

# **GOLDEN WEST MIDDLE SCHOOL**

**2651 DeRonde Dr.  
Fairfield, CA 94533  
707-437-8240**

**2023-2024  
Student Planner**



*Brian Howard  
Principal*

*Jennifer Greenway  
Assistant Principal*

**Attendance Office**

707-437-8240, option 1  
24 Hour Message Line

**Front Office**

707-437-8240 ext 7239  
Fax 707-366-0974

**Counseling Office**

707-437-8240, ext 7149

**School Web Site**

[www.travisusd.org/goldenwest](http://www.travisusd.org/goldenwest)

***This planner belongs to:***

Name:

**GWMS MISSION STATEMENT**

The Golden West Community is dedicated to the ongoing personal, social, and academic growth of our diverse student population. We inspire our students to become life-long learners as well as productive and responsible members of society.

Golden West Middle  
School 2023-2024 Planner

Welcome to the 2023-2024 School Year at Golden West Middle School!

This is the beginning of one of the most transformative journeys of your life. Our Staff is dedicated to your ongoing personal, social and academic growth. Our goal is to provide you with a quality education and to inspire you to become a life-long learner as well as a productive and responsible citizen.

This Golden West Student Handbook/Planner is a useful tool. Its regular use will increase and support your success and daily organization. Information located within this planner includes school rules, policies and information on the Aeries Parent Portal.

We encourage you to use this information to support your academic efforts.

Additional information about our school can be located on our school web-site:  
<https://www.travisusd.org/goldenwest>.

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

Brian Howard  
Principal

Jennifer Greenway  
Assistant Principal



**THE MUSTANG WAY**

**BE SAFE**  
FOLLOW DIRECTIONS AND SAFETY PROCEDURES

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**BE KIND**  
USE POLITE AND RESPECTFUL TONE AND LANGUAGE

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**BE RESPECTFUL**  
RESPECT ALL PROPERTY - YOURS AND OTHERS'

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**BE RESPONSIBLE**  
OWN YOUR ACTIONS

