

J. E. Harrison Middle School & 8th Grade at BHS Student Handbook 2024-2025



**JOURNEY OF A
HIGHLANDER**

BW BALDWIN-WHITEHALL
SCHOOL DISTRICT

Revised 8-25-24

Welcome to J. E. Harrison Middle School & 8th Grade at BHS

The Middle School faculty and staff would like to welcome you to the 2024-2025 school year. We look forward to a school year filled with academic, social, and athletic success, leading to positive experiences and memories for students and families.

The procedures in this student handbook result from a concerted effort by the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping the students succeed in Middle School and beyond.

During homeroom, our faculty will review the handbook with students during the first week of school, creating an important opportunity for any questions or clarification. We strongly encourage you also to review the handbook with your middle schooler at home. After reviewing the handbook together, an adult and the student are to complete a Google Form to verify that you understand the contents of the Student Handbook and Code of Conduct. Students will review and sign off in their homeroom period class. If you have questions after reviewing the Student Handbook and Code of Conduct, please call the School for clarification.

To improve communication between school and home, the HMS administration and faculty encourage families to check out our HMS Weekly Update, sent weekly via Reachwell/Skyward. Please check Reachwell/Skyward regularly to receive important information from classroom teachers and administration. Please ensure your contact information is current to receive District mailings and Skyward messages.

Sincerely,

J. E. Harrison Middle School Team

24-25- HMS Bell Schedule 6th & 7th Grade

Teacher Start Time	7:15	
Teacher Assigned Stations	8:00	
Student Arrival	7:50 – 8:15	
Students Report to Period Homeroom	8:15	
Daily Announcements / Homeroom	8:15 - 8:36 AM	
	Grade 6	Grade 7
Period 1	8:40 - 9:26 AM	8:40 - 9:26 AM
Period 2	9:30 - 10:16 AM	9:30 - 10:16 AM
Period 3	10:20 - 11:06 AM	10:20 - 11:06 AM
Period 4	11:10 - 11:56 AM	11:10 - 11:56 AM
Period 5	12:00 - 12:30 PM (Lunch)	12:00 - 12:46 PM
Period 6	12:34 - 1:20 PM	12:50 - 1:20 PM (Lunch)
Period 7	1:24 - 2:10 PM	1:24 - 2:10 PM
Period 8	2:14 - 3:00 PM	2:14 - 3:00 PM
Start of Bus Dismissal	3:00	
Teacher Dismissal	3:15	
(46 Minutes Class Periods) (4 Minutes Between Periods)		

Updated 8/8/24

24-25- HMS 2 Hour Delay Schedule 6th & 7th Grade

Teacher Start Time	7:15	
Teacher Assigned Stations	10:00	
Student Arrival	9:50 – 10:15	
Students Report to Period Homeroom	10:15	
Daily Announcements / Homeroom	10:15 - 10:28 AM	
	Grade 6	Grade 7
Period 1	10:32 – 11:02 AM	10:32 – 11:02 AM
Period 2	11:06 – 11:36 AM	11:06 – 11:36 AM
Period 3	11:40 AM– 12:10 PM	11:40 AM– 12:10 PM
Period 4	12:14 – 12:44 PM	12:14 – 12:44 PM
Period 5	12:48 – 1:18 PM (Lunch)	12:48 – 1:18 PM
Period 6	1:22 - 1:52 PM	1:22 - 1:52 PM (Lunch)
Period 7	1:56 – 2:26 PM	1:56 – 2:26 PM
Period 8	2:30 - 3:00 PM	2:30 - 3:00 PM
Start of Bus Dismissal	3:00	
Teacher Dismissal	3:15	
(30 Minutes Class Periods) (4 Minutes Between Periods)		

24-25- HMS Extended HR Bell Schedule 6th & 7th Grade

Teacher Start Time	7:15		
Teacher Assigned Stations	8:00		
Student Arrival	7:50 – 8:15		
Students Report to Period Homeroom	8:15		
Daily Announcements / Extended Homeroom	8:15 – 9:04 AM		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Grade 6</td> <td style="width: 50%; text-align: center;">Grade 7</td> </tr> </table>	Grade 6	Grade 7
Grade 6	Grade 7		
Period 1	9:08 - 9:50 AM		
Period 2	9:54 - 10:36 AM		
Period 3	10:40 - 11:22 AM		
Period 4	11:26 – 12:08 AM		
Period 5	12:12 - 12:42 PM (Lunch)		
Period 6	12:46 - 1:28 PM		
Period 7	1:32 - 2:14 PM		
Period 8	2:18 - 3:00 PM		
Start of Bus Dismissal	3:00		
Teacher Dismissal	3:15		
(42 Minutes Class Periods) (4 Minutes Between Periods)			

24-25- 8th Grade Bell Schedule 8th Grade

Teacher Start Time	7:00 AM
Teacher Assigned Stations	7:15 AM
Student Arrival	7:10 – 7:30 AM
Period 1	7:30 - 8:18 AM
Period 2	8:22 - 9:09 AM
Period 3	9:13 - 10:00 AM
Period 4	10:04 - 10:51 AM
Period 5	10:55 - 11:42 AM
Period 6	11:46 AM - 12:33 PM
Period 7	12:37-1:07 PM (Lunch)
Homeroom	1:07 - 1:24 PM
Period 8	1:28 - 2:15 PM
Start of Bus Dismissal	2:15 PM
Teacher Dismissal	3:00 PM
(47 Minutes Class Periods) (4 Minutes Between Periods)	

24-25- 8th Grade 2-Hour Delay Bell Schedule 8th Grade

Teacher Start Time	7:00 AM
Teacher Assigned Stations	7:15 AM
Student Arrival	9:10-9:30 AM
Period 1	9:30 - 10:02AM
Period 2	10:06-10:38 AM
Period 3	10:42-11:14AM
Period 4	11:18 -11:50 AM
Period 5	11:54 AM- 12:26 PM
Period 6	12:30 AM – 1:02 PM
Period 7	1:06 -1:38 PM (Lunch)
Period 8	1:42 - 2:15 PM
Start of Bus Dismissal	2:15 PM
Teacher Dismissal	3:00 PM
(32 Minutes Class Periods) (4 Minutes Between Periods)	

24-25- 8th Grade Extended HR Bell Schedule 8th Grade

Teacher Start Time	7:00 AM
Teacher Assigned Stations	7:15 AM
Student Arrival	7:10 – 7:30 AM
Period 1	7:30 - 8:11 AM
Period 2	8:15 – 8:56 AM
Period 3	9:00 – 9:41 AM
Period 4	9:45 - 10:26 AM
Period 5	10:30 – 11:11 AM
Period 6	11:15 AM - 11:56 PM
Period 8	12:00-12:41 PM
Period 7	12:45-1:15 PM (Lunch)
Extended Homeroom	1:19 - 2:15 PM
Start of Bus Dismissal	2:15 PM
Teacher Dismissal	3:00 PM
(41 Minutes Class Periods) (4 Minutes Between Periods)	

Baldwin Middle School 2024-2025 A/B Calendar

Shaded Areas = No School for Students

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30 B					

OCTOBER 2024						
S	M	T	W	T	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10 B	11	12
13	14	15 A	16 B	17 A	18 B	19
20	21 A	22 B	23 A	24 B	25 A	26
27	28 B	29 A	30 B	31 A		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1 B	2
3	4	5	6 A	7 B	8 A	9
10	11 B	12 A	13 B	14 A	15 B	16
17	18 A	19 B	20 A	21 B	22 A	23
24	25 B	26 A	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2 B	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2 A	3 B	4
5	6 A	7 B	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20	21 A	22 B	23 A	24 B	25
26	27 A	28 B	29 A	30 B	31 A	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3 B	4 A	5 B	6 A	7 B	8
9	10 A	11 B	12 A	13 B	14	15
16	17	18 A	19 B	20 A	21 B	22
23	24 A	25 B	26 A	27 B	28 A	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3 B	4 A	5 B	6 A	7 B	8
9	10 A	11 B	12 A	13 B	14 A	15
16	17 B	18 A	19 B	20 A	21 B	22
23	24 A	25 B	26 A	27 B	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10 B	11 A	12
13	14 B	15 A	16	17	18	19
20	21	22 B	23 A	24 B	25 A	26
27	28 B	29 A	30 B			

MAY 2025						
S	M	T	W	T	F	S
				1 A	2	3
4	5 B	6 A	7 B	8 A	9 B	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19 B	20	21 A	22 B	23 A	24
25	26	27 B	28 A	29 B	30 A	31

JUNE 2025						
S	M	T	W	T	F	S
1	2 B	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<p>August 2024</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	Th	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>20, 21, New Teacher Orientation & 22 26-28 Professional Development Days 29 Clerical Day</p> <p><i>Staff 4 Students 0</i></p>	<p>February 2025</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p>14 No School, Professional Development Day 17 No School, Presidents' Day</p> <p><i>Staff 19 Students 18</i></p>					
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HMS/8th Grade at BHS Contact Information

