

# ***GOLDEN WEST MIDDLE SCHOOL***

***2651 DeRonde Drive  
Fairfield, CA 94533  
707-437-8240***



*Jackie Tretten  
Principal*

***2011-2012  
Student Planner***

*Gerald Braxton  
Assistant Principal*

## ***Character Counts!***

**Be a Person of Character!**

**\*Think right and do right – know the difference between right and wrong and always do what is right!**

**\*Set a good example for everyone!**

**\*Be a good person, someone to look up to and admire!**

**\*Make the world a better place through your actions and words!**

### **Six Pillars of Character**

Trustworthiness    Respect    Responsibility    Fairness    Caring    Citizenship

### **Attendance Office**

707-437-8243

24 Hour Message Line

### **Front Office**

707-437-8247

Fax 707-437-3416

### **Counseling Office**

707-437-8244

Fax 707-437-8253

### **School Web Site**

[www.travisusd.k12.ca.us/gwest](http://www.travisusd.k12.ca.us/gwest)

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

## Welcome To the 2011-12 School Year at Golden West Middle School!

This **Golden West Student Handbook/Planner** provides important school information along with daily and monthly calendar pages. It is a useful tool to help students develop organizational skills, promote their academic success, and to increase effective home-school communication. We are convinced that student and family regular usage of the planner increases and supports student success and daily organization. Common sense and research show that students do best in school when parents are actively involved in supporting their children's education. Likewise, student performance improves when schools reach out to families in establishing positive working relationships.

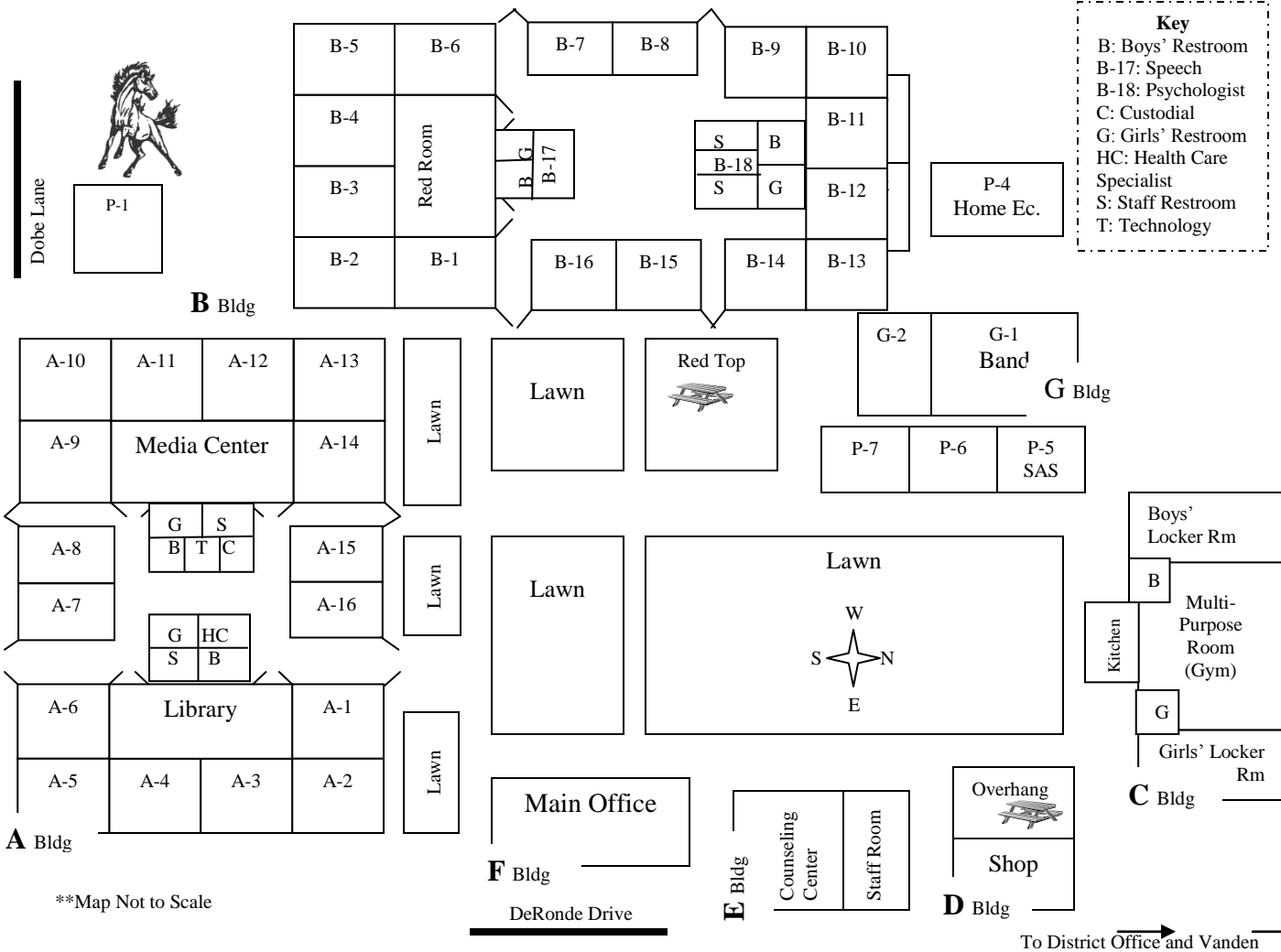
The Golden West Middle School staff is dedicated to the ongoing personal, social and academic growth of our diverse student population. Our goal is to provide all students with a quality education and to inspire them to become life-long learners as well as productive and responsible citizens.

This is the fifteenth year of implementing the Golden West Family-School Compact. *A copy has been sent home with students in the first day of school packet for parents and students to sign and return to school.* The Compact is a voluntary agreement between home and school describing specific activities that teachers, students, families, and administrators will do as partners to support students learning and academic progress. Staff e-mail addresses, web pages and information on the **Home2School** grade book access are located on page 13 and we encourage you to use this information to support your child's academic efforts.

