



TRA WEEK

Student Handbook

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Principal**

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***Traweek Middle School
Where Excellence Meets Opportunity***

24-25

TRAWEEK MIDDLE SCHOOL
BELL SCHEDULES

REGULAR DAY SCHEDULE

PERIOD 1	8:00- 8:49	(49)
PERIOD 2	8:53- 9:42	(49)
PERIOD 3	9:46- 10:35	(49)
PERIOD 4	10:39- 11:28	(49)
LUNCH	11:28- 12:08	(40)
PERIOD 5	12:12- 1:01	(49)
PERIOD 6	1:05- 1:54	(49)
PERIOD 7	1:58- 2:47	(49)

MINIMUM DAY SCHEDULES

PERIOD 1	8:00- 8:32	(32)	8:00- 8:31	(31)
PERIOD 2	8:36- 9:08	(32)	8:35- 9:06	(31)
PERIOD 3	9:12- 9:44	(32)	9:10- 9:41	(31)
BREAK	9:44- 9:54	(10)	9:41- 9:51	(10)
PERIOD 4	9:58- 10:30	(32)	9:55- 10:26	(31)
PERIOD 5	10:34- 11:06	(32)	10:30- 11:01	(31)
PERIOD 6	11:10- 11:42	(32)	11:05- 11:36	(31)
PERIOD 7	11:46- 12:18	(32)	11:40- 12:11	(31)

***Modified Schedule:
Every Tuesday**

**10/31/24, 12/20/24, 4/4/25
6/2/25, 6/3/25, 6/4/25**

Preface

Traweek is a National School to Watch and a California Distinguished School. We welcome you to our Titan family! We are sharing the following policies with you to make your time at Traweek as successful as possible. If you have any questions, please contact our office at (626) 974-7400.

ASB, ACTIVITIES, and RECOGNITION

Traweek has an elected Student Council. The Student Council and Leadership Class are responsible for planning and carrying out student activities. **Students may be excluded from activities and field trips if they have failing grades, excessive behavior consequences, or suspensions.**

Traweek is an active Renaissance School, recognizing and honoring those students who achieve in the areas of academics and citizenship. Students who earn a 3.0 GPA or raise their GPA by 0.5, semester to semester, are honored with T-shirts, academic rallies, and other incentive activities. The Renaissance activities for citizenship and scholarship are scheduled throughout the year.

AFTER SCHOOL ACTIVITIES

After-school events are a privilege to attend, not a right, we expect that students who attend do so with parental permission, and are in good standing in both academics and citizenship. All school rules apply including dress code and use of electronics. Students attending these events may not leave campus and return later on in the afternoon. You are expected to be watching the event and not just “hanging out”. All school rules apply including dress code and use of electronics. Students must have good citizenship and grades to participate in these activities. Students wishing to attend after-school dances or attend sporting events must not have any poor citizenship marks, such as N’s or U’s, on his or her quarter grades.

AFTER SCHOOL SPORTS

Traweek Middle School is a member of the San Gabriel Valley Middle School League. As such, it competes with other schools in an after-school sports program. Tryouts and practices are closed to the public.

All Student-Athletes must maintain a 2.0 Grade Point Average, maintain good citizenship marks (no more than 2 “N”s or 1 “U”, and must maintain positive behavior on campus and throughout the community. School suspension may result in removal from the team. To determine eligibility, the most current grades will be used. For the fall sports season, the final grades of the previous school year will be used.

ATTENDANCE, TARDINESS, TRUANCIES

1. The California State Education Code requires your attendance at school. **All students should plan to arrive no earlier than 7:30.** There is no campus supervision available prior to that time.
2. Tardy means being late to class.
3. Excessive tardiness can have an effect on your citizenship grade that is caused by tardiness, detention, or Saturday Academy.
4. We have a closed campus and students are expected to remain on the school grounds from their time of arrival at school until they are dismissed at the end of their day.
5. If you are absent for any reason, you are required upon returning to school to have with you a note, signed by your parent/guardian or doctor, that states when and why you were absent. You must report

the absence to the office within 3 days of the return date to clear an unexcused absence. Failure to do so will result in the absence becoming truancy.