J.E. Harrison Middle School		412-885-7530
8 th Grade at BHS		412-885-7505
BWSA Athletic Office		412-885-7500 – Ext. 8420
Name	Position	Email
Scott Ross	Principal	sross@bwschools.net
Alicia Johnson	Assistant Principal – 6 th & 7 th Gr.	ajohnson@bwschools.net
Jonathan Peebles	Assistant Principal – 8 th Gr.	jpeebles@bwschools.net
Rachel Johnson	A-L Guidance Counselor	rjohnson@bwschools.net
Jessica Thomas	M-Z Guidance Counselor	jthomas@bwschools.net
Jean Williams	Social Worker	jwilliams@bwschools.net
HMS Nurse		
Julie Dunn	HMS Main Office Secretary	jdunn@bwschools.net
Amy Gregg	HMS Attendance Office Secretary	agreggbwschools.net
Elizabeth Yimin	HMS Attendance Office Secretary	eyimin@bwschools.net
Theresa Maie	8 th Grade at BMS Secretary	tmaier@bwschools.net
Jennifer Lashley	HMS Cafeteria Manager	jlashley@bwschools.net
Judy Bourne	8 th Gr. Cafeteria Manager	jbourne@bwschools.net
Anthony Cherico	Athletic Director	acherico@bwschools.net
Jeremy McCullough	Assistant to the Athletic Director	jmccullough@bwschools.net

Kind ~ Respectful ~ Safe ~ Ready to Learn ~ Accountable

Anti-Bullying

J.E. Harrison Middle School is committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning. We encourage students who have been bullied to promptly report incidents to the J.E. Harrison Middle School administrative team or any trusted adult for immediate investigation. We ask students and parents to review and sign our Anti-Bully Pledge ([Click to Complete Form](#)) knowing that any student who violates the [BWSA Bullying Policy](#) #249 (in-person or online) may be subject to appropriate disciplinary action consistent with the Code of Student Conduct at the discretion of the administration.

Arrival to School

6th & 7th Grade Students:

The buses drop off students at Gym Lobby (Entrance 1) at 7:50 am. Car rider drop off is at the Main Entrance #12, which upper lot by the flag pole. J.E. Harrison Middle School Center will welcome learners daily starting at 7:50am. Students arriving between 7:50 and 8:00 am will wait in the cafeteria until they are dismissed. Students can grab breakfast and report to their homeroom. If students are arriving earlier than 7:50 am to participate in an activity or receive tutoring from a teacher, they must have permission and supervision by the teacher/sponsor to enter the building.

8th Grade Students:

Students are to arrive at school no earlier than 7:10 a.m. Once students enter the building, they are to go immediately to their locker and drop off their belongings while collecting the materials they will need for their first-period class. They are to report to their first-period classroom no later than 7:30 a.m. Students can grab breakfast and report to their homeroom. If students arrive earlier than 7:10 a.m. to participate in an activity or receive tutoring from a teacher, they must have permission and supervision from the teacher/sponsor to enter the building.

Dismissal from School

6th & 7th Grade Students:

Starting at 3:00 PM, students riding buses or getting picked will be dismissed via the announcements from the 8th-period class to go directly to their buses or to exit #12 (Main Entrance). Walkers and students staying for activities, are to remain in their 8th-period class until they are dismissed via the announcements. No students are to be in the building without permission and supervision from district staff members after school hours.

8th Grade Students:

Starting at 2:15 PM, students riding buses will be dismissed from the 8th-period class to go directly to their buses. Walkers, students staying for activities, and students getting picked-up are to remain in their 8th period class until they are dismissed via the announcements. When dismissed from 8th period, students who are being picked up should report directly to **the central doors by the cafeteria**. No students are to be in the building without permission and supervision from district staff members before or after school hours.

Lockers

Each student will be issued a locker. It is the student's responsibility to follow the rules and guidelines listed below when using the locker:

- Lockers are considered school property, and the School reserves the right to inspect a student's locker at any time.
 - Each student is assigned **one** locker.
 - It is **highly recommended** that you purchase a **combination lock** for your locker.
- **6th & 7th Grade students are expected to keep their book bags in their lockers; however, they are permitted to take them to period 8.**
- It is **highly recommended** that students provide their homeroom teacher with an extra locker key and their combination.
 - Lockers are to be kept neat and clean.
 - Nothing may be permanently attached to the inside or outside of the locker.
 - Do not store valuables, money, or food in the locker.
- **There is no sharing of lockers.**

*****The Middle School is not responsible for lost or stolen items kept in lockers*****

Hall Passes

Any student who leaves a classroom during an instructional period must follow the hall pass procedures. Students are requested to refrain from using the hall pass during class time and are encouraged to utilize the four minutes between classes to visit the restroom, get drinks from the water fountain, and stop by their lockers.

Nurse

The nurse's office is on the 2nd floor close to the main office. Students who need to visit the nurse **must** first obtain a pass from their classroom teacher. If the nurse is unavailable, students are to report to the main office for assistance.

If a student becomes ill, the school nurse, school administration, or designee will contact the parent/guardian to arrange for the student's pick-up from school. **No student is permitted to make parent contact before consulting with the school nurse.** This procedure should be followed to ensure the safety of all Baldwin Middle School students.

Administration of Medications

The administration of prescribed medication to a student during school hours, in accordance with the direction of a parent/guardian or family physician, will be permitted only when failure to take such medicine would jeopardize the student's health or the student would not be able to attend school if the medicine were not available during school hours.

Before any medication may be administered to or by any student during school hours, the Baldwin Whitehall School Board **requires the written request** of the parent/guardian. The written order of the prescribing physician shall include the purpose of the medication, dosage, time, or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

All medications shall be administered by the school nurse or designee.

For further details of the policy please refer to the parent/student handbook. Both the *Physician's Request for Administration of Medication* and *Parent Request for Administration of Medication* forms can be downloaded from the resource page on the school district's website (www.bwschools.net). The school nurse cannot administer medication to a student without the required completed paperwork. In addition, forms for use

of inhalers can be accessed on the website. **Students are NOT permitted to bring any medication to school unless it is housed in the nurse's office.**

Attendance Procedures

6th & 7th Grade Students:

Parents/guardians may call the school attendance office at (412) 885-7530 or email hmsoffice@bwschools.net to report a student's absence or tardiness to the school secretary. However, at approximately 9:00 a.m., Skyward will call all parents or guardians of students who are absent from school for that given day, regardless of whether an absentee phone call was made to the school secretary.

8th Grade Students:

Parents/guardians may call the school attendance office at (412) 885-7505 or email tmaier@bwschools.net to report a student's absence or tardiness to the school secretary. However, at approximately 9:00 a.m., Skyward will call all parents or guardians of students absent from school for that given day, regardless of whether an absentee phone call was made to the school secretary.

Students absent from school **MUST** provide an excuse as required by state law. This excuse should be brought on the day a student returns from being absent and must include: (1) date(s) of absence (2) reason for absence, and (3) parent/guardian signature. Parents/guardians may also fax 412-885-6652 an excuse with the student's name and first-period teacher's name within three days of the student's absence. The excuse will be given to the student's first-period teacher. If an excuse is not received within three days, the absence is considered unexcused and/or illegal. **If an excuse is not received within three days of the absence, according to State Law, the absence will be recorded and remain unexcused.** When a student is absent for three consecutive days, a doctor's note must be submitted upon his/her return. School personnel may contact parents if student absenteeism or tardiness is excessive and violates the school district attendance policy. A letter from the administration will be sent home if a student accumulates ten or more absences.

Attending After-School Activities / Athletic Events

If a student is absent on the day of a scheduled extracurricular activity and/or athletic event, he/she is not permitted to participate or attend the activity or event. Students are eligible to participate in these activities if they are present for at least four class periods. Any student who is serving a suspension is NOT permitted to attend after-school activities or athletic events.

Early Dismissals

A student requesting an early dismissal from school must bring an excuse from his/her parent/guardian and turn it into the attendance office before the start of the first period. This excuse should include the (1) date, (2) time of dismissal, (3) reason for the request, and (4) the signature of the parent/guardian. School policy is that any student being excused early from school must be picked up by a parent/guardian in the school's main office. Anyone picking up a student for an early dismissal must be listed on his/her emergency card and **MUST show picture identification** before the student can be released.

In order to maintain a productive learning environment for all students, the office will not call the classroom and interrupt instruction to remind an individual student of an early dismissal. All classrooms are equipped with functioning clocks, and students are expected to report to the office at the given time of their dismissal.

Tardiness to School

6th & 7th Grade Students:

Students arriving after 8:15 a.m. are considered tardy. Any student reporting late to school must have a written note from a parent/guardian or medical professional explaining the reason for his/her tardiness to school. Students reporting after 8:15 a.m. must report to the attendance office.

8th Grade Students:

Students arriving after 7:30 a.m. are considered tardy. Any student reporting late to school must have a written note from a parent/guardian or medical professional explaining the reason for his/her tardiness to school. Students reporting after 7:30 a.m. must report to the 8th main office.

