

Anthony C. Traina PBIS

Student Handbook

A guide for your academic success and well-being.

“Help create a positive school environment”

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Welcome Message

Welcome Students and Parents/Guardians!

We are excited to have you at Anthony Traina! It is going to be a great year. We are dedicated to providing you with a quality education. We are dedicated to helping students flourish in multiple areas while at Anthony Traina School so that students can:

- Make positive, responsible choices
- Learn to have a growth mindset
- Persevere when confronted with challenges
- Be resilient and try again
- Be able to research and analyze information
- Use information to formulate ideas
- Have academic conversations using content knowledge
- Collaborate with peers to extend learning opportunities
- Maneuver through social and emotional situations with respect to others and dignity to self
- Use technology as an academic tool

We can't wait to share new adventures with you, including rallies, dances, sporting events, and much more!

We have created this handbook to help you understand what life is like at Anthony Traina.

Good luck this year!



Staff Commitment

We WILL....

Create academically rigorous learning environments,
provide safe and supportive spaces for students to learn,
prepare students for high school.

Vision Statement and Mission Statement :

Vision Statement: We Strive to be a collaborative, interdependent school district, focused on student learning to meet the mission of the Jefferson School District.

Mission Statement: We take collective responsibility for ensuring all students achieve at high levels.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At Anthony C. Traina, ensuring student safety is one of our top priorities. We want everyone to have a supportive experience here. We work within the framework of Positive Behavior Interventions and Supports (PBIS). The goal of PBIS is to create a positive school environment where students can learn, grow, and develop the social and emotional skills needed for success in both school and life. Because of this, Traina School has adopted three core values:

- ☐ **Show Respect**
- ☐ **Make Good Choices**
- ☐ **Solve The Problem**

Behavioral expectations within these three core values are posted in areas around campus and include specific guidelines for student behavior in each location.

[Anthony Traina School Expectations \(Rules\) Matrix.docxs](#)

Anthony Traina School Expectations Matrix			
SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
SIGNS SAY K-5 6-8	SCHOOL RULES		
SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
Hallways	• Use school-friendly language and tone • Wait your turn • Use respectful volume while in or near learning zones	• Pick up after yourself • Keep hands, feet, and objects to yourself • Walk • Hold all sports equipment	• Report unsafe behavior • Pick up after others • Close exterior doors • Remind others to be quiet
Cafeteria	• Save the Nut Free table for students who need it • Talk at a respectful level • Share space on the cafeteria benches • Sit with your core class	• Pick up after yourself • Eat only your own food • Keep food in the cafeteria • Walk and follow designated lines for purchasing food	• Report spills right away • Report unsafe behavior
Classroom	• Listen attentively • Treat others the way you want to be treated • Follow instructions and directives given by staff	• Be an active participant • Keep hands, feet, and objects to yourself • Try your best • Stay on task	• Be prepared for class • Clean up messes • Help others

Anthony Traina School
Expectations Matrix

SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
Chromebooks / Online (by carts)	• Sign in to Chromebooks using only your account • Use headphones when using sound • Wait for instruction before using Chromebooks (45-degree angle rule when staff is speaking) • Treat Chromebooks with care	• Cell phones need to remain in backpacks • Keep your passwords secret • Stay on task • Carry Chromebooks with two hands • Keep drinks and food away from Chromebooks	• Report unsafe behavior • Report cyberbullying • Report broken Chromebooks • Keep your Chromebook charged
Playground/ Track and Field	• Include everyone • Play away from designated learning zones (Interior and exterior hallways, line outside E and F wing)	• Play safely on the equipment • Wait patiently for your turn • Think before you act • Pick up after yourself	• Report unsafe behavior • Pick up after others • Return borrowed equipment

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Anthony Traina School
Expectations Matrix

SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
Office	• Quiet voices (volume) • Speak respectfully	• Answer questions truthfully • Sit in chairs appropriately • Ask for permission to use the restroom	• State purpose politely • State facts only
Library	• Quiet voices (volume) • Push in chairs • Follow instructions and directives given by staff	• Use place markers • Handle books with care • Pick up after yourself	• Recommend a good book to a friend • Renew or return books on time
Bathroom	• Go, Flush, Wash, Leave • Honor others' privacy • Throw all trash away	• Use the bathroom for intended purposes only • Leave cell phones in your backpack	• Report messes • Report unsafe behavior
Assemblies	• Listen when someone is speaking • Be an engaged participant • Follow instructions and directives given by staff	• Stay in line when entering and exiting • Remain in the staff-assigned area	• Make space for your classmates • Report unsafe behavior
Sporting Events	• Treat visitors in a friendly manner	• Pick up after yourself • Invite someone to sit with you	• Report unsafe behavior

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Anthony Traina School
Expectations Matrix

SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
	- Keep all cheering positive - Show good sportsmanship	- Sit in bleachers or chairs - Refrain from bringing in food and drinks (water ok)	Athletes and fans represent themselves, their families, and Traina
Gym (PE)	- Show good sportsmanship and follow game rules - Encourage others - Follow instructions and directives given by staff	- Play safely - Refrain from bringing in gum, food, and drinks (water ok) - Pick up after yourself	- Report unsafe behavior - Share equipment
E Wing Grass Area	- Use respectful volume around learning zones - Use school-friendly language and tone - Keep hands and personal belongings to yourself	- Refrain from walking through the mud - Hold all sports equipment	- Go directly to your next class - Report unsafe behavior - Remind others to be quiet
Bus	- Follow bus driver's directions - Stay in your seat - Wait calmly for bus in the designated area	- Keep hands and feet to yourself - Save food for home or cafeteria	Report unsafe behavior

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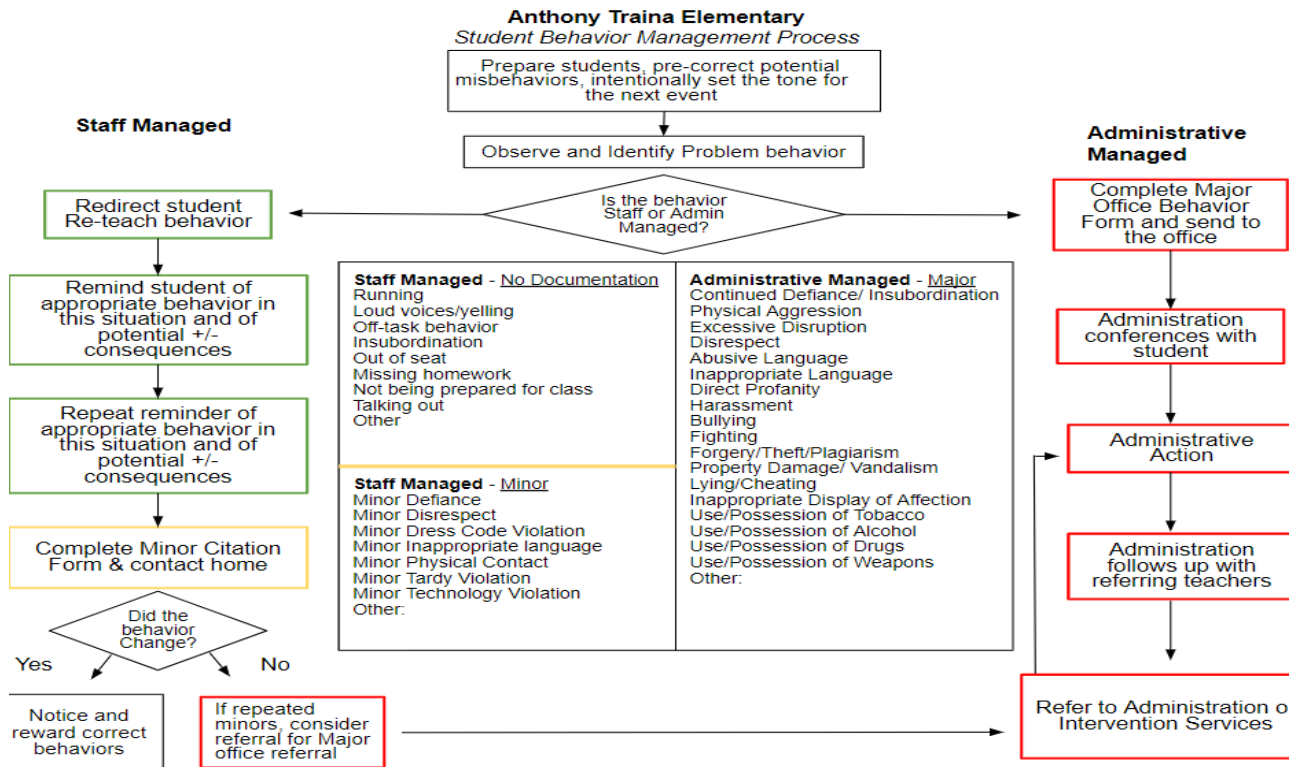
Anthony Traina School
Expectations Matrix

