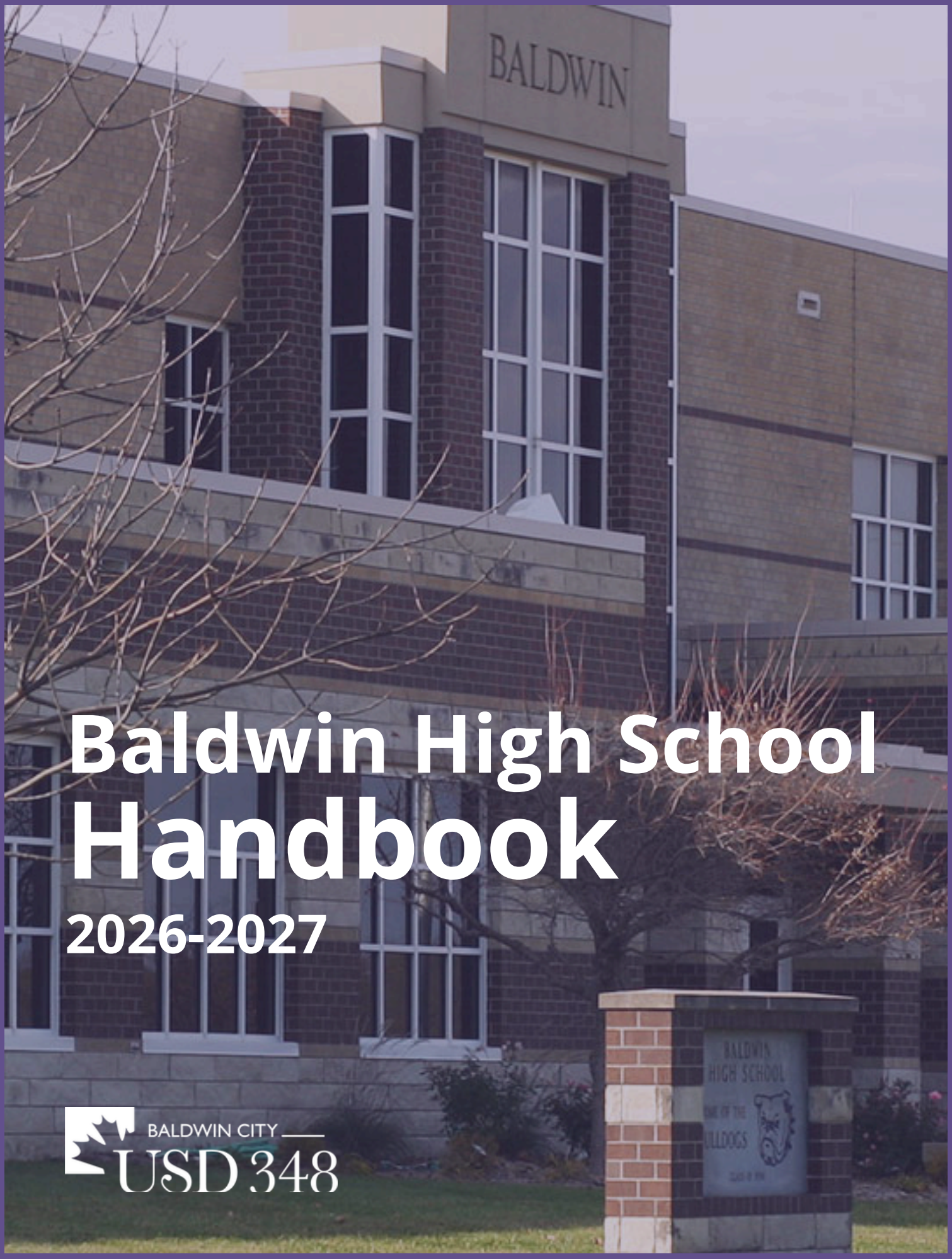


Baldwin High School Handbook

2026-2027

BALDWIN CITY
USD 348

BALDWIN HIGH SCHOOL

MISSION

The mission of Baldwin High School is to provide students academic opportunities for college and career readiness while developing critical thinkers and problem-solvers who are positive, contributing members of society.

VISION

Teaching and Learning for Excellence.
Taking our place among the elite, recognized for extraordinary achievement; teaching with purpose, passion and concern.

HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an "all encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

CIVILITY POLICY

BOE POLICY KAA

Baldwin USD 348 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the School District to treat everyone -- fellow employees, students, parents, patrons, visitors, anyone having business with the district -- with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

Any violation of the Civility Policy may result in disciplinary action deemed appropriate by the administration, which may include, but is not limited to suspension from school and/or activities or limited access to district property or events.

Baldwin High School

415 Eisenhower St
P.O Box 67
Baldwin City, KS 66006
(785) 594-2725



Administration

Brant Brittingham, Principal
Kelli Haeffner, Assistant Principal
Dayton Valentine, Activities Director

BELL SCHEDULE

1st Period	8:00-8:49
2nd Period	8:53-9:42
2nd Breakfast	9:42-9:52
3rd Period	9:52-10:42
4th Period	10:46-11:37
5th Period	11:40-1:05
First Lunch	11:40-12:05
Second Lunch	12:10-12:35
Third Lunch	12:40-1:05
6th Period	1:08-1:58
7th Period	2:02-2:51
Seminar	2:55-3:15

EARLY RELEASE BELL SCHEDULE

1st Period	8:00-8:44
2nd Period	8:48-9:32
2nd Breakfast	9:32-9:42
3rd Period	9:42-10:26
4th Period	10:30-11:14
5th Period	11:17-12:40
First Lunch	11:17-11:42
Second Lunch	11:46-12:11
Third Lunch	12:15-12:40
6th Period	12:44-1:28
7th Period	1:32-2:15

SCHOOL SONG

Faithful and true hearted, let us cheer for Baldwin High. We revere her and defend her, as her colors proudly fly. We will stand for her united, of her deeds we'll gladly tell. Her colors streaming, glad faces beaming, so here's a cheer for her for her we love so well. Joyous and ever loyal, let us Boost for Baldwin High. Let every heart sing, let every voice ring, there's no time to grieve or sigh. It's ever onward, her course pursuing, may defeat her no ardor cool. But united we will boost for her our old high school.

#BALDWIN**BUILT**

TABLE OF CONTENTS

ACADEMICS..... 1
Classification Policy..... 2
Commencement Speaker..... 2
Credit Recovery..... 2
Dual Credit..... 2
Early Graduation..... 3
Grading/Progress Reports..... 3
Graduation Credit Requirements..... 3
Honor Roll..... 4
Independent Study..... 4
Library Media Center.....4
Long-Term Assignments..... 4
Make-Up Work Policy..... 4
National Honor Society.....4,5
Schedule Changes.....5
Seminar.....5
Senior Course Requirements.....5
Student Led Conferences.....6
Student Support Services.....6
Teacher/Library/Office Aides.....6
Textbooks.....6
Weighted Grades.....6
ACTIVITIES..... 7
Activities & Organizations..... 8
Field Trips..... 8
World Language Travel Program..... 8
School Dances..... 9
ATHLETICS..... 10
Academic Eligibility.....11
Athletic/Activity Code of Conduct..... 11,12
Athletic Insurance.....12
League Affiliation.....12
KSHSAA Eligibility Requirements.....12
Rule 52.....13
Student Group Fundraisers.....13
Student Transportation.....13
Directory.....14
ATTENDANCE..... 15
Attendance.....16
Activity Participation & Attendance..... 16
Check In/CheckOut.....17
Student Not in Good Standing.....17,18
Tardy..... 18
Truancy..... 18
Unexcused Absences..... 18
CODE OF CONDUCT..... 19
Academic Integrity..... 20
After School Detention..... 20
Alcohol & Drug-Free Schools.....21
Bullying.....21
Bus Regulations..... 22
Cell Phone 22,23
Discipline.....23
Discrimination.....23
Dress Code..... 23
Hall Passes/E-HallPass..... 24
Hazing/Intimidation/Menacing..... 24
Loitering..... 24
Property Damage..... 24
Sexual Harassment..... 24
Suspension, In-School..... 24
Suspension, Out-Of-School..... 25

