

Baldwin Junior High School

Student Handbook

2025-2026

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BJHS Administration:
Principal: Derek Bland
Assistant Principal: Bench Currie

The mission of Baldwin Junior High School is to pursue excellence by challenging students to explore, create, and lead.

- Explore:** Students will be encouraged to seek and acquire knowledge and understanding.
- Create:** Students will apply understanding through original thought.
- Lead:** Students will demonstrate independence and confidence in their learning.

GENERAL INFORMATION

ARRIVAL AND DEPARTURE TIMES

The school day begins at 8:00am and ends at 3:15pm. Students should not arrive at school before 7:40 no a.m. unless they have special permission. Doors will be unlocked daily at 7:40 a.m. so students may gain admittance to the building. In addition, students will be expected to leave the premises at 3:15 unless they are with a member of the staff.

Delayed/Late Start: 10:00 AM - 3:15 PM

In case of inclement weather or other unforeseen circumstances, the district may decide to implement a delayed or 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 would be as follows:

BJHS/BHS Late Start Bell Schedule

1st Period	10:00-10:35 (35)
2nd Period	10:39-11:14 (35)
3rd Period	11:18-11:53 (35)
4th Period	11:57 - 1:12
<i>First Lunch</i>	11:57 - 12:22 (25)
<i>Second Lunch</i>	12:22 - 12:47 (25)
<i>Third Lunch</i>	12:47 - 1:12 (25)
5th Period	1:16 - 1:53 (37)
6th Period	1:57-2:34 (37)
7th Period	2:38-3:15 (37)

DROP-OFF/PICK-UP AREA

Please use our entrance on Quayle Street south of the building, or the Performing Arts main entrance, to drop off and/or pick up your student.

SCHOOL WEBSITE

We are using a web-based grade reporting program at BJHS. Parents can log on to our website (www.usd348.com), click on "PowerSchool", and use their personal user ID and password to gain access to their student's grades. On this same website is information about upcoming school events, the school lunch menu, and most importantly, daily homework assignments for each class.

LOCKERS

A hall locker is assigned on the first day of school. 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 said locker 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. Any item displayed on the locker must follow school rules. Students may not use or place any item with permanent adhesive on lockers. Students will be charged replacement/repair costs for vandalism or damage to school lockers.

Students have access to their locker before (7:40-7:59) and after school (3:16-3:30). Students are encouraged to leave large items like heavy coats or personal items, like cell phones, in their lockers during school hours. Students must have permission from the administration to access their locker during school hours.

CIVILITY POLICY

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.

WEB

WEB is a middle school transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. WEB, an acronym for Where Everybody Belongs, is built on the belief that students want to and can help other students succeed.

WEB leaders serve as seminar leaders in 6th and 7th grade seminar classes for peer support in academics and implementation of Second Step, Social/Emotional skill building program.

STUDENT COUNCIL

Student Council officer elections are held in the spring of each year. In the fall, advisory classrooms elect a representative and alternate. Student Council sponsors dances, organizes community service projects, and many other activities.

CRISIS PLAN

Our plan is reviewed and updated annually and each classroom is equipped with a copy of the crisis manual for use in the event of a variety of emergencies within our building.

AUTOMATED CALLING (Communications)

The district has a phone broadcast system that enables us to notify all households within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

PARENT-TEACHER CONFERENCES

Conferences are held multiple times throughout the school year. The format for conferences varies. The school will notify parents as to upcoming conferences and provide information on when and how they will be conducted. Additional information regarding conferences can be located on the usd348 District Calendar.

PRESIDENTIAL SCHOLAR

Any eighth-grader with a 3.5-grade point average and a score of 80% or higher in reading or math on the standardized achievement test is recognized as a Presidential Scholar at the end of the year.

INTERNET POLICY

It is the policy of USD 348 to mandate and expect the school Internet system to be used in a responsible manner. All Internet use must conform to the school district's non-harassment policies, follow established etiquette and copyright policies, and be limited to appropriate materials. Parents who do not wish for their child to have Internet access or have their photo, voice or student work published, should contact the school office to sign an opt-out statement.

LUNCH ACCOUNTS

We believe that it is very important for students to eat lunch on a daily basis. We expect students to bring a lunch from home or eat school lunch. Each student will have an opportunity to maintain a lunch account in which they can deposit money. Meal charges and any extra milk will be deducted from their account. Students are not allowed to purchase meals for other students without prior approval from the office. Student account balances will be carried over each school year. Parents may provide a written request for a refund of the account balance two weeks prior to the last day of school, citing the following reasons: the student moves to virtual learning or the student moves out of the district.

