see Policy JFCH, JFCH-R, JHCD)— Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense	Minimum: Maximum	Detention Extended suspension
Subsequent Offense	Minimum: Maximum:	Short-term suspension Expulsion

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense	Minimum: Maximum	Drug counseling, police notification, long-term suspension Extended suspension, police notification
Subsequent Offense	Minimum: Maximum	Drug counseling, police notification, extended suspension Extended suspension, police notification

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense	Minimum: Maximum	Extended suspension, police notification Expulsion, police notification
Subsequent Offense	Minimum: Maximum	Extended suspension, police notification Expulsion, police notification

EXTORTION—Threatening or intimidating any person for the purpose of obtaining money or anything of value. Extortion may result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum	Short-term detention Extended suspension
Subsequent Offense	Minimum: Maximum:	Short-term suspension Expulsion

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY—Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense		Restitution. Principal/Student conference, detention, or in-school suspension
Subsequent Offense		Restitution. Detention or in-school suspension.

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES—Violating the conditions of suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “CONDITIONS OF SUSPENSION, EXPULSION, AND OTHER DISCIPLINARY CONSEQUENCES.” As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being within 1000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy.

First Offense	Minimum: Maximum	Verbal Warning Extended suspension. Report to law enforcement for trespassing if expelled.
Subsequent Offense	Minimum: Maximum:	Extended suspension Expulsion. Report to law enforcement for trespassing if expelled.

FALSE ALARMS (See also Threats or Verbal Assault)—Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property. False alarms will result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum	Restitution, long-term suspension, police notification Expulsion, police notification
Subsequent Offense	Minimum: Maximum:	Restitution, long-term suspension, police notification Expulsion, police notification

FIGHTING (See also Assault)—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting may result in a referral to a law enforcement agency

First Offense	Minimum: Maximum:	Short-term suspension Extended suspension, police notification
Subsequent Offense	Minimum: Maximum:	Long-term suspension Expulsion, police notification

GAMBLING—Gambling is the participation in any game where money or other items are or may be exchanged. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Gambling paraphernalia will be confiscated. Gambling may result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum:	Principal/Student conference, parent involvement Principal/Student conference, parent involvement, short-term suspension, police notification
Subsequent Offense	Minimum: Maximum:	Principal/Student conference, short-term detention Principal/Student conference, long-term suspension, police notification

HARASSMENT, including SEXUAL HARASSMENT (See Policy AC)—Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense	Minimum: Maximum:	Short-term suspension Extended suspension, police notification
Subsequent Offense	Minimum: Maximum:	Extended suspension, police notification Expulsion, police notification

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense	Minimum: Maximum:	Long-term suspension, police notification Expulsion, police notification
Subsequent Offense	Minimum: Maximum:	Extended suspension, police notification Expulsion, police notification

HAZING (See Policy JFCF)—Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants. Hazing will result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum:	Parent involvement Long-term suspension, police notification
Subsequent Offense	Minimum: Maximum:	Detention Extended suspension, police notification

INCENDIARY DEVICES OR FIREWORKS—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. Fireworks, explosives and incendiary devices will be confiscated. Possession or use may result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum	Confiscation, short-term suspension Extended suspension, police notification
Subsequent Offense	Minimum: Maximum:	Confiscation, long-term suspension Expulsion, police notification

PUBLIC DISPLAY OF AFFECTION—Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense	Minimum: Maximum	Principal/Student conference Long-term suspension
Subsequent Offense	Minimum: Maximum:	Short-term suspension Expulsion

REPEATED SCHOOL VIOLATIONS—Students who have served maximum penalties for repeated occurrences of Type II infractions will be subject to the ranges of discipline for Type I occurrences as well as a referral to the building CARE TEAM.