Technology Acceptable Use..... 25
Unacceptable Behaviors..... 26,27

GENERAL.....28
Deliveries & Messages.....29
Lunch Period.....29
Posters.....29
School Site Council 29
HEALTH.....30
Allergies..... 31
Health Office (School Nurse)..... 31
Illness.....31
Inoculation/Immunization..... 31
Medication.....31,32
Service Animals..... 32
SAFETY & SECURITY..... 33
Automobile Regulations..... 34
Child Abuse.....34
Custodial & Non-Custodial Parent Rights.. 34
Emergency Drills.....34
Emergency Safety Interventions..... 34
Inclement Weather & School Closings.....35
Lockers.....35
National Suicide Prevention Hotline.....35
Public Conduct on School Property..... 35
Safety and Security.....35
School Resource Officer..... 35
Searches.....35,36
Statewide School Safety Hotline..... 36
Student Privacy Rights.....36,37
Surveillance Cameras.....37
Visitors..... 37

ACADEMICS

CLASSIFICATION POLICY

For classification, students must have earned the following number of credits:

- Sophomore- 5 credits
- Junior- 11 credits
- Senior- 16 credits

Students not meeting these credit requirements will be reclassified at the beginning of the school year.

COMMENCEMENT SPEAKER

Any seniors who are interested in earning the privilege of being a commencement speaker should submit a copy of their commencement address to the principal no later than May 1. The principal will make the final selections.

CREDIT RECOVERY / INITAL CREDIT

Credit Recovery: High school credit may be earned through the Greenbush Virtual Academy for credit recovery and classes will count towards graduation. Credit Recovery classes are offered to those students who have failed a core class and wish to make up the credit.

- Students desiring to take Credit Recovery classes will need to complete an application form with a high school counselor. Fees associated with credit recovery are the responsibility of the student and/or family.
- GVA classes may not count towards KSHSAA eligibility requirements.
- GVA students must be currently enrolled at BHS and working towards a BHS diploma.
- Students who fail to follow the rules stated may be denied GVA credit.

Initial credit: Initial credit is for students enrolling as full time GVA students. Students wishing to enroll as full time GVA students must apply in July/August. Students must apply prior to the beginning of the semester and must remain GVA students for a full semester. Students are expected to complete coursework for each class **AND** pass the final in order to receive credit.

DUAL CREDIT

BOE Policy IDCE

Students desiring to take classes off of the high school campus during the school day, including online college courses, will need to meet with their counselor to complete this process. The following items will be considered when reviewing college release requests:

- Cumulative G.P.A.
- Behavior status (number of discipline referrals and number of detentions.)
- Attendance, including tardies.
- Transportation and financial resources available.
- Requested college courses must not be offered OR have already been completed at Baldwin High School.
- College class(es) must not conflict with set times for high school courses

High school credit may be given for college courses and used to count toward graduation. College courses taken which count toward KSHSAA eligibility must be taken for dual credit. Students must declare their intent in writing not to earn dual credit before classes start. Once students are approved for college enrollment, all expenses will be the responsibility of those students.

The students must apply to the college and be approved before selecting their course(s). After selecting the course(s), the students must show verification to Baldwin High School that they are enrolled in the course(s) so that their high school class schedule can be coordinated with their college schedule.
Baldwin High class times take precedence over college class times. Students must provide verification of course completion. Students who enroll and later drop a class must re-enroll full-time in the high school.

Courses will be offered through Neosho County Community College, Johnson County Community College, Baker University, and Washburn Tech.

1. Must be a junior or senior for dual enrollment classes
2. Sophomore students must request administrative approval for second semester dual enrollment.
3. The student is responsible for the enrollment process & payments required per institution including rental or the purchase of any required books or supplies
4. Students must be classified as full-time status to be dual credit eligible.

NOTE: *Students must apply each semester for continuation in the college release program and show verification of enrollment in their college course(s).*
Seniors & juniors enrolled in college enrollment will be allowed to leave the building during the assigned college enrollment hour, with parent/guardian permission and upon signing out in the office. Sophomores are required to stay in the building during college enrollment hours. Administration reserves to the right to revoke the privilege of leaving campus during college enrollment.

EARLY GRADUATION

A student who wishes to graduate early must complete and submit the Early Graduation Application Form. These forms are available in the counseling office.

1. The student must declare his/her intention and apply for early graduation by May 1st of their junior year to graduate one semester early, or by May 1st of their sophomore year to graduate one year early.
2. All fees associated with work ahead credit will be paid for by the student.
3. Student should be aware that there is no early (winter) graduation ceremony. Students completing the requirements early may take part in the May graduation ceremony.
4. It will be the responsibility of the applying student to obtain information related to the May graduation, scholarship opportunities, senior activities, etc.

GRADING/PROGRESS REPORTS

BOE Policy JF

Canvas and Powerschool may be used for grades depending on the class/teacher. However, Powerschool houses the final grade of record. In all areas where letter grades are given for academic achievement, the following grading scale will be used:

A	90-100%	Outstanding
B	80-89%	Good
C	70-79%	Average
D	60-69%	Below Average
F	59%	& BELOW Failing

Grades are based on the above percentages and are recorded as follows:

- Semester Courses—grades will be cumulative through the semester
- Year Courses--two semester grades are recorded. If one semester is failed, that semester must be made up in order to receive credit.
- Seminar –recorded as Satisfactory or Unsatisfactory for each semester (each year a student will be enrolled in a seminar).

GRADUATION REQUIREMENTS

BOE Polices JFC, IHF

The following credit requirements apply to all students in the 12th grade during the 2026-2027 school year:

Language Arts	4
Mathematics	3
Science	3
Social Studies	3
Health/PE	1
Personal Finance	.5
Career & Technical Education	1
Fine Arts	1
Electives	7.5
Total	24

The following credit requirements apply to all 9th,10th, & 11th graders during the 2026-2027 school year:

Communications	.5
Language Arts	4
Mathematics	3
Science	3
STEM	1
Health/PE	1
Financial Literacy	.5
Career & Technical Education	1
Fine Arts	1
Social Studies	3
Electives - IPS Choices	6
Total	24

Post Secondary Assets

Students in the 9th, 10th & 11th grade for the 2026-2027 school year must also complete two post secondary assets in order to meet the KSDE graduation requirements. For a full list of post secondary assets, please visit your student's grade level Canvas page.

HONOR ROLL

The Honor Roll is an honor given at the end of each semester to recognize students for their academic achievements. A student's semester grade point average is used to determine his or her eligibility for Honor Roll. Baldwin High School reports three separate honors:

- Honor Roll for students earning a 4.0 GPA
- Honor Roll for students earning a 3.5 - 3.99 GPA
- Honor Roll for students earning between a 3.0 - 3.49 GPA

Students must be enrolled in at least five credit hours to be considered for this recognition. Semester honor will be announced and advertised to the community. Cumulative GPAs will be awarded with certificates, letters, bars, and pins.

INDEPENDENT STUDY

Independent study will be approved by administration only.

LIBRARY MEDIA CENTER

A student must have permission from his/her teacher to use the library during the school day. That may be communicated in the form of an e-hallpass or email.

Each student is to follow standards of behavior that will allow other students to pursue their academic or recreational reading free from distractions. A student may be suspended from the library for unacceptable behavior upon the recommendation of library personnel and approval of administration.

