J. E. Harrison Middle School Student Handbook 2026-2027



JOURNEY OF A HIGHLANDER

BALDWIN-WHITEHALL SCHOOL DISTRICT

Revised 8.12.2026

Welcome to J. E. Harrison Middle School

The J. E. Harrison Middle School faculty and staff welcomes you to the 2026-2027 school year! We look forward to a school year filled with academic, social and athletic success that will lead to positive experiences and memories for all students and families.

The carefully prepared procedures contained in this student handbook are the result of a concerted effort on the part of HMS faculty and administration. This information is of great value in helping students succeed at J.E. Harrison Middle School and beyond.

Our faculty will review the handbook with students during the first week of school to create an opportunity for any questions or clarification. Please also 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 during homebase. Families will receive an email with a link to complete their sign off form. If you have questions after reviewing the Student Handbook and Code of Conduct, please feel free to call the School for clarification.

In an effort to improve communication between school and home, HMS administration and staff encourage families to check out our ***HMS Happenings*** sent on a monthly basis via Parent Square. Please check Skyward on a regular basis and make sure the contact information is current to receive important information from the District, faculty, and HMS administration.

Sincerely,
J. E. Harrison Middle School Team

J.E. Harrison 2026-2027 A/B Calendar

AUGUST 2026

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 A	27 B	28 A	29
30	31 B					

SEPTEMBER 2026

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

OCTOBER 2026

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

NOVEMBER 2026

S	M	T	W	T	F	S
1	2 A	3	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	27	28
29	30					

DECEMBER 2026

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

JANUARY 2027

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

FEBRUARY 2027

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

MARCH 2027

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

APRIL 2027

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

MAY 2027

S	M	T	W	T	F	S
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	19 A	20 B	21 A	22
23	24 B	25 A	26 B	27 A	28 B	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
		1 A	2 B	3 A	4 B	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			

Office Contact Information

J.E. HARRISON MIDDLE SCHOOL

Important Numbers & Contacts

MAIN OFFICE • 412.885.7530

TO REACH A STAFF MEMBER: Dial 412.885.7530 → 9 → extension

ADMINISTRATIVE TEAM

Dr. David M. Muench Ed.D.
Principal • 8th Grade Lead
dmuench@bwschools.net

Mr. Alexander Bowman
Assistant Principal • 7th Grade Lead
abowman@bwschools.net

Ms. Carly Lutz
Assistant Principal • 6th Grade Lead
clutz@bwschools.net

STUDENT SUPPORT

Rachel Johnson
School Counselor • A–L
Ext. 5071
rjohnson@bwschools.net

Jessica Thomas
School Counselor • M–Z
Ext. 5072
jthomas@bwschools.net

Jean Williams
Social Worker
Ext. 8074
jwilliams@bwschools.net

OFFICE & SCHOOL SERVICES

Julie Dunn
Office Secretary
Ext. 5021
jdunn@bwschools.net

Theresa Maier
Office Secretary
Ext. 5021
tmaier@bwschools.net

Amy Gregg (AM)
Office Secretary
Ext. 5022

Elizabeth Yimin (PM)
Office Secretary
Ext. 5022

HMS Period by Period Class Schedule

	HMS 2026-27 Schedule											
	6th Grade				7th Grade				8th Grade			
HR	Homeroom	8:00-8:20	20	HR	Homeroom	8:00-8:20	20	HR	Homeroom	8:00-8:20	20
Per 1	Core 1	8:23-9:18	55	Per 1	Encore	8:23-9:03	40	Per 1	Core 1	8:23-9:18	55
Per 2	Core 2	9:21-10:16	55	Per 2	Encore	9:06-9:46	40	Per 2	Core 2	9:21-10:16	55
Per 3	Encore	10:19-10:59	40	Per 3	Core 1	9:49-10:44	55	Per 3	Core 3	10:19-11:14	55
Per 4	Encore	11:02-11:42	40	Per 4	Lunch	10:47-11:17	30	Per 4	Core 4	11:17-12:12	55
Per 5	Lunch	11:45-12:15	30	Per 5	Highlander	11:20-11:51	31	Per 5	Highlander	12:15-12:46	31
Per 6	Highlander	12:18-12:49	31	Per 6	Core 2	11:54-12:49	55	Per 6	Lunch	12:49-1:19	30
Per 7	Core 3	12:52-1:47	55	Per 7	Core 3	12:52-1:47	55	Per 7	Encore	1:22- 2:02	40
Per 8	Core 4	1:50-2:45	55	Per 8	Core 4	1:50-2:45	55	Per 8	Encore	2:05-2:45	40

General School Information

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 to promptly report incidents of bullying 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** knowing that any student who violates the **BWSD 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

Students are to arrive at school no earlier than 7:40 AM. Students arriving between 7:40 and 7:50 AM are to report to the cafeteria at 7:50 AM. From 7:50 – 8:00 AM, students are to go to their lockers and then report to their 1st period. Students are to report to their first-period classroom no later than 8:00 AM.