Educational Tours/Trips (not school sponsored)

Students may be excused for family vacations and for non-school-sponsored educational trips. Educational trips must receive prior approval from the principal. **Parents must submit a written request two weeks in**

advance detailing the dates of the educational trip, the destination, an assurance that the trip could not be scheduled on non-school time, and a statement of the educational value of the trip. Educational trips will **not** be approved during the **first two or last two weeks of the school year, or during PA State Assessment windows.** The school personnel will notify the parent, in writing, of the decision regarding the appropriateness of the trip. The student is responsible for completing all classroom assignments during the absence. Unapproved trips will be considered unexcused absences.

Make-up Work

Absent students are expected to access their teachers' Canvas pages and contact the teacher via their Canvas page to request homework upon their return to school or before their absence, if possible. Students are responsible for making up all assignments and course information that they missed during their absence. Students will receive one day to make up **the work for each day they missed.**

School Cancellation and Delays

In the event of a school delay or closing, families will receive an automated notification from the District SKYLERT messenger system. Messages are sent out as a "general" message within the system. Parents can customize how the message is received (i.e., email, text, and phone). Your caller ID will display "Baldwin-Whitehall School District Superintendent's Office" along with the District's main phone number of 412-884-6300. Please update your contact information to ensure the notification system meets your family's needs.

The winter season in Pittsburgh can be a wonderful time of year; however, the weather can also create harsh conditions for which we must all prepare. There will be times when temperatures are cold and roads may be snow-covered, but school will be in session. Please make sure children are dressed appropriately for the cold weather.

We request that working parents make other arrangements for their children if an unexpected delay or emergency closing occurs. Children should know which neighbor or relative to report to when parents are not at home.

Visitors

Upon arrival at school, all visitors must follow the procedures listed below:

1. Visitors are expected to park in designated visitor parking spots in the front of the building
2. Visitors **MUST leave their bags in their vehicle.**
3. Visitors are expected to identify themselves to the security officer and state their purpose for visiting the middle school.
4. **Visitors must immediately sign-in, show their state issued identification and receive an identification sticker. All visitors MUST wear their identification sticker at all times while in the building.**
5. Upon concluding their business, all visitors are expected to sign out at the main security office.

School Counselors

Mrs. Rachel Johnson will work with all students whose last names begin with A-L, and Mrs. Thomas will work with all whose last names begin with M-Z. If a student needs to see a counselor, he/she will need to get a pass from his/her teacher prior to going to the guidance office. If a parent needs to contact a school counselor, please call 412-885-7500 (8th grade) or 412-885-7530 (Grades 6 or 7).

Grading Scale

The following percentages will relate to each of the letter grades:

A 90% - 100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%

Homework

Homework is any planned activity assigned by the teacher to be completed beyond the scheduled classroom time. It is an integral component of the educational process, and research indicates that it enhances achievement. Homework prepares students for new concepts and reinforces previous learning.

Objectives of Homework

- Homework reinforces learning through practice, application, integration, and /or extension of knowledge and skills.
- Homework develops study skills, work habits, and a sense of personal responsibility so that the student

may become an independent learner.

- Homework prepares the student for subsequent class activities.

Responsibilities

The school district believes that administrators, teachers, students, and parents share the responsibility for ensuring the success of homework assignments. Administrators are responsible for providing the necessary leadership, support, and supervision to implement the homework policy effectively. Teachers are responsible for establishing and conveying homework criteria and procedures and for providing constructive feedback to students. Homework assignments should be meaningful, related to course objectives, and not be given as a punishment. The student is responsible for completing all assignments according to the teacher's established criteria and procedures. Parents are responsible for providing the work area, time, and conditions necessary for the student to complete the homework assignments successfully.

Administrators, teachers, students, and parents should be aware that after-school activities require time and attention; however, such commitments are unacceptable reasons for not completing homework. The completion of homework assignments may impact a student's grade.

Skyward Student/Family Access

Skyward Student and Family Access is an easy-to-use interactive tool that allows parents and students to view student information online securely. In addition to monitoring student grades and attendance, parents can use Skyward Family Access to update student information, view food service accounts, or sign up for automatic email notifications. Teachers may also use Skyward as a parent communication tool and post assignments and downloadable materials for students.

Each parent/guardian has been issued a unique ID#, Username, and Password that will enable the parent/guardian to access information for all of his/her children with a single login. **For security reasons, this information should only be used by you and the parent/guardian and should be kept confidential.**

Each student has been issued a Username and Password that will enable him/her to access grades and the Skyward messages teachers post regularly. **For security reasons, this information should never be shared with another student.**

Login Instructions

1. Start at the homepage of your Internet browser.
2. Navigate to our school website at www.bwschools.net.
3. Click on the Skyward Family Access Link.
4. Enter the secure login information shown below:
 - Username: **XXXXXX**
 - Parent/Guardian Password: **XXXXXX**
5. If you experience difficulty or have any questions about this service, please contact your child's school or email familyaccess@bwschools.net.

Skyward Family Access Considerations

- Family Access username and password confidentiality is crucial – Do **NOT** share this information with your children. Students in grades 6 – 12 have been provided with an individual Student Access account to check their progress.
- Any misuse or abuse of this account will result in denial of access.
- Teachers have been asked to post grades in a timely manner. Large projects may take more time to grade and post. Please contact the classroom teacher if you have any questions regarding your child's grades.
- Grades shown represent a "snapshot in time" and are subject to change on a daily basis. No grade is final until report cards are issued.
- Missing assignments may be calculated in a variety of ways. Please check with your child's teacher for the particular classroom procedure.
- If there are outstanding balances or a student owes school property to the school, library, cafeteria or extracurricular activity, then a hold will be put on his/her Skyward account and access will be denied until the balance or item missing is returned.
- If questions arise, please contact your child's teacher, counselor, or school administration.

Skylert/Reachwell

Parents/guardians are encouraged to sign up for Skylerts and Reachwell through either the Skyward Family Access website or [Reachwell](#) - Click for Directions. Teachers and administration utilize Skylert and Reachwell messages (e.g., email, text message) to communicate important information regularly, such as the Weekly Updates. Skylert/Reachwell messages include notifications about attendance, weather emergencies, surveys, and school-hour and non-school-hour emergencies. More information about the Skylert/Reachwell systems can be found at www.bwschools.net.

Report Cards

Report cards are issued every nine weeks to notify parents/guardians of their child's progress. The report card for the last nine-weeks is mailed home. Please note that fourth quarter report cards will be held in addition to your Skyward account being locked if a student has an outstanding debt to the district. Report cards will be issued in November, January, April, and June.

Honor Roll

A student must have a 3.00 QPA (Quality Point Average) or higher to qualify for the Honor Roll. The categories are:

Highest Honors 4.00 **High Honors** 3.50 – 3.99 **Honors** 3.00 – 3.49

The Honor Roll will be based on **all** subjects and will be posted after report cards are issued at the end of each nine-week grading period. An "F" in any subject will disqualify students for the Honor Roll for that nine-week grading period. Students achieving honors are recognized for their accomplishments at the Academic Honor Awards Program held in May.

Study Hall

Students are to treat the study hall as any other academic class. The study hall teacher will be available to support students when completing their assignments. **Students will:**

- Bring materials every day.
- Have a positive attitude and support the rest of the class by being cooperative.
- Use the time as an opportunity to complete class assignments, homework, research, projects, or to study for exams.
- Bring reading materials to read upon completion of assignments.
- Be able to form study groups or do peer tutoring quietly.
- The teacher is not responsible for providing work, and students are expected to come prepared to complete homework or bring a reading selection from content area classes.
- Students will follow the Code of Conduct in the [Student Handbook](#).

Student Interaction with Substitute Teachers

Student behavior toward guest teachers is a direct reflection of his or her classroom teacher and school administration. Students are expected to treat guest teachers with courtesy and respect and assist the guest teacher in any manner necessary. Students are expected to follow established school and class procedures, and failure to act appropriately will result in disciplinary consequences.

Bus Transfers Will Not Be Issued

Bus transportation is a privilege and its purpose is to transport children from home to school and back. Requesting a bus transfer (riding a bus other than the one assigned) dismantles the process of our highly organized bus program wherein students have assigned seats and erodes its safety procedures. A bus driver will not leave school grounds with an unauthorized student on the bus. A staff member will place the student on his/her assigned bus. If the assigned bus has already departed the school grounds, the parent will be responsible for transporting that student home.

The best practice is to make arrangements in advance and have your own emergency procedure in place for your children. We understand that emergencies do arise, but please also understand that we **cannot** accommodate these requests.

