

**Baechtel Grove**  
**Middle School**  
**Parent/Student Handbook**  
**2022-2023**  
*Home of the Cougars*

1150 Magnolia Street

Willits, CA 95490

(707) 459-2417

[www.willitsunified.com/o/baechtel](http://www.willitsunified.com/o/baechtel)

**This Handbook Belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**R.O.A.R.**

**Respectful**

**Ownership**

**Attitude**

**Responsibility**

|   |           |
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# BGMS STUDENT HANDBOOK

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NOTE: The contents of the BGMS Parent/Student Handbook may be updated at any time, please visit the school website or request a copy from the main office to ensure you have the most up to date version.

## **Mission Statement**

Baechtel Grove Middle School is devoted to fostering a culture rooted in community, equity, and kindness; where high standards, purposeful learning, and inclusive classrooms promote the development of individuals into lifelong learners.

## **Vision**

### **Student-Centered Education**

- We aim to help all students reach their fullest potential.
- We strive to prepare all students for high school.
- We introduce students to a variety of opportunities for learning.

### **Safe and Healthy School Environments**

- We provide students with a safe learning environment.
- We model and expect good citizenship, ethical behavior, and empathy for others.
- We encourage participation in extracurricular activities and community projects.

### **Reflective Learning**

- We continuously assess student learning to guide instruction.
- We reflect on our learning as students and staff.
- We adjust our approach to meet the evolving needs of students and staff.

### **Valuing Students, Staff, and Community**

- We embrace diversity as an asset that strengthens and enriches our learning environment.
- We create an inclusive setting where students see themselves reflected in their learning.
- We engage community members as mentors and volunteers.