BREAKFAST

Breakfast is served at 7:35 a.m. and stops service at 7:55 a.m. Non-bus students who choose to eat breakfast must be finished eating and report to their first hour class by 8:00 a.m., when the tardy bell rings. Bus students will go to the cafeteria as soon as their bus arrives (even if it is late), and must go immediately to first hour when finished eating.

We also offer a "2nd chance" breakfast during our advisory period. Students may pick up a 'Grab-N-Go' bag of breakfast to take to their advisory.

ATTENDANCE POLICY

A student's academic growth is largely dependent on his/her exposure to classroom opportunities. Baldwin Unified School District 348 places a high priority on attendance in an effort to maximize the educational opportunities of the student.

Students that are absent fifteen minutes or less will receive a late pass that will be either excused or unexcused. Students more than fifteen minutes late will be considered absent. A student who is not present for one or more class periods of the school day or has missed a significant part of the school day will be considered absent. Absences will be recorded as either excused or 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. If the school has not been contacted, we will begin trying to contact the parent/guardian during the first hour. Excused Absences – The school realizes that there are occasions when it is necessary for a student to be absent all or part of a day. The following are classified as possible valid excuses for being absent. The list is not an inclusive listing for excused or unexcused absences. The building administrator or other designated representative will determine if an absence is to be counted as excused or unexcused. This includes the possible reasons listed below.

- Personal Illness. When a student is absent three or more consecutive days a doctor's note will be required for the student to re-enter school. Doctor's note must include date of visit, reason for visit and date student may return to school
- Family Emergency. Defined as a situation or circumstance that arises which cannot be planned around.
- Medical or Dental Appointments. In most cases, a student will not be expected to miss a full day of school for such appointments.
- Participation in School-Sponsored Activities.
- Religious Observation of the Student's Own Faith.
- Funerals. A maximum of three days per funeral unless extended by an administrator.
- Family Leave. Prior notice to the office and the student's teacher(s) is necessary if the absence is to be classified as excused
- Educational Activities. Activities such as 4-H events, farm shows, or the State Fair are considered to be educational by the administrator and will be excused with prior notice.
- Scheduled Court Arraignment.

Unexcused Absences – Reasons other than those considered as valid excuses for absences will be classified as unexcused. The building administrator or other designated representative

will determine if an absence is to be counted as excused or unexcused. Scenarios such as failure to notify the school of absence 48 hours after occurring, oversleeping, shopping, photo sessions, hair appointments, babysitting, missing the bus, leaving school grounds, or skipping class can be/are considered unexcused absences. Those scenarios are not considered inclusive due to various situations that can develop that can be considered for an unexcused absence.

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

Once a student reaches 10 absences from school (counting excused absences as well) any further absences will require a doctor's note to be excused.

TRUANCY

Students who are truant and meet the following conditions will be reported to the appropriate authorities in the county in which the child resides as required by state statute.

- Child is inexcusably absent three consecutive days, or
- Child is inexcusably absent five cumulative days within a semester, or
- Child is inexcusably absent seven cumulative days within a school year.

TARDIES

Punctuality is another key to success in the classroom. Students are expected to be on time to every class during the school day. Therefore, once a student has reached 5 tardies for a quarter, among all class periods, they will be subject to a number of interventions, including but not limited to detentions, before or after school.

Students late to 1st period and not excused by their parent/guardian will receive a tardy. Each student is allowed one unexcused tardy per 9-week quarter. Each tardy beyond the first will result in lunch detention being assigned. Tardies to 1st period will be monitored by the front office.

Students who are more than 15 minutes late to or absent from any class will be considered absent for the entire period.

ACADEMIC POLICIES

GRADING POLICY A – 100-90

B – 89-80

C – 79-70

D – 69-60

F – 59-0

HONOR ROLL

Honor Roll (3.5-4.0) and Honorable Mention (3.0-3.5) lists are sent to the area newspapers and displayed at school. Honor roll students receive a certificate at the end of each quarter with a seal for every nine weeks that they make the honor roll.

ACADEMIC PROMOTION

Students who are not performing adequately academically can be subject to grade level retention. "Adequate performance" will be determined by the team currently serving the student and will analyze a number of factors, including grades, assessment data, and skill levels in order to determine academic promotion.