The Highlander Way			
	Accountable	Respectful/ Motivated	Empowering / Safe
Classroom	<ul style="list-style-type: none"> ● Take ownership of behavior ● Bring your materials and participate every day ● Try your best 	<ul style="list-style-type: none"> ● Remain quiet during announcements and when the teacher is speaking ● Cooperate with others ● Use kind words 	<ul style="list-style-type: none"> ● Complete all assigned work with your best effort ● Follow adult directions the first time ● Accept your mistakes and try again ● Encourage others and celebrate their successes
Hallway	<ul style="list-style-type: none"> ● Hands, feet, and objects to yourself ● Walk on the right side of the hallway 	<ul style="list-style-type: none"> ● Keep locker organized Kind words 	<ul style="list-style-type: none"> ● On time - in the classroom when the bell rings ● Hands, feet, objects to self ● Be an upstander
Cafeteria	<ul style="list-style-type: none"> ● Stay in your assigned area and raise your hand when necessary ● Hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Kind words ● Move through the lunch line efficiently 	<ul style="list-style-type: none"> ● Keep your area clean ● Follow adult directions the first time ● Be an upstander
Bus	<ul style="list-style-type: none"> ● Hands, feet, and objects to yourself ● Sit in assigned seat 	<ul style="list-style-type: none"> ● Kind words ● Walk on and off the bus ● Follow directives of the bus driver 	<ul style="list-style-type: none"> ● Stay seated for the entire ride with your back against the seat ● Follow adult directions the first time ● Be an upstander
Bathroom	<ul style="list-style-type: none"> ● Hands, feet, and objects to yourself Throw away garbage 	<ul style="list-style-type: none"> ● Go, flush, wash, throw away, leave ● Kind words 	<ul style="list-style-type: none"> ● Return to class promptly ● Be an upstander

Discipline

The teacher can handle Most instances of discipline in the classroom with minimal disturbance. Serious breaches of behavior may require the teacher to receive support from the administration.

Procedures for such disciplinary cases are as follows:

1. Faculty and staff make every attempt to remedy the situation (i.e. conference with student, family contact, assignment of consequences).
2. If additional support is needed, the teacher completes an Office Discipline Referral for the appropriate administrator.
3. The administrator meets with the student, investigates the situation, and then distributes a consequence.
4. The Code of Conduct includes four levels of school procedure violations. Disciplinary options for each level of misbehavior are included, but they are not limited to these options. Disciplinary action is assigned at the discretion of the administrator.

Student Report Forms:

Office Discipline Referral (ODR): A faculty/staff member completes this report, contacts the parent/guardian, and refers a copy to the appropriate administrator. Once the administrator meets with the student and determines a consequence, this report is mailed home. A copy is then placed in the student's discipline file.

Transportation Conduct Report – If a student misbehaves on the school bus, the driver completes and refers a report to the appropriate administrator. Administration will follow up by conducting a meeting with the student and parent if necessary. An administrator's report is completed with the appropriate consequence, and a copy is mailed home and placed in the student's discipline file. A copy of this report is sent to the district's transportation office as well. If a student is causing a disruption on the school bus, he or she may be suspended from bus privileges. In the case of vandalism, the student will be responsible for incurring the cost of the damages.

Fundraising

Students are not permitted to participate in fundraising activities during instructional time. Fundraising activities can only be done for Baldwin Middle School-sponsored activities. Staff and administration are not responsible for lost or stolen items.

Student Chromebooks

Chromebooks are devices that run Google's Chrome OS. They are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Students can access their teacher's Canvas page and school e-mail from anywhere they have an Internet connection.

[Click for additional Chromebook Information on the Technology Services Overview Page](#)

Topics Listed on this Page include: Chromebook Handbook, Information and Forms, Self-Protection Plan (Must be renewed each school year), Canvas, Digital Citizenship & Skyward Information.

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. To take the Chromebook home each day, students must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow Baldwin-Whitehall School District policies, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, exposing it to water, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will always stay in my possession.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so it has a full charge at the start of every school day. • I understand that if I leave my Chromebook at home or if I do not charge it, I am still responsible for getting coursework done, as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify the possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and not share them with anyone.
- I will not attempt to repair the Chromebook. I will notify IT support staff, teachers, or administrators if it is not working properly.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. Upon inspection, if the Chromebook needs repair, the student's record will be checked, and a loaner may be provided if the student is eligible, a device is available. Appropriate fees will be charged to the student.

[Click to Submit a Ticket with the Technology Help Desk for Students](#)

Food Service Department: Baldwin Middle School

- The National School Lunch Program returns for SY 2024-2025. All students not on government assistance will be FULL PRICE meal status UNLESS families apply for benefits. If you feel you may qualify for free or reduced-price meal benefits, please go to schoolcafe.com & complete an application.
- Lunch will be served at a cost of \$4.00 daily rate, and new for this year, students that are eligible for Reduced Price benefits will receive free meals.
- Breakfast will be free for all students regardless of their eligibility status. Students can drop by the cafeteria to pick up their breakfast upon arrival at school. Students are permitted to eat their breakfast in their classrooms.

A la Carte Sales:

Students will be able to purchase snacks and beverages at lunch. To purchase snacks, beverages, milk, second meals, or food choices, students must have a positive balance on their student food service account. Parents will need to make payments on their child's account prior to the day of purchasing a la carte items.

Meal Payments:

Parents are encouraged to make payments at least one week in advance of intended purchases. **To make an online payment with e-funds:**

Go to the district website, select the drop-down menu for Parents and click on Lunch Payments.

***Note: Payments and or cash will not be accepted in the cafeteria. The school district has implemented a cashless operation for the safety of students and staff.**

Student Account Access:

Students will be asked to enter their PIN (student ID number) on the keypad at the register to access their food service accounts, pay for their meals and ala carte sale purchases, and/or accept their free meal benefits. If they forget their PIN, students can contact the manager for assistance.

Delinquent Accounts:

Please see School Board Policy 808.1 – Lunch Accounts.

Menus:

Lunch menus are updated on a regular basis during the school year on our website (www.bwschools.net) select the drop-down menu Parents and click on Lunch/Breakfast Menus.

Special Diet Request:

Please contact Joyce Weber, Food Service Director, at jweber@bwschools.net or by phone, 412-884-6300 x 7441. Special diet form and instructions are posted on the BWSD food service department website.

Parents are encouraged to visit the Food Service Department home page from the district website, (www.bwschools.net – Select Departments > Food Service) for further details of the information shared above and for more information and news on the breakfast and lunch meal program offered at BWSD. **Follow us on Twitter @BWFOODSERVICE** for events & news.

Homelessness/McKinney-Vento:

You may qualify for certain rights and protection under the federal McKinney-Vento Act. If you live in any of the following situations: a shelter, a hotel/motel or campground due to lack of alternative adequate accommodations, a car, park, abandoned building, and/or doubled up with other people due to the loss of housing or economic hardship. As an eligible student you have the right to receive a free, appropriate public education. You are eligible to receive transportation to and from your school of origin, if you request this. You are also eligible to receive free breakfast/lunch and educational services comparable to those provided to other students, according to your needs as a student. If you feel that you might meet the criteria as a McKinney-Vento student, please speak with your building social worker/guidance counselor or contact: Jean Williams, Baldwin Whitehall School District Homeless Liaison at 412-885-7530.

J. E. Harrison Middle School & 8th Grade at BHS Code of Conduct 2024-2025



**JOURNEY OF A
HIGHLANDER**

BW BALDWIN-WHITEHALL
SCHOOL DISTRICT

Baldwin-Whitehall School District Code of Conduct

The Code of Student Conduct shall apply to all students at all times on all Baldwin-Whitehall School District property.

The levels presented in the Code of Conduct are a guide for administrators to use *progressive interventions and restorative practices* in an attempt to change student behaviors. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. For incidents deemed serious violations, interventions/ consequences may begin at a higher level and are at discretion of the administration. Please carefully read the Student Code of Conduct included in this handbook.

Students Rights and Responsibilities

According to the policy of the Baldwin-Whitehall School District, the following acts on school premises or activities are punishable by the withdrawal of privileges, including but not limited to extracurricular activities and other disciplinary action, and by suspension and/or possible expulsion from school. In addition, students are prohibited from engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, the School Code, ordinances of Baldwin-Whitehall, published policies or regulations of the School District, or any other applicable statutes, regulations, ordinances, policies or rules.

No student has the right to interfere with the education of fellow students. Each student is responsible for respecting the rights of teachers, students, administrators, and all others involved in the educational process. Students should respectfully express their ideas and opinions.

It is the responsibility of students to comply with the following:

1. Be aware of all rules and regulations for student behavior and conduct and act in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Provide information in matters relating to the health, safety, and welfare of the school community and the protection of school property. This includes providing information related to any administrative investigations.
3. Dress and groom to meet fair safety and health standards, and to not cause substantial disruption to the educational process.
4. Assist the school faculty and staff in operating a safe school for all students enrolled therein.
5. Comply with federal, Commonwealth, and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time for all classes and other functions.
8. Makeup work when absent from school or activities within the expected time frame as designated by classroom teachers/advisors.
9. Pursue and attempt to complete proficiently the courses of study prescribed by the Commonwealth and the Baldwin-Whitehall School District.
10. Report accurately and not use indecent or obscene language in student newspapers, publications, or academic assignments.
11. Utilize social media and other platforms in a way that brings pride to and supports respect for the Baldwin-Whitehall School District and Baldwin High School.

GENERAL SCHOOL RULES

Students are expected to be kind and courteous to other peers, district personnel and visitors

- **Respect Others**
- **Respect the Community**
- **Respect the Faculty & Staff**
- **Respect the School**
- **Respect Themselves**

Students shall identify themselves properly and courteously when requested to do so by any adult.

BEHAVIOR GUIDELINES

NOTE: Students are prohibited from aiding or abetting any of the following and/or impeding an investigation by District personnel of any of the following.