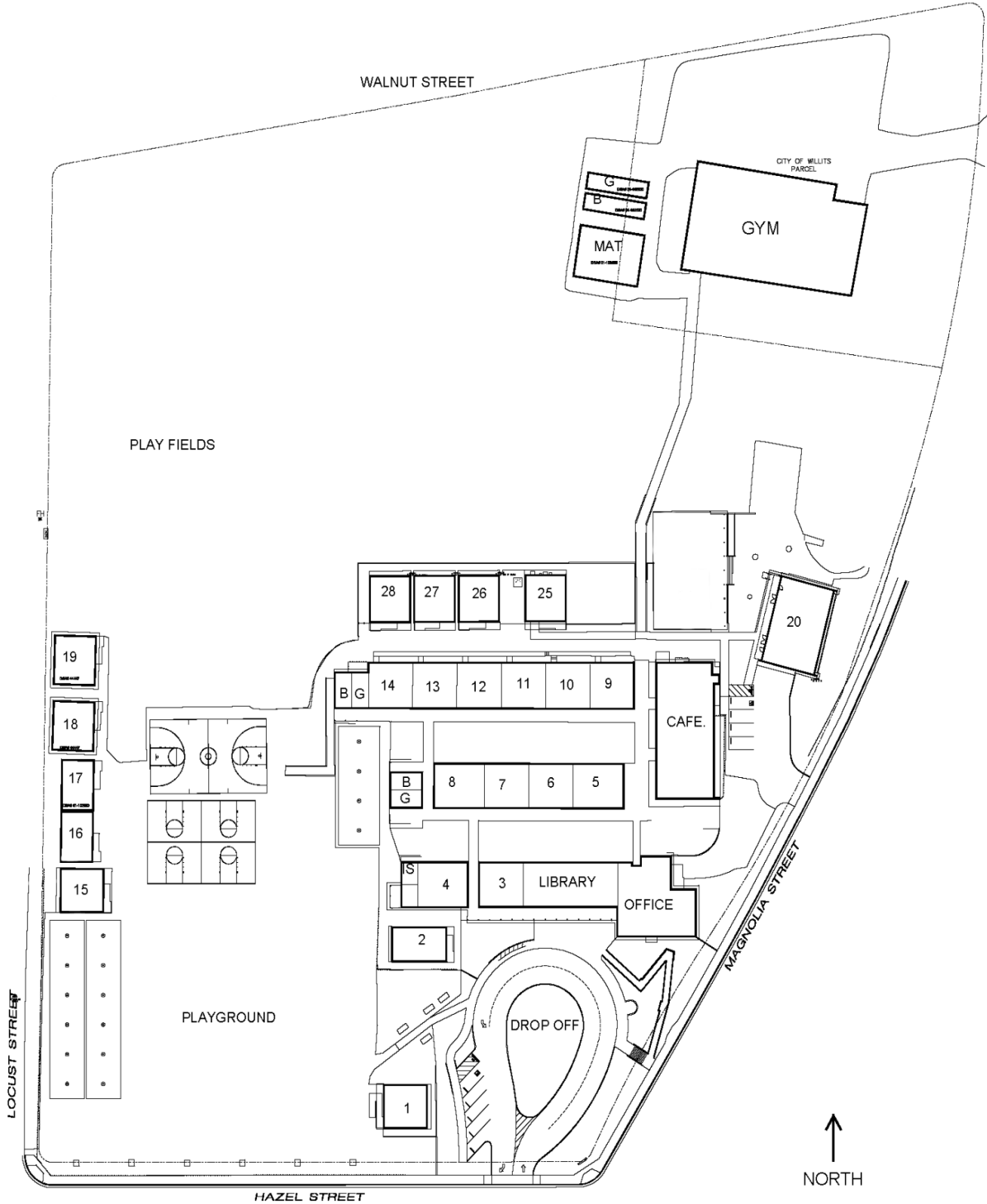
## Daily Bell Schedule

|            | M, W-F        | Tuesday       |
|------------|---------------|---------------|
| 1st Period | 8:00 - 8:51   | 8:00 - 8:34   |
| 2nd Period | 8:54 - 9:45   | 8:37 - 9:11   |
| Brunch     | 9:45 - 9:57   | 9:11 - 9:23   |
| 3rd Period | 10:00 - 10:51 | 9:26 - 10:00  |
| 4th Period | 10:54 - 11:45 | 10:03 - 10:37 |
| 5th Period | 11:48 - 12:39 | 10:40 - 11:14 |
| Lunch      | 12:39 - 1:09  | 11:14 - 11:44 |
| 6th Period | 1:12 - 2:03   | 11:47 - 12:21 |
| 7th Period | 2:06 - 2:57   | 12:24 - 12:58 |

## My Schedule

| Period | Class | Teacher | Room |
|--------|-------|---------|------|
| 1st    |       |         |      |
| 2nd    |       |         |      |
| 3rd    |       |         |      |
| 4th    |       |         |      |
| 5th    |       |         |      |
| 6th    |       |         |      |
| 7th    |       |         |      |

Baechtel Grove Middle School



## BGMS School Contacts

| Name                | Room      | Subject                  | Email                                |
|---------------------|-----------|--------------------------|--------------------------------------|
| Carr, Diane         | Cafeteria | Food                     | dianecarr@willitsunified.com         |
| Cassidy, Toni       | Office    | Counselor                | tonicassidy@willitsunified.com       |
| Cech, Daniel        | 20        | 6th & 7th - Music & Band | danielcech@willitsunified.com        |
| Chavez, Francisco   | Office    | Family Liaison           | Franciscochavez@willitsunified.com   |
| Haigounian, Dina    | 13        | 6th- ELA/SS              | dinah@willitsunified.com             |
| Hurt, Megan         | 7         | 6th - 8th ELA, & 6th SCI | meganhurt@willitsunified.com         |
| Keough, Patrick     | 3         | 7th SCI & Math           | patrickkeough@willitsunified.com     |
| Kids Club           | 16        | Afterschool Program      | TinaStanley@willitsunified.com       |
| Kids Club           | 17        | Afterschool Program      |                                      |
| Kinney, Chris       | Office    | Principal                | chriskinney@willitsunified.com       |
| Klee, Kourtni       | Office    | Health Tech              | kourtniklee@willitsunified.com       |
| Klee, Tiffany       | Office    | Principal Secretary      | tiffanyklee@willitsunified.com       |
| Lamprich, Dan       | 4A        | Psychologist             | DanielLamprich@willitsunified.com    |
| Lawrence, Christina | Library   | Librarian                | christinalawrence@willitsunified.com |
| Lessley, Fredric    | 8         | 6th-Resource             | fredriclessley@willitsunified.com    |
| Ludwig, Kameron     | 6         | 7th & 8th- Math          | kameronludwig@willitsunified.com     |
| McCourtney, Valarie | 4A        | Speech Pathologist       | valariemccourtney@willitsunified.com |
| McKay, Catherine    | 12        | 7th & 8th ELA/Sci        | catherinemckay@willitsunified.com    |
| McKay, Conan        | 11        | 7th & 8th- Resource      | conanmckay@willitsunified.com        |
| Norbury, Brandon    | PE        | 6th-8th PE               | brandonnorbury@willitsunified.com    |
| Rhine, Lisa         | Office    | Secretary/Attendance     | lisarhine@willitsunified.com         |
| Rountree, Candis    | Office    | Health Tech              | candisrountree@willitsunified.com    |
| Sanbeck, Holly      | 25        | 6th & 8th- ELD & SS      | hollysanbeck@willitsunified.com      |
| Smith, Alisa        | 4         | 6th-8th SDC              | alisasmith@willitsunified.com        |
| Stanley, Tina       | 15        | Afterschool Program      | tinastanley@willitsunified.com       |
| Steffen, Annapurna  | 1         | Ind. Study Teacher       | annapurnasteffen@willitsunified.com  |
| Waiting Room        | 19        | Isolation                |                                      |
| Ward, Jody          | PE        | 6th-8th PE               | jodyward@willitsunified.com          |
| White, Meghan       | 14        | 6th-8th Art              | meghanwhite@willitsunified.com       |
|                     | 10        | 6th & 7th-Math & SCI     |                                      |
|                     | Office    | Vice Principal           |                                      |