6. Truancy can result in detention or an assignment to Saturday School Academy. Repeated truantries/absences will result in referral to the school's resource officer and a citation may be issued. Also, the District's Supervisor of Child Welfare and Attendance can refer the violation to the School Attendance Review Board.
7. Unless you are involved in a school-sponsored activity, leave the campus immediately following school. If you are involved in an activity, leave immediately after the conclusion of your activity. For the safety of your student, please pick them up in a timely manner.
8. If you have to enroll in another school, you need to obtain a transfer from the office. **Always notify the office of a change of address, home telephone number, parents' work numbers, or emergency phone numbers.**
9. *Checking Student Out of School Early* - Students can only be released to an adult on the K-12 registration form. If you need another adult to pick up your child, call the school and give verbal approval. ID is required for all adults prior to releasing the student. Student learning is our priority, therefore students can not be called up to the office to wait to be picked up.

EXTENDED ABSENCES

California Education Code provides for students who will need extended periods of absence. If your student will be out for a minimum of 5 days and a maximum of 10, they may be placed on an independent study contract. Parents must notify the office 10 days prior to the leave of absence to be eligible. This is done in order to maintain the instruction of your student.

EVERY DAY COUNTS

Good attendance is necessary in order to increase your students' chances for success. Traweek Middle School has Saturday School/Titan Academy that will take place on specified Saturdays to further enhance your student's education. In order to keep your students on track, it is strongly encouraged that they attend these sessions.

BULLYING



Bullying will not be tolerated. You must always treat each other with courtesy and respect. Fighting, threats, shoving, threatening stances, and verbal put-downs are all grounds for disciplinary action. This extends to bullying, cyberbullying, and threats made on another student via text messages, websites, voicemail, etc. that promote a hostile environment on the school campus. This is in accordance with **Ed. Code (r)**. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in **subdivisions (f) and (g) of Section 32261**, directed specifically toward a pupil or school personnel. **Please remember: If you see something, say something.**

BUS RIDING RULES

Students riding the buses must obey the rules of the bus and the instructions of the bus driver. **These rules include, but are not limited to:**

1. No throwing of items
2. No unnecessary noise or shouting
3. Keep your hands inside the bus
4. Do not stand up or switch seats when the bus is moving
5. Keep your hands to yourself
6. Pick up and properly dispose of any trash

Students who are referred to the Assistant Principal for bus discipline will face the following consequences:

Warning, Detention, Saturday School, 3-5 Day suspension from the bus; parents supply transportation.
Possible exclusion from the bus for the semester.

CELL PHONES AND ELECTRONIC DEVICES ON CAMPUS



Cell phones are **NOT** to be turned on during the school day and must be in a student's backpack. Cell phones that are observed outside of a student's backpack during school hours on school grounds will be confiscated and turned in to the office. Only parents are allowed to pick up confiscated cell phones. Students using any electronic device for inappropriate reasons (e.g., taking photos of secured materials such as tests; photographing or recording students or staff; sharing lewd, dangerous, obscene, or profane material, contributing to the disruption of school or school activities, harassment of students/staff) will face disciplinary consequences for defiance of authority. Using a cell phone to record any activity (including fights etc.) may be a violation of education and/or penal codes and subject to school suspension. Parents/Guardians please discuss the proper time and place to use cell phones with your child. Teachers may choose to allow students to use their phones for educational purposes under direct supervision.

Parent pick-up of cell phones will be required if the phone is confiscated. If you need to contact your student, please call the school office. Students are not to use their phones during school hours unless directed by a member of the staff.

E.C. 48901.5. (a) No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school District employees, without the prior consent of the principal or his or her designee. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a pupil the use of which is limited for purposes related to the health of the pupil.