According to the Policy of the Baldwin-Whitehall School District Board of Directors, the following acts on school premises or in relation to school premises or activities (including in the community or while on the premises of other schools) are punishable by the withdrawal of privileges and other disciplinary action and by suspension and/or possible expulsion from school. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, the School Code, ordinances of Baldwin-Whitehall or published regulations of the School District, or any other applicable statutes, regulations, ordinances, policies, or rules.

Abuse/Bullying/Harassment

Students are prohibited from engaging in violent, aggressive, or abusive behaviors, physically abusing an individual, or harassment of an individual, including sexual harassment, through conduct or communications including digital communication and social media platforms. Students are prohibited from intimidation or bullying, including physical or verbal behaviors that could prevent another student's equal access to his or her free and public education. Bullying incidents shall be reported by students, school personnel, and parents to a school official. The Principal or designee shall interview students or others involved, undertake an investigation where reasonable suspicion exists, and then contact parents. If the investigation results in a substantiated finding of bullying, the Principal or administrative designee will administer disciplinary actions, which may include but will not be limited to mediation, referral to guidance services, detention, suspension, and/or recommendation for expulsion. Regardless of whether or not bullying, abuse, or harassment occurs during school hours or on school property, school discipline will be deployed if another student's ability to access his or her free and public education is negatively impacted.

Athletic/Extracurricular Participation

The athletic program in the Baldwin-Whitehall School District is an integral part of the total school environment. It encompasses both immediate and long-range goals. The immediate goal is to meet the physical and recreational needs of the students in the areas of motor coordination, strength, skills, endurance, general physical fitness, and peer involvement/participation. Its long-range goals are to develop the intellectual, emotional, social and physical skills necessary for a happy, active, and productive adult life.

A broad-based extracurricular program to achieve these goals has been established as a natural outgrowth of the regular school curriculum. The athletic program offers opportunities for interscholastic competition. The intent of the athletic program is to provide the opportunity for each student to participate in some form of athletics at the level of the student's ability.

In summary, the Baldwin-Whitehall School District feels that participation in athletics is a wholesome, worthwhile educational experience for all students. To win fairly and to accept the frustration of losing in a mature manner provides enduring lessons that each student must learn. A strong athletic program provides an opportunity for students to learn these lessons.

Organization of the Athletic Program

The entire athletic program is authorized and funded by the Board of School Directors for the Baldwin-Whitehall School District. The task of organizing and operating the athletic program and related activities is delegated through the superintendent to the Baldwin High School Athletic Office and to other staff as may be appropriate.

The interscholastic athletic program of the Baldwin-Whitehall School District is operated in accordance with the rules of the Pennsylvania Interscholastic Athletic Association.

Eligibility Rules

A student who participates in interscholastic athletics at Baldwin Middle School, which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA), must adhere to the PIAA rules; otherwise the student will lose their eligibility to represent Baldwin Middle School in interscholastic athletics. If the student participates while ineligible, the school of record (Baldwin Middle School) or team may be penalized. It is, therefore, important for the student to be aware of the requirements to which they are subject.

The information contained highlights and summarizes the major eligibility requirements a student must meet in

order to participate in interscholastic athletics. It does not list every rule or every detail. Unless otherwise indicated, each requirement applies to grades seven through twelve. Principal is responsible for certifying the eligibility of all students representing Baldwin Middle School in interscholastic athletics.

Attendance

- 7th and 8th grade students must be regularly enrolled at J.E. Middle School and in full-time attendance there. A student is eligible only at J.E. Middle School, due to enrollment.
- If the student is absent from school during a semester for a total of twenty or more school days, the student will lose their eligibility until the student has been in attendance for a total of forty five school days following your twentieth day of absence.

Academic Eligibility

Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Athletic Office.

In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the above standards, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the above standards.

In cases where a student's work in any preceding grading period does not meet the above standards, the student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period.

At the end of the school year, the student's final grades in the student's subjects rather than the student's grades for the last grading period shall be used to determine the student's eligibility for the next grading period.

You must be passing at least four full-credit subjects or the equivalent of each Friday during the grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through next Saturday immediately following the next Friday as of which you meet this requirement.

Athletic Travel

Students are expected to ride the bus with their teams to and from athletic events. Parents/guardians may transport their child only for emergencies. Parents must complete the **athletic travel release** form, which can be found on the district website or in the main office, prior to dismissing the student for the specific athletic event. The student should submit the completed travel release form to the main office before 7:30 a.m. on the day of the event and pick up the release before departing Baldwin Middle School for an athletic event.

Assault

Assault occurs when an individual physically attacks a victim. If the victim subsequently fights back, then he or she will be considered a mutual combatant, resulting in both individuals being disciplined for fighting and referred to the Baldwin-Whitehall School District Resource Officer.

Attendance

A student shall be considered in attendance, if present at any place where the school is in session by the authority of the District; the student is receiving approved tutorial instruction or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

Bomb Threat/Fire Alarm

Students are prohibited from turning in a bomb claim, false fire alarm, or any other false safety-related claim or report, or otherwise improperly causing or risking panic, injury, damage to property, or disruption of school activities. State and federal laws could result in expulsion and/or criminal prosecution and will be pursued by HMS administrators.

Book Bags / Backpacks

Grades 6 and 7 students are not permitted to carry book bags throughout the school day, however, students are permitted to take their book bags to 8th period for dismissal. Student bags, including purses, are subject to search at any time by a member of the administrative and security staff,

With the increased use of technology-based learning opportunities and the availability of District-issued student devices (Chromebook), there is little need for students to carry large numbers of books with them throughout the day.

Students are encouraged to keep instruments, lunch, books, and specific attire required for gym class or other classes in their lockers, until these items are needed. There is plenty of time between periods to quickly stop at your locker and collect these items. Note, however, that this will not be entertained as an excuse for being tardy to class. Manage your time, and plan your day wisely.

Cell Phones / Electronic Devices

Student cell phone usage is **NOT PERMITTED FOR ANY REASON**. If a student is found to be using a cell phone, faculty/staff may collect the phone. Collected phones will be labeled in an envelope and delivered to the main office by the teacher. Teachers must contact parents or guardians in a timely manner and/or by the end of the day.

The Board prohibits students from possessing laser pointers on school property, on buses and other district vehicles, and at school-sponsored activities.

The Board prohibits the use of electronic devices that can take photographs or record audio or video during the school day in district buildings, on district property, and while students are engaged in school-sponsored activities.

If a student is caught using an electronic device and refuses to give the item to the staff member, he/she will be taken to the office for consequence per the administration's discretion.

If a student is caught videotaping or taking pictures using his/her electronic device, the student will be taken to the office for consequence per administration's discretion, and their electronic device will be confiscated.

In addition, the board prohibits students from possessing and using any device that provides a wireless, unfiltered connection to the Internet.

The district is not liable for the loss, damage, or misuse of any electronic device brought to school by a student.

District Schools are equipped with phones in the nurse's, counselor's, and main offices. Students are encouraged to ask for permission to use the phone in the main office if they need to contact their parents or guardians. Students are not to make calls from any classroom during the regular school day. If a parent needs to contact his/her child at school, then he/she should contact the main office.

Cell Phone Multiple Offenses:

1st Offense:

- Provide a warning for them to put the cell phone away
- Kindly remind them of the procedure

2nd Offense:

- Cell phone held in the office until the end of the day.
- A parent or guardian is notified

3rd Offense:

- Cell phone held in the office until parent pick -up.
- A parent or guardian will sign for the cell phone after a meeting with the student and administrator.
- Possibly start a cell phone check in/check out in the office depending on outcome of the meeting.
- The student will be subject to progressive disciplinary consequences including, but not limited to:
 - Multiple lunch detentions
 - Extended check-in / check-out
 - In-school suspension
 - Social probation

Additional offenses will be considered an act of insubordination, and the student will be subjected to

progressive disciplinary consequences. A student who refuses to comply with a request to surrender their cell phone by any member of the faculty, staff, and/or administrator ***will be considered insubordinate. Rules governing insubordination will apply as outlined in the student handbook.***

Cheating or Plagiarism

The School Board supports student learning and academic achievement attained through honest and ethical effort of students and not by Plagiarism, cheating and other forms of Academic Dishonesty. Academic Dishonesty consists of deceptive and dishonest behaviors such as Plagiarism, cheating on tests and quizzes, and assisting other students to cheat, for the purpose of producing unwarranted academic outcomes. Plagiarism is one type of Academic Dishonesty. It is the use of another person's ideas, visual expressions and works without giving credit to that person.

Academic dishonesty, cheating, or plagiarism are an affront to the integrity of the Baldwin-Whitehall School District and will be dealt with as such. Should a member of the faculty suspect that such behavior is occurring, he or she will administer appropriate classroom-level academic discipline. This could include a reduction in credit on the assignment, total loss of credit on the assignment, a failing grade for the marking period, semester, or academic year. If the behavior rises to the level of administrative involvement, additional discipline will be administered, up to and including expulsion.

Computer Network/Internet

The district's electronic communications system (network) is available for instructional use by students under the supervision of instructors. Access to the network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and may not use the network for obscene, pornographic or offensive matter; vulgarity, harassment, or misrepresenting one's identity; use for commercial or illegal purposes or any other use deemed inappropriate by the district. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion.