Guidelines for borrowing materials are established by the library media specialist. The student borrowing materials will be responsible for returning it on time and in good condition. Students with overdue materials may have their borrowing privileges restricted or revoked.

For lost or damaged library materials, the replacement cost will be charged to the borrower. The loss/damage should be reported to library staff immediately.

LONG-TERM ASSIGNMENTS

Long-term Assignments (LTA) are defined as those made more than 10 school days before the due date. LTAs are expected the day that they are due regardless of attendance. A school activity is not considered an extenuating circumstance.
If absent for illness, the assignment is due at 8:00 a.m. the first day that the student returns. Appeals for extenuating circumstances can be made to the principal and/or teacher.

MAKE-UP WORK POLICY

BOE Policy JBD

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

The student will have the number of days missed plus one additional day to make-up and turn in missing assignments.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension or expulsion.

NATIONAL HONOR SOCIETY

National Honor Society is a national organization for students who have been recognized for outstanding accomplishments in the areas of scholarship, character, leadership and service. Any student enrolled in the general curriculum with a cumulative GPA of 3.65 by the spring semester of his/her sophomore, junior, or senior year is qualified as a candidate for NHS. Transfer students are eligible for consideration after one year of enrollment at BHS. During the spring semester an information form will be sent to each candidate.

Forms need to be completed thoroughly and returned to the NHS advisor by the deadline for the candidate to be considered for selection. The NHS Faculty Council is composed of five teachers appointed by the NHS sponsor with the approval of the principal. The Faculty Council makes the final selection of students for induction into NHS with the advisor serving only as a facilitator of the process. The Faculty Council will review each information sheet submitted to see if the candidate demonstrates outstanding performance in scholarship, leadership, service, and character.

The categories of the information sheet include co-curricular activities, leadership positions, individual and group community service activities, membership in community organizations, work experience, recognition, and awards.

To evaluate character, the Faculty Council will evaluate responses from a teacher input form given to all certified staff.

Students will be notified of the decision of the Faculty Council by letter. Students not selected at that time will be invited to go through the selection process the following year if they maintain at least a 3.65 cumulative GPA. All students are invited to participate in the service activities sponsored by National Honor Society to gain community service experience.

SCHEDULE CHANGES

Students will be allowed one student requested schedule change per semester. These requests must be made by end of the first two days of each semester. After the first two days, student's schedules will only be changed by admin or teacher request. This is done to ensure academic integrity. Students will be expected to remain in classes they have requested through pre-enrollment.

Students who withdraw or are long-term suspended from BHS before the end of the semester will not receive any credit and will receive a WF (withdrawal failing) or WP (withdrawal passing) on their transcript for each course. The grade will be calculated as an F for the course(s) on his/her GPA.

SEMINAR

The purpose of the seminar is to serve as an extension of — or enrichment for — the educational programs of BHS. Students will be assigned to a seminar class. Teachers and students must view the seminar as an opportunity to further enhance classroom instruction and learning, and support the school improvement goals of BHS.

Seminar provides the opportunity for students to receive career and academic assistance (IPS) from teachers/counselors/guest speakers, social emotional development lessons, finish work, access the library/media center, complete makeup work, take tests or quizzes, work on projects, and/or complete assigned homework. Students are also encouraged to utilize the math lab during seminar in the library. Math lab is a designated space where all math teachers are available to assist students.

It is the student's responsibility to make sure he/she uses this given time wisely. It is the teacher's responsibility to make sure that all seminar guidelines are consistently followed throughout the school.

Seminar will meet from every day of the school week from 2:55-3:15. Student grades for Seminar are assigned as an S-Satisfactory or a U-Unsatisfactory.

SENIOR COURSE REQUIREMENTS

It shall be required of high school seniors to take a full course of classes during the first semester of the school year. Students wishing to take a partial schedule second semester will be expected to enroll in senior release or a workplace experience option. Parent/guardians must give permission for students to leave campus.

STUDENT LED CONFERENCES

The Kansas State Board of Education expects all school districts to implement Individual Plans of Study. The IPS is both a product and process that students will use to help to define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high school.
As your child navigates through high school and into a career or college, it is imperative that your child sets educational goals and creates a roadmap for success in high school and beyond. This will be a great opportunity for your child to lead a discussion about their Individual Plan of Study, or IPS. Student led conferences will occur once during the spring semester to present individual plans of study information to parents/families.

STUDENT SUPPORT SERVICES

The student support services are available to all students to help meet student needs, interests, and the abilities of all students. School counselors, social worker and the WRAP Specialist are available to assist students for a variety of services:

COUNSELORS may provide individual support to students, assist in the enrollment and scheduling for classes at BHS and dual credit, college, career, academic, and Individual Plans of Study counseling, Assessment guidance (ACT, PSAT, ASVAB, AP, Work Keys), and provide classroom guidance.

SOCIAL WORKER may provide individual therapeutic support to students, classroom support, consultations for behavioral & social-emotional learning, 504 plans, consultation with community organization, and crisis intervention and student/family crisis support.

WRAP SPECIALIST may provide services as the liaison with Bert Nash Community Mental Health Center, individual therapeutic support to students, family support, crisis intervention and student/family crisis support, student advocacy and mediation, linking students and families to resources, education and skill-building groups, and communication between school, home, and community.

TEACHER/LIBRARY/OFFICE AIDES

Students must be enrolled in seven periods unless they are a spring semester senior. A student can be an aide in ONLY one period per semester. One quarter credit per semester may be earned by any aide position. Aid positions do not count towards eligibility for athletics.

TEXTBOOKS

Students are responsible for maintaining and returning all textbooks and materials issued to them.

Textbooks or materials lost, misplaced, or damaged beyond normal wear must be paid for by the student based on the value of the item at the beginning of the school year.

Student grade cards, schedules, and/or records will not be released until payment is received.

WEIGHTED GRADES

Weighed classes for 2026-2027

- AP Studio Art
- Spanish IV & V
- ELA: AP Literature, Composition I, Composition II
- Math: Honors Algebra II, Honors Geometry, Calculus
- Science: AP Biology, AP Chemistry
- Social Studies: AP US History, AP Government, Honors World History

Weighted vs. Unweighted GPA Point System:

- Weighted: A = 5 pts, B = 4 pts, C = 3 pts, D = 1 pts, F = 0 pts
- Unweighted: A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pts, F = 0 pts

ACTIVITIES

ACTIVITIES & ORGANIZATIONS

BOE Policy JH, JHCJH, JHC

The school provides a variety of student activities and organizations to meet the needs/interests of the student body and as resources allow. The administration is responsible for organizing and approving all student activities. All school-sponsored activities must be supervised by an adult approved by the administration.

Students may form clubs to promote or pursue specialized activities outside the regular classroom. Membership in student organizations must be open to all interested and eligible students. A building adminstrator must approve school sponsored student organizations, and a staff member must serve as an advisor or supervisor.

FIELD TRIPS

BOE Policy IFCB

A "field trip" will be defined as any activity or trip when accompanied by a staff member or administrator. Arrangements for making up all work missed must be made before the trip, and a check sheet signed by the teacher must be on file in the office. Non-participating field/activity trips students or other children may not ride on school buses or other district transportation with participating students, parents, chaperones, sponsors, and bus drivers. Students may be required to pay a transportation fee for field trips.

WORLD LANGUAGE TRAVEL PROGRAM

BOE POLICY IFCB

The BHS World Language Program includes educational trips to the target culture with the purpose of advancing the students' knowledge and experience in the language.