## Golden West Schoolwide Matrix

THE MUSTANG WAY	BE SAFE	BE KIND	BE RESPECTFUL	BE RESPONSIBLE
ALL SETTINGS	<ul style="list-style-type: none"> <li>•Use equipment properly</li> <li>•Walk in orderly fashion</li> <li>•Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Speak and Act Politely</li> <li>•Be Mindful of Others</li> <li>•Be Inclusive</li> </ul>	<ul style="list-style-type: none"> <li>•Respect property – yours and others'</li> <li>•Use appropriate voice level</li> <li>•Listen to and respect all staff directions</li> </ul>	<ul style="list-style-type: none"> <li>•Take ownership of your actions</li> <li>•Follow the dress code</li> <li>•Keep track of your belongings</li> <li>•Keep all language school appropriate and polite</li> </ul>
BUSES and LOADING ZONES (before and after school)	<ul style="list-style-type: none"> <li>•Walk bikes on/off campus</li> <li>•Stay behind the yellow lines when busses are moving</li> <li>•Use Crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>•Share your seat</li> <li>•Use positive language</li> </ul>	<ul style="list-style-type: none"> <li>•Follow Bus Driver's instructions always</li> <li>•Board and exit the bus in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>•Go directly to your bus line and stay in your section</li> <li>•Listen for your bus number</li> <li>•Walkers go directly home</li> <li>•Riders go directly to front of the school</li> </ul>
COMMON AREAS (QUADS, ALCOVES, SIDEWALKS)	<ul style="list-style-type: none"> <li>•Go directly to your destination</li> <li>•Keep doorways clear</li> <li>•Be aware of your surroundings to avoid mishaps</li> </ul>	<ul style="list-style-type: none"> <li>•Be patient and friendly</li> <li>•Help Each Other</li> <li>•Say, "Excuse me" when passing through congested areas and, "Sorry" in you accidentally bump into someone</li> </ul>	<ul style="list-style-type: none"> <li>•Be polite when passing others and classrooms</li> <li>•Keep your voice levels down so others can learn</li> </ul>	<ul style="list-style-type: none"> <li>•Use the restroom during passing periods</li> <li>•Keep common areas clean</li> <li>•Keep social interactions brief</li> </ul>
CLASSROOMS	<ul style="list-style-type: none"> <li>•Ask permission to leave assigned areas and sign out</li> <li>•Follow directions and safety procedures</li> <li>•Keep backpacks on floor and out of walkways</li> <li>•Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Use polite and respectful language and tone</li> <li>•Respect and celebrate differences</li> <li>•Be an ally</li> <li>•Encourage and help others</li> </ul>	<ul style="list-style-type: none"> <li>•Be prepared and on time</li> <li>•Remove casual head coverings</li> <li>•Stay on task</li> <li>•Keep workspace clean</li> <li>•Maintain a gum-free area</li> <li>•Respect all property – yours and others'</li> </ul>	<ul style="list-style-type: none"> <li>•Own your actions</li> <li>•Complete class assignments on time</li> <li>•Actively Participate</li> <li>•Cell Phones Off</li> <li>•Use technology devices appropriately</li> </ul>
EATING AREAS	<ul style="list-style-type: none"> <li>•Walk to the lunch line</li> <li>•Eat only your own food.</li> <li>•Use chairs and tables appropriately</li> <li>•Handle Food Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Invite others to sit with you</li> <li>•Make room for others</li> <li>•Be friendly</li> </ul>	<ul style="list-style-type: none"> <li>•Wait your turn in line patiently</li> <li>•Use good manners.</li> <li>•Clean up your area.</li> <li>•Remove casual head coverings indoors</li> </ul>	<ul style="list-style-type: none"> <li>•Keep food and drink in eating areas.</li> <li>•Throw away all trash into appropriate bins</li> </ul>
BATHROOMS	<ul style="list-style-type: none"> <li>•Use sink area appropriately</li> <li>•Wash hands</li> <li>•Put all trash in trashcans</li> </ul>	<ul style="list-style-type: none"> <li>•Be mindful of others</li> </ul>	<ul style="list-style-type: none"> <li>•Respect privacy and dignity of others</li> </ul>	<ul style="list-style-type: none"> <li>•Go – flush – wash – leave</li> <li>•Report bathroom issues to an adult</li> </ul>
STUDENT ACTIVITIES /ASSEMBLIES	<ul style="list-style-type: none"> <li>•Enter/Exit in an orderly manner</li> <li>•Honor boundaries of the field and playing areas</li> </ul>	<ul style="list-style-type: none"> <li>•Promote School Spirit</li> <li>•Demonstrate good sportsmanship</li> <li>•Be a good Mustang representative</li> </ul>	<ul style="list-style-type: none"> <li>•Listen and be attentive</li> <li>•Clap and cheer appropriately</li> <li>•Honor rules and goals of the activity</li> </ul>	<ul style="list-style-type: none"> <li>•Listen and follow all staff directions</li> <li>•Be in charge of your own actions</li> </ul>
LOCKER ROOMS/ GYM/ FIELDS	<ul style="list-style-type: none"> <li>•Keep hands and feet to yourself</li> <li>•Sit on benches</li> <li>•Open doors carefully</li> </ul>	<ul style="list-style-type: none"> <li>•Be mindful of others</li> <li>•Use kind and appropriate language</li> <li>•Practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>•Respect everyone's privacy and property</li> <li>•This is a food/drink/ gum-free area</li> <li>•Be a team player- encourage others</li> </ul>	<ul style="list-style-type: none"> <li>•Keep walkways clear of belongings</li> <li>•Use equipment properly</li> <li>•Change – lock – leave</li> <li>•Use your own locker</li> </ul>
OFFICE MAIN AND COUNSELING	<ul style="list-style-type: none"> <li>•Follow procedures and staff directions</li> <li>•Open doors carefully</li> </ul>	<ul style="list-style-type: none"> <li>•Be patient</li> <li>•Greet others</li> </ul>	<ul style="list-style-type: none"> <li>•Wait quietly</li> <li>•Be attentive to information and conversations</li> <li>•Use polite language/tone</li> </ul>	<ul style="list-style-type: none"> <li>•Have a purpose</li> <li>•Honor privacy and confidentiality</li> </ul>
LIBRARY and COMPUTER LABS	<ul style="list-style-type: none"> <li>•Place backpacks in cubbies</li> <li>•Walk to your seat</li> <li>•Push in your chair</li> </ul>	<ul style="list-style-type: none"> <li>•Share tables</li> <li>•Encourage and help each other</li> </ul>	<ul style="list-style-type: none"> <li>•Speak quietly</li> <li>•Ask permission to print</li> <li>•This is a food/drink/ gum-free area</li> <li>•Stay away from surrounding classrooms</li> </ul>	<ul style="list-style-type: none"> <li>•Care for your books appropriately</li> <li>•Use computers for school related purposes</li> <li>•Report problems/damage to an adult</li> </ul>



