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OUR MISSION STATEMENT

THE MISSION OF BALDWIN JUNIOR HIGH SCHOOL IS TO PROVIDE STUDENTS A SAFE LEARNING ENVIRONMENT AND THE OPPORTUNITY TO BECOME RESPONSIBLE CITIZENS BY PREPARING THEM FOR LIFE-LONG LEARNING AND A PRODUCTIVE FUTURE IN OUR GLOBAL SOCIETY.

BJHS is designed to meet the needs of students “in the middle” (students between elementary school and high school). The middle school philosophy is founded on the belief that students need a gradual transition rather than an abrupt change from the self-contained classroom of elementary school. Changes such as having a locker, being responsible for getting to class on time and keeping track of materials and assignments are a few of the adjustments that students make in this transition. In order to help students make decisions about the classes they wish to take in high school, the middle school gives students an opportunity to experience several electives in short doses so they may discover their preferences.

In addition, students in grades 6-8 are at many different stages of development and need to be viewed as individuals. Those that develop faster may for a time appear to be more able. Research and experience have shown us that this is not the case. All individuals need time to mature and should be viewed with their potential in mind as they are maturing. This requires individual attention and adjustments during these middle years when the discrepancies in size and maturity are at their greatest. The goal for each year of attendance is to slowly fade from the elementary framework into the high school framework.

In working to achieve this end, the middle school committee decided that activities for sixth graders would not include the dances that are open to seventh and eighth graders. School activities that include all three grades are student council projects and assemblies. In addition, sixth graders have activities, which do not include seventh and eighth graders.

GENERAL INFORMATION

HELP US PLEASE

When writing a check to school, please put the child's full name and what the check is for on the memo line of the check. Thank you!

LOCKERS

Students will receive locker assignments the first day of school.

ARRIVAL AND DEPARTURE TIMES

Students should not arrive at school before 8:00 a.m. unless they have special permission. (Staff duty begins at 8:00, so there is no supervision before that time.) Doors will be unlocked daily at 7:45 a.m. so students may gain admittance to the building. In addition, students will be expected to leave the premises at 3:15 unless they are with a member of the staff.

DROP-OFF/PICK-UP AREA

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

AGENDAS

Agendas are recommended for all students and will be sold at enrollment.

8TH GRADE REQUIREMENTS

Students failing two or more core subjects for the year will not be academically promoted to high school.

TELEPHONE USE AND TOLL-FREE NUMBER

Office phones are for school business such as illness, bulldog den, changes in scheduling, etc., not for personal business such as staying with a friend or forgetting something, etc. Parents, please remember that our toll-free number is available for you if you are out-of-town and need to call – 1-888-660-1289.

GUEST POLICY

Due to the nature of middle school, we discourage daily visitors. Please contact the principal if you have questions.

SCHOOL WEBSITE

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

GRADING POLICY

90-100	A
80-89	B
70-79	C
60-69	D

HONOR ROLL

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

PROGRESS REPORTS

Students take progress reports home halfway through each quarter.

PRESIDENTIAL SCHOLAR

Any eighth grader with a 3.5 grade point average and a score of 85% or higher in reading or math on the standardized achievement test is recognized as a Presidential Scholar at the end of the year.

PARENT-TEACHER CONFERENCES

Conferences are held several times throughout the school year, usually twice during the fall semester and once during the spring semester. The format for conferences varies. The school will notify parents as to upcoming conferences and provide information on when and how they will be conducted.

DANCES

Dances are scheduled for seventh and eighth BJHS students.

WEB

Web is a sixth grade transition program led by a core group of eighth grade students. Planned social and academic events for ongoing support are conducted throughout the school year.

STUDENT COUNCIL

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

CRISIS PLAN

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

SCHOOL REACH

In our efforts to improve communications between parents and school, we have instituted a telephone broadcast system that enables us to notify all households within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

ELECTRONIC DEVICES

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take unwanted photographs, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day.

INTERNET POLICY

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

ACADEMIC DISHONESTY (PLAGIARISM)

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

REMEDIAL POLICY

At BJHS, we have two main academic goals for our students:

- 1) Students will work at or above their potential
- 2) Students will pass all classes

If students are not achieving the above goals, we have the following resources available: after-school help from individual teachers, Bulldog Den, and removal from electives to work with a tutor. These interventions may result in loss of privilege to participate in extracurricular activities after school.

