

Pioneer Guide 2017-2018



Pioneers Strive for Excellence

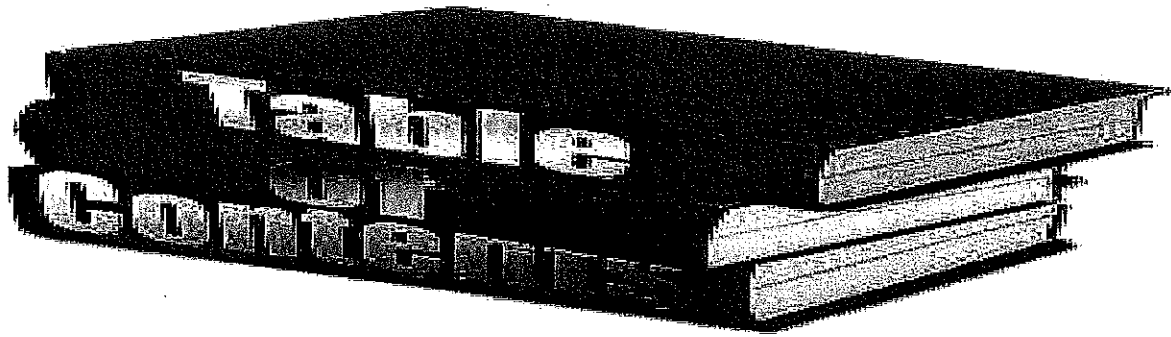
Bidwell Junior High School

Chico Unified School District

2017-2018

BIDWELL JUNIOR HIGH POLICIES AND PROCEDURES

*A resource guide to discipline, policies, and procedures within
Bidwell Junior High School.*

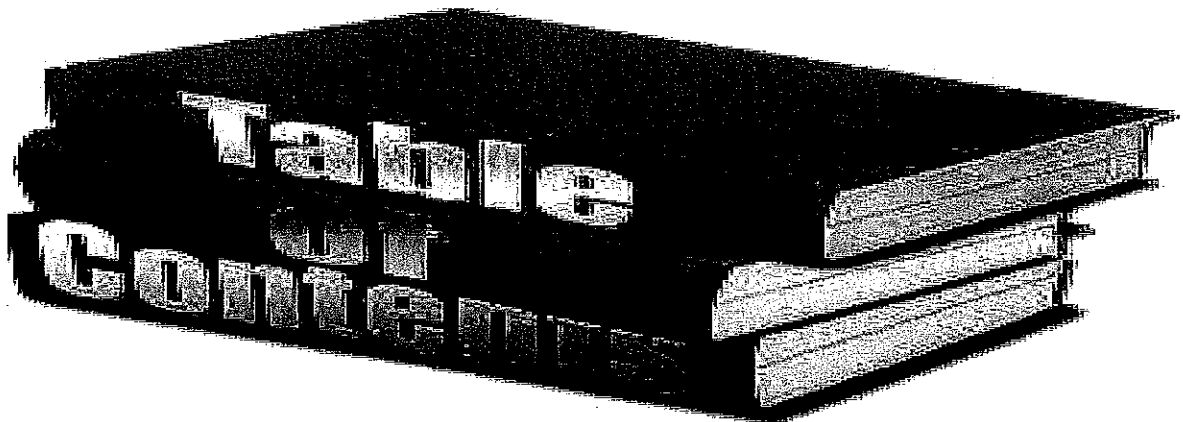


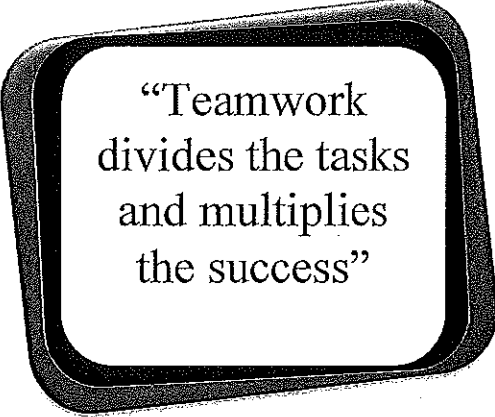
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“Teamwork
divides the tasks
and multiplies
the success”

Behavior Intervention

All teachers have a clear Student Behavior Management system in place. When measures in the classroom fail to correct inappropriate behavior, students are referred to administration or counseling. A referral slip must be sent with the student when referred to the office. The following is a list of consequences that students may face as a result of an office referral.