We look forward to working with you and having a successful year at Golden West!

Jackie Tretten  
Principal

Gerald Braxton  
Asst. Principal



## GOLDEN WEST MIDDLE SCHOOL FAMILY-SCHOOL COMPACT

This compact represents a voluntary agreement between Golden West families, students, and staff to work in **partnership** to help each student reach his/her potential. As partners, we agree to the following:

**As a student I will:**

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn, and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow all Golden West school rules and dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect myself, my family, my school, classmates, and staff.
- Write in my **Student Planner** the daily homework and agenda.

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Student Signature

**As a parent/guardian or family member I will:**

- Talk to my child regularly about the value of education.
- Monitor TV viewing, computer use and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code policy.
- Monitor my child's progress in school.
- Make every effort to attend school events such as Back to School Night, parent-teacher conferences, and Open House.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making with school staff & other families for the benefit of students.
- Respect myself, my family, the school, students and staff.
- Regularly check and review my child's **Student Planner**

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Parent/Guardian or Family Member Signature

**As a teacher I will:**

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect myself, the school, staff, students and their families.
- Promote the **Student Planner** for communication with students and parents.

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Golden West Middle School Staff Member Signature

We make a commitment to work together to carry out this agreement.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2011

## GOLDEN WEST MIDDLE SCHOOL RULES AND EXPECTATIONS FOR COMMON AREAS

Area	Safety	Responsibility	Respect
<b>All</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands and feet to yourself</li> <li>• Move to class on time</li> <li>• Follow adult direction the first time given</li> </ul>	<ul style="list-style-type: none"> <li>• No gum</li> <li>• Use drinking fountains appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• No PDA (public display of affection)</li> <li>• Respect property, yours and others</li> <li>• Cell phone used at designated time/area only</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Eat only your own food</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line patiently</li> <li>• All food and drink stays in eating areas</li> <li>• Place recyclables in proper containers</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Clean up your area</li> <li>• Respect property, yours and others</li> </ul>
<b>Multi-Purpose Room (Physical Education)</b>	<ul style="list-style-type: none"> <li>• Sit properly in bleachers/chairs</li> <li>• Use equipment properly</li> <li>• No food, drink or gum in MP room</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment to designated area</li> <li>• Follow directions</li> <li>• Play by the rules</li> </ul>	<ul style="list-style-type: none"> <li>• Be a team player, encourage others</li> <li>• Show good sportsmanship</li> </ul>
<b>Locker Rooms</b>	<ul style="list-style-type: none"> <li>• No food, drink or gum</li> <li>• Use facility appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Lock your locker</li> <li>• Read the white board in the locker room window</li> </ul>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Respect one's personal space</li> </ul>
<b>Assemblies Special Events</b>	<ul style="list-style-type: none"> <li>• Sit quietly during presentation</li> <li>• Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on the presentation</li> <li>• Keep track of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Listen responsibly</li> <li>• Applaud appropriately</li> </ul>
<b>Dances</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands and feet to yourself</li> <li>• Dance appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• No gum</li> <li>• Dispose of garbage properly</li> <li>• Dance appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property, yours and others</li> <li>• Cell phone used at designated time/area only</li> <li>• Follow adult direction the first time given</li> </ul>
<b>Media Center and Library</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Use computers, chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use computers for school work only</li> <li>• Use internet appropriately</li> <li>• No food, drink or gum</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Return materials to proper place</li> <li>• Respect property, yours and others</li> </ul>
<b>Offices/SAS</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely</li> <li>• Obtain permission to use phone</li> <li>• No food, drink, or gum</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Keep hands and feet to yourself</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Keep water in sink</li> <li>• Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilets</li> <li>• Inform adults of vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Respect property, yours and others</li> </ul>
<b>Bicycles/Walkers</b>	<ul style="list-style-type: none"> <li>• Walk bikes safely</li> <li>• Wear helmets</li> <li>• No loitering</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up litter</li> <li>• Secure bike in rack</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Respect property, yours and others</li> </ul>
<b>Bus Area</b>	<ul style="list-style-type: none"> <li>• Do not block front doors</li> <li>• Stay behind yellow lines when busses are moving</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line patiently</li> <li>• No food, drink or gum</li> <li>• Pick up litter</li> <li>• Keep track of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Keep your hands and feet to yourself</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Follow adult directions the first time given</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared</li> <li>• Stay on task</li> <li>• Resolve attendance issues before class</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property, yours and others</li> </ul>

# ***Character Counts!***

## Six Pillars of Character

Trustworthiness Respect Responsibility Fairness Caring Citizenship

**ATTENDANCE:** Regular school attendance is a necessary part of the learning process and the means to graduate with a quality education and a diploma. Frequent absences put a student's education and future in jeopardy. Chronic absenteeism is highly associated with retention and dropping out of school. Good school attendance plays a key role in student achievement and provides a positive foundation for a student's educational experience. When students are absent, our school suffers too. Each student generates average daily attendance (ADA) funding, which is about \$33/day. Our district creates a budget based on the number of students expected in class each day. When a student is absent, the district/school receives no ADA. Funds for that student have already been used for the classroom, teacher, and supplies, and there is no way to get it back. Each student absence affects the quality of the education program for all students.

Parents/guardians are obligated to send their children to school and a student's absence shall be **EXCUSED** only for the following reasons:

1. Personal illness
2. Quarantine
3. Medical, dental, optometry, or chiropractic appointments of an *emergency* nature. ***Routine medical, dental, optical or chiropractic appointments made during school hours are strongly discouraged.*** Please bring in an excuse from the doctor or dentist if you must miss school.
4. Attendance at funeral services for a member of the immediate family
5. Jury duty
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon **advanced written request** by the parent/guardian and the approval of the principal or designee for justifiable personal reasons, including but not limited to: a. Appearance in court b. Attendance at a funeral service c. Observation of a holiday or ceremony of his/her religion d. Attendance at religious retreats not to exceed four hours per semester e. attendance at an employment conference 8. Service as a member of a precinct board 9. Participation in religious instruction or exercises in accordance with district policy.