Local & National Crisis Resources

If you need information on Suicide Prevention please click on the following website:

<https://www.cde.ca.gov/ls/mh/suicideprevres.asp>

Local Crisis Resources		
<b>Solano Behavioral Health Line</b>	24/7 Screenings & resources for Mental Health	<b>(800) 547-0495</b>
<b>David Grant Medical Center</b>	24/7 Emergency Room for Tricare military dependents	<b>(707) 423-3000</b>
<b>Solano Crisis Stabilization Unit</b>	24/7 Acute care unit for individuals with no insurance	<b>(707) 428-1131</b>
<b>Kaiser Permanente Insurance</b>	24/7 Emergency Room for Kaiser subscribers	<b>(707) 624-4000</b>
<b>Kaiser Financial Services Office</b>	May be able to help reduce the costs of ER co-pay	<b>(707) 624-1154</b>
<b>Safequest Solano</b>	24/7 Confidential crisis line for sexual assault, human trafficking, domestic violence, and teen dating violence	<b>(866) 487-SAFE</b>
<b>NAMI Solano (non-crisis)</b>	Provides support groups for families with mental illness	<b>(707) 422-7792</b>
<b>Solano Pride Center</b>	Provides LGBTQ individual, child, & group counseling	<b>(707) 389-4520</b>
National Crisis Resources		
<b>Boys Town National Hotline</b> 24/7 Crisis hotline for teen boys AND girls		<b>(800) 448-3000</b>
<b>California Youth Crisis Line (ages 12-24)</b> 24/7 Crisis intervention counseling and resources		<b>(800) 843-5200</b>
<b>Crisis Text Line</b> 24/7 Suicide prevention text line		<b>Text "Home" to 741-741</b>
<b>Lifeline for Deaf &amp; Hard of Hearing</b> 24/7 Suicide prevention for people with hearing loss		<b>(800) 799-4889</b>
<b>Military Crisis Line</b> 24/7 Support for military dependents		<b>(800) 273-8255 (Press 1) or Text "Help" to 838-255</b>
<b>Trans Lifeline</b> 24/7 Emotional support for trans people in crisis		<b>(877) 565-8860</b>
<b>Trevor Lifeline LGBTQ Support</b> 24/7 Crisis intervention and suicide prevention		<b>(866) 488-7386</b>
<b>Trevor Text Line</b> 24/7 Crisis intervention and suicide prevention		<b>Text "Start" to 678-678</b>
<b>National Suicide Prevention Lifeline</b> 24/7 Suicide prevention hotline		<b>988</b>
<b>National Runaway Safeline</b> 24/7 Support and help for runaway teens		<b>(800) RUN-AWAY</b>
<b>Blackline Crisis (check website for hours)</b> Peer support and counseling for BIPOC		<b>(800) 604-5841</b> <a href="http://www.callblackline.com">www.callblackline.com</a>
<b>NAMI Helpline (10am-10pm PST)</b> Support for families with mental health conditions		<b>(800) 950-NAMI</b>
<b>National Parent Helpline (Mon-Fri 10am-7pm PST)</b> Emotional support for parents from trained advocates		<b>(855) 4A-PARENT</b>
<b>NON-Crisis Teen Text Line (6pm-10pm PST)</b> Trained teenagers helping teens		<b>(800) 852-TEEN</b> <b>Text "Teen" to 839-863</b>

8.10.22

## ABSENCES AND ATTENDANCE

Students who are on time to class and attend school regularly have been shown to be more successful in school, which develops behaviors that contribute to life-long success.

**Tardy Policy:** Arriving to class on time is important. Students must be in their seat and ready to work as the bell rings. Consequences will be assigned for tardies.