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 a pass from the teacher and must be supervised by the teacher/sponsor.

Dismissal from School

Starting at 2:45 PM students will be dismissed directly from their 8th period class. Walkers, students staying

for activities, and students who are getting picked-up are to remain in their 8th period class until they are dismissed via the announcements. Bus riders should report directly to their bus through the gym lobby. 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.
- It is **highly recommended** that students provide their homeroom teacher with an extra locker key and/or 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.**

*****J.E. Harrison Middle School is not responsible for lost or stolen items kept in lockers*****

Hall Passes

Any student that 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 time between classes to visit the restroom, get drinks from the water fountain, and stop by their lockers.

Nurse

The nurse's suite is 225, which is located 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 not available, students are to report to the main office for assistance.

If a student becomes ill, the parent/guardian will be contacted by the school nurse, school administration, or designee so that arrangements can be made to have the student picked 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 J.E. Harrison 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 health of the student 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*** . 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.**

Attendance Procedures

The parents and/or 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 that are absent to school for that given day regardless if an absentee phone call was made to the school secretary.

Students who have been 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. Parents may be contacted by school personnel if student absenteeism or tardiness is excessive and violates the school district attendance policy. A letter from administration will be sent home if a student accumulates ten or more absences.

Attending After-School Activities / Athletic Events

Students are not permitted to participate in events or activities if they are absent the same day. 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 prior to the start of first period. This excuse should include: the (1) date (2) time of dismissal (3) reason for the request, and (4) signature of parent/guardian. It is school policy 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. Students issued early dismissals are informed of the *no classroom interruption procedures.*

Tardiness to School/Class

Students arriving after 8:00 AM 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 8:00 AM must report to the attendance office.

Students are given three minutes between classes. During this time, in order to minimize classroom disruptions, students may use the restrooms, the water fountains, and stop at their lockers. Students MUST report to class on time, or they will be considered tardy.

A student who is late to class without a written excuse will be marked tardy to class via Skyward. Any student accumulating multiple unexcused tardies to class or to school will be subject to discipline referral with possible consequences at the discretion of the teacher or administrator.

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 <u>two weeks</u> <u>in advance</u> detailing the dates of the educational trip, the destination, 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

Students, who are absent, are expected to access their teachers' Canvas pages to 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 the manner in which the message is received (i.e., email, text, and phone). The 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 individual needs. Additional information regarding the SKYLERT system can be found HERE.

* Please note that 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 and plans are in place for an unexpected closing or delay.

Visitors

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 and **MUST leave bags in their vehicle.**
2. Visitors ring the bell at the main entrance.
3. **Visitors must immediately sign-in, show identification and receive an identification sticker. All visitors MUST wear their identification sticker at all times while in the building.**
4. Before leaving, visitors give their sticker to a secretary or Administrator.

School Counselors and Social Worker

Counselors and social workers are an integral part of the work we do on behalf of students. They have specialized training to assess and address student needs, provide resources, and to coordinate with other School personnel to best serve the whole child. Mrs. Rachel Johnson serves students whose last names begin with A-L, and Mrs. Thomas serves students whose last names begin with M-Z. Our school social worker, Ms. Jean Williams, also supports students in all grades. **Students should obtain a pass before reporting to the counseling office.** If a parent needs to contact a school counselor, please call 412-885-7530 or reach out via email:

Mrs. Rachel Johnson rjohnson@bwschools.net
Mrs. Jessica Thomas jthomas@bwschools.net
Ms. Jean Williams jwilliams@bwschools.net

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. Homework is an integral component of the educational process. Research indicates that homework enhances achievement. Its purpose is to prepare students for new concepts and to reinforce 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 effectively implement the homework policy (Board Policy 130). 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 successfully complete the homework assignments.

Skyward Student/Family Access

Skyward Student and Family Access is the best tool to securely view student information online. In addition to monitoring student grades and attendance information, parents can use Skyward Family Access to update student information, view food service accounts, or sign up for automatic email notifications. Some teachers use Skyward as a parent communication tool as well as post assignments and downloadable materials for student use.