**METHODS OF VERIFICATION:** When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence within 2 days of returning to school. **After 2 days, the absence will be considered unexcused.** The following methods may be used to verify student absences:

1. Written note from parent/guardian that includes the student's name, date(s) of absence, the specific reason for the absence, and the signature of the parent or guardian. It should be delivered to the main office before school to obtain a re-admit slip to classes.
2. Telephone call from parent/guardian.  
**The 24-hour telephone number for contacting the attendance office is: 707-437-8243.**
3. Visit to the student's home. (District initiated)
4. Physician's verification (Required after 10<sup>th</sup> day of absence during the school year)

**MAKE-UP WORK:** A pupil with an excused absence from school shall be allowed to complete all assignments missed during the absence and, upon satisfactory completion, be given full credit. The minimum number of days allowed for such make-up should be equivalent to the number of days the student has been absent. The assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Homework requests will not be sent out to teachers until the student has been out more than two days. Students are encouraged to look at teacher websites or check the **Home2School** site. Pursuant to Education Code Section 48205, a pupil may not have his or her grade reduced or lose academic credit for any excused absence when missed assignments and tests, which can reasonably be provided, are satisfactorily completed within a reasonable period of time. **A student's grades may be affected by unexcused absences** in accordance with Board Policy 5113.

**UNEXCUSED ABSENCE/TRUANCY:** Students absent without a valid excuse for more than **three days** in one school year shall be classified as truant. Students who are more than thirty minutes tardy on three or more school days in one school year shall be classified as truant. Chronic truancy will result in SARB referral and possible legal action.

Our student attendance Connect-Ed system makes daily calls when your student is marked absent from a class using the phone number listed on the emergency card. If you receive a call from the system, please call to clear the absence within 48 hours using our message line @ 707-437-8243.

**SHORT-TERM INDEPENDENT STUDY PROGRAM:** Short-Term Independent Study may be an option for students who have unavoidable absences and will be absent for five (5) to fifteen (15) consecutive days. Eligible students may have their parent apply for a Short-Term Independent Study contract at the school attendance office at least five days before the student absence begins. If a student must be gone for more than 15 days, the student must be withdrawn from the Travis Unified School District and enrolled in the destination district. To be eligible for a Short-Term Independent Study contract, students must have satisfactory academic progress and attendance.

**Academic:** A 2.0 Grade Point Average and no more than one (1) F as determined by the most recent progress report or quarter grades is required.

**Attendance Requirements:** Less than 21 periods of unexcused absence since the start of school. If a student does not meet the eligibility requirements for a Short-Term Independent Study contract, the absences will be considered to be "unexcused", and will be added in when considering truancy referrals for the student. Short-Term Independent Study contracts will neither be issued during STAR state testing periods, nor during finals weeks which are the last week of each semester. There can be no more than two (2) Short-Term Independent Study contracts granted per student per school year. All contracted work must be submitted to the school on the contracted day of return and will be kept on file for audit records. If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record. If the student's work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The additional days of absence will be considered unexcused, and will count towards truancy limits. If a student had any unexcused absence(s) due to failure to complete work on an initial Short-Term Independent Study contract, a second Short-Term Independent Study contract will not be granted for that school year.

**APPOINTMENTS/LEAVING SCHOOL EARLY:** Golden West is a closed campus which means that students may not leave the school grounds during the school day without permission from an authorized staff member. Parents who take students out of school for a medical appointment or any other reason must check in at the main office and be prepared to show proper picture identification. **A student may only be released to a parent/guardian or someone who has been placed on the written emergency card.** *Parents are encouraged to call the attendance office ahead of time when needing to pick up a student for an appointment and we will do our best to have the student in the office or called for at your requested time.*

**CHANGE OF ADDRESS OR PHONE NUMBER/MOVING OUT OF DISTRICT:** Up-to-date emergency cards are essential for the school to communicate with the home as well as for safety and security. Any subsequent requests for changes to the names, addresses, and phone numbers on the emergency card must be made on a written form that is available in the school office. If you are moving out of our school or district, please inform the Counseling Office as soon as possible so that we may help you with a timely check out and forwarding records.

**STUDENT AND VISITOR PASSES:** Students may not be out of class without a pass and are expected to report immediately to the location designated on the pass. All visitors to our campus, including parents are expected to check in at the main office to obtain a Golden West name tag or pass.

**STUDENT ARRIVAL AND DISMISSAL:** All students are expected to attend regularly, arrive to school on time, and be picked up promptly at the end of the day. Students should not arrive earlier than 30 minutes before school begins and must leave campus at the end of the regular day, unless involved in an after school activity. Students are to remain inside the fenced area of campus and in the main quad common areas until the bell rings for class. Students waiting for rides home after school should remain in the front of the school. Students are not to be on the back side of buildings or in unsupervised areas. **Students are not to leave campus and then return to campus to ride the bus home.**

**TRANSPORTATION:** Bus transportation is a privilege and requires exemplary behavior to ensure safety. All students are under the direct supervision of the driver, and bus privileges will be suspended for failure to follow rules & regulations. Information regarding the bus schedules and bus fees may be obtained from the district website at: [www.travisusd.k12.ca.us](http://www.travisusd.k12.ca.us) or by calling the Transportation Office at 707-437-8232.

**BICYCLE RIDERS:** Students must park bikes in bike racks located by the girls' locker room. Students must walk their bikes at all times while on campus grounds. Helmets are required and bikes are to be secured with a lock. Students and parents assume total responsibility for lost or stolen bicycles. Only students who ride bikes are to be in the immediate area of the bike racks.