DETENTION

Students may be assigned detention for inappropriate behavior—as determined by the school official.

Most detentions are assigned during the lunch time. **However, students may be detained up to one (1) hour on any given school day (Calif. Admin. Code Title 5, Sec. 353).** If students do not attend the assigned detention, they will be assigned additional detention days, Saturday School, or In-School Suspension. Detention may be rescheduled due to absence, illness, medical appointments, or a family emergency.

IN-SCHOOL SUSPENSION (ISS)

Habitual defiance/disruption or a significant Education Code violation may trigger an In-School Suspension (ISS) referral. This program is typically used for no more than one full school day and separates students from the social aspects of campus while still allowing them the opportunity to stay caught up on their classwork.

- ISS is located on the Bidwell Junior High campus
- ISS runs from 8:00 a.m. – 2:40 p.m. on all days that students are assigned

**On rare occasions, usually involving safety concerns, students may be assigned ‘Home Suspension.’

ACADEMY FOR CHANGE (AFC)

AFC is one of Chico Unified’s alternative education programs, located on the Fair View campus. AFC houses two programs: one for 2 to 5-day ISS referrals and another for students who have been expelled from their previous schools. Students committing one or more serious rule violations may be suspended to AFC for 2 to 5 days of ISS. Under these circumstances, students’ parents or guardians must take them to AFC to enroll in ISS. Students that do not have work to bring with them should complete one assignment per class period in ISS and bring that folder of work with them when they return to Bidwell. Bidwell teachers will award students credit for that work completed in lieu of classwork that would have been completed at Bidwell (Education Code 48911.1 c 3-4). Students serving suspensions at home are more likely to fall behind in their classwork than if they were to serve the suspension at AFC.

SATURDAY SCHOOL

Saturday School is available at least 2 Saturdays a month at Bidwell Junior High School. Saturday School begins at 7:55 a.m. and ends at 12:00 p.m. Saturday school is assigned for attendance issues, truancy, cell phone infractions, minor/repeated behavior issues, or at the discretion of administration. All students must arrive on time, submit a signed parent acknowledgement form, and bring four hours of work.

SUBSTITUTE TEACHER REFERRALS

Occasionally it is necessary for a guest teacher to serve for a member of the staff. The substitute teacher is a guest of our school, and will be treated accordingly. We will regard any referral from a guest teacher as defiance. Detention, Saturday school, in school or out-of-school suspension will be assigned.

STUDENT DRESS CODE EXPECTATIONS

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, neat, appropriate, safe and not disruptive to the teaching and learning process. Students wearing inappropriate attire or items, as determined by school staff, will be asked to change into appropriate school attire. Please keep the following in mind:

Students are expected to dress appropriately for school. This means your appearance should not attract undue attention or infringe on the safety of others. Please keep the following in mind: Staff get to make the final decision.

- Any hairstyle, clothing, jewelry, or make-up that distracts others from learning is not appropriate. Any accessory, such as, thick chains, hanging chains/straps, safety pins, dog collars, items with spikes, or those with potentially dangerous or have inappropriate uses are prohibited.
- Sunglasses must be removed upon request and while indoors.
- Hats are intended for the protection from the sun. They may not be worn indoors. The bill of the hat must be worn forward.
- The wearing of clothing and/or adornment that advertises or otherwise promotes the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos or gang involvement as determined by administration is prohibited on school grounds and at school activities on or off campus.
- Clothing or other items related to gangs are not permitted on campus at any time. This includes printed symbolic messages, bandanas, or other articles that communicate gang affiliation as determined by the Chico Police Department Gang Task Force.
- Shoes must be worn at all times. Shoes with wheels, or slippers are not allowed at any time.
- Tops must be appropriately modest, and not reveal the midriff (stomach). Tank tops, undershirts and sport jerseys with enlarged armholes need a T-Shirt worn under them.
- Pants may not sag or be excessively baggy and underwear may not be showing.
- Shorts, skirts, and dresses with slits must adequately cover the body. They must be of reasonable length that shall be defined as no shorter than the end of the finger tips when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule. Spandex may be worn under shorts or skirts, but must also meet fingertip rules.
- **No Writing** on clothing, hats, backpacks, and other school materials or skin (permanent or temporary) which is distracting, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, or promotes use of drugs, alcohol, or is gang affiliated.