Unauthorized activation and/or use of cell phones may result in confiscation and/or reasonable search of the cell phone; as such action is a direct violation of school policy. Whether or not when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of the violation. Remember cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanctions and/or criminal investigations by the police.

This policy has been developed to reduce disruptions or theft in the classroom and on campus. Students who do not follow these guidelines may have their electronic devices confiscated by staff members and held in the administrator's office for release to parents. Repeated offenses can lead to suspension for defiance of authority. (Ref: E.C. 48901.5) The school is not responsible for, nor will it investigate, lost or stolen electronic devices.

PERSONAL ITEMS ON SCHOOL GROUNDS

The school administration strongly recommends that parents do not allow students to bring expensive personal items to school due to theft concerns. Official reports of theft of expensive personal items at school should be made by the parent/guardian to their local law enforcement station. **Students are responsible for all personal items brought to school. The school is not responsible for lost/stolen personal items. When student actions cause damage to school property or personal property the student/family is**

responsible for restitution. School-owned technology and the use of the Internet are monitored and controlled by the District. Any misuse of this educational tool will be subject to loss of privileges and or criminal charges.

CIVILITY CODE FOR VISITORS

The Board of Education encourages parents/guardians and interested members of the community to visit the schools to view and discuss the educational programs. **To ensure minimum interruption of the instructional program, visits during school hours should be arranged at least 24-48 hours in advance with the teacher, principal, administrator, or District facilities.** The teacher and principal will determine whether proposed times and length for visitation or observations may be disruptive to instruction or not in the best interest of students. To ensure the safety of students & staff and avoid potential disruptions, **all visitors shall register with the principal or designee upon entering the school grounds. Visitors are required to check into the front office with a valid state-issued identification prior to visiting the campus.** The principal and designee may refuse to register or may revoke the registration of any visitor if he/she reasonably conclude that the visitor's presence or acts would disrupt the school, students, or employees. The Board affirms that employees should not be subject to abusive behavior. Abusive behavior is defined as the use of obscenities, yelling, or defamatory language, the use of any threatening words or phrases, or the use of any threatening behavior to intimidate or otherwise berate employees.

CLASSROOM REFERRAL PROCESS

Traweek classroom management is supported by a school-wide progressive discipline policy. Examples of some of the consequences are classroom discipline, warning, student conference, parent notification, parent/student conference, detention, Saturday School, suspension, transfer, and expulsion.

CLOSED CAMPUS

Traweek is a closed campus, which means you must remain on campus during the school day. This includes break and lunch times. **If you are staying for an after-school activity (i.e. to watch a sporting event) you are not permitted to leave campus and come back. This is for the safety of all students. Food delivery services (such as Uber Eats) are not allowed to students.**

DISCRIMINATION

No student shall on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, sexual/gender identity, and/or expression be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity provided by any school in the Covina-Valley Unified School District.

EXPECTATIONS FOR STUDENT BEHAVIOR

We have high academic and social expectations for all students. Academic expectations stress not only disciplined work but also the joy of learning and its importance to society. Social expectations stress the importance of learning in a group, respect for human differences, and the rights and responsibilities of the individual -- all of which any community needs to survive and grow. The contents of the following sections are inclusive of the rules and regulations of the California Education Code and or the policies of Traweek Middle School and the Covina-Valley Unified School District.

FORGING

Forging is a violation of California State law and is subject to disciplinary action.

HOMEWORK REQUESTS & MAKEUP WORK

All teachers have an email account, and their addresses are listed on our website. Contact your student's teachers via email for any homework questions or concerns about your student.

ILLNESS

If you should become ill during the school day, report your illness to your teacher, obtain a pass, and go to the office. **DO NOT USE** your personal cell phone. The phone may be held for parent pick-up. Immediately report all injuries to your teacher and/or office personnel. Your classroom teacher will handle any minor first aid problems, such as small cuts or scratches.