**Skateboards/scooters/roller blades/shoes with wheels** are not permitted on campus or on the bus.

**MEALS:** Breakfast is served from 8:30—8:45 a.m. on regularly scheduled days and from 10:15-10:30 a.m. on Common Planning days. Lunch is served daily and students may purchase hot lunch or ala carte items. Cost for breakfast is \$1.50 and lunch is \$2.50. Students may deposit money to their account in the Counseling Office. On line deposits into Mealtime take up to 48 hours to be processed. Free and reduced meals are available for eligible students. Reduced cost is .40 for lunch and .30 for breakfast. Free and reduced meal forms are available in the counseling office and must be completed and updated at the beginning of each year.

**FOOD SERVICE PAYMENT SYSTEM:** Our school and district uses a prepayment program in which students may pay ahead of time for meals and establish an individual account. Cash or checks are accepted and change is not provided. Student personal ID numbers are used at the breakfast and lunch check out. More information is available by calling the food service office at 707-437-8217.

**ID CARDS:** Students are provided a free ID card soon after student pictures are taken at the beginning of school. IDs may be used or required for student activities identification and in some cases busing and food service programs. A lost ID card may be replaced at a cost of \$1.00.

**STUDENT PLANNERS:** At the beginning of school all students are provided a student planner (paid for with school funds). Students and parent/guardians are expected to review the information within the planner pages. ***Student planners are key to student organization and school/home communication.*** Students are expected to write all assignments in the planner. Parents may use it in working with their student on homework, tracking work progress, or in writing comments or questions at the bottom of each page for teachers. We encourage parent/guardians to review the homework and the planner with their son/daughter on a regular basis. A limited number of replacement planners are available at a cost of \$5.00.

**TELEPHONE:** Students may ask permission to use the phone in the main office to contact parents. We ask that these phone use requests take place before school, after school, and at lunch times. We know important messages from parents to students and students to parents are sometimes necessary and parents calling the main office @ 437-8243 or students appropriately calling parents from the office phone are common practices. Students are not to use cell phones at school without school staff permission or within our school policy. ***(See page 11 for cell phone policy)***

**LOST AND FOUND:** Articles found are held until the end of each semester when unclaimed items are donated to local charitable organizations. A lost and found clothing container is located in the Multi-Purpose room. Small items such as keys, wallets, and IDs are turned in to the counseling office. For the best chance of having an item found and returned, students should write their name on clothing, backpacks, or other school related items that are brought to school.

**HEALTH SERVICES:** Golden West has a Health Care Specialist on duty during the school day. Services that Travis Unified School District currently provides include hearing, vision, and scoliosis screening. Immunization records are checked regularly and must be kept up to date by parents/guardians. If a student becomes ill at school, he/she should report to class and get a pass from a teacher to go to the Health Office in A-17. If necessary, a parent is called and the student will be excused to go home with a parent/guardian or person on the emergency card. If parents cannot be contacted, a student who is not seriously ill will be expected to remain in class.

**MEDICATION POLICY:** All medicine to be taken at school, prescription or non-prescription, must be turned in to the Health Office. If medicine must be taken during school hours, it should be left with the Health Care Specialist in its original container along with written orders from the doctor and a parent/guardian consent form. Students may come to the Health Office to take their medicine at the prescribed time. The Travis Governing Board wants assurance that medication for students is administered under safe conditions, per Education Code Section 49423. A school form granting permission to take medication shall be signed by the parent/guardian who will also label the medication.

**MEDICAL EXCUSES FROM P.E.:** Excuses from participation in physical education for medical reasons will be granted upon a physician's recommendation. A medical excuse from a health care provider is required for a student to be excused for more than a two days. The physician must list the types of activities the student can or cannot participate in and how long the medical condition will last. If a student is legitimately excused from P.E. for a medical reason, he/she will be given a written or alternative assignment which may be completed during their usual Physical Education class time. The assignments cover related subjects and topics in P.E. health, or fitness.

**PHYSICAL EDUCATION EXPECTATIONS:** Physical Education is an integral part of the core curriculum. Students are expected to dress out in P.E. clothes and participate every day. Three or more absences per activity unit will result in a loss of points. Make up work may be requested for those absences. P.E. clothes must be clearly marked, identifying the student's name on the outside of each garment. P.E. clothes will be made available for sale during the first week of P.E. classes or appropriate clothing may be purchased from local retail stores. It is not necessary to purchase the clothing from the school. Additionally, lockers will be provided for every student to be used during P.E. class. Students will be provided a school issued lock for their P.E. locker. Locks are not to be removed from the lockers or the locker room. *A student should never share their locker and/or locker combination with anyone to maintain security and prevent any loss or theft.* Replacement locks are \$10.00. Students are encouraged and expected to leave personal items of value and large sums of money at home. In a situation in which a student has brought an item of value to school, they should securely lock it in their PE locker.

## **ADDITIONAL SERVICES FOR STUDENTS**

**Counseling:** Golden West has two full time counselors who provide a variety of services for our students. They assist students with problems that may arise at school as well as with their day to day scheduling and support services. They meet with parents and teachers to help define problems, explore resources, and resolve issues.

**Psychologist:** The primary role of the part time school psychologist is to be an educational consultant who assesses students for learning disabilities to improve their success in school. In certain cases, like the school counselors, the psychologist is able to provide help to students with personal problems, consult with parents, and be a resource and support for the student and those working with him/her.

**Local Agency Referrals:** Further information may be obtained in the Counseling Office regarding specific local agencies available to parents and students.

## **ACADEMIC ACHIEVEMENT RECOGNITION STANDARDS**

**Honor Roll:** Students who earn at least a 3.5 GPA on report cards make the honor roll and receive special recognition for academic achievement. 7<sup>th</sup> and 8<sup>th</sup> grade students who receive a GPA of 3.5 or higher and show strong leadership, citizenship, and character may be eligible for the Golden West Honor Society.

**Honor Society:** National Junior Honor Society is a nationally recognized service organization. Students participate in community service activities as well as school events. Membership in the NJHS is based on outstanding scholarship, citizenship, character, and service to school and community. Students with 3.5 GPA need to be nominated by at least four of their teachers to be eligible for induction in NJHS. 7th graders are inducted in a Spring ceremony, and 8th graders are inducted Fall and Spring.