- The Spanish classes will travel on alternating years.
- Only high school sophomores, juniors, and seniors, enrolled in the second year or above of world language study at the time of departure are eligible.
- Participating students must maintain at least a "C" average in the language class, and be passing all classes at the time of enrollment and the semester prior to departure, or they are ineligible. Exceptions may be made only by the administrative team.
- Participating students are required to follow the sponsoring travel agency's rules and USD 348 policies. Failure to abide by these policies will result in the appropriate disciplinary action. Any student with a poor attendance record, excessive behavior problems, or who is not making satisfactory progress toward graduation may become ineligible at any time at the discretion of the sponsoring agency, the sponsoring teacher, or the administration.
- If a student becomes ineligible, any payments made to the sponsoring agency will only be refundable according to that agency's policy.
- A minimum of six students will be required for sponsorship of a trip, with a maximum of 15 students per sponsor.
- The student or sponsoring group will be responsible for their own expenses for the trip. It is understood that teacher travel expenses are paid by the sponsoring agency. The district will provide support materials (copies, postage, etc.), as well as transportation to and from the airport for the students and sponsor.
- If more than one week is needed, the trip will be in conjunction with a school district vacation period.

SCHOOL DANCES

BOE Policy JCDA

All guest dates must be signed up in advance through the office and receive administrative approval. Guests must be in good standing with BHS, be at least in the 9th grade and under 21 years of age. The guest must be accompanied by his/her BHS date at the time admission is sought; some form of photo identification may be required. Students who leave the dance will not be readmitted. Students who exhibit that they have consumed alcoholic beverages or illegal drugs of any kind will not be admitted. Should they be in attendance while under the influence or possession of either, they will be rejected from the activity, the parents will be notified for pick-up, and the student(s) will be subject to the discipline procedure previously stated.

DANCE (Sponsor Organization)

Back to School Dance (10th Gr)
Homecoming Dance (12th Gr)
Winter Formal Dance (9th Gr)
Junior/Senior Prom (11th Gr)



ATHLETICS

Baldwin High School Activity Manual

ACADEMIC ELIGIBILITY

USD 348 adheres to the eligibility requirements of the Kansas State High School Activities Association. To be eligible to participate in interscholastic activities, a student must be certified by the school administration as meeting all eligibility standards. The following standards apply to academic eligibility:

- You passed five (5) subjects of unit weight in your last semester of attendance without relying on incomplete work. Teacher/Office Aid classes do not count towards eligibility. No make-up work is permitted after the close of a semester to become eligible (this includes summer school).
- You are enrolled in and are attending five (5) current subjects (those not previously passed) of unit weight.

USD 348 also allows coaches/sponsors to implement academic standards that go above and beyond the KSHSAA policy. In such instances, the coach/sponsor is required to notify parents and students with a copy of the policy at the parent meeting.

ATHLETIC/ACTIVITY CODE OF CONDUCT FOR SUBSTANCE ABUSE

Rule #14 of the Kansas State High School Activities Association states: To be eligible for participation, the student must be in good standing. A student, who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., is not in good standing.

This policy solicits the understanding of the students and parents/guardians of students involved in activities sanctioned by the KSHSAA. It is the belief of coaches, sponsors, and the administration that a clear prior understanding of the policy outlined below will prevent conflict should a need for disciplinary action occur.

It should be understood that the school staff will not "police" the community looking for violators. This policy intends to prevent problems. The school will not become involved with situations confined within the home involving direct supervision and consent of parents.

Consequences for student participants who use alcohol, drugs, or tobacco during the season (at school events or in public) are listed below. School procedures, district policy, and additional team rules established by the head coach may also apply.

- First Offense: The student will be ineligible to participate in all school activities (including practices) for ten (10) school days after the penalty has been imposed. If a violation occurs at the end of the school year, consequences will be carried over to the next school year.
- Second Offense: The student will be ineligible to participate in all school activities (including practices) for forty-five (45) school days. If a violation occurs at the end of the school year, consequences will be carried over to the next school year.
- Third Offense: The student will be ineligible to participate in all school activities (including practices) for ninety (90) school days. If a violation occurs at the end of the school year, consequences will be carried over to the next school year.

A conference with student, parent, or legal guardian, coach, school administration and others deemed necessary will be conducted for each offense.

Violations of the rules must be observed by a staff member, law enforcement officer, or reported by the student's parents if penalties are to be imposed. Self Disclosure: If a student voluntarily initiates disclosure of a violation to school personnel, an administrator will have a conference with the coach/sponsor, the student,

and a parent/guardian. No disciplinary action will be administered for the initial self-disclosure. The offense will be recorded by an administrator. Subsequent self-disclosures of a violation to school personnel will result in the steps outlined in Parts A, B, and C of the above policy.

Athletic Insurance

USD 348 does not provide secondary Athletic Insurance. KSHSAA provides catastrophic insurance with a $25,000 deductible. Additional insurance may be purchased.

LEAGUE AFFILIATION

Baldwin High School competes in the Frontier League. The league schools include Paola, Eudora, Ottawa, Louisburg, Bonner Springs, and Tonganoxie.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Eligibility Requirements

BHS adheres to the KSHSAA eligibility requirements. A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility standards.

A summarization of KSHSAA rule states, **YOU ARE ELIGIBLE IF:**

- You are a bona fide undergraduate student in good standing.
- Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
- You do not turn nineteen (19) on or before September 1 of the current school year.
- You have not completed eight semesters of competition and/or attendance, or more than four sessions in one activity in a four-year school, six semesters, and three seasons in a three-year school, four semesters, and two seasons in a two-year school.
- You passed ***five subjects of unit weight*** in your last semester of attendance without relying on incomplete work. No makeup work is permitted after the close of the semester to become eligible. (If you are a first-semester high school student, you must have passed five subjects of unit weight in your last semester of junior high attendance.)
- You are attending and enrolled in ***five current subjects*** (subjects not previously passed) of unit weight.
- You do not engage in outside athletic competition in the same sport while you are a member of a school squad. You should consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
- You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal before your first practice.)
- You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
- If you drop out of school four weeks or less before the semester ends and have completed a sufficient amount of work to give them a semester worth of credit, without relying on incomplete work, you are eligible for the following semester.
- You are a transfer student and have met the requirements of the transfer rules. (Students may not transfer from one secondary school to another and become eligible until they have been in attendance for one academic year unless their parents or legal guardian move to a permanent residence in the vicinity of the new school to which the student transfers. Contact the principal concerning this regulation.
- You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- You have not competed under a false name.
- You have not competed for money or merchandise of intrinsic value, and have observed all provisions of the Amateur Award Rules.

RULE 52

In keeping with the Kansas State High School Activities Association requirement to encourage and enforce good sportsmanship, we ask that all students/fans assist us in honoring Rule 52.

- Be courteous to all. (participants, coaches, officials, staff, and fans)
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team and school.
- Exercise self-control and reflect positively upon yourself, team, and school
- Permit only positive sportsmanlike behavior to reflect on your school or its activities
- All ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!

Students/Fans who violate Rule 52, or who display any type of poor sportsmanship, will be ejected from the activity; may be subject to loss of the privilege of attending school activities, as well as further disciplinary actions.

STUDENT GROUP FUNDRAISERS

Each Athletic team/Activity group is allowed to do no more than one door-to-door type fundraiser per year. ALL fundraisers must be approved by the Activities Director. This is to help ensure that groups do not double-up on similar fundraisers.



All money collected by groups doing fundraising activities will be turned in to their school's bookkeeper promptly. Any profits from such activities will be held in that group's activity fund at the building level. All monies remaining in accounts that belong to groups that no longer exist (senior graduating class, clubs, sports, or activities) will be donated to Student Council at the end of the fiscal year.

STUDENT TRANSPORTATION

Bus transportation will be provided to students to and from school for those students who qualify. Transportation will be provided by the school district for all extra-curricular activities.