By state law, if your student arrives 30 minutes late, they are considered truant. 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. Emergency medical appointments. **Routine medical, dental, optical, or chiropractic appointments made during school hours are strongly discouraged.** Please bring in an excusal note from the doctor or dentist if you miss school.
3. Attendance at funeral services for a member of the immediate family
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
4. Jury duty • Quarantine • Illness or Medical Appointment of Student's Child
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: Appearance in court • Attendance at a funeral service • Observation of a holiday or ceremony of his/her religion • Attendance at religious retreats not to exceed four hours per semester • Attendance at an employment conference • Family time surrounding military need
6. 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 3 days of returning to school. **After 3 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 must be delivered to the main office before school.
2. Telephone call or email from parent/guardian. **The 24-hour telephone number for contacting the attendance office is: 707-437-8240, option1.**
3. Visit to the student's home. (District initiated)
4. Physician's verification (Required after 10<sup>th</sup> day of absence for illness or med/dent appt during the school year)

**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 and excessive absences will be handled on an individual basis including letters, phone calls and conferences, prior to referrals to the Student Attendance Review Board.
- Our automated student messenger system makes daily calls when your student is marked absent from a class. If you receive a call from the system, please call to clear the absence within 72 hours using our **message line @ 707-437-8240 ext. 7243**.
- We also use *Attention 2 Attendance* to generate letters for students with excessive absences.

**Make-Up Work:** A student with an excused absence from school shall be allowed to complete needed assignments/work missed during the absence and, upon satisfactory completion, be given credit. **A student's grades may be affected by unexcused absences** in accordance with Board Policy 5113.

- 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 student missed during the absence.
- **Homework requests will not be sent out to teachers until the student has been out more than two days. However, parents may email a request directly to the teacher.**
- Students are encouraged to look at teacher websites or check the **Home2School** site.
- Pursuant to Education Code Section 48205, a student 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.

**Appointments/Leaving School Early:** Golden West is a closed campus. Students may not leave the school grounds during the school day without permission from an authorized staff member. Adults who take students out of school **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 emergency card. *Parents are encouraged to call the attendance office ahead of time when needing to pick up a student prior to dismissal. We will do our best to have the student in the office.*

## 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.

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 3.57 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.

## ***BULLYING/CYBERBULLYING***

We take each and every case seriously and do our best to resolve the situation. The word 'bully' is serious and not to be taken lightly, but it gets thrown around frequently. There is a difference between conflict and bullying. Conflict is a disagreement between two or more people and can be resolved quickly with mediation. Many times, conflict situations go away and don't reoccur when it is ignored or left alone. Bullying is similar, but the acts are intentional, **repeated** forms of aggression focused on a particular target and thrive on an imbalance of power.

When students have a conflict or potential bullying situation, we ask them to:

- Communicate their concerns with their families.
- Inform the school through our Incident Reporting System (forms in office)
- Meet with Assistant Principal, Counselor, Solution Team coach or School Resource Officer to help resolve the issue.

## **CELL PHONES**

**Student use of cell phones is not permitted during instructional hours. Phones are to be turned off and put away while inside the school gates. (Governing Board Policy: AR 5131)**

- If students need information from their phone, they must report to the office and request permission from the office staff to use their phone.
- 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 use the phone in the main office when they need to make a call for a reasonable reason such as contacting a parent.**

## **DISCIPLINE/CONSEQUENCES**

Parents/guardians are not always notified for a minor infraction. If a student receives detention, it may be at lunchtime, for the entire period, or after school, for one hour. If a student does not attend, he/she may be assigned additional detentions or suspension. Students must follow directions on the discipline paperwork.

**Process of Discipline:** It is important to treat all students fairly. Therefore, procedures are followed consistently and do not violate individual rights guaranteed to students, including the right of due process. All students have the right to participate fully in the educational process, free from discrimination and harassment. If there are questions about procedures and processes, please contact the Golden West Administration Office @ 707-437-8240.

**Detention:** Teacher detention: Students may be assigned a lunch detention or up to a 60 minutes after school detention (with parents notified 24 hours in advance). Parents will always be notified when their student is assigned detention. If a student does not attend an assigned detention, the parent is contacted by the assigning teacher and the matter is referred

to the school administration for additional disciplinary consequences.

**Administrative detention:** Students may be assigned 1-5 days lunch detention or up to 60 minutes after school detention based on where the incident falls in the discipline matrix for that student. The student is required to have a parent/guardian sign the detention slip & return it to the office. Students are allowed to eat lunch. School lunches are available during lunch detention. **It is the parent's responsibility to coordinate transportation when a student is assigned after-school detention.**

#### **48900.5. Other Means of Correction**

(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069.7. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

**Class 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. Teachers may request parental attendance for a case in which significant behavioral improvement is necessary.

