

A. GENERAL INFORMATION

ATTENDANCE/TARDIES

The Bayless School District has an established Board Policy (JED) on student absences. Board policy states the superintendent and building administrators shall establish rules, regulations and procedures for student attendance in the district. Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain good attendance and grades, citizenship and success in school.

The building administrator is responsible for supplying information to parents/guardians in regard to student absences, and for submitting attendance information to the superintendent's office.

The following procedures will be used by the district administration for complying with board policy.

Tardies

This procedure is for students who are tardy to school in the morning. **A student is considered tardy, if he or she arrives after the morning bell rings – 8:15 AM for Grades K-5. Students who report late to school must pick up an admit slip from the office.**

Procedures for tardies are as follows:

- After every 4th tardy, a letter of notice will be sent to the parents/guardian. The letter will indicate if a consequence has been given.
- After the 8th tardy, a letter will be sent home along with a referral to the district social worker.
- Upon the 12th tardy and each tardy thereafter, the student will be referred to the district social worker. The social worker will take the appropriate action, which may include a report to the Division of Family Services.

Absences

When a student is absent from school, **it is the responsibility of the parent/guardian to call school the morning of the absence to report and explain the reason for the absence.** It is the responsibility of the school office to document student absences as excused or unexcused for legal reasons.

Excused: A student not in attendance is documented as absent no matter what the reason; however, for legal purposes, the following list indicates whether the reason for the student's absence from school is justified. Parents are responsible for providing documentation for all absences. **Required documentation is a phone call on the day of the absence, followed by a note the day the student returns.**

Students in Kindergarten through Eighth Grade:

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

- Other reasons approved by an administrator.

Unexcused: An unexcused absence is an absence not listed as excused. For example:

- Truancy
- Missing a bus
- Running errands
- Providing babysitting
- Over-sleeping
- Attending job interviews

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

- After every 4th absence, a letter of notice will be sent to the parent/guardian.
- After the 8th absence, a letter will be sent home and notification will be given to the district social worker.
- Upon the 12th absence and each absence thereafter, building staff will make parent/guardian contact. Notification will be given to the district social worker along with a possible referral to the Division of Family Services or Family Court for Truancy/Educational Neglect, depending on the situation.
- Any student in grades K-8 who is absent in excess of 20 days may be required to attend summer school and/or be retained due to the loss of instructional time.

Parents/guardians of **ALL** students must telephone the school attendance secretary whenever it is necessary for a student to be absent, arrive late or be dismissed early during the school day. **A call should be made as soon as possible!**

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 school secretary for class assignments.

Absences and Extracurricular Activities: A student suspended from school may not attend or participate in school activities during the term of the suspension whether or not accompanied by an adult.

Trips/Vacations: While the district discourages families from taking trips/vacations during the academic school year, it is recognized 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;
2. The student obtains assignments in advance of the absence;
3. All assigned work is turned in upon returning to school (extended time will not be given); and
4. All tests and quizzes are made up at the direction of the individual teacher.

Illness or Injury in School: Whenever a student becomes ill or is injured in school, they are urged to get the proper care and treatment immediately. In all cases, the student should ask the teacher for permission to go to the nurse or principal's office.

Students who are ill or injured are **not** permitted to go home **without parent approval**. The office will contact the parent/guardian. In addition, students are not permitted to go home unless someone is at home to provide the necessary care. When returning to school after a contagious disease, the student must check in with the nurse or present a note from the doctor before returning to class.

Visitors: Parents/guardians and patrons are encouraged to visit school. **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.

BEFORE AND AFTER SCHOOL CARE SERVICES

YMCA offers a child care program in the Bayless School District for students K-5. The program runs before school from 6:30 a.m. to 8:15 a.m. and after school from 3:15 p.m. to 6:00 p.m. This program is held in the elementary cafeteria and is run by YMCA employees. Please contact the YMCA program at 314-644-3100 for more information.