HOMEWORK POLICY

All students will have 2 days to make up assigned work from an excused absence. If an assignment has been assigned more than two days in advance and the student misses the day it is due, the assignment is due the day they return. For extended absences, 3 or more days in a row, students are to consult with the teacher as to the due date. Late work will be taken for partial credit at the teacher's discretion.

Homework Guidelines:

Each grade level's teaching team coordinates their homework assignments so that most students should not be assigned more work than can be done in the following time frames:

6th Grade: 30 Minutes

7th Grade: 60 Minutes

8th Grade: 90 Minutes

Homework will take some students less or more time. The above times are the guidelines for teachers when planning homework assignments.

BEHAVIOR POLICIES

POSITIVE BEHAVIOR & CHARACTER EDUCATION

The three pillars of Baldwin Junior High School's Positive Behavior & Character Education Program are: **Responsibility, Respect, and Safety.**

Responsibility – Following classroom expectations, being someone others can depend on, being accountable for your decisions and actions, and doing what you say you will do.

What does this look like? - Coming to class prepared and on time. Taking part in class projects, activities, and discussions. Completing and turning homework in on time. Behaving as expected.

Respect – Treating everyone including yourself with dignity and taking pride in your school.

What does this look like? - Allowing others the opportunity to learn, engaged listening, raising your hand, following the dress code, and using classroom appropriate language.

What does this look like? - Doing your own schoolwork to your best ability. Tell the truth even when it is difficult. Take ownership for your actions. Do what you know is right.

Safety – Protection from danger risk or injury.

What does this look like? - Walking, not running. Keeping hands, feet, body to self. Keep traffic moving in the hall. Don't rock back in your chair. Keep aisles and halls clear. Immediately report accidents or other safety issues to staff member. Leave unnecessary items at home. Store unused property.

ELECTRONIC DEVICES

1. Cell phones and electronic devices may not be used on school grounds between 7:30am and 3:15pm, unless for explicit instructional purposes.
2. During school hours, cell phones and electronic devices must remain out of sight and in silent mode. *School-issued electronic devices* are permitted when used in the appropriate manner, as outlined in classroom directions/expectations.
3. If students need to place an emergency phone call during school hours, they should request to go to the main office to use a school phone.
4. Students may be subject to disciplinary action if their use of their cell phones or electronic devices disrupts the school's educational environment.
5. Classroom teachers, on special occasions, may allow students to use their cell phones to help with an academic assignment.
6. Students may keep their phones with them during the school day. However, they must be out of sight and silent; phones that are not will be confiscated.
7. Consequences for failing to follow the cell phone and electronic device plan:
 - a. First offense- the device is taken to the office. Students may retrieve the device at the end of the day.
 - b. Second offense- the device is taken to the office. The student will serve lunch detention. The student will be given the opportunity to notify their parent. The parent/guardian will retrieve the student's device at the end of the school day or earliest convenience.
 - c. Third offense and beyond- administration discretion/referral.

CHROMEBOOKS

All students are issued a Chromebook for use at school. Students will use their Chromebook to access curriculum and complete work in their classes. Students may elect to either take their Chromebook home or to leave it at school at the end of the school day. In order to take the Chromebook home, students and their parents or guardians must sign and turn in the "Chromebook Loan Agreement," which can be found on the district website.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. When using the Chromebook at home, at school, and anywhere else you may take it, you must follow the policies of USD 348, especially the Acceptable Use Policy, and abide by all local, state, and federal laws.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby

- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times
- I will not give personal information when using the Chromebook
- I will bring the Chromebook to school every day
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook
- I will recharge the Chromebook battery each night
- I will return the Chromebook when requested and upon my withdrawal from USD 348
- I will keep the Chromebook in its protective case at all times

For students electing to take their Chromebook home, we ask that parents/guardians adhere to the following:

Parent Responsibilities

- I will supervise my child's use of the Chromebook at home
- I will discuss our family's values and expectations regarding the use of the internet, email, and camera at home
- I will supervise my child's use of the Internet and email
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth
- I will report to the school any problems with the Chromebook
- I will make sure my child recharges the Chromebook battery nightly
- I will make sure my child brings the Chromebook to school every day fully charged
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Baldwin Schools

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

STUDENT DRESS CODE

Student dress greatly influences attitudes and pride in a school system. It is requested that students dress in a manner that will assist the District's effort to make our school system an attractive and pleasant environment for everyone. 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

DISCIPLINE

Detentions will be viewed as one of many intervention strategies used to motivate students to complete work and behave appropriately. Detentions can be assigned for various reasons, from missing work issues to classroom/building management issues. In all situations, parents will be notified either by the person assigning the detention or directly from the student before the student serves the detention.

