



Golden West Middle School

2025-2026

Planner

2651 DeRonde Dr.
Fairfield, Ca 94533
707-437-8240

Attendance Office

707-437-8240

Option 1, 24 Hour Message Line

Front Office

707-437-8240 ext 7239

Counseling Office

707-437-8240 ext 7149

School Website

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.

Welcome to the 2025-2026 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-emotional 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 Planner is a useful tool. The regular use of the planner 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.

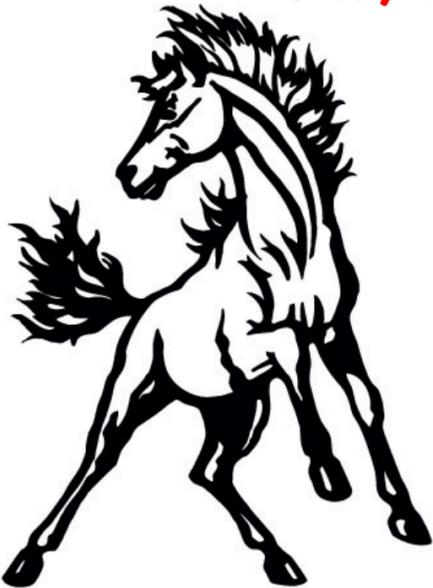
We encourage you to use this information to support your academic efforts.

Additional information about our school can be located on our school website:

<https://goldenwest.travisusd.org/families/student/student-handbook>

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

Golden West Middle School Administrative Team



The Mustang Way

Be Safe
Follow directions and safety procedures

Be Kind
Use polite and respectful tone and language

Be Respectful
Respect all property- yours and others

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



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

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 10th 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 ask an adult for permission.
- 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 or counseling office when they need to make a call for a reasonable reason such as contacting a parent.**

New Policies 2025-2026

Artificial Intelligence (AI):

- Artificial intelligence may be used as an academic tool under the direction of a teacher as appropriate for the students' age. Uses of Artificial Intelligence that violate the Academic Integrity or other school policies may result in academic or disciplinary consequences

Wearable Technology(Smartwatches, etc.):

- Wearable Technology (including but not limited to Google Glasses, Smartwatches, etc) shall be used only in accordance with school and district policies and should not disrupt the learning of others. Inappropriate use will be addressed through the appropriate policy violation.

Prohibition of Video/Audio Recording and Photography on Campus:

- Audio/video recording and photography without the express permission of those being recorded/photographed is prohibited. Students will not contribute to a disruptive or unsafe environment, therefore video/audio recording or photographing of a fight or altercation (with or without public dissemination) may result in disciplinary action.

DISCIPLINE/CONSEQUENCES

Parents/guardians are not always notified for a minor infraction. If a student receives reflection, 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 reflections 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.

Teacher Structured Assignment Time: Students may be assigned a lunch structured assignment time or up to a 60 minutes after school structured assignment time (with parents notified 24 hours in advance). Parents will always be notified when their student is assigned structured assignment time. If a student does not attend an assigned structured assignment time, the parent is contacted by the assigning teacher and the matter is referred to the school administration for additional disciplinary consequences.

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

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 extracurricular 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 the 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, hoods or sunglasses are disallowed indoors, including in the classrooms.
- 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 reflection	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 4th 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 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, 7th & 8th 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. (1st 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.
- 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 at 707-437-8240

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.

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 missinn (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
7. Cover:	bent, torn, or missing	\$30.00 cost for rebinding
8. Lost:	Lost	Replacement Cost of Text
9. Unusable	Stained, mildewed, burned, or destroyed-damage beyond use	Replacement Cost of Text
10. Lost/Found:	lost and paid, found and returned usable	Full refund with receipt within one year.

Bell Schedules			
	Regular Day	Common Planning Day	Minimum Day
Breakfast	8:55 – 9:10	10:10 - 10:25	8:55 – 9:10
Period 1	9:14 – 10:05	10:29 - 11:10	9:14 – 9:51
Period 2	10:09– 10:58	11:14 - 11:50	9:55 – 10:31
Period 3	11:02 – 11:51	11:54 - 12:30	10:35 – 11:11
Period 4a Class	11:55 – 12:44	12:34 - 1:10	11:15 – 11:51
Period 4a Lunch	11:51 – 12:21	12:30 – 1:00	NA
Period 4b Lunch	12:44 – 1:14	1:10 - 1:40	NA
Period 4b Class	12:25 – 1:14	1:04 - 1:40	11:15 – 11:51
Period 5	1:18 – 2:07	1:44 - 2:20	11:55 – 12:31
Period 6	2:11 – 3:00	2:24 – 3:00	12:35 – 1:10