## District Calendar

| JULY 2022             |                                     |      |     |     |      |    | WILLITS UNIFIED SCHOOL DISTRICT DISTRICT CALENDAR |                      |             |      |      |     |    | JANUARY 2023 |    |     |      |    |    |    |    |   |
|-----------------------|-------------------------------------|------|-----|-----|------|----|---|----------------------|-------------|------|------|-----|----|--------------|----|-----|------|----|----|----|----|---|
| S                     | M                                   | T    | W   | TH  | F    | S  | SCHOOL BEGINS                                     |                      | SCHOOL ENDS |      | S    | M   | T  | W            | TH | F   | S    |    |    |    |    |   |
|                       |                                     |      |     |     | 1    | 2  | August 22, 2022                                   | June 9, 2023         | 8           | 9    | 10mM | 11  | 12 | 13           | 14 | 1   | 2    | 3  | 4  | 5  | 6  | 7 |
| 3                     | 4                                   | 5    | 6   | 7   | 8    | 9  | <b>HOLIDAYS</b>                                   |                      |             |      |      |     |    | 15           | 16 | 17m | 18   | 19 | 20 | 21 |    |   |
| 10                    | 11                                  | 12   | 13  | 14  | 15   | 16 | July 4 Independence Day                           | 22                   | 23          | 24mM | 25   | 26  | 27 | 28           | 22 | 23  | 24mM | 25 | 26 | 27 | 28 |   |
| 17                    | 18                                  | 19   | 20  | 21  | 22   | 23 | September 5 Labor Day                             | 29                   | 30          | 31Mm |      |     |    |              | 29 | 30  | 31Mm |    |    |    |    |   |
| 24                    | 25                                  | 26   | 27  | 28  | 29   | 30 | November 11 Veteran's Day                         | <b>FEBRUARY 2023</b> |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 31                    | November 21 - 25 Thanksgiving Break |      |     |     |      |    |   | S                    | M           | T    | W    | TH  | F  | S            |    |     |      |    |    |    |    |   |
| <b>AUGUST 2022</b>    |                                     |      |     |     |      |    | December 19 - January 3 Winter Break              |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| S                     | M                                   | T    | W   | TH  | F    | S  | January New Years Day (Observed January 2)        |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
|                       | 1                                   | 2    | 3   | 4   | 5    | 6  | January 16 Martin Luther King Jr. Birthday        |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 7                     | 8                                   | 9    | 10  | 11  | 12   | 13 | February 17 and 20 President's Days               |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 14                    | 15                                  | 16   | 17  | 18  | 19   | 20 | April 10 - 14 Spring Break                        |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 21                    | 22                                  | 23m  | 24  | 25  | 26   | 27 | May 29 Memorial Day                               |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 28                    | 29                                  | 30mM | 31  |     |      |    | June 19 Juneteenth                                |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| <b>SEPTEMBER 2022</b> |                                     |      |     |     |      |    | <b>CONFERENCE WEEK</b>                            |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| S                     | M                                   | T    | W   | TH  | F    | S  | 10/10/22 - 10/14/22                               |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
|                       |                                     |      |     | 1   | 2    | 3  | <b>TRIMESTER DATES</b>                            |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 4                     | 5                                   | 6m   | 7   | 8   | 9    | 10 | 1ST TRIMESTER 08/22/22 - 11/18/22                 |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 11                    | 12                                  | 13mM | 14  | 15  | 16   | 17 | 2ND TRIMESTER 11/28/22 - 03/10/23                 |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 18                    | 19                                  | 20mM | 21  | 22  | 23   | 24 | 3RD TRIMESTER 03/13/23 - 06/09/23                 |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 25                    | 26                                  | 27mM | 28  | 29  | 30   |    | <b>NON-ATTENDANCE DAYS FOR STUDENTS</b>           |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| <b>OCTOBER 2022</b>   |                                     |      |     |     |      |    | Teacher Work Day August 19                        |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| S                     | M                                   | T    | W   | TH  | F    | S  | Make-Up Snow Day March 17                         |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
|                       |                                     |      |     |     |      | 1  | Teacher Work Day June 12                          |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 2                     | 3                                   | 4Mm  | 5   | 6   | 7    | 8  | <b>CERTIFICATED PROFESSIONAL DEVELOPMENT DAYS</b> |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 9                     | 10m                                 | 11mM | 12m | 13m | 14m  | 15 | August 17   |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 16                    | 17                                  | 18mM | 19  | 20  | 21   | 22 | August 18   |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 23                    | 24                                  | 25mM | 26  | 27  | 28   | 29 | November 1  |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 30                    | 31                                  |      |     |     |      |    | January 3   |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| <b>NOVEMBER 2022</b>  |                                     |      |     |     |      |    | <b>SCHOOL INFORMATION</b>                         |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| S                     | M                                   | T    | W   | TH  | F    | S  | Baechtel Grove Middle School 459-2417             |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
|                       |                                     | 1    | 2   | 3   | 4    | 5  | Blosser Lane Elementary School 459-3232           |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 6                     | 7                                   | 8mM  | 9   | 10  | 11   | 12 | Brookside Elementary School 459-5385              |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 13                    | 14                                  | 15m  | 16  | 17  | 18   | 19 | District Office 459-5314                          |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 20                    | 21                                  | 22   | 23  | 24  | 25   | 26 | Sanhedrin High School 459-4801                    |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| 27                    | 28                                  | 29mM | 30  |     |      |    | Sherwood School 984-6769                          |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| <b>DECEMBER 2022</b>  |                                     |      |     |     |      |    | <b>JUNE 2023</b>                                  |                      |             |      |      |     |    |              |    |     |      |    |    |    |    |   |
| S                     | M                                   | T    | W   | TH  | F    | S  | S   | M                    | T           | W    | TH   | F   | S  |              |    |     |      |    |    |    |    |   |
|                       |                                     |      |     | 1   | 2    | 3  |   |                      |             |      | 1    | 2   | 3  |              |    |     |      |    |    |    |    |   |
| 4                     | 5                                   | 6mM  | 7   | 8   | 9    | 10 | 4   | 5                    | 6           | 7    | 8M   | 9mM | 10 |              |    |     |      |    |    |    |    |   |
| 11                    | 12                                  | 13   | 14  | 15  | 16mM | 17 | 11  | 12                   | 13          | 14   | 15   | 16  | 17 |              |    |     |      |    |    |    |    |   |
| 18                    | 19                                  | 20   | 21  | 22  | 23   | 24 | 18  | 19                   | 20          | 21   | 22   | 23  | 24 |              |    |     |      |    |    |    |    |   |
| 25                    | 26                                  | 27   | 28  | 29  | 30   | 31 | 25  | 26                   | 27          | 28   | 29   | 30  |    |              |    |     |      |    |    |    |    |   |