Dress Code Violations: Teacher will send student or e-mail to Health Office

- **1st Offense:** The student changes or removes article in question.
- **2nd Offense:** The student changes or removes article in question, and parent contact is made.
- **3rd Offense:** The student changes or removes article in question, is assigned detention.
- **4th Offense:** The student changes or removes clothing article in question, is referred to AP, is assigned Saturday school, and parents are informed of such.

GANG EXAMPLES

Oversized clothing (pants and shirt), bandanas, gloves worn indoors, solid red or blue clothing, old English style lettering, clothing which has 2 or 3 digit numbers, monochromatic clothing (same colored shirt and pant), droopy or sagging and oversized pants, web belts, notched eyebrows, studs, chains, spikes and wrist bands.

Sample Gang Writing:

XIII, 13, Sureno, sur

XIV, 14, Norte



UNEXCUSED TARDY POLICY PER QUARTER:

If a student is late for school or any class during the day, the student must report to the attendance office.

- 1 tardy = 1 detention

CELL PHONES AND OTHER ELECTRONICS

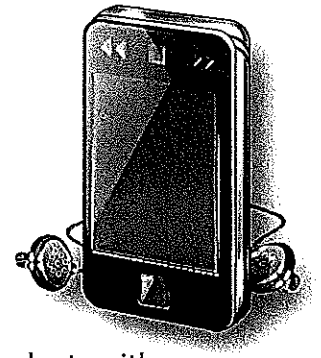
These items (which include kindles, e-readers, cell phones etc.) are sources of class disturbances and thefts can occur. Laser pointers are never allowed on campus. **If these items are seen or heard they may be confiscated and given to the office administration to be held until the end of the day. Parents will be required to pick up offending items from the office.**

Special Note: Though cell phones may be brought to school, they **must remain in students' backpack or pocket and off at all times from the time the first passing bell rings until the school day is over.**

Repeated Electronic/Cell phone infraction CONSEQUENCES

First time an Item is confiscated and turned into the office: item will be returned to parent/guardian at the end of the school day. Detention will be assigned.

Second time an Item is confiscated and turned into the office: item will be returned to parent/ guardian at the end of the school day. Saturday School will be assigned.



ENERGY DRINKS AND SODA

The general rule is that if you cannot buy it at school, you should not bring it to school. Students with energy drinks or soda will be asked to dispose of the remaining contents and recycle the container.

CAMPUS SUPERVISION

Students who arrive on campus before 7:45 a.m. must report to BLAST. Before school starts all students must stay in designated supervised areas south of the 400 wing: BLAST room(s), MPR, Covered area, Courtyard, Basketball Court, and the Field. The library and tech lab are open for student use at 7:45 on Monday, Tuesday, Thursday, and Friday and 8:15 on late start Wednesdays.

Students are also required to leave campus by 3:00 p.m. unless they are participating in a supervised activity. Bus students are to report to the bus area after school and remain there until their bus arrives.

CLOSED CAMPUS REGULATIONS

Do not leave the campus once you arrive. The closed campus policy means that once a student arrives at school in the morning, whether by bus or by any other means, the student is to remain on campus until dismissed from the last class of the day. This policy includes late start Wednesdays. Violations will result in Saturday School or suspension.

VISITORS

Students may not bring visitors from other schools with them. School administration may approve other students such as a visitor from a foreign country, but not for the entire day. Bidwell students may not visit other CUSD campuses during regular school hours unless they are part of a supervised educational activity. This means you cannot go back to your elementary school on our late start Wednesdays!

ACCELERATED READER BOOKS

Every student must have an AR book in his or her backpack every day. Failure to have a book for AR reading time may result in detention. AR tests are to be taken before /after school, at lunchtime, or Primetime.

P.E. UNIFORMS

Wearing P.E. clothes is required. The P.E. uniform consists of black shorts and a gray shirt. Bidwell Junior High School logo T-Shirt and BJHS logo black gym shorts can be purchased any time during the school year at the student payment window. Students may wear black shorts and a grey t-shirt of their own choosing subject to the P.E. teacher's approval. P.E. uniforms may not be worn throughout the school day.