## **EIGHTH GRADE PROMOTION**

Students in grades 7-8 who have scored Basic, Below Basic, or Far Below Basic on the California STAR tests and who have earned 2 or more Ds and/or Fs in English Language Arts or Math are referred to available intervention and Summer School programs. Students may also have a course schedule that will include one or more intervention classes that will provide them with additional time and assistance in the area or areas where they are in need. Students who are most at risk may be placed on a Retention/Intervention Plan. The progress of a student placed on a Retention/Intervention Plan will be monitored by the counseling office each quarter with regular contacts and notifications with the student and parents. Students who have not made adequate progress on a Retention/Intervention Plan will not be eligible to participate in the 8<sup>th</sup> Grade Promotion Ceremony and Field Day as determined by teachers, counselor, and site administrator after evaluating the progress made during the school year. A final site determination regarding promotion to 9<sup>th</sup> grade for students who are notified that they are in danger of retention in the 8<sup>th</sup> grade will be completed by May 15<sup>th</sup>.

**Intervention Instruction Before/After School:** Efforts are made to provide academic support outside of the school day for students who have who have been identified as needing assistance determined by results from state assessments and additional multiple measures in English Language Arts and Mathematics. Programs available will be determined by funding and staffing availability.

**Summer School:** Depending on the budget, we intend to provide intervention support classes in English Language Arts and Math. Students identified as less than proficient in English and/or Math are expected to attend summer school classes based on space availability, staffing, and funding.

## ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES

The Governing Board of Travis Unified School District has a board policy regarding eligibility to participate in extra/co-curricular activities in grades 7—12. Excerpts from the policy state:

***To be eligible to participate in extra curricular/co-curricular activities at Golden West Middle School, 7<sup>th</sup> & 8<sup>th</sup> grade students must meet these requirements:***

- Fall eligibility will be based on the 1<sup>st</sup> quarter progress report. Following the 1<sup>st</sup> progress report, the student must maintain a "C" average or better, overall and have no more than one "F" on his/her most recent quarterly report card. Once a student is deemed ineligible, grades will be checked every two weeks to determine if, in fact, that student has brought his/her grades up to the acceptable standard of a 2.0 grade point average with no more than one F.

- During the period of ineligibility, a student may practice but not participate or travel with the group.

***Eligibility Transition from Grade 8 to Grade 9:*** Student eligibility for extra curricular activities at Vanden High School for the beginning of 9<sup>th</sup> grade is dependant on final semester grades in spring of 8<sup>th</sup> grade. **To be eligible to participate in extra curricular activities at Vanden in the fall, a student must have earned at least a "2.0" grade point average or better with no "F" grades during the last semester.** A student with academic deficiencies may access a transition probation opportunity during the summer between grades 8 and grade 9 based on programs in place and space availability. The transition probation must be successfully completed as described below: If remediation is necessary in English Language Arts or Mathematics, the student must successfully complete the entire Summer School program, meeting all attendance requirements and maintaining a minimum grade point average (GPA) of 2.0 during this session.

### EXTRA-CURRICULAR SCHOOL ACTIVITIES:

**After School Athletics and Band:** After school sports may include flag football, volleyball, cross country, soccer, track, and basketball. Band activities may include marching band, color guard, and jazz band. Students must qualify under the Eligibility Policy to participate.

**Clubs:** Students are encouraged to join school clubs. Club offerings for the year will be announced in daily bulletins. Eligibility rules may also apply to participation in clubs.

**Dances:** Dances are scheduled periodically throughout the year. They begin after school and end at approximately 4:45 p.m.. A fee is charged for admission; tickets must be purchased ahead of time and will not be available at the door. Dance attendance is a privilege and only eligible Golden West students may attend. Students ineligible to attend dances are those who have been suspended preceding the dance and students with six or more tardies from the start of school and/or those who have six or more tardies in the periods between dances. Inappropriate dancing as determined by the school administration and staff is not allowed and students may be asked to call their parents and leave. *Students must be picked up no later than one half hour after the end of the dance or the student may not attend the next dance without a parent/guardian chaperone.*

### STUDENT BEHAVIOR POLICY

As a member of the coalition of ***Character Counts!*** Golden West provides examples and activities that demonstrate good character development. We emphasize the Six Pillars of Good Character through the curriculum and through various student recognition and support programs.

**Behavior Expectations** The following standards of good behavior and character allow all students to be successful at Golden West:

1. **Respect yourself and others.** Follow and build upon the Six Pillars of Character Counts.
2. **Be on time, prepared to learn, and have all required materials.**
3. **Keep your hands and feet to yourself.**
4. **Respect our school environment.** Maintain Golden West as safe, clean, and comfortable.

## ***Character Counts!***

Six Pillars of Character

Trustworthiness Respect Responsibility Fairness Caring Citizenship

**Purpose of Discipline:** Self-discipline is essential to a safe environment conducive to learning. The following expectations, procedures, and district policies are designed to make all students aware of the rules and to be responsible for their own behaviors. To accomplish this goal, parents/guardians, teachers, counselors, and administrators must work together. Parents/guardians are encouraged to communicate regularly with teachers. Parents may request a return call, e-mail, or conference with teachers to discuss academics, attendance, or other concerns by calling the counseling office at 707-437-8244. It is important to treat all students fairly and consistently. Therefore, procedures are followed consistently and do not violate individual rights guaranteed to students, including the right of due process. If there are questions about procedures and processes, please contact the Golden West Administration Office.

**Consequences for Student Misconduct:** Most classroom problems are solved by the teacher and student. Parents are partners with the school & should be made aware of problems in need of resolution.

Teachers will take the following prioritized actions when a student misbehaves (except in the case of an acute situation and/or need for an emergency referral):

1. Discuss the problem with the student to review classroom procedures, or set a time for a teacher/student conference (detention).
2. Call for a parent/student/teacher/team conference.
3. Complete a Referral Form, note contact with a parent and send the student to the Assistant Principal for appropriate disciplinary action.
4. If inappropriate behavior continues, the teacher may suspend the student from class.  
(*See Teacher Suspension below*).