M = minimum day grades 9-12 / m = minimum day grades K-8

Board Approved: 8/10/2022



## General Information

### Closed Campus

Baechtel Grove Middle School is a closed campus which means, once students arrive at school, they must remain on campus until school is out. Students who walk home leave 5 minutes after dismissal to begin their walk home, and may return after 6:00 P.M. If you ride a bus, you wait for the bus at Kids Club. Once you leave campus, returning to ride the bus is no longer an option.

You must remain at school until the end of the school day unless you have a note from your parent stating the reason and the time of the dismissal to the office. You should meet your parents in the office to check out of school. If you leave campus without permission or signing out, you choose to take a cut.

Student guests must make at least a week of prior arrangements with the administration. We welcome parent visitors, simply check in at the office and obtain a visitor's pass before entering a classroom or walking around campus.

### Attendance

If you miss school, you miss out! You are required by law to be in school each day. Students who miss school fall behind and become frustrated with classes. Excessive absences may result in lower grades and a loss of privileges. Students' school attendance is directly related to school success.

1. **Absences:** Missing school is only considered **Excused** if the student is out for illness, a medical, dental, or counseling appointment, a death in the immediate family or a court appearance. Absences for other reasons are considered **Unexcused**.
2. **Truancy:** Cutting class or school is viewed very seriously, and you will be referred for disciplinary action which will result in after school detention.
3. **Absences and Late Arrivals:** When students arrive late and/or return from an absence they must have a note from their parent/ guardian or the guardian can call the office and tell us. The note, or call, should include the student's name, the date(s) of the absence(s), the date the note was written, the reason the student missed or was late, and the parent/guardian's signature. If a student arrives after the bell at the start of the day, he/she must obtain a re-admit slip.
4. **Extended Absences:** A parent should request a Modified Independent Study from the office, two weeks in advance, when his/her child will be absent from school for more than five days. Office personnel will refer them to the MIS teacher. Teachers will give the student their assignments. To gain full attendance credit, Parents are to see that all the assigned work is completed and returned to school on the day the student returns.
5. **Leaving School before Dismissal:** If a student must leave before school is dismissed, for an appointment, follow this procedure; arrive at school with enough time to have them called out of class, sign them out in the office before leaving school and sign them in upon their return. Education Code requires a student can only be released to adults listed on the student's emergency listing.

## Illness

1. **Emergency Card:** Each student must have emergency information in our database. At the beginning of the school year every parent will be given the information to access the Aeries Parent Portal online. They will use this to update the information in our database. As soon as that is done, parents will be able to access student classes, assignments, discipline, attendance, and grades.
2. **Medication:** For a student to take medication at school, a parent must bring it to the office with doctor's instructions using a WUSD form. It will be administered by a Health Assistant. By Law, the school is not allowed to provide medications, or treatments, of any kind.
3. **Physical Education Excuses:** Students with an extended excuse from P.E. for a medical reason from a doctor stating the reason and the length of time he/she cannot participate, should provide a copy to the office and one to the PE teachers. A doctor's release may be needed for a student to again participate in P.E. after an extended period of injury.

## Transportation

1. **Buses:** District provided transportation is a privilege, not a right. It is important that students who ride the bus conduct themselves in an orderly manner at the bus stop and on the bus, this will ensure a safe and pleasant ride for all students.
2. **Walking Students:** Students who walk to school are welcomed to arrive any time after 8:00 a.m. when our yard assistant arrives on campus, and to leave within 5 minutes after school. Using appropriate sidewalks and crosswalks will ensure a safe arrival to school every day.
3. **Bicycles, Skateboards, and Scooters:** Bike racks are provided for students who ride their bikes to school as the place to lock and secure them. Students must store skateboards and scooters in the office. California law requires all minors to wear a helmet while riding a bicycle, scooters and skateboards.

## Library

The Baechtel Grove Library is staffed with a librarian every day of the week. Students can check out books before school, during lunch, and after school. Students will be allowed to borrow two books, for two weeks and renew these on a weekly basis. Students and parents take financial responsibility for borrowed books. All fines must be paid by the end of the school year.

## Food Service

Breakfast or brunch, and lunch are available FREE to all students. If students want both breakfast AND brunch, then they will have to pay for one of them.