Any and all material or information placed in any file on the network becomes district property. The district reserves the right to review, monitor, record or log network use. In order to protect the network, users may not use outside discs or programs on the network or transfer files, programs, shareware or software from information services, electronic bulletin boards, or any other external source without permission of the network supervisor. Please refer to Appendix F for additional information.

Administrative Procedures for Network and Computer Usage

For the purposes of these procedures, "Network" shall be interpreted to include any and all District owned computers, servers, any hardware or software, printers, Interactive Display Boards, the District's local area network (LAN), wide area network (WAN), regional wide area network (RWAN), all wireless access points, the Internet, District Intranets, self-contained electronic mail systems and any other elements of the District's computer, telecommunications or electronic communication/information systems.

Expectations for Network Usage

The Network should only be used to support the functions of the Baldwin-Whitehall School District, its curriculum, the educational community, projects between schools, and communication and research for school district administrators, teachers and students.

Monitoring Software for Electronic Devices

All district devices are monitored 24/7 with software to ensure a safe and productive learning experience. . Students are prohibited from viewing restricted websites including but not limited to explicit materials and communicating inappropriately. If students view restricted sites or materials administrators are notified with Go Guardian alert and students could be placed in the Penalty Box or lose privileges of the device. Additional disciplinary consequences may also be assigned.

Expectations for computer use:

1. The network may not be used to engage in or to facilitate illegal activities.
2. The network may not be used to engage in or to facilitate behavior that violates Baldwin-Whitehall 's standards of academic integrity.
3. Food and drink are not permitted near district computers.
4. Intentionally altering the files or desktop settings on the district network computers or copying district

software is prohibited.

5. Installing software or files, uploading, creating, or intentionally transmitting viruses is prohibited.
6. Gaining unauthorized access to resources, databases or other users' files is prohibited.
7. Vandalizing hardware, software, data, files, or email of another user is prohibited.
8. Sending, saving, displaying, or copying offensive or inappropriate messages or pictures is prohibited.
9. Harassing, insulting or attacking others, or using obscene language is prohibited.
10. The network may not be used for fraudulent copying, communications, or modifications of materials in violation of copyright.
11. Students may not use the network to disrupt the work of others.
12. Any student who receives threatening or unwelcome communications shall immediately bring information to a staff member.
13. Students who bring their own devices into school must adhere to classroom teacher requirements for the use of technology while in class, as well as all school district policies.
14. The use of the network for any purpose not related to the mission of the Baldwin-Whitehall I District is prohibited.

Consequences for Violation of Prohibited Activities:

Failure to follow District policy or procedures established by individual labs may result in loss of network privileges. Other appropriate disciplinary procedures may take place as needed.

Corporal Punishment and Use of Reasonable Force

The Baldwin-Whitehall School District prohibits corporal punishment, namely physically punishing a student for an offense. Administrators and other District personnel may use reasonable force to quell a disturbance, obtain possession of weapons or dangerous objects, for the purpose of self-defense, or for the protection of persons or property.

Dances

School-wide dances held for the middle school students are open to ONLY for those middle School grade level students. Students attending the dances must be present within the first hour of the dance. Students should make necessary arrival arrangements accordingly. Students that arrive after the first hour of the dance will not be admitted. In addition, parents /guardians are required to pick up their child promptly at the end of the dance. Failure to comply with this request could result in the loss of privileges to attend the next dance. Some dances are restricted to students of a particular grade level. Students must comply with all expectations related to school dances and students who do not comply with expectations for dances may be asked to leave the dance and may not be permitted to attend future dances.

Defacement/Destruction/Theft of School or Private Property

Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or private property, vandalism or attempted vandalism, theft or attempted theft of school or private property on school grounds. Violations of these expectations will result in referral to municipal police departments when appropriate, as well as school-based discipline.

Delivery of food to school/food sales

Delivery of food to school is prohibited unless under the supervision of district personnel. Students are not permitted to sell food, unless the sale is part of an administratively approved fund-raising activity.

Dress Code

Students are encouraged to take pride in their appearance. In an age of changing styles and freedom of dress, students should select clothing which is complementary to them. When students come to school inappropriately dressed, faculty and administrators will take the necessary steps to correct the situation. Students have the right to dress and groom as they choose as long as they do not disrupt the educational process or endanger their health and safety.

Students are responsible for following guidelines for dressing and grooming in a manner that demonstrates cleanliness, promotes safety, and respect for themselves and others.

Allowable Dress & Grooming

- Students must wear both a shirt with pants or skirt, or the equivalent, and shoes.
- Clothing must cover undergarments.

- Fabric must cover all private parts.
- Hair must allow the face to be visible and not interfere with the line of sight to any student or member of the faculty or staff. Masks are prohibited.
- Hoods are not permitted to be up when wearing a hoodie.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

The following is a list of clothing that is unacceptable for school:

- Hats, coats, gloves (while indoors), masks, ski-masks (while indoors and on buses). 2. Bandanas, head coverings (unless for religious or medical reasons).
- See-through clothing.
- Tank tops, halter tops, bare chests or midriffs, racer backs, thin straps or half-shirts.
- Clothing featuring illegal products or unsafe behavior, profanity, or remarks that are obscene or offensive.
- Extremely short skirts, skorts, and shorts are not permitted.
- Any clothing that can conceal an item and/or pose a safety hazard.
- Sunglasses, belts or bracelets with metal spikes, chains, dog collars.
- Tops must be long enough to tuck into pants, skirts, skorts, and shorts.
- Undergarments and private body parts are not to be exposed.

The decision as to whether a student's clothing is unacceptable is made by the building administration adhering to [BWSO Policy 221](#). If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If a student does not have acceptable clothing to change into, he/she will be asked to call home. If no one is available to bring a change of clothing, the student may be placed in ISS for the remainder of the day. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur.

Drug & Alcohol Use - Controlled Substance

Students are prohibited from distributing, dispensing, possessing, using, or being under the influence of any alcoholic beverage or other intoxicating or controlled substance, either before, during, or after school hours in any school building or on any school premises, on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the School District. Students who fail to follow proper procedures for possession/use of medications are subject to discipline under this rule. Violations will result in referral to local law enforcement for investigation.

Fighting

Fighting in school, on school property, or while participating in a school-sanctioned/related activity is prohibited. Students involved in fighting will be immediately referred to administrators for appropriate disciplinary consequences. Students should recognize that if a fight is in progress, it is the expectation of the District that as soon as an adult intervenes, the involved parties should immediately cease the altercation. Students not directly involved in the physical altercation should move to their assigned or other safe location as indicated by adults on the scene. Any student who engages in an aggressive physical altercation will be disciplined and may be referred to the BW School Resource Officer.

Should a student find him or herself involved in an altercation outside of School that could escalate to the level of a fight in School, he or she (or his or her family) is expected to contact middle school administrators immediately so that we can begin an investigation as soon as possible.

Fight Promotion

Students are prohibited from recording, sharing, snapping, streaming, or disseminating information concerning a fight in any form that occurred in school, on school grounds, or during school activities. Students caught promoting a fight will face appropriate disciplinary consequences and may be referred to the School Resource Officer

Fire/Explosion

Students are prohibited from carrying or possessing explosives, or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person in danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property. Consequences shall include an informal hearing, 10 days out-of-school suspension, police contact, and possible expulsion hearing.

Food

Food is only permitted outside of the cafeteria for breakfast.

Gambling

Students are prohibited from gambling on school property or during school activities.

Hazing

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, extracurricular club, activity, or athletic team. "Hazing" is defined as any activity or conduct, whether physical, verbal, or electronically communicated, that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Students are required to report any known or suspected form of hazing to an administrator immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity, or athletic team, will be taken against any students who organize, participate in, and/or fail to report hazing.

Keys

Students may not be in possession of keys belonging to teachers or other school personnel at any time. If students find themselves in possession of such keys, they are to immediately turn them into the main office.

Leaving School Grounds

Students are prohibited from leaving school grounds during the school day without administrative approval.

Open Containers/Plastic Water Bottles

Students are encouraged to bring a water bottle and take advantage of the water bottle fill stations located throughout the building for their hydration needs. However, any beverage container can be searched, without warning, for the presence of alcohol or controlled substances. This includes beverages in commercial containers brought to school and beverages being consumed during lunch periods in the cafeteria.

Pantsing

"Pantsing" involves students pulling down the pants or lifting of skirts or clothing of other students. In most cases, this act is done in a non-malicious manner. However, even under these circumstances, victims have expressed embarrassment and humiliation. Please understand that this type of behavior is STRICTLY FORBIDDEN in the school environment. Students, regardless of intent, will face severe disciplinary action.

Pledge of Allegiance

As part of the school day, and during various activities, all students are requested to participate in the Pledge of Allegiance or to stand quietly in a respectful manner while the pledge is presented. Participation is voluntary.