**Detention:** Students may be assigned up to a 45 minute after school detention when parents are notified 24 hours in advance. The student is expected to have a parent/guardian sign the detention form & return it to the teacher. It is the parent's responsibility to provide transportation when a student is assigned after-school detention. If a student does not attend an assigned detention, it is considered defiance. The parent is contacted & lunch time detentions or a day of SAS is assigned.

## **SUSPENSION/EXPULSION**

**Teacher Suspension:** A teacher may suspend a student from class for the duration of that period and the following day. The teacher must report the suspension immediately to the parent and request a conference. The Governing Board encourages teachers to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher may also inform the parent/guardian about available resources which help in parenting skill development. Teachers will reserve the option of parental attendance for a case in which significant behavioral improvement is necessary.

**SAS Program:** The Suspension Alternative School (SAS) is an alternative to home suspension. Students who habitually violate school rules, are defiant, or otherwise behave unacceptably are assigned to the program to perform school work under constant supervision. Students assigned to one or more days of SAS are expected to complete a suspension packet relating to their behavioral violation as well as their provided class work. The student is placed on the social restriction list losing social and activity privileges for a designated period of time and are not eligible to participate or attend extra-curricular activities or return to the campus or attend school events on days they are suspended. The SAS program is also used as an administrative detention room. Students who violate the rules of the SAS program will be suspended at home.

**Home Suspension:** Students may be removed from school from 1 to 5 days by an administrator. Additionally, they will be on social restriction and are not eligible to participate in extra-curricular activities or return to the campus or attend school events during the time they are suspended.

**Make-up Work:** "The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension." (Education Code 48913).

**Social Restriction:** This is the loss of the privilege to attend or participate in various after-school events. Social Restriction applies to any student who has been home or SAS suspended, who receives six or more tardies from the start of school until the first event and then subsequently if earning six or more tardies in the periods between events such as dances. *Students who violate the terms of a Golden West Behavioral Contract or a School District SARB contract may also lose their privilege to attend activities and events such as assemblies, sporting events, 8<sup>th</sup> grade Field Day and Promotion Ceremony.*

**Expulsion:** Expulsion is the removal of a student by the Travis Unified School District Board of Education. California Education Code 48915 (c) requires that schools must recommend expulsion to the Governing Board for students who commit the following violations: 1) *Possessing, selling, furnishing a firearm;* 2) *Brandishing a knife at another person;* 3) *Sale of controlled substances;* 4) *Committing or attempting to commit a sexual assault/battery;* and 5) *Possession of an explosive.* Other disciplinary actions within Ed Code may also lead to expulsion if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others.

**Student Attendance Review Board (SARB):** Students with continuing discipline and/or attendance problems may be referred to the Student Attendance Review Board. The SARB panel may enact specific guidelines and expectations for the student and parent/guardian upon the student's return to school as well as determine if placement in an alternative educational setting is warranted.

**Prohibited Articles and Items:** Pagers, walkie-talkies, laser pointers, other electronic devices as well as other items deemed disruptive or dangerous by the school administration are not allowed on campus. DO NOT bring large amounts of money, cameras, collectibles, CD/MP3/IPods, skateboards, scooters, roller blades, roller skates, radios, dice, large containers of soda/juice, or any other item not related to instruction or approved class activities. Importantly, for safety and campus cleanliness, **chewing gum**, sunflower seeds, and glass containers are **not allowed** at school. The school is under no obligation to search for stolen property of items or like items listed above. Guidelines are in effect while students are on campus, during lunch, during any school sponsored activity, and while students are going to or coming from school.

**CELL PHONE POLICY: Student use of cell phones is not permitted during school hours. Phones are to be turned off and are not to be seen, heard, or used during the school day or during school sponsored events.** During the time directly before and after school, students have a designated area on the Golden West campus where they are allowed to use phones. This designated area is located directly in front of the school main office and counseling office. Students are not to be using cell phones anywhere else on campus grounds. **The 1<sup>st</sup> consequence for unauthorized use of cell phones includes confiscation of the phone and a parent/guardian/adult requirement to pick the phone up from the office.** Any continued violation of the cell phone policy will result in progressive discipline. We strongly encourage students to leave cell phones at home due to misuse, loss, and theft. Golden West takes no responsibility, nor will have any obligation to investigate or conduct a search in the event of a lost or stolen cell phone. Students are always encouraged to ask permission to use the front office phone in the event they need to make a call for a reasonable reason such as contacting a parent.

#### **Governing Board Policy AR5131 Cell Phone and Other Electronic Signaling Devices**

*Unless otherwise specified by a doctor's directive:*

- 1. Cell phones and other electronic signaling devices including but not limited to beepers and pagers are not to be seen or heard on campus during school hours; which includes class time, recess, passing periods, and lunch time.*
- 2. The district may not be held responsible for any cell phones or other electronic signaling devices should they be lost or stolen.*
- 3. Failure to use cell phones and other electronic signaling devices in accordance with school and district guidelines will lead to disciplinary actions for the student as determined by the site administrator or designee. When used improperly, cell phones and other electronic signaling devices can be confiscated by school personnel. Upon repeated misuse, the student may lose the right to carry a cell phone or other electronic signaling device on campus.*

**Dress Code:** The school administration and staff will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Obscene words, vulgar graphics, guns, alcohol or controlled substance motifs are not allowed on any clothing article as well as books, backpacks, or other school related supplies. Clothing that is excessively revealing such as mini-skirts, short shorts, tank tops, spaghetti straps, halters, see through or mesh shirts are not allowed. (Shorts and skirts measured by fingertip length.) Students are not allowed to write on other's clothing or bodies. Sagging pants, clothing that exposes undergarments, pajamas, hanging belts, or chains are **not allowed**. Clothing or articles determined to be gang-related will not be allowed on campus. Students will be asked to change to appropriate clothing or turn over any offending article. Continued dress code infractions will result in progressive disciplinary action. *Any apparel which the school administration determines to be unacceptable or does not meet school, district or community standards may be subject to exclusion and/or progressive disciplinary consequences for students.*

**Golden West Hat Policy:** Only white, gold, or red baseball hats with no logos are acceptable to be worn outside or brought to school. This means no visors or other type of hat as well as no bandanas, scarves, netting, or nylon headgear. Hats and head coverings are not to be worn indoors at any time. Knit or wool hats without logos may be acceptable during the winter months as determined by the school administration.