- **IHS Program:** An alternative to at-home suspension, the student is placed on site (based on availability). Administration will determine when this option is available.
- **Home Suspension:** Students may be removed from school from 1 to 5 days by an administrator. An **Administrative Hearing** is required if a student is suspended for 5 days. 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.

**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 student 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.

**Social Restriction:** This is the loss of the privilege to attend or participate in specific school events.



## Dress Code:

Our goals are to promote a safe and positive learning environment. Apparel (clothing, jewelry, and accessories) that disrupts or distracts from the learning environment is not permitted.

Guidelines:

- Student dress shall be safe and appropriate.
- Footwear must be worn at all times.
- Students must wear shirts at all times.
- Articles of clothing which display profanity, obscenity, vulgarity, weapons, any other questionable printing; slogans which promote tobacco, alcohol, drugs, or sex, or materially interfere with schoolwork, or create disorder, or disruption in the educational process, are not allowed.
- Shirts must cover the stomach and chest.
- Apparel that is see-through, strapless, backless, or with extended drop armholes may not be worn to school.
- Clothing must cover buttocks completely at all times.
- No “sagging” pants (pants must be secure at the waist) or “hanging” belts.
- Any clothing/accessory determined to be a safety issue by administration will be disallowed.
- Apparel related to gangs is forbidden (see details below)
- Hats, hood or sunglasses in the classroom are disallowed indoors.
- Gang Symbols/Clothing/Accessories
- Clothing, jewelry, accessories, symbols, hairstyles, hair bands, wristbands, lettering, colors, notebooks, drawings or other adornments which displays, promotes, advertises, suggests, supports or encourages membership in or affinity for gangs is prohibited. The “flashing” of colors or gestures is not allowed. Clothing, backpacks, shoes, laces, make-up and other adornment may not demonstrate or suggest gang-related symbols or colors.
- This policy shall be applied at the discretion of the administration. Because symbols of gang affiliation change, school officials will work with the Fairfield Police to update the definition and enforcement of gang-related items and colors.

Consequences for not following the dress code are as followed:

	First Violation	Second Violation	Third Violation
Dress Code Violation	Change of clothes, warning	Change of clothes; 1 day detention	Change of clothes, Administrative Discretion

## EIGHTH GRADE PROMOTION AND INTERVENTION

### End of Year Activities (promotion ceremony and field day):

- Any student suspended for multiple days during the 4<sup>th</sup> quarter is ineligible for end of year activities.

**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.

## 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 extracurricular/co-curricular activities at Golden West Middle School, 7<sup>th</sup> & 8<sup>th</sup> grade students must meet these requirements:***

- Students must maintain a “C” average or better, overall and have no more than one “F” on his/her most recent quarterly report card. (1<sup>st</sup> progress report is used to determine fall eligibility)
- 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 expected standard.
- During the period of ineligibility, a student may practice but not participate or travel with the group.

### **Physicals and other Paperwork**

Students must submit a Sports Packet if they wish to participate in After School Athletics. The packet includes a form for a physical to be filled out by a doctor and two forms that must be filled out by a parent. Students only need to submit this once during the school year.

### **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 apply.

**Dances:** Dances are scheduled periodically throughout the year.

- 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.
- 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.*

**Spectators:** Students are encouraged to stay to watch sporting events.

- Students must leave on the activity bus unless they are with a parent/guardian.

**FORBIDDEN AND BANNED ITEMS AT GWMS:** Do not bring to school or possess any of the items listed below:

- Aerosol deodorants, colognes, or perfumes
- Bouquets, balloons and flower arrangements-*any delivery of said items will be denied*
- Drugs or alcohol
- Poppers, stink bombs, smoke and firecrackers, firearms, weapons, and pepper spray
- Gum
- Glass bottles
- Knives of **ANY** type, including toy (*\*see the note below*)
- Laser pens and pointers (*It is against the law to carry these on campus*)
- Tobacco or Electronic tobacco products, lighters or matches
- Permanent markers (teacher requested only), liquid white out, or Superglue
- Scooters, skates, or roller blades.
- Slam books
- Soda larger than 20 ounce bottle
- Spray paint, silly string, water guns/balloons, cap guns, or caps
- Playing cards or dice

**Unauthorized Selling:** Students may not sell products from outside sources on campus. Items will be confiscated and returned to parent/guardian. Continued selling will result in discipline consequences.