LIBRARY & TEXTBOOKS

The library is open for student use before school from 7:40 a.m. to 7:55 a.m. and after school from 2:47 p.m. - 4:00 p.m. Library rules are posted and must be observed at all times.



- 2 books may be checked out for a period of 2 weeks.
- Books may be renewed once.

Textbooks are the property of Traweek Middle School and are issued to students without charge for use while in attendance. Students dropping a class or checking out of Traweek Middle School for any reason **must return books** promptly to the library clerk. ***Books issued to students are the responsibility of the student! Take care of your books!*** Charges will be assessed for lost or damaged books.

LOCKS AND LOCKERS

PE locks and lockers are provided. Students are responsible for the care of all school property. Students will be held accountable for damages or loss. The school administration reserves the right to enter school lockers as necessary.

LOST & FOUND

If students find an item, please turn it into the office. Students should check with the office to locate lost items.

LUNCH DETENTION

Lunch detention runs each day during the first 30 minutes of lunch. Students assigned detention must go directly to the detention room. Students will be released during the remaining 10 minutes of the lunch period to eat. Students who intentionally skip detention will be assigned additional days.

MEDICATION

During school hours, students are not to be in possession of **any** medication or an inhaler unless approved by a doctor. The consent to carry form is obtained from the school and must be authorized by your doctor and returned to the school office.

Medication Administration

Purpose: To ensure the safe, accurate administration of medication to students during school hours in compliance with the California Education Code, legal mandates, and safe practice. (CA Ed. Code 49423, Americans with Disabilities Act, Sec. 504).

Policy: All medications, including prescription and over-the-counter medications administered by school personnel or by students themselves, require a signed **Medication Authorization Form** (SS: 5.33). In addition, students who request to carry medications on his/her person require a signed **Consent to Carry Medication** form (SS: 5:37). These authorizations expire at the end of the school year and must be renewed annually.

Delivery and Identification of Medication:

1. All medication containers shall be delivered to the school in the container dispensed by the pharmacy and clearly labeled with the student's name, medication name, route, dosage, time & frequency, and if applicable, expiration date of order.
2. **Controlled medications** (those with the potential for abuse, CFR, Title 21. Sec. 21, Sec. 1300.01) shall be counted by the school designee and the student's parent or guardian when the medication is delivered to the school and/or taken from the school. The controlled medication log will be signed by a staff member and a parent or guardian attesting to the medication count. The medication log shall be used to account for all doses of the medication. Any discrepancies will be reported immediately to the site supervisor and school nurse. (SS: 5.36c)

Medication Storage (Ed Code Sec. 44871, 44873-44877, 44878, 49400, 49422a, 49423):

1. All medication will be stored at the direction of the parent and physician as described on the authorization form.
2. All medication (except those medications that a student is authorized to carry and self-administer) is to be kept in a locked medication cabinet. Only personnel trained in medication administration and designated by the school administrator shall have access to the locked cabinet. **The cabinet must be locked at all times.**
3. Medications that need to be refrigerated to maintain their effectiveness shall be stored in a locked refrigerator designated for medication storage **only**.
4. All medication shall be returned or disposed of at the end of the school year.

Medication Administration (Ed. Code 49423):

1. A school nurse or other designated school personnel may assist students who must take medication during the school day. The licensed school nurse shall train, annually, any unlicensed personnel in the proper medication assistance. The licensed school nurse shall directly or indirectly supervise the unlicensed personnel in medication assistance.
2. The assistance with medication by an unlicensed person shall be in accordance with the physician's authorization form.
3. All medication administration shall be documented on the Medication Record (SS: 5.36)
4. Under no circumstances may an unlicensed person employed by the school district administer a medication capable of producing significant harm to the student, such as insulin (injected or by insulin pump) or Diastat (rectal).
5. Under no circumstances shall an unlicensed person administer any injectable medication other than emergency epinephrine or Glucagon.
6. Any error in administration or adverse reaction to medication will be reported immediately to the licensed nurse, parent, physician, and site administrator.
7. Students carrying medications without an authorization form shall be reported to the school administration and their parents. The medication will be confiscated.