**Fire Drills and Emergency Drills:** Fire drills and emergency drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term. Students will leave the room or area immediately on signal and direction from staff. There should be a minimum of conversation. Students should follow all directions cooperatively and safely.

**Computer and Internet Use Policy:** We strongly believe in the value of electronic information services and recognize their potential to support curriculum and student learning. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. We cannot guarantee the accuracy of information obtained from the electronic information sources. We will make every effort to protect students and teachers from any misuses and abuses as a result of experiences with an electronic information service; however, there is some material on the global network that students, parents, and/or staff may consider inappropriate. It is the user's responsibility not to initiate access to such material. It is possible, although against school policy, for students to purchase goods and services via the internet, and that these purchases could potentially result in unwanted financial obligations. This activity is strictly prohibited, and students and their families will be held responsible for any financial obligations incurred. There is a behavior code for students that details appropriate school behavior, outlines rights, and sets expectations for students. Because the school's resources are used as part of a school activity, the school's discipline policy applies to network activities as well; therefore, the computer system and network use policy is an extension of the school's behavior code. School computers are to be used for school related activities only. Use of these computers for any other reason may result in loss of computer privileges.

## **PARENT INVOLVEMENT**

**Golden West Middle School Parent, Teacher, Student Association (PTSA)** meets on a regular basis and needs support and involvement. Notices can be found posted on the school website as well as sent home announcing meetings and the topic of the evening. We invite all Golden West parents to meet with us as we plan ways to support school activities, service projects, and fund raising for special events. Presenters are invited to speak regarding adolescents and topics regarding the middle school years.

**Band/Music Booster Parents** meet on a regular basis. They meet to plan music activities and fund raising projects that provide various support such as transportation for competitions and purchase of instruments and uniforms.

**School Site Council** meets after school on a monthly basis. The council participates in the update and development of the Single Plan for Pupil Achievement (SPPA). They also assist in the yearly review of our Parent Involvement Policy, SLIB budget allocations and their application to the implementation of the SPPA. Parents, students, and staff are elected to positions by their peer groups.

**Safe School Committee** meets after school to implement the Safe School Plan. The Plan includes disaster preparations, school safety, social skills, curriculum, parent involvement, and school discipline policies. The committee is composed of staff, students, and parents.

*Make it a great day or not...  
The choice is yours!*

## Golden West Middle School Staff E-Mail

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Mrs. Pirondini <a href="mailto:jpirondini@travisusd.k12.ca.us">jpirondini@travisusd.k12.ca.us</a>	Ms. de Mille (Art) <a href="mailto:sdemille@travisusd.k12.ca.us">sdemille@travisusd.k12.ca.us</a>	Ms. Miller <a href="mailto:nmiller@travisusd.k12.ca.us">nmiller@travisusd.k12.ca.us</a>
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Mrs. Silva <a href="mailto:ssilva@travisusd.k12.ca.us">ssilva@travisusd.k12.ca.us</a>	Counselors	Psychologist
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		Mrs. Cushman <a href="mailto:tcushman@travisusd.k12.ca.us">tcushman@travisusd.k12.ca.us</a>

Please check our school website at [www.travisusd.k12.ca.us/gwest](http://www.travisusd.k12.ca.us/gwest) for more information on teacher websites, school activities, upcoming events, and daily school success ideas for parents.

**HOME2SCHOOL Information:** The Travis Unified School District offers parents **Home2School** link which allows students and parents access to attendance and grades through the internet. We must have accurate email and telephone information in our school data system for parents to be able to access the **Home2School** portal. All parents will receive procedural guidelines for the Aeries grade book **Home2School** portal at Back to School night or the following day. Please contact Travis Information Services for technical questions at [Home2School@travisusd.k12.ca.us](mailto:Home2School@travisusd.k12.ca.us). For specific questions about your student's records or to update your telephone number or email address, please contact your child's school @ 707-437-8243.



**Character Counts!**  
**Six Pillars of Character**  
**Trustworthiness    Respect    Responsibility    Fairness    Caring    Citizenship**

## **DISCIPLINARY PROCEDURES AND CONSEQUENCES**

(These are minimum administrative guidelines. **Numerous discipline referrals may result in ineligibility for end-of-year activities or promotion.** Grounds on which the student may be suspended or expelled fall within the guidelines of Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. A student suspended for the 3rd time during a calendar year may be referred to a School Attendance Review Board or Administrative Hearing.)

<b><u>Type of Violation</u></b>	<b><u>First Violation</u></b>	<b><u>Second Violation</u></b>	<b><u>Third Violation</u></b>
Possessed, sold, or furnished firearm, explosive, dangerous object	1-5 days home suspension, Police notification		
Possession of imitation firearm	1-5 days home suspension, Police notification		
Robbery or Extortion	1-5 days home suspension, Police notification		
Possessed, used, sold, furnished or under the influence of a controlled substance, alcoholic beverage, or intoxicant	1-5 days home suspension, Police notification		
Offered or arranged/negotiated to sell a controlled substance, sold/delivered/furnished a substance in lieu of or represented as a controlled substance	1-5 days home suspension, Police notification		
Offered, arranged, or negotiated to sell, or possessed any drug paraphernalia	1-5 days home suspension; Police notification		
Assault and battery upon a school employee	5 day home suspension, Police notification		
Caused, attempted to cause, or threatened to cause physical injury to another person	1-5 days detention	1-5 days SAS or home suspension	5 days home suspension
Willfully used force or violence upon another person	1-3 days SAS	3-5 days SAS or home suspension	5 days home suspension
Caused or attempted to cause damage to private or school property	1-5 days detention Restitution	1-5 days SAS Notify Police Restitution	3-5 days home suspension, Notify Police Restitution
Stole or attempted to steal private or school property	1-5 days detention Restitution	1-3 days SAS Notify Police Restitution	3-5 days SAS or home suspension Notify Police Restitution
Received or in possession of stolen property	1-5 days detention Restitution	1-3 days SAS Notify Police Restitution	3-5 days SAS or home suspension Notify Police Restitution
Possessed or used tobacco and/or paraphernalia	1-3 days SAS	3-5 days SAS or home suspension Notify Police	5 days SAS or home suspension Notify Police
Profanity/Vulgarity	3 days detention	5 days detention	2 days SAS
Profanity/Vulgarity directed toward a school employee	1-3 days SAS or home suspension	3-5 days home suspension	5 days home suspension