**\*Every year, there are students who unknowingly bring small pocket knives or toy guns to school, often left over from a weekend hike or an activity outside of school. Even though the intent is harmless, these may be expellable offense. Please make sure that you NEVER bring any knife or toy gun to school.**

**MEALS: For cost, see district website.**

- **Breakfast** is served during the 15 minutes before first period.
- **Lunch** is served daily and students may purchase hot lunch or ala carte items.
- **Free and reduced meals** are available for eligible students. Free and reduced meal forms are available in the counseling office and must be completed and updated at the beginning of each year.
- Our school and district uses a **prepayment program** in which students may pay ahead of time for meals and establish an individual account. Students may deposit money to their account in the Counseling Office. Cash or checks are accepted and change is not provided. On line deposits into **my school bucks** take up to 48 hours to be processed. Student PIN numbers are used at the breakfast and lunch check out. More information is available by calling the food service office at 707-437- 4604, ext. 1217.

## **PARENT INVOLVEMENT**

**Parent Information:** The Travis Unified School District offers parents **Aeries Parent Portal** 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 Aeries Parent Portal.

- All parents will receive procedural guidelines for the Aeries grade book **Aeries Parent Portal** at Back to School night or the following day.
- Please contact Travis Information Services for technical questions at <https://www.travisusd.org/Domain/1760>.

For specific questions about your student's records or to update your telephone number or email address, please contact your child's school @ 437-8240.

**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 fundraising projects that provide various support such as transportation for competitions and purchase of instruments and uniforms.

**School Site Council** meets after school on a regular basis. The council updates and helps in the development of the Safe School Plan, which includes disaster preparations. It also reviews on a yearly basis the Parental Involvement Policy, the Anti-Bullying Policy and the Parent School Compact. They may also help determine parent involvement and support programs. Parents and staff are elected to positions by their peer groups. The committee is composed of staff, students, and parents.

**PBIS Committee** meets after school safety, PBIS, curriculum, and school discipline policies and implementation. There will be reports monthly in staff meetings.

**STUDENT PLANNER:** At the beginning of school all students are provided a student planner (replacement cost \$5.00 if available).

- Students and parent/guardians are expected to review the information within the planner pages. *Student planners are an important part of student organization and school/home communication.*
- Students are expected to write the agenda for each class and all assignments in their planner.

Damage To &/or Missing:	Description of Damage or Missing Item:	Assessment – Fine or Replacement Cost:
1. Page:	marks, writing, torn, or missing (minor)	\$1.00 per Page
2. Page:	Liquid/Water Damage:	\$20.00
3. Barcode:	missing or damaged	\$5.00 to replace
4. Edge:	marks or writing	\$10.00
5. Cover:	marks, writing, scratches	\$10.00
6. Corners:	chewed	\$20.00
6. Cover:	bent, torn, or missing	\$30.00 cost for rebinding
7. Lost:	lost	Replacement Cost of text
8. Unusable:	Stained, mildewed, burned, or destroyed – damaged beyond use:	Replacement Cost of text
9. Lost/Found	lost and paid, found and returned usable	Full refund with receipt within one year

### TEXTBOOK DAMAGE/LOST POLICY

Damage To &/or Missing:	Description of Damage or Missing Item:	Assessment – Fine or Replacement Cost:
1. Page:	marks, writing, torn, or missing (minor)	\$1.00 per Page
2. Page:	Liquid/Water Damage:	\$20.00
3. Barcode:	missing or damaged	\$5.00 to replace
4. Edge:	marks or writing	\$10.00
5. Cover:	marks, writing, scratches	\$10.00
6. Corners:	chewed	\$20.00
6. Cover:	bent, torn, or missing	\$30.00 cost for rebinding
7. Lost:	lost	Replacement Cost of text
8. Unusable:	Stained, mildewed, burned, or destroyed – damaged beyond use;	Replacement Cost of text
9. Lost/Found	lost and paid, found and returned usable	Full refund with receipt within one year

Board Policy:

The Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

(cf. [1312.2](#) - Complaints Concerning Instructional Materials), (cf. [1312.4](#) - Williams Uniform Complaint Procedures), (cf. [3260](#) - Fees and Charges), (cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

## Golden West Middle School Discipline Guidelines 2023-2024

**This Matrix is a guideline only when addressing student's violation(s) of school and district rules.  
Be advised all disciplinary actions may be subject to administrative discretion.**