SETTING	SHOW RESPECT	MAKE GOOD CHOICES	SOLVE THE PROBLEM
	Use school-friendly language and tone	Cell phones need to remain in your backpack	
Tiger Store	- Stay in line - Listen to directions - Use respectful volume around learning zones - Have good manners	- Share the space - Pay for your items before you leave - Makes choices quickly	- Know how many tickets you have - Write your name on your tickets
Arrival/Dismissal	- Use school-friendly language and tone - Use respectful volume while in or near learning zones - Allow other students to pass you by	- If you drop something or see some trash, pick it up and discard it - Walk with hands at your side, facing the front - Stick to your spot and always know where you should be.	- Remind others to walk - Make safe choices when entering and exiting school grounds

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Rewards System

Anthony Traina uses a reward system where students can earn Tiger Tickets for displaying behaviors that are **Respectful, Making Good Choices**, and/or **Solving The Problem** while on campus.



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Behavioral Consequences

It is the goal of Anthony Traina to do all we can to keep students in school and to avoid out of school suspensions whenever possible. The PBIS Behavior flow chart identifies the process of how student behaviors are managed.

Available Interventions and Supports

The Traina PBIS support services department (including the Vice Principal, school counselor, and school psychologist) utilizes one on one, small group sessions, and character development curriculum to address the core needs and motivation of the struggling students. The goal is to have students self-reflect, skill-build, and apply their new knowledge in a way that helps them be successful moving forward.

Office Consequences

If the student continues to behave in a way that is not consistent with Traina behavioral expectations and/or doesn't improve after exposure to interventions, it may result in further administrative action including but not limited to the following: *lunch detention, after school detention, in-house suspension, suspension, or expulsion.*

ATTENDANCE

"It takes 3 days to catch up from one missed day of school."

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS
build skills and develop
good habits for showing
up on time



**ELEMENTARY
STUDENTS**
read well by the
end of third grade



HIGH SCHOOLERS
stay on track for
graduation



**COLLEGE
STUDENTS**
earn their degrees



WORKERS
succeed in
their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



Research has confirmed that good attendance has a strong correlation to success in school. Therefore, it is very important that students attend school on a consistent basis.

Jefferson School District closely monitors the attendance of its students to ensure they are safe, receive a quality education and form positive habits.

Additionally, students may not participate in class or club trips if they have more than 10 unexcused absences.

Attendance Intervention

There are several intervention strategies that may be recommended by the teachers, counselors, assistant principal, or principals. The goal is to work with students and families to support students attending school regularly.

Tardy Policy

It is the goal of Traina School to ensure every student has the opportunity to receive a proper education. Students who arrive late to school or class without a valid excuse will be considered tardy.