Detentions for missing work will be served with the teacher while detentions for behavior can be served with the teacher or in the office. Detentions may be served either from immediately before or after school or over the lunch period. There are times when isolation from peers is the best solution to multiple detentions or severe behavior problems. In those cases, in-school suspension (ISS), rather than out-of-school suspension is used. In the event of an in-school suspension, parents will be notified of the issue and length of the ISS. The student will work on and receive credit on assignments while in ISS. In significant instances, administration has the authority to determine that a student will be out-of-school suspended (OSS). To help determine those and previous circumstances, the student handbook discipline matrix will be consulted.

FIELD TRIP ELIGIBILITY

Students must be passing all classes at the time of the field trip in order to attend (if there is a cost associated with the field trip, teachers may set an eligibility deadline up to one week prior to the trip). Students with a level 3 discipline infraction or above will attend at administration's discretion. Students with detentions assigned by three or more teachers will attend field trips at administration's discretion.

OPPORTUNITY TO REDUCE LENGTH OF ISS OR OSS CONSEQUENCE

COMMUNITY SERVICE

When a student has been assigned ISS or OSS for a non-violent or non-drug/alcohol offense they may shorten the length of their OSS by completing community service hours. Students must complete the community service for a not for profit organization, it may not be for an organization that their guardian or family members work for. The total length of the reduced suspension time will be determined by administration.

BEHAVIOR CONCERN

A student in good standing is defined as one who meets acceptable behavior standards. A student who receives two or more in-school or out-of-school suspensions during the course of a semester will be considered as being a behavior concern.

Vaping Policy Alternative Consequence:

An alternative to suspension, INDEPTH curriculum is offered as an option to students in violation of school tobacco, vaping or nicotine use policies. The program is administered by a 348 staff member in either a one-on-one or group format in a school or group setting. It consists of four sessions, approximately 50 minutes each, geared toward youth and focused on tobacco use, vaping, nicotine dependence, establishing healthy alternatives, and making the change to be free of all tobacco products, including e-cigarettes.

1. Students found in possession of or using a vape device may, at the administration's discretion, opt to forego out-of-school suspension by participating in the InDepth tobacco education program.
2. Participation in the program requires student agreement, with parental approval, to attend the InDepth classes. These classes will be conducted by a certified school staff member and consist of four (4) 50-minute sessions. Students would be pulled from their elective classes to attend the four sessions.
3. Upon completing the program, the student and their parent will meet with the InDepth instructor for a recap of the learning outcomes.
4. The timeframe for completing the program and the subsequent parent meeting must not exceed 5 school days. Failure to complete the program within this timeframe will result in the reinstatement of out-of-school suspension.

Baldwin Junior High School is a member of the American Lung Association's Vape-Free Schools Initiative. Baldwin Junior High School is 100 percent tobacco and nicotine-free, which includes the use of all tobacco products, including cigarettes, e-cigarettes or vapes, hookahs, etc.

Student Discipline Rubric

Minor Consequence or Detention		In- School - Suspension	Out - of- School Suspension	Long-Term Suspension or Expulsion
Conference with Teacher/Student, Before/After/Lunch Detentions, Loss of Privileges		1-5 Days	1-5 Days	Determined by Hearing Officer
Excessive Tardies	Bullying/Harassment	Verbal Abuse	Physical Fighting	Possession / Use / Distribution of Alcohol, Tobacco or Drugs
Computer Violation	Cheating/Forgery/Plagiarism	Aggressive Physical Contact	Possession or Distribution of Pornographic Materials	Assault and Battery
Inappropriate Behavior	Disruptive Behavior	Making a False Report	Gross Disrespect Towards a Student or Staff Member	Possession of Weapons or Dangerous Materials
Lunchroom Violation	Inappropriate Electronic Device Use	Bullying/Harassment	Vandalism (more than \$100)	Terroristic Threat
Miscellaneous Rule Violation	Possession of Stolen Property	Threats (minor)	Verbal or Physical Abuse	Criminal Violations
	Unexcused Absence	Failure to serve detention	Endangerment	Multiple Level 3 Violations
	Physical Contact	Vandalism (less than \$100)	Theft (more than \$100)	
		Aggression or Conflict	Extreme Behavior	
		Leaving Building Without Permission	Use and/or possession of an electronic cigarette or "vape pen."	
		Theft (less than \$100)		
		Skipping or Leaving Class Without Permission		
		Multiple Level 1 Violations	Multiple Level 2 Violations	

The list items above are examples and should not be read as a complete list. Administration has the authority to set the level and consequences for any specific violation.