Safe-2-Say Anonymous Tip-line

Safe2Say Something (S2SS) tips may be submitted by any individual, student, staff member, or parent/guardian as a secure and anonymous means to report unsafe, potentially harmful, dangerous, violent, or criminal activities in the school setting or threat of such activities in the school setting through:

1. A 24 hours a day, 7 days a week OAG Crisis Center telephone hotline;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something mobile electronic "app."

For more information on S2SS procedures, please refer to the district website.

1-844-SAF2SAY (1-844-723-2729)

School Violence, Terroristic Threats, or Terroristic Actions

The District is committed to providing education in a safe, secure, and caring environment and, therefore, strictly prohibits terrorist threats and terrorist acts, as well as violent, aggressive, or abusive conduct.

Terrorist threats or acts are often preceded by warning signs or rumors which, if promptly reported, investigated and addressed, may result in avoidance of tragedy. Accordingly, District personnel, students, and families are required to immediately inform the Principal of any knowledge relevant to an actual, potential, or rumored terrorist threat or terrorist act, or any prohibited act of violence or aggressive behavior.

Search and Seizure

The threshold for administrative search and seizure in schools within the Commonwealth falls below the construct of "probable cause" expected of law enforcement officers. In the school setting, administrators need only to have "reasonable suspicion" to target, stop, search, and seize contraband from a student.

Students are ultimately responsible for the contents of their lockers and their bags, including athletic/band lockers and athletic bags. These should be secured at all times. School lockers and other storage spaces are District property. School authorities may search a student's locker and seize any illegal materials.

Students are responsible for the contents of any locker assigned to them. It is essential that students keep their lockers locked and not give other students access to their locker. The School does not assume responsibility for the loss or theft of personal items stored in lockers.

Sexual Harassment

The District is committed to safeguarding the right of all students/ employees within the District to an education and work environment that is free from all forms of sexual harassment and sexual abuse, including sexual harassment of or by students. The District strictly prohibits all behavior of a sexual nature, including conduct of a sexual nature which is either designed to extort sexual favors from a student or employee as a term or condition of education or employment, or which has the purpose or effect of creating a hostile, intimidating, or offensive educational or work environment. Sexual harassment may occur from student to student, staff to student, or student to staff. Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include: unwelcome touching of an individual's body or clothing; unwelcome leering, staring, flirtation, propositions, or pressure for sexual activity; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; unwelcome graphic verbal comments about an individual's body or overly personal conversation; unwelcome sexual jokes, stories, drawings, pictures, or gestures; unwelcome spreading of sexual rumors, including via digital platforms; cornering or blocking an individual's normal movement in a sexual way; displaying sexually explicit materials or suggestive objects in the educational environment; and repeated remarks to a person with sexual or demeaning implications. The District also condemns and prohibits any retaliatory behavior against any complainants or witnesses of such prohibited sexual misconduct. The District further prohibits intimate or sexual relations between any and all District employees and students. This includes intimate or sexual relations between an administrator, teacher, counselor, coach, advisor, program director or any District employee and a student.

Any student who believes that he or she has been subjected to sexual harassment should immediately report the incident to the Principal, an assistant principal, school counselor, teacher, school nurse, or psychologist, and an investigation by trained District personnel will be conducted and a report will be made to Childline reporting the allegations. Students who are found to have engaged in sexual harassment of others will be subject to discipline and criminal proceedings.

Social Media Use and Online Activity

Cyberbullying on social networks is not tolerated. Students may be punished according to the code of conduct if their actions directly impact the learning environment or jeopardize the safety of students on school property. We do our best to keep incidents that happen outside of the school from coming into the building. If threats, harassment, or other misbehavior happens outside of school, we recommend that you call the local authorities. Students must conduct themselves in a manner that brings pride and

respect to the Baldwin-Whitehall School District, when engaging in online activity. Should students or families find evidence of misbehavior, abuse, or cyberbullying on any social media app or other online platform, they are encouraged to immediately share such conduct with administrators. Any conduct that negatively impacts another student's right to access his or her free and public education will be met with School discipline and appropriate subsequent criminal investigation.

All student activity that occurs online using District-issued devices or networks is monitored. Individuals cannot presume any level of privacy while engaging in such activities.

Slurs

Students are prohibited from slurs or other language or gestures that are insulting, disparaging, or derogatory, whether made directly or by innuendo, regarding a person's race, ethnicity, disability status, sexual orientation, gender identity, religion, or any protected status.

Student Expression and Speech

Students are encouraged to express themselves and engage in protected speech, as long as it does not disrupt the educational environment or learning process. Any expression or form of speech that causes such disruption or negatively impacts another students' ability to access his or her free and public education will be met with appropriate discipline.

Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Students wishing to post signs or announcements in the School must first have the written or stamped approval of the Principal. The following are prohibited:

1. Signage deemed to be in poor taste (profanity, obscenity, insult, double meanings, etc.);
2. signs promoting or seeking membership for any religion, theology, or specific moral code;
3. signs advertising non-District fund-raising events;
4. Signs promoting the profit-making events of agencies.

Tobacco Use and Possession

Students are prohibited from smoking (including e-cigarettes, vapes, etc.) or the use of smokeless tobacco in any form before, during or after school hours, at School, or in any other School District location, or during activities under the supervision of the School District. School District location means in any school building or on any School premises, on any District-owned vehicle, or in any other school-approved vehicle used to transport students to and from School or school activities. Possession of a cigarette, cigar, pipe, smokeless tobacco, vapes, or smoking equipment is also prohibited. The consequence will result in appropriate discipline not limited to suspension or expulsion. Any student found using, or in possession of tobacco or any e-cigarette, tobacco product, including smokeless tobacco in any form, shall be subject to prosecution pursuant to 18 Pa. C.S. '6306.1.

Unexcused Absence/Tardiness

Students are prohibited from incurring unexcused absences or tardies which shall include failure to report to assigned classes, study halls, or School on time and as scheduled. Consequences may include detention, suspension, removal from extracurricular activities and/or athletic teams, and possible course failure. The District reserves the right to question and nullify any absence excuse deemed to not satisfy Board and/or Commonwealth requirements.

Weapons

It is the policy of the School Board that possession of a weapon by students is prohibited in any Baldwin-Whitehall School District building, on any grounds of the District, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any Baldwin-Whitehall School District building or District-sponsored function, activity or event, and at any School function, activity, or event whether or not held on Baldwin-Whitehall School District grounds while students are under the supervision of the District. Possession of weapons or other dangerous items will result in immediate suspension while an administrative investigation is conducted and likely expulsion. Evidence collected during such an investigation will be shared with appropriate law enforcement officers, and appropriate criminal charges will be filed.

CONSEQUENCES FOR STUDENT MISCONDUCT

One or more of the following consequences may be issued to students for violation of Board Policy, administrative guidelines, or general School rules. Although some consequences are prescribed for specific actions as outlined in the tiered discipline guidelines below, disciplinary consequences are determined on an individual basis consistent with the student's past behavior, special needs, administrative judgment, etc.

The Code of Student Conduct shall apply to all students at all times on all District property or otherwise under the supervision of District personnel. The levels shown on the following page(s) are a guide for administrators to use *progressive interventions* in an attempt to change student behaviors. Levels of consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. For incidents deemed serious violations, interventions/ consequences may begin at a higher level.

DISCIPLINARY PROGRESSION LEVELS

LEVEL I

Description:

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the School. These misbehaviors should be handled by an individual teacher or staff member, but sometimes require the intervention of other school support personnel, including administration.

Examples include but are not limited to:

- Classroom/school disturbance or disruptive behavior
- Loitering
- Littering
- Unauthorized presence in the halls or other areas
- Eating outside of the cafeteria without permission
- Inappropriate displays of affection
- Classroom tardiness
- Inappropriate language, writing, or gestures
- Violation of the Dress Code
- Use of electronic devices when not permitted
- Minor misconduct at School functions or on the school bus

Examples of Disciplinary Options:

- Verbal or written reprimand
- Parent contact or conference
- Denial of privileges
- Special assignments
- After-School or lunch detention(s) administered by faculty
- Confiscation
- Written agreement

LEVEL II

Description

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the School. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of administrators because the execution of Level I disciplinary options has failed to correct the situation. Also included in this Level are misbehaviors that do not represent a direct threat to the immediate safety of others but whose educational consequences are serious enough to require corrective action on the part of the administration.

Examples include but are not limited to:

- Persistent Level I infractions
- Violation of School attendance policies (e.g. tardiness, truancy, leaving school property without permission, cutting class, unexcused absence)

- Repeated unexcused tardiness to homeroom, class, or School
- Unauthorized possession or misuse of school property, facilities, or lockers
- Open defiance of authority; willful refusal to do as directed or any form of insubordination
- Failure to serve assigned detentions, including classroom detentions
- Harassment or inappropriate language directed at an individual's race, ethnicity, religion, sexual orientation, gender identity, disability, or protected status
- Bullying or Cyberbullying
- Violation of the computer and internet policy
- Cheating, plagiarism, or academic dishonesty
- Persistent violation of the Dress Code

Disciplinary Options

- Confiscation
- Parent contact and conference (including informal hearing)
- Detentions
- Suspension
- Denial of privileges, including participation in School activities
- Loss of academic credit
- Community Service
- Modified/Restricted Day

LEVEL III

Description:

Acts whose frequency or seriousness tends to disrupt the learning climate of the School and/or acts directed against persons or properties and whose consequences could endanger the immediate health or safety of others in the School. Law enforcement agencies will be involved when appropriate.