## Use of Office Telephone/Cell Phones

When you are feeling sick bring a phone pass from your teacher to the office to see the Health Assistant, who will call guardians. Cell phones should be off and out of sight anytime in classrooms, except when given specific permission by the classroom teacher (not a substitute) to use the phone with a curricular purpose. If a staff member sees an infraction with the use of a cell phone, they will ask for the phone and turn it into the office where a parent can sign to pick up the phone at any time. Video-taping of any event on campus without the Principal's permission is a breach of confidentiality, and strictly prohibited.

## Emergency Situations

1. **Fire Drills:** When the fire alarm sounds, students are to proceed directly to the area designated for their current classroom. If they are not in a classroom, they should always go to their first period class. After reaching that area, students are to form lines for roll call, remain quiet and listen for further direction.
2. **Earthquake Procedure:** In the event of an earthquake, students are to drop under the cover of classroom furniture and remain there until given further instructions by their teacher. Upon leaving the classroom, students meet in the area directed by the teacher.

## Care of School Property

Students and their parents take on the financial responsibility to keep all school property in good condition. If there is damage they take on the responsibility for repair or replacement, as it is stated in Ed Code.

## BGMS Dress Code

Students should take care that clothing is neat, clean, and appropriate for school attendance and activities. Students with inappropriate clothing will be given the opportunity to change or call home for new clothing. The dress code includes but is not limited to:

1. Shirts, hats, buttons, pins or other clothing with pictures of crude, vulgar, obscene, sexually suggestive, drugs, marijuana, tobacco, alcohol, or their industries are prohibited.
2. Shoes must be worn at all times. Bring appropriate shoes for PE.
3. Outer-ware must cover all under garments at all times.
4. Slippers are not allowed at school.

## Gang Related Apparel and Markings

In addition to appropriate clothing identified in the WUSD Board Policy 5132, the following specific items have been identified as "gang related clothing, accessories, and body markings" and thus unsafe or disruptive to the school's learning environment and therefore not allowed while at school or during school sponsored activities (field trips, etc.)

1. Red, blue, or any gang related colored bandannas and bandanna belts.
2. Red or blue colored braided belts.

3. Clothing, hats, belt buckles, jewellery, body markings, or preparation of clothing that exhibit any of the following: “N”, “S”, “13”, “14”, “XIII”, “XIV”, “X3”, “X4”, “Sureno”, or any variation, “Norteno” or any variation, three digit area code numerals (most commonly “707”, “415”, “510”) Swastikas or any Nazi symbols and variation of those symbols, “SS” and related lightning bolts, “420”, “88”, “KKK” or any symbol related to the Ku Klux Klan., or any symbol related to an organized hate group.
4. Athletic wear with “N”, “S”, “13”, “14” or “88” (excluding local youth team jerseys).
5. As stated in the WUSD Board Policy 5132, “Gang Related Apparel” shall be defined as any apparel that reasonably could be determined to threaten the health and safety of the school environment if it is worn or displayed on a campus (Education Code 35294.1).”

\*As WUSD Board Policy 5132 notes, gang related symbols are constantly changing. As prescribed in the policy, the above list shall be reviewed and revised at least once each semester by the school administration

| <b>Things Not to Bring on Campus</b>   | <b>Things TO Bring on Campus</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>● Alcohol, drugs, tobacco, or pretend products</li> <li>● Knives, guns, weapons, or pretend weapons, matches, lighters, caps, poppers, firecrackers, fireworks, or other explosive items</li> <li>● Roller shoes</li> <li>● Laser pointers</li> <li>● Sunflower seeds</li> <li>● Energy drinks, sodas, coffee, or any drinks with caffeine</li> <li>● Squirt guns or water balloons, or paint balls</li> <li>● Aerosol spray cans, including hair spray, deodorant, or paint</li> <li>● Breakable containers, i.e. glass bottles or jars.</li> <li>● Animals</li> </ul> | <ul style="list-style-type: none"> <li>● Pencils</li> <li>● Hand sharpener</li> <li>● Glue Sticks</li> <li>● Pens</li> <li>● Spiral Notebook (about 4)</li> <li>● Binder with paper and subject dividers</li> <li>● A reading book</li> <li>● A backpack</li> <li>● A positive attitude</li> </ul> |

## Suspensions

A student may be suspended according to Ed. Code 48900.0-7 from 1 to 5 days for serious or multiple offenses. Students may not attend school or school activities during their suspension time.

## Grades

1. **Parent Portal:** The parent portal through Aeries is available for parents to view their student’s information, including grades, assignments, attendance, demographic information, and discipline. These are instructions for registering for an AERIES Parent Portal account:
  - a. The link is - <https://abi.willitsunified.net/Aeries.Net/Parent> and can also be accessed on our website: [bgms.willitsunified.com](http://bgms.willitsunified.com).

- b. Click on [Create New Account](#) option.
  - c. You (the parent) will need an email account .
  - d. Verification will then be emailed to the address provided.
  - e. You may need to look in Spam to find it.
  - f. Once email is opened, you will be prompted to click on another link.
  - g. That link will take you into the Parent Portal.
  - h. You will be asked to plug in a Permanent ID, a phone number, and a verification code which can all be obtained from the BGMS office.
2. **Report Cards:** Report cards are mailed home at the end of each trimester. It is suggested that parents create the parent portal accounts to follow their student's work.
  3. **Grade Marks:** A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (59% and below).