First Offense	Minimum: Maximum	Short-term suspension Extended suspension
Subsequent Offense	Minimum: Maximum:	Long-term suspension Expulsion

SEXTING and/or POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Minimum: Maximum:	Confiscation, Principal/Student conference, detention or in-school suspension 1-180 days out-of-school suspension, police notification
Subsequent Offense	Minimum: Maximum:	Confiscation, Principal/Student conference, detention or short-term suspension Extended suspension, expulsion, police notification

SEXUAL ACTIVITY—Acts of sex, or simulated acts of sex, including, but not limited to, intercourse or oral or manual stimulation.

First Offense		Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension
Subsequent Offense		Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

TECHNOLOGY MISCONDUCT (See Policy EHB, KKB and procedure EHB-AP)—Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense	Minimum:	Restitution, Principal/Student conference, suspension of user privileges, police notification
	Maximum	Restitution, short-term suspension
Subsequent Offense	Minimum:	Restitution, loss of user privileges, short-term suspension
	Maximum:	Extended suspension

Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including class change time or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Unauthorized electronic devices will be confiscated and returned to the parent/guardian.

First Offense	Minimum:	Confiscation, Principal/Student conference
	Maximum:	Confiscation, detention
Subsequent Offense	Minimum:	Confiscation, detention
	Maximum:	Confiscation, long-term suspension

Violations other than those listed above, of Policy EHB, procedure EHB-AP, or any other policy or procedure regulating student use of personal electronic devices.

First Offense	Minimum:	Restitution, short-term detention, suspension of user privileges, police notification
	Maximum	Extended suspension
Subsequent Offense	Minimum:	Restitution, loss of user privileges, short-term suspension, police notification
	Maximum:	Extended suspension

Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense		Confiscation, Principal/Student conference, detention, or in-school suspension
Subsequent Offense		Confiscation, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension

THEFT (MAJOR)—Theft, attempted theft or knowing possession of stolen property. Major theft is defined as property or cash exceeding the value of \$50.00. Theft will result in a referral to a law enforcement agency.

First Offense	Minimum:	Return of or Restitution for property, short-term detention
	Maximum	Return of or Restitution for property, extended suspension
Subsequent Offense	Minimum:	Return of or Restitution for property, long-term suspension
	Maximum:	Return of or Restitution for property, expulsion

THEFT (PETTY)—Theft, attempted theft or knowing possession of stolen property. Petty theft is limited to property or cash not exceeding the value of \$50.00. The act of theft may result in a referral to a law enforcement agency.

First Offense	Minimum:	Restitution, police notification
	Maximum	Short-term suspension, police notification
Subsequent Offense	Minimum:	Restitution, police notification
	Maximum:	Extended suspension, police notification

THREATS OR VERBAL ASSAULT—Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Threats or verbal assaults may result in a referral to a law enforcement agency.

First Offense	Minimum:	Short-term detention
	Maximum	Extended suspension
Subsequent Offense	Minimum:	Short-term detention
	Maximum:	Expulsion

TOBACCO—Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation may only be possessed in accordance with district policy JHCD. Possession will result in a referral to a law enforcement agency.

First Offense	Minimum:	Confiscation of tobacco product/paraphernalia, short-term detention, police notification
	Maximum:	Confiscation of tobacco product/paraphernalia, long-term detention, police notification
Subsequent Offense	Minimum:	Confiscation of tobacco product/paraphernalia, long-term detention, police notification
	Maximum:	Confiscation of tobacco product/paraphernalia, long-term suspension, police notification

Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation may only be possessed in accordance with district policy JHCD. Tobacco use will result in a referral to a law enforcement agency.

First Offense	Minimum:	Confiscation of tobacco product, long-term detention, police notification
	Maximum:	Confiscation of tobacco product, short-term suspension, police notification
Subsequent Offense	Minimum:	Confiscation of tobacco product, short-term suspension, police notification
	Maximum:	Confiscation of tobacco product, long-term suspension, police notification

TRUANCY (See Policy JED and procedures JED-API1, JED-AP2 and JED-API3)—Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense	Minimum:	Short-term detention
	Maximum:	Long-term detention
Subsequent Offense	Minimum:	Long-term detention
	Maximum:	Long-term suspension and referral to social worker. Removal from extra-curricular activities.

UNAUTHORIZED ENTRY—Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. Unauthorized entry may result in a referral to a law enforcement agency.