### Minor Incidents

Violation	Description of violation	Discipline for 1st offense	Discipline for 2nd offense	Discipline for 3rd offense
<b>Banned Items</b>	Bringing items to school that are not allowed on campus. Items include electronic devices (may affect sports eligibility)	Other means of correction	Item confiscated and returned to parent; after school detention.	Item confiscated and returned to parent 2-3 days of detention.
<b>Bus</b>	Misbehavior on bus	Other means of correction	Conference with student, misconduct notice issued by the transportation dept.	Serious incidents will be referred to the school for appropriate consequences.
<b>Cell Phones</b>	Cell phones are to be put away, and turned off during the school day unless a teacher explicitly instructs students to use it for educational purposes.  Using cell phones during the school day for photos or recording students or staff members is not allowed.	Other Means of correction:  Student warning, put cell phone away	Confiscate; Parent notification and 1 lunch detention, return at end of the period	Confiscate, Parent must claim, 2-3 days of detention  <i>Any further infraction will require daily check in and out of technology.</i>
<b>Cheating/ Academic Dishonesty/ Plagiarism</b>	Violating rules dishonestly, as on an exam, school project and/or homework assignment, using the work of others and claiming it as own	Other means of correction	Loss of grade earned on assignment at teacher discretion; parent contact by teacher	Loss of grade earned on assignment at teacher discretion; parent contact by teacher or admin
<b>Cutting Class/School</b>	Leaving class or school during the school day without permission	Other means of correction	Conference with student, After School detention	Conference with student, 2-3 days of detention.

<b>Detention- No Show</b>	Any student who does not show to an assigned detention.	Other means of correction	Double detention and parent contact	Double detention and parent contact
<b>Dishonesty/ Lying</b>	Lie, dishonesty, defraud or deceiving a student, staff member, volunteer, and/or visitor	Other means of correction	Detention, parent contact	Detention, parent contact
<b>Disruption/ Defiance/ Disrespect</b>	Refusing to comply with reasonable requests of any school personnel	Other means of correction	1-2 days detention	3-5 days detention
<b>Horseplay (Regardless of who started it.)</b>	Any hands-on behavior for "fooling around," "just kidding," "joking" or any other similar hands-on behavior	Other means of correction	1-3 detentions	3-5 detentions
<b>Profanity (Spoken or Written)</b>	Profanity, vulgarity, obscenity- making statements, to another student. Includes but not limited to the use of profanity, vulgarity, obscenity, name calling and threats involving taunts, slurs or demeaning insults	Other means of correction	1-2 detentions	3-5 detentions
<b>Selling Items</b>	Selling unauthorized items such as candy, gum, etc.	Other means of correction: Confiscation of items and education of student	Confiscation of items and/or money collected, detention	Confiscation of items and/or money collected, suspension
<b>Tardies</b>  <i>Tardies in any combination of periods</i>	Arriving tardy to class or not being in assigned seat at the beginning of class. Students who are late 30 minutes or more, 3 times during the school year may be deemed truant	Other means of correction	3 tardies = 1 lunch detention  6 tardies = 2 lunch detentions	9 tardies = 1 after school detention

### Major Incidents

<b>Violation</b>	<b>Description of violation</b>	<b>Other Means of Correction as Appropriate</b>	<b>Discipline for 1st offense</b>	<b>Discipline for 2nd offense</b>	<b>Discipline for 3rd offense</b>
<b>Alcohol</b>	Possessing, consuming or selling alcoholic beverages	<b>Other Means of Correction as Appropriate</b>	5 days suspension, possible police intervention	5 days suspension, possible police intervention, possible expulsion	5 days suspension, police intervention, possible expulsion
<b>Computer</b>	Inappropriate computer usage as stated in the student technology agreement signed by all students	<b>Other Means of Correction as Appropriate</b>	Conference with student, possible loss of technology privileges, detention, or possible suspension	Conference with student, possible loss of technology privileges, detention, and/or possible suspension	Conference with student, loss of technology privileges, detention, and/or suspension