Students are prohibited from driving personal automobiles to school district-sponsored activities held during the school day.

Activity Transportation

1. All participants (including but not limited to cheerleaders, mascots, athletics, managers etc.) must ride in school vehicles to and from out of town school activities.
2. Students participating in in-town or out-of-town school-sponsored activities must ride in school vehicles. Exceptions are as follows:
    a. After obtaining prior approval from the principal, activities director, or coach, students who are participants may ride home or elsewhere with their parents following an out-of-town school-sponsored activity. Parents must sign student out with coach or sponsor after school sponsored activity if student is not riding home in a bus/district vehicle.
    b. Individuals who are not participants must arrange for their transportation.
    c. In some instances, student participants will be allowed to drive their own vehicles to in-town competitions.

DIRECTORY OF ATHLETICS/ACTIVITIES

ACTIVITIES DIRECTOR
Mr. Dayton Valentine

FALL ACTIVITIES
Boys Cross Country – Thomas Broxterman
Girls Cross Country – Thomas Broxterman
Debate – David Stephens
Fall Musical –
Football – Jeff Melcher
Girls Golf – Richard Ebel
Boys Soccer – Ryan Cox
Girls Tennis – Jim Ashcraft
Volleyball – Laney Overman

WINTER ACTIVITIES
Boys Basketball – Don Blanchat
Girls Basketball –
Scholars Bowl – Jim Ashcraft
Boys Wrestling – Zach Flowers
Girls Wrestling – Zach Flowers

SPRING ACTIVITIES
Baseball – Grant Bachura
Forensics – Michelle Kirk & Maddy Roger
Boys Golf – Makenzie Ellis
Girls Soccer – Ryan Cox
Girls Softball – Chad Scoby
Spring Play – David Stephens
Boys Tennis – Jim Ashcraft
Boys Track and Field – Thomas Broxterman
Girls Track and Field – Thomas Broxterman

YEAR-ROUND & OTHER ACTIVITIES
Journalism – Kit Harris
Dance Team – Stephani Howarter
Cheerleading –
Student Council – Autumn Weiss, Kelli Haeffner



ATTENDANCE

ATTENDANCE

BOE Policies JB, JBD, JBCC

Daily attendance records are maintained for each student in each school. A cumulative attendance record for each student is also maintained. The attendance record will indicate if the absence is excused (E, P, D, SD, G, O, AS) or unexcused (U). **Students are permitted 10 parent excused absences per school year.**

The following are considered to be excused absences:

- Personal illness verified by a parent and approved by the principal. When a student is absent three or more consecutive days, a doctor's note may be required to re-enter. Extended illness verified by a doctor can be considered excused at the discretion of the administration
- Medical appointments verified by a signed appointment card with time and date or a doctor's written statement and approved by the principal
- College or trade school visits (two per school year)
- Trips with a student's own parents verified by a parent and approved in advance by the principal
- Unusual, unforeseen, or emergency circumstances as verified by a parent and approved by the administration
- Parent's prior formal written request for absence of a student and approved by the administration
- Family Bereavement
- Religious observance
- Administrative prerogative
- Any absence that does not meet the above criteria will be considered unexcused.

Excused absences are based on the honesty and integrity of the parent or legal guardian.

Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence.

ACTIVITY PARTICIPATION & ATTENDANCE

Any student participating in any athletic or activity program sponsored by BHS must be in attendance at school for the entire day's schedule in order to be eligible to practice, compete, or perform later on that day or evening. This policy applies to but is not limited to the following types of activities:

- Athletic contests, practice, dances
- Musical and Drama Performances, Contests, Tryouts, and Festivals
- Club and Organizational Conferences, Workshops, or Contests

If a student leaves school due to sickness, students will not be permitted to return for any after school activities.

This policy may be waived and the student allowed to participate if the following actions are taken:

- Doctor/Dental/Legal type appointments as documented on the professional's letterhead or note pad
- In emergency situations, a call is made as soon as possible explaining the nature of the student's absence.

The decision to waive this policy will then be made by the administration. Calls should be directed to the Activities Director at 785-594-2725. Students are expected to be at school and in class the morning following an activity.

CHECK IN/CHECK OUT

Students wanting to leave the campus during the school day are required to check out through the main office. The student will be required to obtain permission from the parent or guardian to leave the campus. Upon the student's return to the building, the student must report to the office and obtain a pass to return to class.

Students will not be permitted to access their vehicles during the school day.

Students leaving the building without checking out in the office will be unexcused and consequences will be assigned accordingly.

STUDENT NOT IN GOOD STANDING (ATTENDANCE)

A student can be considered not in good standing if they meet either of the following conditions:

1. The student meets the definition of truancy under Kansas law (K.S.A. 72-3120). A student is considered truant when they have:
   - Three (3) consecutive unexcused absences, or
   - Five (5) unexcused absences within a semester, or
   - Seven (7) unexcused absences within a school year
2. The student has outstanding or unserved detentions assigned for behavioral or attendance-related concerns.

Administrative Discretion

School administration reserves the right to review, modify, or waive the application of this policy on a case-by-case basis when warranted by extenuating circumstances. This may include, but is not limited to, situations involving documented medical conditions, adherence to a student's 504 Plan, Individualized Education Program (IEP), or other legally recognized accommodations.

Attendance will be recorded as unexcused until a parent or guardian contacts the Attendance Office and provides a valid reason for the absence. This notification must be received within 24 hours of the student returning to school. Building administration retains final authority in determining whether an absence or tardy is excused or unexcused. Students arriving after 8:15 AM will be counted absent for the first hour.

Parent/Guardian Excusal Limit

Parents/guardians may call a total of ten (10) times per school year to excuse their child from school for any length of time up to one full school day. After ten parent-initiated excuses have been used in a school year, any additional absences must be verified in accordance with Board of Education policies JB, JBD, and JBCC. Absences without appropriate verification after this point will be considered unexcused.

Students identified as not in good standing will lose the privilege to attend or participate in USD 348 extracurricular activities, including but not limited to athletic events, dances, clubs, performances, assemblies, and field trips.

Additional school-based restrictions may also apply.

Reinstatement of Student In Good Standing Status

Unexcused absence time must be made up before school, during lunch, or after school according to the following structure:

- 1 class period of unexcused absence = 30 minutes of make-up time

When a student's time missed no longer meets thresholds defined by Kansas law, specifically fewer than three (3) consecutive unexcused absences, fewer than five (5) unexcused absences within a semester, and fewer than seven (7) unexcused absences within a school year, and all assigned detentions have been served.

Completion of make-up time restores a student's good standing status for school privileges and activities; however, it does not negate or remove a student's designation as truant under Kansas state law if truancy thresholds have been met.

BHS administration and staff strongly believe in our ability to serve the whole student when they are physically in the building during the school day. While we will always advocate for students to be in the classroom learning vs. making up time before or after school, the state statute outlining required seat time limits our ability to be able to authentically engage students after school hours. We recognize attending every day may not always be possible for students due to illnesses or unforeseen circumstances and obtaining a doctor's note may not always be feasible. Therefore, seat time makeup outlined above allows students an opportunity to earn back unexcused time thus allowing the student to establish a student in good standing status once again.

TARDY

Admission to class following tardiness to school/first period requires students to check in at the front office when they arrive. A first hour tardy is issued between 8:00-8:15. Students arriving after 8:15 AM will be counted absent for the first hour. Students will receive three parent excused tardies for first hour before serving make up time. Tardies due to unusual, unforeseen, or emergency situations as verified by a parent and approved by the administration will be excused. When a student arrives late to school after a medical appointment, he/she will not be counted tardy if they have a note on the doctor's letterhead (or prescription pad paper) verifying the date and time of the appointment. The consequences for excessive tardies are totaled by period:

- 4 & 5 Tardies: 15 minute after school detention
- 6+ Tardies: 30 minute after school detention

TRUANCY

BOE Policy JBE

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day are considered truant.