## Student Expectations

At Baechtel Grove Middle School students are expected to R.O.A.R. at all times. The behavior matrix is being developed this year and will be shared with all stakeholders as soon as it is completed.

R.O.A.R. stands for Respectful, Ownership, Awareness, and Responsibility!

## Athletic Program

1. Fall: Cross Country and Volleyball
2. Winter: Basketball
3. Early Spring: Wrestling
4. Late Spring: Softball, Track and Soccer
5. BGMS has an Athletic Code of Conduct located in The Athletic Clearance Packet that every student-athlete and their guardian must complete and return one time per school year.
6. Students must have a completed physical to participate in sports

## Eligibility for Student Activities

### Sports Activities

Initial eligibility will be determined at the grading period prior to the start of the season. In order to participate, students must not have an F grade in any class.

During the season a student must maintain their grades with no Fs in all of their classes to be eligible to play. If a student has an F in any class, they are eligible to practice but not play until the grade is 60% or higher. If a student has two or more Fs they are ineligible, for the remainder of the season.

\*This is part of a larger Middle School Athletics Policy that can be found in The Athletic Clearance Packet

### Dances

Dances are for BGMS students only. Parents are welcome to help chaperone provided they are approved volunteers.

Eligible students must:

1. Attend school on the day of a dance.
2. All school rules and dress code apply.
3. Students may not attend the dance if they are on a suspension.
4. Students may leave the dance early **ONLY** if picked up by a guardian
5. After dances that take place after school, students may not walk home, an adult must pick up every student

## Academic Field Trips

1. All students are expected to attend these outings.
2. If a student has a history of misbehavior problems a parent may be asked to attend.

## End of the Year Field Trip Eligibility

All the end of the year field trips have an eligibility requirement for behavior. We expect our students to be good representatives of BGMS and to be as safe as possible.

All students are eligible at the start of the third trimester. A student becomes ineligible, or cannot attend the field trip when:

- They commit an offense that requires an out-of-school suspension or in school suspension
- They are written up by a teacher in their discipline from the same class, by the same teacher **three** times or more
- They are assigned lunch detention (or trash pick-up) **five** times for any variety of misbehavior

Most offenses are for defiance of a directive given by an adult, or a rule. We must be assured that students will listen to the adults on a field trip, and respect the rules and regulations of the place being visited.

- Students will be asked to return a permission slip signed by guardian. The return of the slip must meet the deadline date, or the student becomes ineligible.

## Bullying and Harassment

The Willits Unified School District is committed to providing a safe and civil learning and working environment. The District takes a strong position against bullying, hazing, harassment, or any behavior that infringes on the safety and well-being of students and employees, or interferes with learning or teaching. The District prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all persons within the District's jurisdiction. All students and staff of public primary, elementary, middle, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28(c) of the California State Constitution].

The bullying and hazing policy, written in accordance with Federal guidelines and California Education code, requires that all schools and all personnel promote respect and acceptance. This policy shall encompass behaviors and actions that occur among students, District employees, and associated adults. The policy is applicable in schools, at school and

District-related programs, activities and events, traveling to and from school, and all other areas of the District's jurisdiction [Education Code Section 48900(s)].

## **WHAT IS NOT CONSIDERED BULLYING?**

According to Ronit Baras of the Family Matters project, when talking about bullying, it is very important for parents (and teachers and kids) to understand what bullying is not. Many times, a single act or behavior is out of proportion, but it is not considered bullying. Some people think that bullying is any aggressive behavior and although such behaviors are a source of concern and need attention, it is important to separate them from bullying. **Bullying is a recurring and deliberate abuse of power.**

## **STUDENT CONCERNS THAT ARE NOT EXAMPLES OF BULLYING**

**Not liking someone** - It is very natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of "I don't like you" are not acts of bullying.

**Being excluded** - Again, it is very natural for people to gather around a group of friends and we cannot be friends with everyone, so it is acceptable that when kids have a party or play a game, they will include their friends and exclude others. It is very important to remind kids they do the same thing sometimes too and, although exclusion is unpleasant, it is not an act of bullying.

**Accidentally bumping into someone** - When people bump into others, the reaction depends mostly on the bumped person's mood. If they have had a bad day, they think it was an act of aggressive behavior, but if they are in the good mood, they smile back and attract an apology. This is also relevant for playing a sport, like when kids throw the ball at each other and hit someone on the head. It is very important for teachers and parents to explain that some accidents happen without any bad intention and it is important not to create a big conflict, because it was not an act of bullying.

**Making other kids play things a certain way** - Again, this is very natural behavior. Wanting things to be done our way is normal and is not an act of bullying. To make sure kids do not fall into considering it as an aggressive or "bossy" behavior, we need to teach them assertiveness. If your kids come home and complain that Jane is very bossy and she always wants things to be done her way, you can show them that they want it too and that Jane is miserable, because she is not flexible enough and she will suffer in life for insisting that things be done her way. Again, although it is not fun or pleasant, this is not bullying.

**A single act of telling a joke about someone** - Making fun of other people is not fun for them, but the difference between having a sense of humor and making fun of someone is very fine. It is important to teach kids (and grownups) that things they say as jokes should also be amusing for others. If not, they should stop. Unless it happens over and over again and done deliberately to hurt someone, telling jokes about people is not bullying.