Students who are tardy to school must report to the office for a tardy slip.

Attendance in the early grades

Many of our youngest students miss 10 percent of the school year—about 18 days a year or just two days every month. Chronic absenteeism in kindergarten, and even preK, can predict lower test scores, poor attendance and retention in later grades, especially if the problem persists for more than a year. Do you know how many young children are chronically absent in your school or community?

 Attendance Works
www.attendanceworks.org

Who is affected

Kindergarten and 1st grade classes often have absenteeism rates as high as those in high school. Many of these absences are excused, but they still add up to lost time in the classroom.

1 in 10 kids
in kindergarten and 1st grade are chronically absent.
In some schools, it's as high as 1 in 4.¹



2 in 10 low-income kids
miss too much school. They're also more likely to suffer academically.²



2.5 in 10 homeless kids
are chronically absent.²



4 in 10 transient kids
miss too much school when families move.²

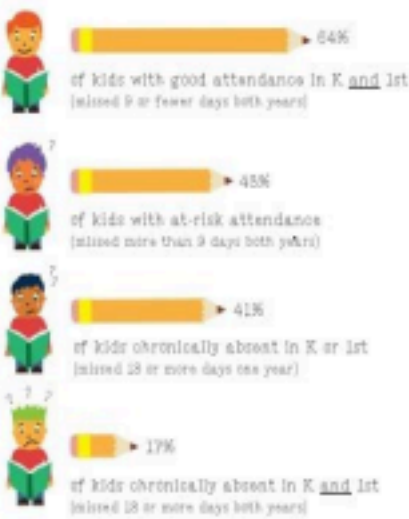


Why it matters

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade.

Who Can Read on Grade Level After 3rd Grade?



Attendance Group	Percentage
of kids with good attendance in K and 1st (missed 9 or fewer days both years)	84%
of kids with at-risk attendance (missed more than 9 days both years)	45%
of kids chronically absent in K or 1st (missed 18 or more days one year)	41%
of kids chronically absent in K and 1st (missed 18 or more days both years)	17%

What families can do

-  **Find out what day school starts** and make sure your child has the required shots.
-  **Build regular routines** for bed time and the morning.
-  **Talk about the importance of regular attendance** and about how your child feels about school.
-  **Don't permit missing school** unless your child is truly sick. Use a thermometer to check for a fever. Remember that stomach aches and headaches may be signs of anxiety.
-  **Avoid medical appointments and extended trips** when school is in session.
-  **Keep a chart** recording your child's attendance at home. At the end of the week, talk with your child about what you see.
-  **Develop back up plans** for getting to school if something comes up. Ask a family member, neighbor or another parent for help.
-  **Seek support** from school staff or community groups to help with transportation, health problems, or no safe path to school.

DRESS CODE

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For more information on district policies for Dress Code, please see the Jefferson School District website.

TECHNOLOGY

Students are expected to take care of the materials assigned to them. Students, parents and/or guardians will be held financially responsible for any damages beyond normal use. Devices are checked for damage before issuing them to students. Students should tell their teacher if they have been given a damaged device.

CHROMEBOOK INSURANCE is available (and highly recommended) for purchase throughout the school year to help protect you from potential out-of-pocket damage costs.

All activity on district issued devices is monitored and visible to school staff. Harmful and/or illegal interactions using technology are not allowed.

Cyber Bullying

Cyber bullying or online bullying means bullying that happens over any electronic media: Social Media, such as Facebook, Instagram, Snapchat, and TikTok; SMS/ Text Message; Instant Message (via devices, email, apps, and social media messaging features); and Email.



Cyber bullying will not be tolerated. Students who participate in ANY bullying that impacts on the learning environment of others shall be given immediate consequences.