The building principal or other district administrator will report students who are inexcusably absent from school to the appropriate authority.

Prior to reporting to either Kansas Department of Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter will be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse resulted in the student being reported truant.

UNEXCUSED ABSENCES

BOE JB, JBE, JBD

An absence will be recorded UNEXCUSED until the parent/guardian contacts the Attendance Office providing a reason for the absence. Students who have an unexcused absence during the school day will not be allowed to attend or participate in any after school activities (i.e. clubs, performances, games, practices etc.) Notification of unexcused absences will be communicated to appropriate coaches and sponsors.

Notification of reason for absences must be received within 24 hours of the student's absence. The Principal has the final decision as to whether an absence or tardy is excused or unexcused. Students arriving after 8:15 AM will be counted absent for the first hour. **Once a student reaches 10 parent excusals, any further absence will require a doctor's note in order to be excused.**

CODE OF CONDUCT

ACADEMIC INTEGRITY

BOE Policy JCDF

Academic integrity is a fundamental value of Baldwin USD 348, depending on the honesty of all persons involved in the learning process. Any form of academic dishonesty is regarded as a serious offense and will result in serious penalty. Cheating and plagiarism are common forms of academic dishonesty and subject to disciplinary action.

Cheating: Inappropriate means of completing, or helping another student complete school work. This includes working on a shared digital document without teacher permission, the use of AI tools to complete or fulfill assignment requirements. Some examples of these AI tools are ChatGPT & PhotoMath however, this is not an exhaustive list.

Plagiarism: Misrepresenting another's work as one's own, whether it is another person's ideas, words (including translators), lyrics, or images from a print source or the Internet.

- First Offense: Students may receive a deduction in points on that work, parents will be contacted by the teacher and a disciplinary referral will be filed with the administrative office.
- Second Offense: Students will receive an automatic zero "0" on that work, followed by a parental conference and a suspension.
- Third Offense: Students will receive an automatic zero "0" on that work, followed by a parental conference and an additional suspension from school. Third Offense for the course could result in loss of credit.

During the four-year tenure in the high school, if a student begins the academic year with a prior offense(s), the disciplinary action will begin with step #2. Furthermore, any infraction of the above policy will be considered for any academic awards and/or recognition for which the student is eligible. Those students who act as accessories to the offense will also be disciplined according to the above policy.

AFTER SCHOOL DETENTION

BOE Policy JCDA

The objective of After School Detentions is to encourage students to make positive decisions.

The After School Decisions (ASD) Program is a structured setting that allows students to serve detention as a consequence of a poor decision in violation of school or classroom policies. While in ASD, students are expected to be working on academic assignments while following all rules and regulations of the adult supervisor. The goal of ASD is to encourage students to take a more positive role in making decisions throughout life, including school. Detentions will be served on Monday through Thursday from 3:15-4:15.

- Attendance will be taken by the ASD Supervisor each day. Students who do not serve their assigned ASD time will be reported back to the administrator who made the assignment.
- Students will bring assignments and necessary materials to work on during the time they are assigned to ASD.
- Students are expected to use this time wisely. ASD is an extension of the school day and students are expected to follow the classroom rules of the teacher. Failure to do so will result in students being removed from the detention setting and the time will not count.
- Students are responsible for making their own travel arrangements from the ASD location to their homes.

Outstanding detentions may result in student not in good standing status.

ALCOHOL AND DRUG-FREE SCHOOLS

BOE POLICY JDDA

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity.

Any student who is reasonably suspected of consuming illicit drugs, controlled substances, and/or alcoholic beverages before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be subject to discipline up to and including suspension or expulsion.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to detention, in-school suspension, out-of-school suspension, long-term suspension, and/or expulsion.

Self-Disclosure: If a student voluntarily initiates disclosure of a violation to school personnel, the administrator will have a conference with the coach/sponsor, the student, and a parent/guardian. No disciplinary action will be administered for the initial self-disclosure. However, this does not include distribution and/or selling of illegal and controlled substances.

BULLYING

BOE Policy JDDC

The board of education prohibits bullying in any form, by any student, staff member, or parent, towards a student or a staff member, on or while using school property, in a school vehicle, or at a school-sponsored activity or event. Kansas anti-bullying laws includes the following definition of bullying:

"Bullying" means:
(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:
(i) Harming a student or staff member, whether physically or mentally;
(ii) damaging a student's or staff member's property;
(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
(B) cyberbullying; or
(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.
Kan. Stat. Ann. § 72-6147 (2013)

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition may be reported to local law enforcement.

BUS REGULATIONS

BOE Policy JGG

- All school rules apply to school buses.
- Be courteous and respectful of others and their possessions.
- With the exception of water, no eating or drinking will be allowed on the buses.
- Stay in your seat and keep noise to a moderate level.
- Keep head, hands, and feet to yourself and inside the bus.
- Keep aisle open and unobstructed.
- Do not be destructive.
- Bus driver is authorized to assign seats.
- Promptness is expected of drivers, riders, and sponsors.
- No animals are allowed on the bus at any time unless prior arrangements have been made with the bus driver and teacher(s).
- Skateboards are not allowed on the bus.

Remember the driver is responsible for your safety. (S)He may assign seats. Students must realize that riding the bus is both a privilege and a service offered by the district. Rule violations can cause a student to lose the privilege of riding the bus. The parents are then responsible for providing transportation to and from school.

CELL PHONES & ELECTRONIC DEVICES

In accordance with Kansas law and BOE Policy JCDC, students are prohibited from using or accessing personal electronic communication devices during the school day. All devices must be powered off and stored out of reach for the duration of the school day, including all instructional time, passing periods, and lunch. Devices may be in a vehicle, school issued locker, or left at home.

Personal electronic devices are defined as items such as, but not limited to: laptops, gaming devices, cell phones, tablets, smartwatches, smart glasses, ereaders, wireless earbuds or headphones, and other wearable smart devices.

Students who need to contact a parent or guardian during the school day may request to use the main office phone.

Exceptions are permitted only when required by a student's IEP or 504 plan, or approved by a licensed physician as a medical necessity, and only when no other reasonable alternative exists.

Disciplinary Consequences:

- 1st offense: 60-minute detention. Device is confiscated and held for parent/guardian pick-up.
- 2nd offense: In-School Suspension. Device is confiscated and held for parent/guardian pick-up.
- Further offenses: Out-of-School Suspension. Per student code of conduct.

***Note**: Refusal to surrender a device to staff will be treated as insubordination and may result in immediate, escalated disciplinary action. The school district assumes no liability for the theft, loss, or damage of personal electronic devices brought to school.*

Students who receive an ISS or OSS will not only miss the opportunity to participate in classroom learning, but they will also forfeit eligibility for first and second semester finals opt-out and will not be permitted to attend field trips. Additionally, students assigned OSS are not permitted on school property to participate in any before or after school activities, practices, or events for the duration of their suspension.

R

DISCIPLINE

BOE Policy JCDA

Students are under the authority of faculty and staff employed by USD 348 any time they are on school grounds, at school sponsored activities, or being transported by bus to and from school. It is important that students follow district and school policy and any additional directions as instructed by school personnel and other persons placed in authority.

DISCRIMINATION

BOE POLICIES GAAB, GAAC, JGEC, JGECA

The District is committed to maintaining an educational environment and workplace that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District will provide equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

The District strictly prohibits discrimination and harassment against students, employees, or others on the basis of race, color, ethnicity, national origin, religion, sex/gender (to include orientation, identify or expression), age, disability, genetic information or any other basis prohibited by law.