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

Each student has been issued a Username and Password that will access grades and the Skyward messages teachers post on a regular basis. **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:
5.

Username: **XXXXXX**
Parent/Guardian Password: **XXXXXX**

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 own progress.
- Any misuse or abuse of this account will result in denial of access.
- Teachers are expected to post grades in a timely manner, however, large projects may take more time to grade and post. If you have any questions regarding your child's grades, please contact the teacher.
- 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 the 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.

Parent Square

ParentSquare is our school's primary communication tool for keeping families informed and connected throughout the school year. Families can receive important school and classroom updates through email, text messages, the ParentSquare app, or other preferred notification methods. Teachers and school staff can use ParentSquare to share announcements, reminders, events, forms, and other information, as well as communicate directly with families when needed. ParentSquare also provides translation features to help ensure that families can access and understand school communications in their preferred language. Our goal is to use ParentSquare to make school-to-home communication more consistent, convenient, and meaningful for every Harrison family.

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.

Respect for Substitute Teachers

Substitute teachers are an invaluable resource to our learning community and we expect students to treat them as such. 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. Bus transfers (riding a bus other than the one assigned) are not permitted, unless an emergency situation is approved with the bus garage.

Bus drivers will not leave school grounds with an unauthorized student on the bus, and the student will be removed from the bus and put on his/her assigned bus by a staff member. If the assigned bus has already departed the school grounds, then the parent will be responsible for transporting that student home from

school.

Discipline

Most discipline should be handled in the classroom by the teacher and done so in an inclusive and dignified manner. Serious infractions of behavior warrant administrative involvement.

Procedures for such disciplinary cases are as follow:

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.

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 parent/guardian and refers a copy to the appropriate administrator. A copy of the report is then placed in the student's discipline file.

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. Lost or stolen items are not the responsibility of staff or administration.

Student Chromebooks

Chromebooks are devices that run Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Students can access Canvas pages 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 assigned for educational purposes only. With the Chromebook, students accept the following responsibilities:

- Follow the policies of Baldwin-Whitehall School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- 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.
- Refrain from lending the Chromebook to anyone, including friends or family members; it needs to stay in the possession of the assigned student at all times.
- Won't remove or tamper with District-owned programs or files from the Chromebook.
- Charge the Chromebook nightly so that it has a full charge at the start of every school day. Students are

still expected to complete all assignments if Chromebook is not charged for the day.
- Bring the Chromebook to school every day. If the Chromebook is at home for multiple consecutive days, it will be deemed as lost or stolen.
- Electronic communication should be appropriate, legitimate, respectful, and responsible.
- Do not share assigned accounts and passwords.
- Notify IT support staff, teachers, or administrators if the Chromebook does not work.
- Understand that students assume the responsibility of any damage to their Chromebook, even if it is reported as an “accident”, so it is imperative that the device is supervised or secure at all times. Financial damages are the sole responsibility of the Chromebook owner, unless deemed otherwise via administrative investigation.

Click to Submit a Ticket with the *Technology Help Desk for Students*

Food Service Department:

Meal Applications:

Meal applications for Free/Reduced prices are processed online for the 2026-2027 school year. Families must reapply for meal benefits this school year. The applications can be submitted for the current school year after July 1, 2026. Go to the district website, select the menu tab and it takes you to the food service webpage. Click on the file tab for Free/Reduced Meal Benefits.

Link for food services page: Food Services

Breakfast Meals:

Breakfast is a Grab & Go Breakfast service that is available for students daily at the school cafeteria. Students are permitted to consume their breakfast in the classroom and the breakfast meals are offered at no cost to the families.

Lunch Meals:

Students are able to make selections from a variety of entree choices and fruit/vegetable choices daily. The meal consists of an entree, which consists of whole grain products, meat or meat alternate (Cheese/eggs/yogurt/hummus), two vegetables, a fruit and milk. The cost is $4.00. New this fall will be the Fresh Blend Smoothies available as part of the school lunch meal.

A la Carte Sales:

Students will be able to purchase ala carte snacks and beverages at lunch. Students must have a positive balance on their student food service account to make a purchase of ala carte snacks, beverages, milk, second meals, or ala carte food choices. 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 menu tab, which takes you to the Food Service Webpage, and click on ePayments .

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 number (student ID number) on the keypad at the register to access their food service accounts to pay for their meals and ala carte sale purchases and/or to accept their free meal benefits. Students can contact the cafeteria manager for assistance if they forgot their pin number.