BICYCLES

Lock your bike. **The school assumes no responsibility for the bicycles that are damaged or stolen.** You are encouraged to lock a wheel plus the frame to the bike rack for maximum security. You need to get off the bike at the stop sign marked on the blacktop outside the maintenance shop and walk your bicycle into the bike rack. If you are entering from North Avenue, dismount your bicycles and walk through the crosswalk at the northwest end of the campus. Bicycles are not to be taken into any other area of the campus. Do not leave bicycles in the racks overnight.

SKATEBOARDS/SCOOTERS

Locking towers for skateboards/scooters are available in front of the school next to the main office. You must provide your own lock. Skateboards and/or scooters are **NOT** to be ridden **ANYWHERE** on campus, the adjoining sidewalks or the PV Recreation Center parking lot. They may not be taken from class to class during the school day.

DANCE INFORMATION AND EXPECTATIONS

- Bidwell dances are for Bidwell students only. Guests are not allowed.
- Dances begins at 6:30 and end at 8:30. Students may not arrive late unless pre-approval has been given. After a student arrives at the dance, he/she must stay inside the dance until 8:30. If a student must leave early, his/her parent must pick them up from the main entrance. Students should have rides home planned prior to the dance.
- While attending the dance, students are encouraged to dance (in appropriate ways), socialize with friends, enjoy the music and snacks and have a fun time. Students should refrain from running, rough housing, or dancing provocatively. Students failing to meet the behavioral expectations may be warned, or asked to refrain from certain activities. If the undesired behavior continues, students will be asked to call home to arrange for a ride home and may be uninvited from future dances.
- Students who have been assigned either in-school or out-of-school suspension since the last dance may lose dance attendance privileges.

PDA

Public Displays of Affection are not allowed on campus at any time.

GUM

Gum is never allowed on campus and may result in detention. Repeated infractions may result in Saturday School.

STUDENT BODY CARDS

All students will be provided a picture I.D. card. An ASB sticker may be purchased at the beginning of the school year. An ASB sticker entitles you to get into Bidwell's club-sport events, dances, buy yearbooks and other items during the school year at a reduced price. Another advantage of having an ASB sticker is for discounted admission to high school sports events.

CLUBS AND ACTIVITIES

Clubs are developed and chartered by students. If you want to start a club, you will need a faculty advisor to oversee the organization. Some clubs that we have at Bidwell include: California Jr. Scholarship Federation, Chess Club, Asian Club, M.E.Ch.A., and Games Club. Additional clubs may be formed at any time during the school year. See the Activities Director for further information.

BJHS CODE OF CONDUCT AND DISCIPLINE POLICY

VIOLATIONS & POSSIBLE CONSEQUENCES

The Principal, Assistant Principal or Teacher-in-Charge will use his or her discretion in dealing with violations of behavioral expectations and/or Education Code. Consequences include, but are not limited to:

Conference with student, conference with parent and student, lunch detention, after-school detention, campus service, Saturday school, In-School Suspension (ISS), suspension, referral to law enforcement and a recommendation for expulsion.

CHEATING – Cheating is defined as submitting work that is not your own. This can be plagiarizing from an outside source, or copying work from another student.

FIGHTING – Fighting on or off campus is not tolerated. Fights rarely begin when the first punch is thrown. In order to prevent a fight from happening, do what you can before punches are thrown to involve school authorities – talk to your teacher, a counselor, campus supervisor or administrator. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension

Some examples of Section 31 of the Penal Code:

- Encouraging a fight – spreading word
- Attending a fight
- Filming a fight
- Passing along a threat

THEFT – Includes taking items that are not yours, or being in possession of stolen items.

SMOKING/POSSESSION OF TOBACCO – Students who bring tobacco products to school, will be referred to an anti-smoking counseling group in addition to disciplinary consequences.

NO Smoking Devices - Smoking devices (examples: e-cigarettes, Hookah pens, vapor pens) are strictly prohibited at all times on the Bidwell campus. Violation of this policy will be treated the same as smoking, selling, or being in possession of tobacco.

DAMAGING SCHOOL PROPERTY – The student will be responsible for the cost of replacing or restoring the damaged property.

WEAPONS OR EXPLOSIVE DEVICES – Any item that can be used to harm, incapacitate, or intimidate other students can be considered a weapon. These items should never be brought to school.

DRUGS: POSSESSION OR USE OF DRUGS – Being under the influence of a controlled substance (including alcohol) or being in possession of a controlled substance is not only unsafe, it is punishable by law.