Any form of discrimination or harassment toward any person associated with the District, regardless of where the conduct occurs, is a violation of this policy. The District also strictly prohibits retaliatory actions against those who engage in protected activities.

DRESS CODE

BOE POLICY JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Students are asked to dress in clothing that:

1. Is clean and neat,
2. Appropriately covers the body,
3. Does not draw undue attention to the student and
4. Does not display suggestive, vulgar, or inappropriate notations or advertisements.

Under section 4, clothing that displays advertisements of alcoholic, tobacco, or drug products are not acceptable.

HALL PASSES/E-HALLPASS

Proper behavior is expected at all times in the halls. Students in the halls during class time must have a hall pass from the office or teacher. Loitering in halls is not permitted. Students traveling in the halls are expected to maintain a reasonable degree of quiet and proper behavior. Students may be denied hall passes if they violate appropriate behavior codes while using a hall pass.

Students will continue to use e-hallpass as the management system for hall passes. Students are required to leave/place cell phones with teachers when using e-hallpass. Failure to comply with this reasonable request will result in further discipline and consequences.

HAZING/INTIMIDATION/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, intimidation, or menacing is strictly prohibited.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Publishing/posting images or messages recorded at school or a school event to social media that causes a disruption of the school learning environment, as determined by the school administration, will fall under the school's progressive discipline policies. Such recordings may include, but not be limited to, still images, text messages, video recordings, and/or voice recordings.

LOITERING

Loitering in the restrooms, specifically in the same stall will not be tolerated. Students found loitering in the same bathroom stall may be subject to search.

PROPERTY DAMAGE

Everyone is held accountable for the damage of school property. The person(s) responsible must pay for accidental or intentional damage. Damage which is intentional or results from inappropriate behavior will also require disciplinary action which may include suspension.

SEXUAL HARRASSMENT

BOE POLICIES GAAB, GAAC, JGEC, JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment.

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

SUSPENSION, IN-SCHOOL

BOE POLICY JDD

Students may be assigned ISS for excessive tardies, unexcused absences, inappropriate conduct, insubordination, or other inappropriate behaviors.

ISS students are:

- to check in with the administration by 8:00 am and stay for the duration of the ISS.
- students will turn in their phones to administration prior to entering ISS.
- required to spend the day in a supervised setting.
- responsible to complete make-up assignments.

All rules pertaining to ASD will also apply to ISS.

SUSPENSION, OUT-OF-SCHOOL

BOE POLICY JDD

The Board of Education of USD348 may suspend or expel or by regulation authorize any certified employee to suspend or expel any student guilty of any of the following:

Legal authority for suspension and expulsion is found in K.S.A. 72-8901 – 72-8906; these statutes shall control in case of a possible conflict between statutes and these policies.

(a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
(b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
(c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
(d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
(e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
(f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Suspension is a very serious disciplinary action resulting from an extreme and or habitual violation of school rules and regulations. Any student who is suspended must adhere to these restrictions:

- The student is not permitted to be on the school campus during the time of their suspension.
- The student is not permitted to participate in/or attend school activities/athletics during the time of their suspension.
- Students who are suspended will be allowed to make up classwork during the suspension. Make-up assignments must be completed within the time designated by each teacher (not more than one class period for each class period missed).

TECHNOLOGY ACCEPTABLE USE

BOE POLICY IIBF, IIBG

Students shall have no expectation of privacy when using District e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in District computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.



UNACCEPTABLE BEHAVIORS

The list below is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student may result in suspension.

Alcohol/Illegal Drugs: (ASD, OSS, LTS, E)
Students are not to possess, sell, distribute, or be under the influence of any illegal and/or controlled substances or drug-related paraphernalia while on school premises, on school-sponsored trips, inside or outside of the school building, and/or attendance at any school-sponsored event.

Bullying: (ASD, ISS, OSS, LTS, E)
Bullying means any intentional written, electronic, verbal, or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

- 1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his/her property.
- 2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
- 3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or
- 4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition policy shall be reported to the local law enforcement by school administrators.

Students that perceive they are being bullied by another student need to report the incident to a Teacher, Counselor, and/or Administrator. A report will be filed and an investigation will be conducted by the BHS administration.

Bus Violations: (ASD,ISS, OSS, LTS, BUS RIDING PRIVILEGES)
Students violating bus rules could result in loss of bus riding privileges.

Defiance/Insubordination: (ASD, ISS, OSS, LTS, E)
Willful and/or profane disobedience of a staff member's reasonable request will not be tolerated and will result in disciplinary action.

Disrespectful Behavior: (ASD, ISS, OSS)
Students are to show courtesy, politeness, and respect to staff members, students, and visitors.

Fighting: (OSS, LTS, E)
Fighting is strictly prohibited inside the school building, on the school campus, on school-sponsored trips, and/or in attendance at any school-sponsored event. Any student participating in a fight will receive an Out-of-School Suspension. A student instigating a fight may also receive an Out-of-School Suspension.

Fire/Bomb Threat: (OSS, LTS, E)
Calling/Filing a false claim of fire or bomb threat will result in Out-of-School Suspension with a hearing and referred to the appropriate legal authorities.

Forgery: (ASD,ISS, OSS)
Forgery will not be tolerated at Baldwin High School. Any student that forges a staff member's name or parent signature on a note will face disciplinary action.

Gambling: (ASD, ISS, OSS, LTS)
Gambling is prohibited.

Gang Related Behavior/Attire: (ASD,ISS, OSS,LTS,E)
Gang related behaviors, clothing, and/or symbols will not be tolerated.

Harassment/sexual harassment: (ASD, ISS, OSS, LTS, E)
Verbal, Physical, or Sexual Harassment will not be tolerated at Baldwin High School.

Profanity: (ASD,ISS, OSS) Profanity will not be tolerated at Baldwin High School.

Theft or Extortion: (ISS, OSS, LTS, E)
Students stealing from other students, staff, or the school building will not be tolerated. Lost or stolen property must be immediately reported to the administrative office.

Threats/Intimidation: (ASD, ISS, OSS, LTS, E)
Threats/Intimidation directed toward another student or staff member will not be tolerated and face disciplinary action.

Tobacco Use or Possession, Vaping or the use of electronic cigarettes:(ASD, ISS, OSS)
Federal and Kansas statute prohibits the use of any form of tobacco inside of the school building. Board policy prohibits any use or possession of any form of tobacco on school premises by students during the day regardless of whether the student is of age to purchase tobacco products legally. No student will use any form of tobacco while on school premises, on school-sponsored trips, inside or outside of the building, and/or in attendance at any school-sponsored event.

Truancy: (ASD, ISS, OSS)
BHS defines one period of unexcused absence as one day of absence. K.S.A. 72-113: Unlawful and unexcused absence from school for three consecutive days, five days in a single semester or seven school days in any school year shall be reported to the Douglas County Attorney Office.

Vandalism/Property Damage: (ASD, ISS, OSS, LTS, RESTITUTION, E)
Any student who through misuse or carelessness, damages or destroys school property or another student's property shall be required to repair, replace, or make restitution for damaged items or property and face disciplinary action.

Verbal Conflict: (ASD, ISS, OSS, LTS, E)
Verbal conflicts, arguments, or confrontations will not be tolerated.

Weapons: (OSS, LTS, E)
A student shall not knowingly possess, handle, or transmit any objects that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

ASD: After School Detentions
ISS: In School Suspension
OSS: Out of School Suspension
LTS: Long Term Suspension
E: Expulsion

GENERAL

DELIVERIES & MESSAGES

Students will be notified of emergencies only. Routine messages cannot be delivered. In the event that there is an emergency, inform the individual answering the telephone so that special care can be given to your particular situation.