Delinquent Accounts:

Please see School Board Policy 808.1 – Lunch Accounts.

Lunch Account Policy

Menus:

Lunch menus are updated on a regular basis during the school year on our website (www.bwschools.net) select the menu tab, which takes you to the Food Service webpage, and click on the Menus file tab.

Menu Information

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 or simply select the menus tab on the district website) 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. Food Service Department

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/school counselor or contact: Jean Williams, Baldwin Whitehall School District Homeless Liaison at 412-885-7530 or jwilliams@bwschools.net



J.E. Harrison Middle School

Code of Student Conduct

2026 –2027

Baldwin-Whitehall School District Code of Conduct

The Code of Student Conduct applies to all students at all times on all Baldwin-Whitehall School District property (including electronic) and during School events.

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.

STUDENT 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. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

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 standards of safety and health, 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.

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. Incidents of bullying 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 emergency situations. Parents must complete the **athletic travel release** form which can be found on the district website or in the main office prior to the dismissal of 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 Whitehall Police for appropriate criminal charges.

Attendance

A student shall be considered in attendance, if present at any place where school is in session by 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

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 of any kind, including purses, are subject to search at any time by a member of the administrative staff, security staff, or canine unit.

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 multiple 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 HMS office by the teacher. Teachers must contact parent or guardian in a timely manner and/or by the end of the day.

The Board prohibits possession of laser pointers by students on school property, on buses and other vehicles provided by the District, and at school-sponsored activities.

The Board prohibits use of electronic devices that have the capability to 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 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 possession and use by students of any device that provides for a wireless, unfiltered connection to the internet.

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

Students using cell phones to contact their parents during the school day is prohibited and confiscation of the device may occur. All District Schools are equipped with phones in the

nurse's office, counselor's office and main office. If students need to contact their parents or guardian, they should ask for permission to use the phone in the main office. During the regular school day, students are not to make calls from any classroom. If a parent needs to contact his/her child at school, then he/she should contact the main office.

Progressive Consequences for cell phone infractions:

1st Offense: Warning

2nd Offense: Phone call home from respective staff member

3rd Offense: Phone call home and cell phone held by teacher or in the office until the end of the day

4th Offense: Individualized cell phone plan determined by school personnel and additional disciplinary action in accordance with Board Policy.

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 l 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

Per Board Policy **218** Corporal punishment, namely physically punishing a student for an offense, is prohibited by the Baldwin-Whitehall School District. Administrators and other District personnel may use reasonable force to quell a disturbance, to 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 are held only for students of Baldwin-Whitehall School District. 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 may 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 fundraising activity.

Dress Code

Students should be encouraged to take pride in their appearance. In an age of changing styles and freedom of dress, students should select clothing which is complimentary to them. When students come to school inappropriately dressed, the staff and administration will take necessary steps to correct the situation.

- Shirts or other clothing promoting obscene, profane and other content likely to disrupt the educational process, and messages promoting drugs or alcohol are not permitted.
- Baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted. Pants, skirts, skorts, and shorts must be secured and worn no lower than the waist.
- Spandex or other tight-fitting apparel, bare chests or midriffs, or half-shirts and other provocative apparel are not permitted. Tops must be long enough to tuck into pants, skirts, skorts, and shorts. Undergarments are not to be exposed.
- Extremely short skirts, skorts, and shorts are not permitted.
- The wearing of hats, hoods, or other headwear in a school building is not permitted. An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons.

The decision as to whether a student's clothing is unacceptable is made by the building administration adhering to BWSD Policy 221. If a student's clothing is determined to be unacceptable, the student will be required to adjust or 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

The Board prohibits students from being in possession of, using, consuming, distributing, and transacting in any controlled substance while subject to the Code of Student Conduct.

"Possession" includes drinking alcoholic beverages, smoking marijuana and consumption of other prohibited substances prior to attendance at a school regulated activity. Distribution (by sale or otherwise), and possession with intent to distribute, are considered aggravating circumstances.

Any alleged violation of the above rules and regulations shall result in a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner.) The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

A violation of this policy will subject the offender to expulsion from school. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into

the school's educational, extracurricular or athletic programs resulting from violations of this policy.

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) are 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 may include an informal hearing, suspension, involvement of law enforcement, 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 skirts or clothing of other students. In most cases, this act is done in a non-malicious manner. However, even under these circumstances, the behavior causes embarrassment and humiliation. Please understand that this type of behavior is STRICTLY FORBIDDEN in the school environment. Students, regardless of intent, will face disciplinary action.