BIRTHDAY PARTIES

Invitations to private parties should be handled outside of school. The only exceptions are if invitations are given out to everyone in the class, or if invitations are given out to all students of the same gender (i.e. all boys or all girls). Students may bring store bought, individually wrapped, treats to share with **all** the students but the classroom teacher needs to be notified prior to sending the treats. **PLEASE DO NOT SEND CAKES, BALLOONS, PRESENTS, GAMES, ETC. Birthday celebrations must be short and simple at school. Time and focus MUST be on the academic day.**

BOOKMOBILE

The St. Louis County Bookmobile makes monthly visits. A county library card, signed by a parent or guardian, is needed before students check out books. Applications are available in the school office and will be distributed by the bookmobile. Kindergarten students begin using the bookmobile in January.

BOOKS AND SUPPLIES

Students are given the appropriate books and materials to be used during the school year for each curriculum area. Each student is responsible for the books and other materials supplied for their use, and will be expected to pay for lost or damaged items. Students are asked to provide supplies from home that stay at school for daily instructional use. Each grade level will have a list of the necessary supplies. You will be asked throughout the school year to restock some of the supplies. Remember to periodically ask your child which supplies need to be replaced.

BREAKFAST/LUNCH PROGRAMS

The cafeteria is serviced by a contracted food service provider and offers a well-balanced breakfast and lunch. Student and adult prices are noted in the district's newsletter. **Breakfast is served in the Elementary building from 8:00 a.m. to 8:15 a.m.** Monthly menus are published and sent home with children. Milk and juice are available for students bringing lunches from home. For those who buy everyday, a check for the week or month made payable to Chartwells is helpful and easier. A letter will be sent home the first week of school giving instructions on how to apply for the free and reduced breakfast/lunch program. Please list **ALL** children in the family on the application, even if all the children do not plan on participating in the program.

BUS

Bus transportation is available for students who reside 1.0 or more miles from school or as identified in their Individual Educational Plans (IEP). **Kindergarten age students must be met at the bus stop by an adult. If an adult is not present, the child will be returned to the elementary building. Bus service is a privilege. Students who do not comply with the bus rules or follow the bus driver's directions, may lose their privilege to ride. Transportation becomes the parent's responsibility.**

COUNSELOR

Bayless Elementary School follows the Missouri Comprehensive Guidance Program. The program consists of four components: guidance curriculum, individual planning, responsive services, and system support.

The school counselor presents curriculum through structured groups and regularly scheduled classroom presentations in the areas of knowledge of self and others, educational and vocational development, and career planning and exploration.

Individual planning consists of activities that help students plan, monitor, and manage their own learning. Individual planning is implemented through the strategies of individual appraisal, assessment, and placement.

Responsive services include individual and small group counseling, consultation, and referrals. Parents are encouraged to contact the school counselor to discuss academic, behavior, and social concerns they may have for their children. The counselor's office telephone number is 314-256-8622.

DRESS CODE

Appropriate and acceptable appearance of students in keeping with current styles and trends is a basic responsibility of the home; however, administrative restrictions applicable to the school may be imposed on a student when appearance, grooming or attire creates possible danger to health and safety of the individual student and/or student body, causes interference with school work, creates classroom or school disorder, presents an immodest appearance or results in undue maintenance problems. If a student comes dressed inappropriately, the parent will be called to bring up a change of clothing unless we can provide a change of clothes in the nurse's office. **FOR SAFETY REASONS, STUDENTS ARE ASKED NOT TO WEAR FLIP FLOPS, HEELY'S (ROLLER SHOES) OR SUGGESTIVE CLOTHING.**

* Please make sure your child is dressed appropriately for various weather conditions. In the winter students will go outside for recess.

EARLY DISMISSAL

If it becomes necessary for your child to leave school early, please send a note indicating the time you will arrive to pick him/her up. Please report to the office. Your child will be called to meet you. Teachers have been instructed not to release a child unless authorized by the office.

EMERGENCY CLOSINGS

Should inclement weather or emergency situations occur which would result in the closing of school, or a change in the starting and dismissal times of the Bayless Schools, the schedule will be announced by the local radio and television stations and a recorded message may be sent to your home. **PLEASE DO NOT CALL THE SCHOOL.**

There are emergencies, which could make it necessary to send your children home earlier than usual. **It is extremely important that your child knows exactly where they are to go or what they are to do in the case of such an emergency.** You will receive a form to complete stating what plans the school is to follow for your child. Please update this information during the school year if your plans change. This will prevent confusion and anxiety for your child. Reminder: YMCA services are canceled if school is canceled due to weather or other emergencies.