**Arguments** - Arguments are just heated disagreements between two (or more) people (or groups). It is natural that people have different interests and disagree on many things. Think about it, most of us have disagreements with ourselves, so it is very understandable to have

disagreements with others. The argument itself is not a form of bullying, although some people turn arguments into bullying, because they want to win the argument so much. They use every means to get what they want and find a weakness in the other person, abuse knowledge or trust they have gained and use it against the other person. It is very important to distinguish between natural disagreements and bullying during an argument.

Expression of unpleasant thoughts or feelings regarding others - Again, communication requires at least two players. Although it may be unpleasant to hear what someone thinks about you, it is not a form of bullying but a very natural thing. In every communication, there are disagreements and some form of judgment about each other's attitude and behavior. If someone says to you, "I think this was not a nice gesture" or "You insulted me when you said this", this is not bullying but an expression of thoughts and feelings.

Isolated acts of harassment, aggressive behavior, intimidation or meanness - The definition of bullying states that there is repetition in the behavior. Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Therefore, anything that happens once is not an act of bullying. All the behaviors above are unpleasant and may need to be addressed, but they are not treated as bullying.

## **WHAT TO DO IF YOU ARE BEING BULLIED?**

Now that we know that Bullying is a “repeated aggressive behavior that takes place over time”, what actions should you and your child take if it is happening to them?

Tell a parent - Too many times students are taught to handle things themselves. Being bullied may be a new experience for your child. You as a parent have more life experience to help your child deal with it. As a parent, it is important to pay attention to what your kids are telling you and find out if things are happening more than once. If you as a parent have a concern, please contact school administration as soon as possible.

Tell a trusted adult at school (counselor, teacher, administrator) The number one reason bullying occurs at school is because the school does not know about it. If the school does not know about it, they cannot stop it. Work with your school – Remember your school wants to stop bullying as much as you do. Work with them as a team and devise solutions together. Standing up for yourself is not snitching!

## **Title IX Regulations**

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, including on the basis of gender identity, non-conformity, or expression based on sex-stereotyping, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the District. Title IX protects all participants in the District’s educational programs and activities, including students, parents, employees, and job applicants. The District does not discriminate on the basis of sex, including on the basis of gender identity, non-conformity, or expression



based on sex-stereotyping. Discrimination on the basis of sex can include sexual harassment and sexual violence. Willits Unified School District has a Title IX Coordinator who oversees the District's compliance with Title IX requirements and promotes sex equity in the District's programs.

Contact the District's Title IX Coordinator:

, Title IX Coordinator  
Willits Unified School District  
1150 Magnolia  
Willits, California 95490  
Telephone: (707) 459-2417  
Email:

If you have a report or complaint of discrimination, including harassment, on the basis of sex, including on the basis of gender identity, non-conformity, or expression based on sex-stereotyping, please contact the Title IX Coordinator. The Title IX Coordinator will investigate the report or complaint under the District's Uniform Complaint Procedure, BP and AR 1312.3. You may access this policy and regulation at <http://www.gamutonline.net/district/willitsusd/>

## Complaints

Students are encouraged, but not required, to ask the person doing the harassing to stop. If the harassing does not stop:

1. The student should file a complaint (in writing) with an administrator. The confidential complaint should include a description of the harassment and names of those doing the harassing and any witnesses.
2. Any complaint received will be investigated. As soon as possible, the administrator in charge will inform the person accused of harassment what the complaint is and let him/her see a copy of the complaint. The complaint will be kept confidential.
3. The administrator in charge will investigate the complaint thoroughly, promptly and confidentially. Only those people who have relevant information will be involved in the investigation.
4. Upon completion of the investigation, the administrator will determine whether the harassment has occurred and whether any corrective action will be taken.
5. The results of the investigation will be reported both to the person filing the complaint and to the accused. If corrective action is necessary to end the harassment, it will be done promptly and may include counseling, warning or more severe disciplinary action.

## Lost and Found

Lost and misplaced items are held onto by BGMS for a short time period. Students are urged to check for lost items immediately. Unclaimed items will be thrown away or donated to charity.

## Student Rewards and Discipline

### Student Rewards

These are some of the rewards that students at BGMS have an opportunity to earn:

- A positive call home from a teacher.
- A positive office referral.
- Students are given merit tickets and they put their name on them and turn them in for weekly drawings for prizes.
- Each trimester there will be an activity such as; a rally, a dance, water play, popcorn and movies, Pi Day activities, etc.
- AR Millionaires and those reaching 80% of their AR Reading goals may go to the Noyo Theater to see a movie or be rewarded with other treats.
- End of the year field trips to places such as; San Francisco Academy of Sciences, Rebounderz, Fort Bragg, the Ropes Course, and similar places.
- Honor Assemblies where students are recognized for being on Principal's List, Honor Roll, Perfect Attendance, and other student leadership roles.
- There are also monthly Attendance rewards for students.

### Student Discipline

At Baechtel Grove Middle School, students are Respectful, Responsible and Safe at all times by following the procedures stated in this handbook, and the expectations that are common to all classrooms:

- Be on time and ready to work with all materials.
- Keep all parts of your body to yourself, messing around does not create a good learning environment.
- Be part of your school community:
  - Respect everyone's right to learn, including your own.
  - Be kind to others.