ATHLETIC POLICIES

In compliance with the KSHSAA regulations and the Frontier League, Baldwin Junior High School adheres to the values and concepts of citizenship and sportsmanship.

1. Be courteous to all participants, coaches, officials, staff, and fans. Booing is prohibited!
2. Abide by and respect the officials' decisions. Know the contest rules.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, the team, and your school.
6. Permit only positive sportsmanship behavior to reflect on your school and its activities.
7. Frontier League Rule – NO STOMPING OR KICKING BLEACHERS.

RULES FOR ATHLETIC EVENTS

Students are expected to remain in the stands and watch the games. Students should follow instructions the first time they are asked. Students not following the rules will be sent home.

BJHS ELIGIBILITY POLICY FOR ATHLETICS

As a member of the Kansas State High School Activities Association, students must meet the following scholarship requirement: THE STUDENT SHALL HAVE PASSED AT LEAST FIVE (5) NEW SUBJECTS (those not previously passed) OF UNIT WEIGHT, OR ITS EQUIVALENCY THE PREVIOUS SEMESTER OF ATTENDANCE.

Students must be passing all of their classes to participate in activities. Eligibility is determined on the first day of the academic week by 8:00 AM. A student's eligibility applies to the entire week. Students deemed ineligible cannot come off the list mid-week. Any question or dispute of eligibility may be appealed to an administrator - students should first check their grades with their teacher(s) before contacting the administration. If a student was previously ineligible but pulled their grades up to passing, and is again falling, they will re-start the eligibility process at "week 1."

School activities include but are not limited to sporting events, plays, club activities, dances, and other school-sponsored extra-curricular activities.

First Week Failing a Class: This is a warning week. The student may continue to compete.

Second Week Failing a Class: A student may practice but not compete in any games.

Beyond Second Week Failing a Class: A student may apply to be reinstated for a current activity or future activity. Applications must be considered and approved by administration, coaches, and/or activity advisors before the student will be allowed to participate in any extracurricular activity.

*If a student was absent and has not had the opportunity to make up his or her work, the teacher will notify BJHS administration.

*If a grade for a class was an error or mistake, the teacher will notify BJHS administration of the error and correct the grade.

ACTIVITY USER FEE

Participants in activities which involve travel to other schools at the high school and junior high school levels will be charged a fee per person, per activity. The user fee rate is determined by the Board of Education. At the junior high, these activities include volleyball, basketball, wrestling, cheerleading, football, and track.

PHYSICAL EXAMS

Physical exams are NOT needed for physical education classes. However, all seventh and eighth graders who participate in athletic interscholastic competition must have a completed and fully signed KSHSAA physical exam form turned in to the junior high office before the student can participate in any athletic practice or event.

ATTENDANCE POLICY FOR PARTICIPATION IN ACTIVITIES

Participating students must be in attendance all day on the day of the event to be qualified to participate in that event. Participating students must be in attendance at least four hours to participate in practices.

Exceptions are as follows:

- Students with long-standing doctor/dentist appointments
- Students with a doctor's appointment need to gain a release to participate in the activity.
- Emergency doctor's appointment (school office must be notified by the parent)
- All other exceptions will be dealt with on an individual basis by the administration in consultation with the activity sponsor.

DISTRICT POLICIES

MEDICATION POLICY

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. In certain circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents. The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one

for home and one for school, should be requested from the pharmacist. Any changes in the type of drugs, dosage and/or time of administration should be accompanied by a new physician and parent permission signatures and a newly labeled pharmacy container. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained. The building administrator may choose to discontinue the administration of medication provided that the parents or medical personnel are notified in advance of the date and the reasons for the discontinuance. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine. This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community. An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

SEXUAL HARASSMENT

It is the intent of the Baldwin City USD 348 to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is unwanted and unwelcome sexual behavior, which interferes with one's life. 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, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose

or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

BULLYING

Baldwin Junior High School adheres to the Baldwin City School District Bullying Plan. In addition to this plan, BJHS also implements anti-bullying education through our social skills curriculum. Any student who is experiencing bullying needs to report the bullying to a teacher or administrator. Students also have access to a harassment report on their Chromebook, which can be used to report bullying and/or harassment.