LUNCH ACCOUNTS

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

BREAKFAST

Breakfast is served beginning at 7:45 a.m. Non-bus students who choose to eat breakfast must be finished eating and report to their first hour class by 8:10. The tardy bell will ring at 8:15. Bus students will go to the cafeteria as soon as their bus arrives (even if it is late), and **MUST GO IMMEDIATELY TO FIRST HOUR WHEN FINISHED E**

SCHOOL RULES

1. Complete homework.
2. Have a positive attitude.
3. Respect ALL people and things verbally and physically. All verbal and physical actions must fall under what is considered appropriate by the school staff. No PDA (public display of affection) or sexual harassment of any kind.
4. Wear appropriate clothing in keeping with the district's dress code policy.
5. Leave the following at home: radios, Gameboys, baseball cards, skateboards, laser pens, electronic communication devices and other items that are not necessary for the safety and/or education of the student*
6. Leave book bags in lockers.

BUS RULES --Don't lose your riding privileges! Follow these rules!

1. All school rules apply to school buses.
2. Be courteous and respectful.
3. No eating or drinking on route buses. Water will be allowed.
4. Stay in your seat and keep noise to a moderate level.
5. Keep head, hands and feet to yourself and inside the bus.
6. Keep aisle open and unobstructed.
7. Personal items such as walkmans, CD players, video games, etc. are only allowed on activity trips. The person bringing items accepts total responsibility.
8. Do not be destructive.
9. Bus driver is authorized to assign seats.
10. Promptness is expected of drivers, riders and sponsors.
11. No animals are allowed on the bus at any time. This includes turtles, snakes, frogs, etc.
12. Skateboards are not allowed on the bus.

You may contact the transportation department by calling 594-RIDE (7433).

ATTENDANCE POLICY

A student's academic growth is largely dependent on his/her exposure to classroom opportunities. USD 348 places a high priority on attendance in an effort to maximize the educational opportunities of the student. Regular attendance is one of major criteria for awarding credit and successful completion of grades.

Students that are absent fifteen minutes or less will receive a late pass that will be either excused or unexcused. Students more than fifteen minutes late will be considered absent.

A student who is not present for one or more class periods of the school day has missed a significant part of the school day and will be considered absent. Absences will be recorded as either excused or unexcused. The following reasons will be allowed as excused:

Illness

Doctor/Dentist/Counselor Appointments- Please bring a doctor's excuse for an illness in excess of five consecutive days and for absences required by a doctor's appointment during the school day.

Court Proceedings/Funerals/Bereavement/College visits/Job shadow days

Religious observances requested by parents/guardians in advance

Travel/family vacations that have been pre-approved by the principal

Other emergencies or circumstances to be determined, as the case requires

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence. If the school has not been contacted, we will begin trying to contact parent/guardian during the first hour. An absence will be recorded UNEXCUSED until the parent/guardian contacts the Attendance Office providing a reason for the absence. The principal has the final decision as to whether an absence or tardy is excused or unexcused.

It is the student and/or guardian's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Generally, students are allowed two days for every day they are absent due to illness.

ATTENDANCE POLICY FOR PARTICIPATION IN BJHS ACTIVITIES

Participating students must be in attendance all day on the day of the event to be qualified to participate in that event.

Participating students must be in attendance **at least four hours** to participate in practices.

Exceptions are as follows:

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

BALDWIN JUNIOR HIGH ATHLETICS

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

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

RULES FOR ATHLETIC EVENTS

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

BJHS ELIGIBILITY POLICY FOR ATHLETICS

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

ACTIVITY USER FEE

Participants in activities which involve travel to other schools at the high school and junior high school levels will be charged a fee per person, per activity. The user fee rate will be determined at a summer Board of Education meeting. At the junior high, these activities include volleyball, basketball, wrestling, cheerleading, football and track. There is no fee for sixth grade intramurals.