Pledge of Allegiance

As part of the school day, and during various activities, all students are encouraged to participate in the Pledge of Allegiance or to stand quietly in a respectful manner while the pledge is presented. Participation in reciting the Pledge of Allegiance 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 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 website:
https://www.safe2saypa.org/

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

Cyber-bullying 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.

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 of Infractions

Examples include, but are not limited to:

- Classroom or school disturbance, including disruptive behavior
- Loitering
- Littering
- Unauthorized presence in hallways or other areas of the school
- 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 school transportation

Examples of Disciplinary Options

Depending on the nature and circumstances of the infraction, disciplinary responses may include:

- Verbal or written reprimand
- Parent/guardian contact or conference
- Denial of privileges
- Special assignments
- After-school or lunch detention administered by faculty
- Confiscation of unauthorized items
- 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 which 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 administration.

Examples of Infractions

Examples include, but are not limited to:

- Persistent Level I infractions
- Violation of school attendance policies, including:
    - Tardiness

    - Truancy
    - Leaving school property without permission
    - Cutting class
    - Unexcused absences
- Repeated unexcused tardiness to homeroom, class, or school
- Unauthorized possession or misuse of school property, facilities, or lockers
- Open defiance of authority, including willful refusal to follow directions or any form of insubordination
- Failure to serve assigned detentions, including classroom detentions
- Harassment or inappropriate language directed at an individual based on race, ethnicity, religion, sexual orientation, gender identity, disability, or other protected status
- Bullying or cyberbullying
- Violation of the school computer and internet use policy
- Cheating, plagiarism, or other forms of academic dishonesty
- Persistent violations of the dress code

Examples of Disciplinary Options

Depending on the nature and severity of the infraction, disciplinary responses may include:

- Confiscation of prohibited or unauthorized items
- Parent/guardian contact or conference, including an informal hearing
- Detention
- Suspension
- Denial of privileges, including participation in school activities
- Loss of academic credit, when applicable
- Community service
- Modified or restricted school 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 the property is closed
- Defying authority or refusing to follow reasonable directions
- Harassment, hazing, ongoing bullying, or ongoing cyberbullying
- Physical or verbal threats toward a 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

Possible Disciplinary Options:

Depending on the nature and severity of the infraction, one or more of the following disciplinary responses may be considered:

- Warning or verbal reprimand
- Confiscation of prohibited items
- Parent/guardian contact and conference, including an informal or formal hearing when appropriate
- Temporary removal from class
- Denial of privileges, including participation in school activities
- Community service
- Restitution for property damage or loss
- Suspension
- Expulsion

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 threats, terroristic threats, or terroristic actions
- Tampering with or activating alarm systems without authorization
- Possession, use, or transfer of dangerous weapons or objects
- Possession or use of lighted or ignited objects or explosives
- Theft or possession, sale, or distribution of stolen personal or District property
- Arson or attempted arson
- Transfer, sale, possession, purchase, procurement, distribution, or use of unauthorized substances, including drugs, alcohol, or drug paraphernalia
- Being under the influence of unauthorized substances
- Institutional vandalism, criminal mischief, or criminal trespassing
- Other violations of federal, state, or local laws
- Conduct that poses a threat to the health, safety, or welfare of students, personnel, or guests

Possible Disciplinary Options:

Depending on the nature and severity of the infraction, one or more of the following disciplinary responses may be considered:

- Warning or verbal reprimand
- Confiscation of prohibited items
- Parent/guardian conference, including a formal hearing when appropriate
- Restitution for property damage or loss
- Denial of privileges, including participation in school activities
- Community service
- Restitution for property damage or loss
- Suspension
- Expulsion

Consequences Defined

A teacher or administrator may issue a verbal warning or reprimand to a student for misconduct.

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 will 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 along with completing a writing assignment. Teachers will 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 for further disciplinary action per 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 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.

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

A student may lose certain privileges, e.g., hall pass, library pass and field trips. A student may also be restricted from participation in extra-curricular or co-curricular activities.

Administrative Intervention

Students may be required to participate in a disciplinary conference with school officials. Behavior management plans, contracts for student conduct, or other appropriate interventions may result from such conferences.

Community Service

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

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
4. 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 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 per 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. Students who are suspended 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.

Restriction from participation and attendance at school activities may be assigned by the administration. 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.

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.