<b><u>Type of Violation</u></b>	<b><u>First Violation</u></b>	<b><u>Second Violation</u></b>	<b><u>Third Violation</u></b>
Committed an obscene act, or engaged in habitual profanity/vulgarity, displayed obscene material, or sold/purchase same	5 days detention	3-5 days SAS or home suspension	5 day home suspension
Disrupted school activities; willfully defied school personnel in the performance of their duties	1-5 days detention	3-5 days SAS OR home suspension	3-5 days home suspension
Sexual harassment, unwelcome behavior verbal, visual or physical	Parent Notification 1-5 days detention, Required Harassment Education Component	1-3 days SAS, Report to Police	3-5 days home suspension Notify Police
Hate violence	1-3 days SAS	3-5 days SAS or home suspension	5 days home suspension
Class cut	5 detentions	1 day SAS	3 days SAS
School Day Cut	1 day SAS	3 days SAS	5 days SAS
Being in an unauthorized area	1-3 days detention	3-5 days detention	1-2 days SAS
Trespassing or unauthorized to be on a school campus	1 day SAS	2 days SAS	3-5 days SAS
Class disruption	Teacher consequence Notify Parent	1-3 days detention or SAS	3-5 days SAS or home suspension
Failure to report to the office as directed	1-5 days detention or SAS	3-5 days SAS	3-5 days home suspension
Littering	Campus clean up 1 Day	Campus clean up 3-5 Days	Campus clean up 5 Days
Cheating/plagiarism academic dishonesty	Teacher consequence Notify Parent	1-3 days detention or SAS	2-5 days SAS
Sagging	Required to cinch Notify parent, 1 detention	3 days detention	1 day SAS
Dress Code Violation	Required to change, Notify parent, 1 day detention	Required to change, 3 days detention	1 day SAS, Parent brings clothes
Forgery	1 day SAS	3 days SAS	5 days SAS
Gambling	3 days detention	2 days SAS	5 days SAS
Failure to serve detention	detention doubled	5 days detention	1 day SAS
Prohibited articles such as walkie-talkies, and other unauthorized items	1-5 days detention, Confiscation, Parent must claim	1-3 days SAS, Confiscation, Parent must claim	3-5 days SAS, laser pointers, Notify Police Parent must claim
Unauthorized use of cell phone	Confiscation Parent must claim	Confiscation Parent must claim 3 days detention	Confiscation Parent must claim 5 days detention
Gum/sunflower seeds; Eating in class	Teacher consequence	1-3 days detention	3-5 days detention

<u>Type of Violation</u>	<u>First Violation</u>	<u>Second Violation</u>	<u>Third Violation</u>
Inappropriate display of affection	Warning	1-3 days Detention	5 days detention Notify parent
Instigating fights, conflicts, or altercations among other students	5 days detention	1 day SAS	3 days SAS
Bus disruptive behavior	Parent Notification	Parent Notification, 2-3 days bus suspension	Notify Parent, Loss of bus riding privileges
Unauthorized pulling of a Fire alarm		5 days home suspension Report to Police/Fire Department	

### **TARDY POLICY AND CONSEQUENCES**

Students who are not in their classrooms before the bell rings are tardy. Tardiness is disruptive and cuts down on classroom instructional time. A four-minute passing time is provided to permit students an opportunity to complete personal business. Students that are 10 minutes or more late for class will be considered unexcused and consequences will be given. The following consequences will apply for those students who are tardy. Each quarter begins the succession of consequences. *A student with a pattern of continued and excessive cumulative tardies in one or more classes, especially first period, will be placed on a specific tardy/attendance contract.*

**1<sup>st</sup> tardy** to class: Teacher warning.

**2<sup>nd</sup> tardy** to the same class: Teacher will assign a consequence of his/her choice and notify parent.

**3<sup>rd</sup> tardy** to the same class: Teacher detention, parent notification by teacher.

**4<sup>th</sup> tardy** to the same class: Teacher referral to administration, 3 noon detentions.

**5<sup>th</sup> tardy** to the same class: Teacher referral to administration, 5 noon detentions.

**6<sup>th</sup> tardy** to the same class: Teacher referral to administration, 1 day SAS, Attendance contract/parent conference

**WeTip**

**We Tip Anonymous Crime Reporting Hotline**

Dear Students, Staff, and Parents,

We are pleased to announce that Travis Unified School District participates in the WeTip Anonymous crime reporting hotline. If you have any information about a crime that has occurred or one that is being planned on or around campus, please do not keep this information to yourself. You can report information on all criminal activity, bullying, violence, and threats made against students or staff and nobody will know it is you making the call. Call 1-800-78 CRIME to fight back against crime in your school. Again, the number to call to report crimes on campus while remaining completely anonymous is **1-800-78-CRIME**. For online anonymous tips, please visit the following web link:

**[www.wetip.com](http://www.wetip.com)**

**\*\*\*IMPORTANT NOTE\*\*\*:** Please keep in mind that the WeTip program does not take the place of regular support, assistance, and work with school staff on school time related issues. The WeTip program and the website is a very formal and serious tool for crime. It is not a tool for regular concerns and issues that take place.