PHYSICAL EXAMS

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

BJHS DETENTION & ISS GUIDELINES

1. Detentions will be viewed as one of many intervention strategies used to motivate students to complete work and behave appropriately.
2. Homework Detentions – As you are aware, teachers differ in the amount of assignments given, how often they give them, and when they are due. Therefore, their policies will differ to suit the needs of their classes. In all situations, parents will be notified by the person assigning the detention before the student is allowed to serve the detention. Detentions for missing work will be served with the teacher.
3. Behavior Detentions – These detentions will be given for inappropriate behavior and will be served in the detention room which is staffed by a teacher on a rotation basis or may be served with the person assigning the detention.
4. Detentions will be served from 3:20 to 3:45 after school. On occasion, parents may request that their student serve the detention in the morning. In this case, parents will need to bring their student to school by 7:45 a.m. Please do not count on the bus to get your child here; it doesn't arrive in time.
5. You will have one free tardy per nine weeks. After that free tardy is used, you will receive a detention for being tardy. The parent will be called when this occurs. During the first week of school, we are lenient about tardies.
6. If you continue to get detentions for the same behavior or get several detentions in a row, then we realize that the detentions are not working. You and your parents are then asked to visit with staff about the possible solutions to the chronic behavior.
7. There are times when isolation from peers is the best solution to multiple detentions or severe behavior problems. In those cases, in-school suspension (ISS), rather than out-of-school suspension is used. The student will work on assignments while in ISS.

MEDICATION POLICY (JGFGB-44)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication, when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

SEXUAL HARASSMENT(JGEC-348)

It is the intent of the Baldwin City USD 348 to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is unwanted and unwelcome sexual behavior, which interferes with one's life.

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

BULLYING (JDDC) 08/07

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

STUDENT DRESS CODE (04-17)

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

Students are asked to dress in clothing that

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

Interpretation of the dress code for students in grades 4 through 12 includes the following:

Under items 2 and 3, shorts should be no less than thigh length (does not include Gym shorts) and half shirts, which expose the mid-section of the body, are not acceptable.

Under section 4, clothing that displays advertisements of alcoholic, tobacco, or drug products are not acceptable. Hats should not be worn except on days designed for hats.

Dress up days will be encouraged throughout the school year, and especially for groups which are representing our school system in activity competition with other schools or special presentations.

Your pride and support of Baldwin school system is appreciated.

USD 348 ALCOHOL & DRUG POLICY

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD 348 endorses a substance abuse prevention policy and procedures which will: aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary and provide aftercare support for students.

This policy is in effect for all students on school district property and at district-sponsored activities, including school transportation. Specifically, students are not to possess, sell, distribute, or be under the influence of any illegal and controlled substances or drug related paraphernalia. Students who violate the policy will be subject to appropriate discipline as outlined in the remainder of the policy. Coaches/sponsors may require participants to adhere to additional rules and guidelines during their season(s) of participation.

In enforcing the provisions of this policy, the administration will act on reasonable and responsible evidence brought by a teacher, administrator, law enforcement official, sponsor or other designee. Where suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-8901, et. Seq. To the extent this is feasible, the school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student. The offenses are to be considered accumulative for each attendance level. (K-5, 6-8, 9-12)

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

Students/parents will be expected to read and sign the alcohol/drug policy at the beginning of the sixth grade year. The signed policy will follow junior high students to the high school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have prior written consent for disclosure
 - b. the information is considered “directory information” and you have no objection to the release of such information; or
 - c. disclosure without your prior consent is permitted by law including:
 1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 2. The district shall disclose, without your consent, educational records to officials of another school district in which a student seeks to enroll or intends to enroll. (See note below on these points.)
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 348 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. S.W. Room 4074, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 348 policies for complying with FERPA. A copy may be obtained from: Superintendent of Schools, 708 Chapel St., Baldwin City, KS 66006.

Directory information: For purpose of FERPA, USD 348 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and, for sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most Recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 348 at the District Office, P.O. Box 67, Baldwin City, KS 66006 on or before September 1, 2010. If a refusal is not filed, USD 348 assumes you have no objection to the release of the directory information designed.

USD 348 does not discriminate on the basis of sex, race, color, national origin, disability, or age. Any questions regarding the school district's compliance with Title VI, Title IX, Americans with Disabilities Act, or Section 504 may be directed to the Title IX Section 504 Coordinator, who can be reached at
785-594-2721
708 Chapel Street, Baldwin City, KS 66006-0067