First Offense	Minimum:	Short-term suspension, police notification
	Maximum:	Long-term suspension, police notification
Subsequent Offense	Minimum:	Extended suspension, police notification
	Maximum:	Expulsion, police notification

VANDALISM (See Policy ECA)—Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Vandalism may result in a referral to a law enforcement agency.

First Offense	Minimum:	Restitution, short-term suspension, police notification
	Maximum:	Restitution, extended suspension, police notification
Subsequent Offense	Minimum:	Restitution, extended suspension, police notification
	Maximum:	Restitution, expulsion, police notification

WEAPONS (See Policy JFCJ)—Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010.RSMo. Possession or use will result in a referral to a law enforcement agency.

First Offense	Minimum: Maximum:	Long-term suspension, police notification Expulsion, police notification
Subsequent Offense	Minimum: Maximum:	Extended suspension, police notification Expulsion, police notification

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2). Possession or use will result in a referral to a law enforcement agency.

First Offense		One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent
Subsequent Offense		Expulsion

Possession or use of ammunition or component of a weapon.

First Offense		Confiscation and police notification. In-School Suspension, 1-180 days out of school suspension, or expulsion
Subsequent Offense		Confiscation and police notification. In-School Suspension, 1-180 days out of school suspension, or expulsion

TYPE II INFRACTIONS (LESS SERIOUS)

ACADEMIC DISHONESTY—Cheating on tests, assignments, projects or similar activities; plagiarism, claiming credit for another person’s work; fabrication of facts, sources other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct relating to academics.

First Offense	Minimum: Maximum:	Student conference Loss of credit for assignment
Subsequent Offense	Minimum: Maximum:	Loss of credit for assignment Long-term suspension

DISHONESTY—Any act of misstating the truth, whether verbal or written, including forgery and plagiarism.

First Offense	Minimum: Maximum:	Nullification of forged document Long-term suspension
Subsequent Offense	Minimum: Maximum:	Loss of credit for assignment Expulsion

DRESS CODE (See Policy JFCA and procedure JFCA-AP)—The Board recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will not be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

First Offense	Minimum: Maximum:	Student conference and corrective action Detention
Subsequent Offense	Minimum: Maximum:	Detention Long-term suspension

DISRUPTIVE ITEMS—Students are not to bring portable media players, video games, toys, laser pointers, skateboards, roller blades or other such items unrelated to instruction unless authorized by school personnel. **Unauthorized electronic devices will be confiscated and returned to a parent/ guardian.**

First Offense	Minimum: Maximum:	Confiscation, Principal/Student conference Confiscation, Detention
Subsequent Offense	Minimum: Maximum:	Confiscation, Detention Confiscation, Long-term suspension

INSUBORDINATION/DEFIANCE—Students are to obey the direct requests or orders of teachers, administrators and other school personnel.

First Offense	Minimum: Maximum:	Short-term detention Long-term detention
Subsequent Offense	Minimum: Maximum:	Long-term detention Extended suspension

TARDINESS (See Policy JED and procedures JED-AP1, JED-AP2, and JED-AP3)—Students who are late to school or class will be subject to building/district procedures and consequences.

First Offense	Minimum: Maximum:	Student conference Parent involvement
Subsequent Offense	Minimum: Maximum:	Detention Referral to DFS, short-term suspension, removal from extracurricular activities

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.

COMPLIANCE COORDINATOR

Dawn Thieman, Assistant Superintendent
4530 Weber Road, St. Louis, Missouri 63123 (314) 256-8612

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 Academic Advising Goal Sheet—1st Quarter

Student Name	Grad Year
BAM 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 Goal Sheet—2nd Quarter

Student Name	Grad Year
BAM 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 Goal Sheet—3rd Quarter

Student Name	Grad Year
BAM 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 Goal Sheet—4th Quarter

Student Name	Grad Year
BAM 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 High School

2016-2017

Student Handbook and Agenda

My signature on this page indicates that I have received, read and understand the 2016-2017 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 advisory 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**