EMERGENCY PROCEDURES

Fire, tornado, intruder, and earthquake drills are held periodically throughout the school year. Children practice correct safety procedures and are encouraged to remain calm, follow the directions of the teacher in charge, and move quickly and quietly to a safe area.

HOMEWORK

Homework is assigned daily for all students at all grade levels except preschool. Older students have additional requirements. Homework can help a child develop the habit of independent study and practice in the basic skills. A pupil may or may not have homework on any given night. Please check your child's backpack nightly for homework.

When your child is assigned homework, parents may help by doing the following:

- Provide a quiet place to work.
- Set a time for doing the work.
- See that it is completed neatly and conscientiously.
- Help out when necessary, but do not take over.
- Provide the appropriate supplies at home to help the student complete the assignment (i.e., glue, scissors, crayons, and pencils).

Homework assignments for students who are ill may be requested through the school office. Please request homework by 10:00 a.m.

MEET THE TEACHER NIGHT

This night gives families an opportunity to meet teachers, see classrooms, and the school facility prior to the start of the school year.

OPEN HOUSE AND INFORMATION NIGHT

This night provides parents an opportunity to learn about their child(ren)'s academic and classroom expectations and to see the materials and books the children use throughout the school year.

PARENT/TEACHER CONFERENCE

There are two scheduled parent-teacher conferences, one at the end of the first quarter and one at the end of the third quarter of the school year. Either the parent/guardian or teacher may mutually arrange additional conferences. It is very important that you attend the scheduled fall and spring conferences. Report cards are distributed at the fall and spring conferences.

PROGRESS REPORTS

These reports are issued at mid quarter for students in grades 1-2. Progress reports are sent to inform parents regarding their child's school performance.

REPORT CARDS/GRADING

Kindergarten children receive a report card at the end of the 2nd, 3rd and 4th quarters during the school year. The students are evaluated by:

E	-	Excels
P	-	Progressing Well
D	-	Developing
N	-	Not Yet
X	-	Practice needed
*	-	Participates in modified program curriculum

Kindergarten parents receive a progress report from the teachers at first quarter conference meetings. First and second grade children receive a report card at the end of each quarter during the school year. The students are graded with:

E	-	Excels
P	-	Progressing Well
D	-	Developing
N	-	Not Yet
X	-	Practice needed
*	-	Participates in modified program/curriculum

Reading Levels

A	-	Above
L	-	At
B	-	Below

SCHEDULED EARLY RELEASE DAYS

The Bayless School District schedules days during the year when students are released early to allow teachers to participate in professional development activities. The school calendar will have the dates of these activities for each year. The elementary office will also send out information about the dates and time of dismissal. YMCA services are provided for an additional cost if the student is already enrolled in the program.

TRANSPORTATION

A specific plan will be sent home regarding arrival and departure procedures as well as a form to be completed by the parent indicating your child's specific transportation plan.

TRANSFERRING TO ANOTHER SCHOOL

Students who will be transferring to another school district should notify the office at least two to three days in advance. A parental note stating dates and place of transfer should be sent to the school to provide time for transfer information to be prepared. Upon enrollment at your new school, it will be necessary for a parent or guardian to sign a RELEASE OF RECORD form in order for the student's records to be forwarded from Bayless to the new school.

VOLUNTEERS

Volunteers are always welcome. Please let the classroom teacher know of your interest in helping out. Room helpers are always needed, and sign up sheets are posted at Meet the Teacher Night.

OASIS (Older Adults Services and Information System) Volunteers

This is a volunteer program in our building that provides older adults (55 and older) an opportunity to develop relationships with primary grade children and help foster in them a positive self-image and motivation to read and communicate.

WALKERS

Children who walk to and from school must have written permission signed by a parent or guardian on file. Children who walk to and from school should cross at the designated places and use sidewalks. Any child walking to school **should not arrive before 8:00 a.m.** It is the parent's or guardian's responsibility to see that his/her child does not arrive prior to this time. **All kindergarten students must be picked up by an adult.**