Food delivery services such as Uber Eats or Door Dash will not be permitted.

Students will be asked to pick up deliveries in the administrative office during lunch or after school. We request that nonessential deliveries (i.e. Valentines Day Flowers/gifts and/or balloons, birthday presents, graduation presents, etc.) be made to the student's home in order to ensure timely delivery and also not to impede the daily operations occurring in the administrative office.

LUNCH PERIOD & ACCOUNTS

A closed lunch period will be used in all buildings at all levels. Participation in the school lunch program is encouraged; however, students may bring their lunch and eat in the cafeteria. Milk can be purchased by those bringing home-prepared lunches.

Students should stay in the cafeteria, commons and other designated areas during lunch. Outdoor Picnic Area can be used during the lunch period as long as the area is kept clean. If trash becomes an issue then the picnic area may be closed as per administration. The Bay and classrooms are not an appropriate places to eat lunch and students will be directed to return to the cafeteria.

Please do your part to keep the commons area clean, and an attractive part of your school. Each student is responsible for clearing his/her tray at the end of each lunch shift. Failure to do so will result in disciplinary action.

A positive balance should be maintained in all accounts. Negative charges will NOT be permitted for A la carte sales. Student account balances will be carried over each school year. Parents have the opportunity to request a refund for the following reasons:

1. Student Graduates High School
2. Student moving to virtual learning
3. Student is moving out of district

POSTERS

All posters and bulletins to be placed in the school must have administrative approval ***PRIOR*** to posting. Groups that post items must remove those items after the event has taken place.

SCHOOL SITE COUNCIL

BOE POLICY IB

Each school has a School Site Council (SSC). Each council is responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods, which may be employed at the school site, to meet these goals and objectives.

The membership of each council includes, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of students attending the school, the business community, and community leaders. Site Councils will report to the Board of Education once each year.

HEALTH

ALLERGIES

As a part of the enrollment process, the school nurse will make sure that all student health files are updated and that all students with medically documented allergies have an alert on PowerSchool.

Prior to the start of school, each teacher will receive an electronic notification, from the nurse, that lists all students who have reported allergies or health concerns.

If a student has a reported allergy, the staff shall take reasonable steps to eliminate exposure to the allergen during the school day.

If a student is inadvertently exposed to an allergen, the teacher and/or staff member shall contact the nurse immediately and follow protocol for allergen exposure.

HEALTH OFFICE (SCHOOL NURSE)

The health office is staffed by the school nurse to administer the school's health program. The nurse is on duty to provide care for students with acute illness and injury. The nurse will also conduct health screenings and health education programs.

Any student feeling unwell or injured will be assessed by the school nurse to determine the next steps including whether dismissal is appropriate.

ILLNESS

BOE Policy JGCC

Any student noted by a physician, or the school nurse, or the local health officer as having a communicable disease may be excluded from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician, the local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the student's physician or local health officer indicating that the student is free from all symptoms of the disease.

INOCULATION/IMMUNIZATION

BOE Policy JGCB

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

MEDICATION

BOE Policies JGFGB, JGFGBA, JDDAA

The supervision of medications shall be in strict compliance with the rules and regulations of the Board as carried out by district personnel. In certain circumstances when medication is necessary in order that the student can remain in school, the school nurse will cooperate with parents or guardians in the supervision of medications that the student will use. The parents or guardians must submit a written request to the school nurse requesting the school's cooperation in administering medication and releasing the school district and personnel from liability.

The following requirements must be met for supervision of medication by the school nurse: the medication is in the original container with the student's name, physician, current date, name of medication, dosage, and method of administration, length of time for which medication is prescribed, and additional special circumstances under which the medication is to be administered.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility.

The self-administration of medication for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine is allowed for eligible students in all grades K-12.

Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

Please see BOE policy JDDAA for more information on the "Student Misuse of Medication".



SERVICE ANIMALS

BOE Policies ING, ING.a

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.



Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

SAFETY & SECURITY

AUTOMOBILE REGULATIONS

The paved parking lot behind the school is designated as faculty parking and students should not park in the lot from 7:00am – 3:30pm. All city, state, and federal traffic laws shall apply to all parking lot areas. Students are expected to obey the traffic patterns. Seniors will have the opportunity to participate in senior parking stall painting. Information will be sent to seniors and their families at the beginning of the school year with the details.

CHILD ABUSE

BOE POLICY GAAD

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the Department of Children and Families (DCF) office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

BOE Policy KCB

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

EMERGENCY DRILLS

BOE Policy EBBE

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

EMERGENCY SAFETY INTERVENTIONS

BOE Policy GAAF

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students.

Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below.

The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

For full details regarding ESI, please refer to BOE Policy GAAF available on the district website.

INCLEMENT WEATHER AND SCHOOL CLOSINGS/LATE START

In case of inclement weather or other unforeseen circumstances, the district may decide to implement a school closure or delayed/late start to the school day. On days with a late start, lunch will be served, but breakfast and second chance breakfast will not be available. The secondary bell schedule for such events will be available on the district website. Information is available through district mass notification (email, text message, and automated phone call), the district website, district social media, and local news stations in regards to what type of closing it will be.

LOCKERS

A hall locker is assigned upon request of the student. If a student believes the privacy of his/her combination has been compromised, it must be reported to the office so the combination can be changed to ensure the security of the locker. The locker is in joint tenancy between the school and the student; therefore, the school maintains the right to inspect the lockers at any time without student permission. The school cannot be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair cost for vandalism or damage to school lockers.

NATIONAL SUICIDE PREVENTION HOTLINE

1-800-273-8255 (Available 24 hours every day)

PUBLIC CONDUCT ON SCHOOL PROPERTY

BOE POLICY KGDA

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy.

Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

SAFETY AND SECURITY

BOE Policy EBC

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

SCHOOL RESOURCE OFFICER (SRO)

The Baldwin City Police Department and the Board of Education have formed a partnership committed to providing a school resource officer in the schools. The primary job of the SRO is preventative in nature and to provide a positive law enforcement presence in the school community.

SEARCHES

BOE Policies JCAB, JCABB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated.

In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. Upon reasonable suspicion and at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and/or personal effects.

STATEWIDE SCHOOL SAFETY HOTLINE

Students may anonymously report possible impending violent acts in schools by calling 1-877- 626- 8203. This is a Kansas Highway Patrol toll- free number, and it is answered 24 hours per day.

STUDENT PRIVACY RIGHTS

BOE Policy IDAE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Baldwin City USD 348, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Baldwin City USD 348 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Baldwin City USD 348 to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Baldwin City USD 348 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 15. Baldwin City USD 348 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

SURVEILLANCE CAMERAS

BOE Policy JGGA

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

VISITORS

BOE Policy KM

The Board encourages its patrons and parents to visit the District facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the offices before proceeding to contact any other persons in the building or on the grounds.

Any person who visits a building and/or grounds of the District will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the building.

The principal has the authority to request aid from any law enforcement agency if any visitor to the District's buildings/ grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building/grounds and denial of further access to the building/grounds. Violators of this Board policy and its rules may be subject to the state trespass law.

Student visitation is discouraged, but on occasion, students may wish to bring a friend for visitation. Arrangements for visitors should meet the following criteria:

A. Obtain the principal's permission prior to visitation.
B. The guest must be a student.
C. Guests must be the same age as student they are wishing to attend with.
D. The visitor should remain with the host/hostess.
E. Not more than five approved to visit a given building on any one-day.
F. Guests shall follow local student guidelines.

If classes are not in session in a given building, students are asked not to be in or around other buildings while they are in session.



Tel 785-594-2721 | Fax 785-594-3408
715 Chapel St., P.O. Box 67, Baldwin City, KS 66006