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 2025-2026

This matrix is a guideline only when addressing students' violation(s) of school district rules and 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
Banned Items	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 reflection.	Item confiscated and returned to parent 2-3 days of reflection.
Bus	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.
Cell Phones, Headphones (all styles),	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	Confiscate; Parent notification and 1 lunch reflection, return at end of the period	Confiscate, Parent must claim, 2-3 days of reflection. <i>Any further infraction will require daily check in and out of technology.</i>
Computer	Inappropriate computer usage as stated in the student technology agreement signed by all students	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
Cheating/ Academic Dishonesty/ Plagiarism	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	Conference with student, After School reflection	Conference with student, 2-3 days of reflection.
Cutting Class/ School	Leaving class or school during the school day without permission	Other Means of Correction	Double reflection and parent contact	Double reflection and parent contact
Dishonesty/ Lying	Lie, dishonesty, defraud or deceiving a student, staff member, volunteer, and/or visitor	Other Means of Correction	Reflection, parent contact	Reflection, parent contact
Disruption/ Defiance/ Disrespect	Refusing to comply with reasonable requests of any school personnel	Other Means of Correction	1-2 days reflection	3-5 days reflection
Horseplay (Regardless of who started it)	Any hands-on behavior for "fooling around," "just kidding," "joking" or any other similar hands-on behavior	Other Means of Correction	1-3 reflection	3-5 reflection
Profanity (Spoken or Written)	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 reflection	3-5 reflection
Selling Items	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, reflection	Confiscation of items and/or money collected, suspension
Tardies Tardies in any combination of periods	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 reflection 6 tardies = 2 lunch reflection	9 tardies = 1 after school reflection

Major Incidents

Violation	Description of Violation	Other Means of Correction as Appropriate	Discipline for 1st offense	Discipline for 2nd offense	Discipline for 3rd offense
Alcohol	Possessing, consuming or selling alcoholic beverages	Other Means of Correction as Appropriate	5 days suspension, possible police intervention	5 days suspension, possible police intervention, possible expulsion	5 days suspension, police intervention, possible expulsion
Computer	Inappropriate computer usage as stated in the student technology agreement signed by all students	Other Means of Correction as Appropriate	Conference with student, possible loss of technology privileges, reflection, or possible suspension	Conference with student, possible loss of technology privileges, reflection, and/or possible suspension	Conference with student, loss of technology privileges, reflection, and/or suspension
Cyberbullying	Bullying committed by means of an electronic act directed specifically toward pupil or school personnel (<i>Discipline depends on severity of infraction</i>)	Other Means of Correction as Appropriate	Staff member intervention, possible reflection, possible suspension, and parent contact by staff member	1-5 days reflection; 1-day suspension	1-5 days suspension
Drugs	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	Other Means of Correction as Appropriate	Other means of correction: TUPE Class or 5 days suspension, police intervention, possible expulsion	3-5 days suspension, police intervention, possible expulsion	3-5 days suspension, police intervention, possible expulsion
Drug Paraphernalia	Drug paraphernalia - possessed, offered, arranged, negotiated to sell	Other Means of Correction as Appropriate	Other means of correction: TUPE Class or 5 days suspension, police intervention, possible expulsion	3-5 days suspension, police intervention, possible expulsion	3-5 days suspension, police intervention, possible expulsion
Forgery	Fraudulently using the signature or initials of another student, staff member, or parent	Other Means of Correction as Appropriate	1-5 days reflection 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)
Fighting/ Physical Assault	Inflicting physical harm INCLUDING retaliation or self-defense	Other Means of Correction as Appropriate	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
Gambling	Wagering money or engaging in games of chance	Other Means of Correction as Appropriate	1-3 reflection	3-5 days reflection, possible police intervention	Suspension, possible police intervention

Violation	Description of Violation	Other Means of Correction as Appropriate	Discipline for 1st offense	Discipline for 2nd offense	Discipline for 3rd offense
Harassment, Bullying, or Making Threats	Disruption, disorder or invasion of a pupil's rights by creating an intimidating or hostile educational environment. Or profanity, vulgarity, obscenity- making statements, threatening injury to another person. 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 as Appropriate	Staff member intervention, reflection or possible suspension, and parent contact by staff member	Suspension, possible police intervention	Suspension, police intervention, possible expulsion
Hate Violence	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.)	Other Means of Correction as Appropriate	1-3 days suspension	3-5 days suspension	5 days suspension
Sexual Assault and Battery	Unwanted sexual contact by a person or group upon another person who does not wish to engage.	Other Means of Correction as Appropriate	5 days suspension, police intervention	5 days suspension, police intervention	5 days, police intervention, possible expulsion
Sexual Harassment	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	Other Means of Correction as Appropriate	1-3 days suspension	3-4 days suspension	5 days suspension
Theft/Burglary	Receiving, in possession of, taking or attempting to take the property of others. Unlawful entry to commit theft.	Other Means of Correction as Appropriate	1-2 days suspension	3-4 days suspension	3-5 days suspension
Tobacco including vaporizers/e-cigarettes	Possession or use of tobacco or tobacco products on school property or at any school activity	Other Means of Correction as Appropriate	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
Vandalism/ Graffiti	Damaging or attempting to damage school, staff, student property, graffiti, vandalism	Other Means of Correction as Appropriate	1-5 reflection or 1- day suspension; restitution	1-3 days suspension; restitution	3-5 days suspension; restitution
Weapons	Possession of weapons or items used as weapons such as knives, guns, dangerous objects, imitation, or replica of weapons	Other Means of Correction as Appropriate	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.