DRUGS: SALE OF DRUGS – Students attempting or offering to sell drugs on campus will be recommended for expulsion.

HAZING/BULLYING/THREATENING RUMORS – These types of behavior, which include intimidation tactics towards victims or witnesses, have no place at school. All complaints of being bullied, hazed or threatened will be taken seriously and dealt with appropriately.

RACIAL SLURS OR SEXUAL HARASSMENT – Hate language or behavior meant to disturb, annoy, put down, offend, or degrade others is not tolerated at Bidwell Junior High. All complaints of this nature will be taken seriously and dealt with appropriately.

LEAVING CAMPUS WITHOUT PERMISSION – After arriving at school, including on late start Wednesdays, students must stay on campus until the end of the school day.

LITTERING – Students are responsible for cleaning up after themselves and their immediate area before school, during class, at lunch and after school.

VISITOR POLICIES

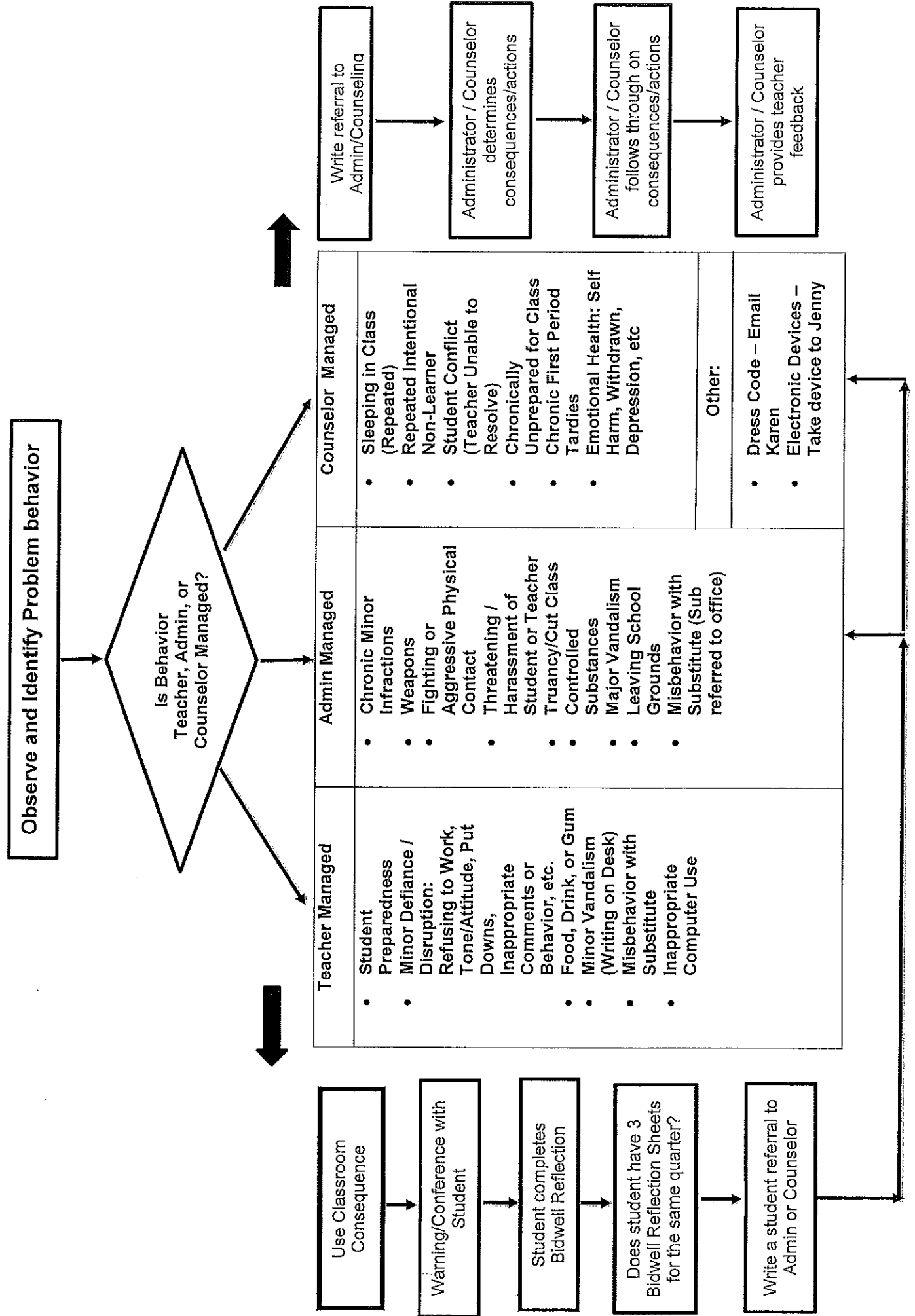
All visitors are to sign-in in the Main Office and obtain a visitor sticker. Any visitors without a sticker should be asked to return to the main office to sign in and receive visitor identification.