*Cyber bullying is when someone **purposefully** and **repeatedly** tries to cause harm through any electronic device.* It is sometimes hard to know when it is happening, but it can look like the following:

- Making threats, "put-downs" or sending nasty, mean, and insulting messages.
- Sending a message to someone who has said they don't want to talk with the sender.
- Pretending to be someone or posting/ sending things in their name that puts down or ridicules them to get that person in trouble or danger or to damage that person's reputation or friendships
- Sending or posting gossip or rumors about a person to damage his or her reputation or friendships
- Outing someone's secrets or embarrassing information or images online.
- Sending unwanted messages that have to do with sex, including pictures, words, or videos
- Posting fights online
- Sending electronic messages with angry and vulgar language.



Cell Phones

Cell phones may be brought to school with parent consent. Cell phones MAY NOT be used during class time, unless given explicit permission by the teacher. Parents are encouraged to call the front office for matters relating to student communication during

the school day. Consequences for cell phone violations will follow the PBIS Behavioral Consequences flowchart. Teachers/staff will provide students with a warning, redirection and/or reminder for the first in-classroom cell phone violation. The second in-class cell phone violation will result in the confiscation of the students cell phone. During the student/teacher conference, students may retrieve their cell phone the same day at an assigned time from the teacher.

***NOTE:** *A student MUST hand over his/her cell phone to school personnel at ANYTIME, when asked to do so.*

STUDENT INTERACTIONS

If you are having problems with another student, we have many support systems in place to help you. We want your experience here at Traina to be a positive one!

WHAT IS BULLYING? From time to time students can be mean and have difficulty communicating with each other, leaving others with hurt feelings. In some cases these events are isolated, other times it is ongoing. *Please use the following chart to determine if you have been bullied.*

Behaviors students often face:

Sexual Harassment

Sexual harassment is not allowed on the Anthony Traina School campus. Examples that may result in a referral to an intervention or the office may include, but are not limited to:

- Unwanted, unwelcome physical contact, such as touching, bumping, grabbing, or patting
- Sexually insulting remarks about race, gender, ability, or class

- Bragging/ sharing about “messaging around” or “hooking up”
- Intimidating behavior, which can include demeaning nicknames, homophobic name calling, cat calls/whistling, rating, etc.
- Graffiti with names written on walls or desks; a common example is: "for a good time, call..."
- Being followed around by another student / being stalked

Drug Use

Anthony Traina School and the Jefferson School District are strictly VAPE/SMOKE and DRUG FREE ZONES. Smoking/vaping of any sort will NOT be tolerated. Tobacco, marijuana, alcohol, etc. consumption, possession and/or sale will result in an automatic referral to drug counseling and/or suspension and may lead to expulsion per [Education Code 48900](#).

EXTRA CURRICULAR ELIGIBILITY STANDARDS

In order to remain eligible to participate in events such as sports, school dances, etc. students must have:

1. Grades:

- a) A Grade Point Average (GPA) of 2.0 or higher.
- b) No more than 2 “F’s” in any grading period (including Progress Reports).
- c) No more than 2 Unsatisfactory marks in citizenship in any quarter period.
Eligibility will be determined at each grading period) Ineligibility will extend for a period of 9 weeks from the time of the qualifying grading period.

2. Conduct Code:

Acceptable conduct and citizenship.

- a) Students who receive a 5-day suspension are ineligible for 9 weeks from the date of suspension.
- b) Students who are suspended 2 or more times within a 9 week period are ineligible for that quarter and the following quarter as well.

Ineligibility begins on the first day of the suspension.

3. Attendance:

- a) To participate in an extra-curricular activity on any given day, a student must have been in attendance at school for at least 3 periods.
- b.) Students may not participate in class or club trips, if they have been absent for 10 cumulative unexcused days.

Parent Engagement

We welcome and encourage parents to visit our school. All visitors MUST report to the office before coming on campus during school hours, for the safety of our students and others. During class time teachers are not available for conferencing. If you would like to arrange a conference with a teacher, please call the school office and/or email the teacher. Thank you!

We....

**Show Respect, Make Good Choices, and
Solve Problems at Traina School
...because IT MATTERS!**