When these are not followed there are several types of interventions or consequences that the student may experience:

- The first intervention is from the teacher of the classroom.
- Other types of interventions are: a parent and teacher, or parent and administrator conference (in person or over the phone), a visit to the counselor, a mediation session with Peer Mediators, or a restorative conference.
- When students are referred to the office for discipline, a staff member, or the student, will call parents/guardians explaining the infraction, and the consequences, for minor infractions.

### Possible Consequences

- Confiscation of a distracting object (such as a cell phone) until the parent picks it up
- Detention will take place each day after school, and must be served within a week.
- Community service during lunch or after school

- Saturday School from 8:00 am to 11:30 am.
- In-School-Suspension (ISS) is served in the ISS room at school.
- Out of School Suspension
- A recommendation for expulsion to the Board of Education

A few other points to keep in mind about Ed-code violations:

- Law Enforcement must be notified of certain violations. Parents will be notified immediately.
- Discipline is provided on a continuum as much as possible throughout the entire year.
- Parent notification when a consequence is given will take three forms: a phone call from the student and the adult, a written account in the Parent Portal, and/or a letter sent home by U.S. Mail.

### **Willits Kids Club (After School)**

The program is in session daily, beginning from the dismissal bell until 6 PM. All Students are welcome to register/enroll in the program. We offer a meal, snacks, support and variety of activities.

All students who remain on campus at the end of the school day must enroll with the afterschool program. This includes students in community sports, cheerleading and activities, and school sponsored sports, academic help from teachers, clubs and activities of any kind.

Baechtel Grove Middle School guidelines for after school participation:

1. Parents register/enroll your child. (Applications are available in the school office or Room 15.)
2. Students and parents agree to follow all rules. Continued participation is dependent on behavior.
3. All students report to the cafeteria for meal or to Kids Club in room 15 to sign-in. All students must sign-in and out daily.
4. Students will be released, by Kids Club, to sports practices or activities only when the coach or leader is in place and ready to receive them.
5. Parents may pick up their child and return them to the program, by signing their child out and then signing in when they return.
6. Students may not leave campus and return on their own.

Applications are available in the school office or Room 15.

Call Tina Stanley 707-841-8013 to register before the start of school.

Unregistered students will be given a registration form to take home when they arrive. Student may stay at the program that day (after a confirmation call to their parents.)

Kids Club is a Fun place to be!!

## Local Contacts for Mendocino County

### National Suicide Prevention Lifeline

9-8-8  
1-800-273-TALK (8255)  
Spanish Speaking Hotline  
1-888-628-9454

**Adolescent Treatment Programs:** 707-472-2637

### Adult Recovery Services:

|                        |                        |
|------------------------|------------------------|
| Ukiah                  | Fort Bragg             |
| 1120 South Dora Street | 790 S. Franklin Street |
| Ukiah, CA 95482        | Fort Bragg, CA 95437   |
| 707-472-2637           | 707-961-2665           |

### Mendocino County Youth Project:

Ukiah  
776 South State St., Suite 107  
Ukiah, CA 95482  
707-463-4915  
24 Hour Crisis Line: 707-463-HELP (4357) or 1-800-575-HELP (4357)

### Redwood Quality Management:

|                                |                      |
|--------------------------------|----------------------|
| Ukiah                          | Fort Bragg           |
| 376 East Gobbi Street, Suite B | 32670 Hwy 20, Unit 6 |
| Ukiah, CA 95482                | Fort Bragg, CA 95437 |
| 855-838-0404 or 707-472-0350   | 855-838-0404         |

### Sherwood Valley Tribal Youth Program

Willits  
48 Madrone St., Willits, CA 95490  
707-370-0469  
Bonnie Lockhart, Youth Project Director: 707-354-3785 [blockhart@sherwoodband.com](mailto:blockhart@sherwoodband.com)  
Sabrina Angell, Youth and Family Coordinator: 707-354-3859 [sangell@sherwoodband.com](mailto:sangell@sherwoodband.com)  
Gabriel Ochoa, Outreach Coordinator: 707-354-3581 [gochoa@sherwoodband.com](mailto:gochoa@sherwoodband.com)

### Sherwood Education Center

Willits  
Tatyana Guevara: 707-459-9690  
[tguevara@sherwoodband.com](mailto:tguevara@sherwoodband.com)

### Sherwood Valley Band of Pomo Indians Indian Child Welfare Advocate

190 Sherwood Hill Drive, Willits, CA, 95490

Travis Wright ICWA Advocate: 707-354-4380

[twright@sherwoodband.com](mailto:twright@sherwoodband.com)

**Speciality Mental Health Services:**

24/7 Toll Free Crisis Line (a danger to oneself or others): 1-855-838-0404

Access Line: 1-800-555-5906

Administration: 1-707-472-2300

Medication Services: 1-707-467-9065

Compliance Hotline: 1-866-791-9337

Presumptive Transfer: 1-707-472-0350

**Substance Use Disorder Treatment:** 707-472-2637

**Tapestry Family Services:** 707-463-3300 email: [info@tapestryfs.org](mailto:info@tapestryfs.org)