All BJHS students are issued a Chromebook that has an online harassment reporting form. Students are encouraged to utilize this resource to report bullying or other forms of harassment.

Internet Acceptable Use Policy Technology Policy

It is the policy of USD 348 to mandate and expect that technology, including the internet system, be used in a responsible manner. USD 348 has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including e-mail and internet communications, should conform to the school district's acceptable use policies. Those who do not comply with the standards of behavior outlined in the technology usage guidelines or with the Internet rules may lose their privilege to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action. The purpose of the Internet is to augment our information base after other authoritative sources have been exhausted. 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. Technology Usage Guidelines In the schools, student access to, and use of, the Internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable. In the schools, E-Mail access used for students may be used for classroom-related use only. E-Mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. All students must receive approval from the supervising teacher before downloading or printing from the Internet. All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

1. Do not use abusive, vulgar, or inflammatory language in E-Mail messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.
4. Do not vandalize computers, network devices, or alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.

In compliance with federal guidelines, USD 348 has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action. Any take-home technology shall be used in the same manner as if it were at school. Parents who do not wish their child to have access to the Internet may sign a form that is available in the office. Consequences of misuse: User privileges will be revoked and student may face other disciplinary action according to existing school policy. Conclusion: Life is a series of choices and consequences. The district has chosen to make access to the Internet available for educational purposes. School Website Parents who do not wish their child's photo, voice or student work published to the Internet or to other digital media, may sign a form which is available in the main office.

ALCOHOL AND DRUG POLICY

In order to ensure the highest possible standards of learning as well as the safety, health, and wellbeing of all students, USD 348 endorses a substance abuse prevention policy and procedures which will: aid all students in abstaining from the use of alcohol/drugs, intervene early when students use is detected, take corrective disciplinary action when necessary and provide aftercare support for students. This policy is in effect for all students on school district property and at district-sponsored activities, including school transportation. Specifically, students are not to possess, sell, distribute, or be under the influence of any illegal and controlled substances or drug related paraphernalia. Students who violate the policy will be subject to appropriate discipline as outlined in the remainder of the policy. Coaches/sponsors may require participants to adhere to additional rules and guidelines during their season(s) of participation. In enforcing the provisions of this policy, the administration will act on reasonable and responsible evidence brought by a teacher, administrator, law enforcement official, sponsor or other designee. Where suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-8901, et. Seq. To the extent this is feasible, the school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student. The offenses are to be considered accumulative for each attendance level. (K-5, 6-8, 9-12)

In an effort to assist students in successfully addressing chemical dependency problems, the Baldwin School District will establish and maintain a student assistance program. The program will utilize a team approach. These teams will utilize the behavioral observation and referral form. The intervention team will assess, develop goals, and make a recommendation for needed services for the student. Students/parents will be expected to read and sign the

alcohol/drug policy at the beginning of the sixth grade year. The signed policy will follow junior high students to the high school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD #348. With accordance with FERPA, you are requested to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have prior written consent for disclosure the information is considered “directory information” and you have no objection to the release of such information; or
 - Disclosure without your prior consent is permitted by law including:
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - The district shall disclose, without your consent, educational records to officials of another school district in which a student seeks to enroll or intends to enroll. (See note below on these points.)
 - The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
 - The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 348 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. S.W. Room 4074, Washington, D.C. 20202-4605.
 - The right to obtain a copy of USD 348 policies for complying with FERPA. A copy may be obtained from: Superintendent of Schools, 708 Chapel St., Baldwin City, KS 66006.
 - Directory information: For purpose of FERPA, USD 348 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and, for sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most Recent previous school attended by the student, class designation, major field of study and photographs. You have a right to

refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect to each school, a form will be provided. If a refusal is not filed, USD 348 assumes you have no objection to the release of the directory information designed. USD 348 does not discriminate on the basis of sex, race, color, national Origin, disability, or age. Any questions regarding the school district's compliance with Title VI, Title IX, Americans with Disabilities Act, or Section 504 may be directed to the Title IX Section 504 Coordinator, who can be reached at 785-594-2721, 708 Chapel Street, Baldwin City, KS 66006.

Emergency Safety Interventions

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 in policy GAAF. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de- escalation techniques, and positive behavioral intervention strategies. This ESI policy is available on the district website, the landing page for the BESIC website and is linked [here](#) in the school handbook.

[Baldwin USD 348 Emergency Safety Intervention Policy GAAF](#)

USD348 District Policy supersedes any policy laid out in this handbook.