<b>Cyberbullying</b>	Bullying committed by means of an electronic act directed specifically toward pupil or school personnel <i>(Discipline depends on severity of infraction)</i>	<b>Other Means of Correction as Appropriate</b>	Staff member intervention, possible detention, possible suspension, and parent contact by staff member	1-5 days detention; 1-day suspension	1-5 days suspension
<b>Drugs</b>	Drugs - possessed, used, sold, furnished or under the influence. Drugs - offered, arranged, negotiated to sell any controlled substance or substance represented as a controlled substance	<b>Other Means of Correction as Appropriate</b>	Other means of correction: TUPE Class or 5 days suspension, police intervention, possible expulsion	3-5days suspension, police intervention, possible expulsion	3-5days suspension, police intervention, possible expulsion
<b>Drug Paraphernalia</b>	Drug paraphernalia - possessed, offered, arranged, negotiated to sell	<b>Other Means of Correction as Appropriate</b>	Other means of correction: TUPE Class or 5 days suspension, police intervention, possible expulsion	3-5days suspension, police intervention, possible expulsion	3-5days suspension, police intervention, possible expulsion
<b>Forgery</b>	Fraudulently using the signature or initials of another student, staff member, or parent	<b>Other Means of Correction as Appropriate</b>	1-5 days detention if not related to penal code (minor incident)	1-3 suspension if related to penal code, possible police involvement (major incident)	3-5 days suspension if related to penal code, possible police involvement (major incident)
<b>Fighting/ Physical Assault</b>	Inflicting physical harm INCLUDING retaliation or self-defense	<b>Other Means of Correction as Appropriate</b>	1-3 days suspension, possible police intervention, possible recommendation for expulsion	3-5 days suspension, police intervention, possible recommendation for expulsion	5 days suspension, police intervention, possible recommendation for expulsion
<b>Gambling</b>	Wagering money or engaging in games of chance	<b>Other Means of Correction as Appropriate</b>	1-3 detentions	3-5 days detention, possible police intervention	Suspension, possible police intervention
<b>Harassment, Bullying, or Making Threats</b>	Disruption, disorder or invasion of a pupil's rights by creating an intimidating or hostile educational environment. Or profanity, vulgarity, obscenity- making statements, <b>threatening injury</b> to another person. Includes but not limited to the use of profanity, vulgarity, obscenity, name calling and threats involving taunts, slurs or demeaning insults	<b>Other Means of Correction as Appropriate</b>	Staff member intervention, detention or possible suspension, and parent contact by staff member	Suspension, possible police intervention	Suspension, police intervention, possible expulsion

<b>Hate Violence</b>	Interference with the rights/privileges due to a person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation or due to a perception of one of those characteristics (this includes posters, leaflets, writings, insults, defacing of property, etc.)	<b>Other Means of Correction as Appropriate</b>	1-3 days suspension	3-5 days suspension	5 days suspension
<b>Sexual Assault and Battery</b>	Unwanted sexual contact by a person or group upon another person who does not wish to engage.	<b>Other Means of Correction as Appropriate</b>	5 days suspension, police intervention	5 days suspension, police intervention	5 days, police intervention, possible expulsion
<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature considered to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance, or to create an intimidating, hostile or offensive educational environment	<b>Other Means of Correction as Appropriate</b>	1-3 days suspension	3-4 days suspension	5 days suspension
<b>Theft/Burglary</b>	Receiving, in possession of, taking or attempting to take the property of others. Unlawful entry to commit theft.	<b>Other Means of Correction as Appropriate</b>	1-2 days suspension	3-4 days suspension	3-5 days suspension
<b>Tobacco including vaporizers/e-cigarettes</b>	Possession or use of tobacco or tobacco products on school property or at any school activity	<b>Other Means of Correction as Appropriate</b>	Other Means of Correction: TUPE Class	1-3 days suspension if not attending the TUPE Class	3-5 days suspension if not attending TUPE Class
<b>Vandalism/ Graffiti</b>	Damaging or attempting to damage school, staff, student property, graffiti, vandalism	<b>Other Means of Correction as Appropriate</b>	1-5 detentions or 1-day suspension; restitution	1-3 days suspension; restitution	3-5 days suspension; restitution
<b>Weapons</b>	Possession of weapons or items used as weapons such as knives, guns, dangerous objects, imitation, or replica of weapons	<b>Other Means of Correction as Appropriate</b>	5 days suspension, police intervention, possible expulsion	5 days suspension, police intervention, possible expulsion	5 days suspension, police intervention, possible expulsion

\*Please note that a suspension from class is equivalent to a suspension from school.