Examples include but are not limited to:

- Persistent Level II infractions
- Vandalism or destruction of District property
- Theft of personal or District property
- Fighting
- Trespassing on or in District property when closed
- Defying authority
- Harassment, hazing, ongoing bullying, or ongoing cyberbullying
- Physical/ verbal threat to student, staff member, or District property
- Unauthorized or improper use of vehicles on school grounds
- Lewdness or indecent exposure
- Trespassing
- Possession or use of tobacco products
- Sexual Harassment

Disciplinary Options

- Confiscation
- Parent contact and conference (including informal or formal hearing)
- Temporary removal from class
- Suspension
- Denial of privileges, including participation in School activities
- Expulsion
- Community Service
- Restitution of property or damages

LEVEL IV

Description:

Acts whose frequency or seriousness tends to disrupt others or disrupt the learning climate of the School. Acts directed against persons or property which could or do pose a threat to the health, safety, or welfare of others in the school. Such acts will require administrative action which could result in the immediate removal of the

student from school and the intervention of law enforcement authorities.

Examples include but are not limited to:

- Persistent Level III infractions
- Assault
- Bomb threat, terroristic threat or action, tampering with or activating alarm systems
- Possession/use/transfer of dangerous weapons or objects
- Lighted or ignited objects or possession of explosives
- Theft or possession/sale of stolen personal or District property
- Arson or attempted arson
- Transfer/sale/possession/purchase/ procurement/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol or drug paraphernalia
- Institutional vandalism, criminal mischief, or criminal trespassing
- Other violations of federal, state, or local laws
- Conduct that poses a threat to the health, safety, and welfare of students, personnel, or guests

Disciplinary Options

- Confiscation
- Parent conference (including formal hearing)
- Suspension
- Restitution of property or damages
- Referral to law enforcement
- Expulsion
- Referral to outside agency

Notification to Parent

The teacher, counselor, principal or other school official may contact the parent to report inappropriate student conduct. A meeting with the parent may be requested.

Lunch Detention

There are two types of lunch detentions:

Teacher Assigned Lunch Detention

Teacher-assigned lunch detentions are issued and monitored by the classroom teacher. Teachers coordinate the date, time, and location of the lunch detention with the student prior to the student serving the detention. The student may be sent to lunch late or required to eat his/her lunch in the classroom while completing a writing assignment. Teachers notify parents of the teacher-assigned lunch detention.

Office Assigned Lunch Detention

Office-assigned lunch detentions are issued by administrators and are served in the ISS room with a bagged lunch menu selection. Students serving office assigned lunch detention will be given a pass or fail comment by the teacher who is supervising the ISS room for that particular period. If a student fails his/her lunch detention due to misbehavior, he/she will be required to serve another detention or subject to further disciplinary action per the administration's discretion.

In both cases, the student must report on time to lunch detention on the date, time, and location in which the detention is assigned. In the event of a cancellation of school or student absenteeism, students should report to lunch detention on the following school day. Failure to report to the teacher or office-assigned lunch detention will result in further consequences per the administration's discretion. Students are permitted to pack their own lunch for lunch detention. Students are expected to bring their packed lunch on time to the appropriate location.

Morning and After-School Detention

Teachers and administration can issue morning and after-school detentions. Prior to assigning morning or after-school detention, the teacher or administrator will confirm the time and availability with the student's parent or guardian. Transportation to morning and after-school detention is the responsibility of the student and/or parent. The student must report promptly to detention on the date and time it is assigned. In the event of a cancellation, the student's detention will be rescheduled.

Social Probation

A student can be put on social probation as a disciplinary action. When a student is on social probation, he/she is not permitted to attend or participate in extracurricular events except for after-school tutoring.

Behavior Reflection Essay

A student can be assigned to the ISS room to complete a behavior reflection essay. The student may be permitted to go back to his or her regular classes once the essay is completed and approved by the assigning administrator. Failure to complete the essay will result in further disciplinary actions per administration's discretion.

Loss of Privileges

Students may lose certain privileges, such as a hall pass, and may also be restricted from participating in extracurricular or co-curricular activities and/or field trips.

Administrative Intervention

Students may be required to participate in disciplinary conferences with school officials. Such conferences may result in behavior management plans, contracts for student conduct, or other appropriate interventions.

Community Service

Students may be required to complete a specific number of community service hours as a consequence of misconduct. School personnel will offer students suggestions for community service activities and a form to verify the community service.

Suspension

Suspension is the exclusion of a student from school and all school-related activities and functions for a period of one to ten days. When the suspension is three days or less, the student is given an opportunity to respond to the reasons for the suspension unless it is clear that the health, safety, or welfare of the school community is threatened. The parent is informed of the suspension in writing. When the suspension exceeds three days, the parent is informed of the suspension in writing, and the student and parent are given an opportunity to attend an informal hearing with the Principal. At this hearing, school personnel explain the reason for the suspension, and the student is given an opportunity to respond to the accusation of misconduct.

In-School Suspension

In-school suspension is removing students from their daily classroom schedule. Teachers will be notified and will provide assignments for students to complete during this time. Students are not permitted to leave the ISS room unless supervised. Students will eat lunch in the ISS room and will select from a bagged lunch menu to order their lunch. Students are permitted to pack their own lunch. Students must bring all books, notebooks, and other supplies needed to complete their daily work. Students are responsible for all assignments during their suspension. Students who are assigned an in-school suspension may be excluded from all extracurricular events on that given day. If a student does not comply with the rules and expectations of the ISS room, then he or she may be subject to additional consequences. Students assigned ISS as a consequence during the months of May and/or June may not be permitted to participate in the end of the year activities.

The following rules apply to detentions and in-school suspensions (ISS):

1. Students must arrive on time. Tardiness will result in appropriate disciplinary action.
2. Students must bring adequate study materials (textbooks, pencils, assignments, library books, etc.) to use for the entire period in a silent study environment.
3. Students must complete a behavior reflection essay
3. The following behaviors are **PROHIBITED** in any detention or ISS:
 - Talking or communicating in any way with other students
 - Sleeping or putting head down on the desk
 - Eating or drinking other than during the lunch period
 - Using cell phones, iPods, or other electronic devices
 - Possessing any items that are inappropriate for the school environment
 - Defacing or vandalizing any items
 - Failure to comply with the above expectations will result in additional disciplinary action at the administration's discretion.

Out of School Suspension

Out-of-school suspension is the exclusion of a student from school for a period of up to ten (10) days. Any student who is suspended from school will not attend or participate in any school sponsored activity for the duration of the suspension. The student is responsible for any assignments missed during the suspension. Suspended students must arrange to receive homework assignments and/or use Skyward to access their classroom assignments when possible. Students assigned OSS as a consequence during the months of May and/or June may not be permitted to participate in the end of the year activities (field day). These students may also be excluded from field trips anytime throughout the year.

Expulsion

Expulsion is exclusion from school for a serious offense or a series of offenses for a period exceeding ten school days. Expulsion may be permanent and could result in external placement. If a student is to be excluded from school for a period exceeding 10 days, he/she is entitled to a formal hearing before the School Board, before any action is taken.

Restrictions during Suspension/Expulsion from School

Any student who is suspended from school may not attend or participate in any school-sponsored activity, including athletic practices, rehearsals, or competitions, and is not permitted on school grounds for the duration of the suspension, including weekends and breaks within the suspension. A student's presence on school grounds during this period could result in criminal trespassing charges being filed against the student.

Restriction from School Activities:

Participation in co-curricular activities, extra-curricular activities, sports, and ceremonial events is a privilege and not a right. Such activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs and ceremonial events such as dances, the prom and commencement exercises. These activities may be restricted when a student violates a Baldwin High School rule(s), procedure(s), Board Policy, or the law.

The administration may assign restrictions on participation and attendance at school activities. Nothing in this rule shall negate prescribed disciplinary actions such as suspension, detention, the filing of charges with law enforcement officials, or other appropriate sanctions. A student and his/her parent(s) or guardian(s) shall be notified in writing by the administration that restriction will be applied. Upon request by the parent, the assigning administrator will meet informally to review the issue and afford appropriate due process.

Restitution

Students who deface, willfully destroy, vandalize, or steal School property shall be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property. The parent/guardian may be held responsible for any and all damages to School property and/or any and all non-recovered stolen property for which the student himself/herself does not provide restitution.

Referral to Alternate Education Program

Students with severe attendance, behavior, or academic problems may be recommended for placement at a District-approved Alternative Education program where they may earn credits toward graduation.

Referral to School Resource Officer

Under the Crimes Code, School officials are required to report violations of law and certain other serious offenses to the School Resource Officer. When it is necessary for the SRO to interview a student or to take a student into custody during school hours, school officials follow established procedures to protect the rights and interests of students and to assist police in the performance of their duties. School officials make every attempt to notify the parent or legal guardian of the situation, except in matters involving allegations of child abuse when the parent is the alleged offender.