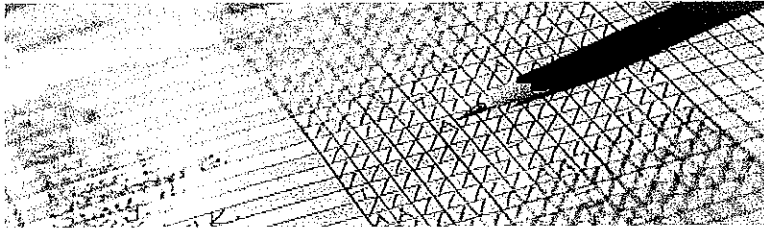
Parents/guardians should refrain from drop-in visits with their students (e.g. Bringing birthday balloons, PE clothes, outside food or drink, etc.). All visits should be pre-arranged with the teachers and meetings can take place in the counseling office, if necessary.

If a parent/guardian drops in, please ask them to return to the main office for a name badge. If it is disrupting class, call the main office for assistance, if necessary.

Administration will contact teachers regarding a drop-in visitor request. This practice allows the teacher the opportunity to refuse the visitor if it will be too disruptive to the class.

Student Behavior Management Process





Attendance Procedures

The Five Excused Absences

1. Doctor's appointment
2. Funeral services
3. Illness
4. Court appointment
5. Quarantine



If your student is going to be absent for any reason, please do one of the following:

- Call the attendance office at **891-3080 x146**
- Send a note with your student when they return to school
- Stop by the attendance desk in the main office

Please include your student's name, the date(s) of absence, the reason, and your name. Any illness absence of three or more days will require a doctor's note upon return. If your student acquires ten or more absences during the school year, a doctor's note will be required to clear any additional absence, or they may be brought in to be excused by the school nurse.

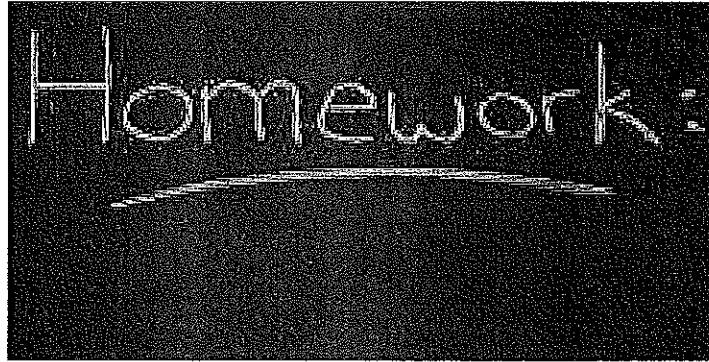
Teachers - Attendance Submission

Please ensure that your classroom attendance is submitted at the beginning of every period. This is vital to our EMS procedures. Thank you for your prompt attention to this matter.

Early Checkout Procedure

1. Students must get an Off Campus Permit before leaving campus during school hours. Students who have already obtained an Off Campus Permit from the attendance office must show it to the teacher before leaving the classroom. The time to leave will be written on the pass.
2. If a student does not have an Off Campus Permit and a parent checks them out early, an Off Campus Permit will be sent to the classroom for immediate dismissal.

3. Students without an Off Campus Permit that say they need to leave for an appointment are to be sent to the attendance office for verification from a parent or guardian.
4. Students must sign back in at the attendance window if they return the same day.
5. PLEASE remember to leave enough time prior to the appointment for the office to reach your student. They could be in a class, like PE, which may delay them being ready to leave school.



Homework Requests

Students who are absent 3 or more days may request homework by calling the attendance office 891-3080, ext. 3 before 9:00 a.m. Homework assignments can be picked up in the main office after 3:30 p.m.