Emergency Medication (Ed. Code 49414 & 49414.5)

1. An unlicensed person may administer epinephrine via an auto-injector, such as an Epi-Pen or TwinJect, for a student suffering anaphylaxis or after exposure to a life-threatening allergen.
2. An unlicensed person may administer Glucagon to a student suffering from severe hypoglycemia.
3. Unlicensed persons administering Glucagon or an Epi-Pen must be trained specifically for these medications and have a current CPR license.

OFFICE TELEPHONE

Office telephones are for school business. Therefore, student calls will be limited to emergencies only. Students must have permission from the teacher to leave the classroom for any emergency call. Forgetting homework, lunch or lunch money, or gym clothes are **NOT** considered emergencies.

PARENT MESSAGES/ITEMS LEFT IN THE OFFICE

In order to minimize the disruption of the education of our students, phone calls to classrooms to pick up items from the office will not be made. Parents may leave items in the office, and students can pick them up during break, passing time, or lunch. Students are responsible for picking up these items from the office. Personal messages and or phone numbers cannot be relayed to students to protect their safety. Please do not deliver or have any food, balloons, gifts, or flowers delivered to the school. It disrupts the learning environment. If any of the aforementioned items are delivered to school, they will be kept in the office until the end of the day. *This also applies to birthday cake or celebratory food being brought onto campus.*

PERSONAL DELIVERIES

For the safety of all students, deliveries for students will not be accepted. This includes accepting food from delivery services at any time while on school grounds (ie. Uber Eats, Postmates, Grubhub, etc). Students who have food delivered for them will have items held in the office until the end of the day. If this is a frequent occurrence (ie. more than once), consequences will be issued to the student for failure to follow school rules.

PHYSICAL EDUCATION

Students are expected to dress in gym clothes (shorts, t-shirts, and lace-up gym shoes) for P.E. classes. Exceptions to the rule may be made during cold weather when sweatshirts or sweatpants will be allowed. Check with your P.E. teacher to determine allowable sweats. You are responsible for having a clean set of gym clothes each week. Lost clothing is the student's responsibility. If you forget your P.E. clothes, you must borrow a set from your teacher. **A note from the parent is required if a student cannot participate in P.E. Any excuse for longer than three days requires a note from a doctor.**

PRINCIPAL, ASSISTANT PRINCIPAL, AND COUNSELOR APPOINTMENTS

We recognize that instructional time is valuable to all students and encourage them to limit time out of the classroom. For student convenience, appointment requests with office personnel (principal, assistant principal, or counselor) may be made by calling the Traweek office for any **non-health or safety-related issues**. If issues of health or safety arise, students are encouraged to seek support from office personnel after checking in with their teacher.

PROMOTION ACTIVITIES

Any 8th-grade student who earns an "F" in a core class (English Language Arts, Math, Science, History) during the first or second semester of their 8th-grade year, has poor citizenship, or if the student has excessive discipline, will be excluded from participating in the promotion activities. Students who fail any core class during the first semester must attend **TWO Saturday Schools** for **every ONE** class that failed to be eligible to participate in Promotion. Students with an "F" in any core class at the end of the second semester will not be eligible to participate in Promotion.

RESTROOMS AND HALLS

Students are expected to keep the restrooms and buildings clean and free of litter and graffiti. Loitering is not allowed. If it is necessary for you to be in the hallways during class hours, **you must have a pass** from your teacher and refrain from loud talking, running, or any distracting activity. Do not gather in groups large enough to block the passage of others, and do not stand near the restroom doors. The use of phones in the restroom is not permitted.

SAFETY

1. Safety procedures require that you only walk through the parking lot or bus zone in designated crosswalks.
2. When coming to or leaving school, always use sidewalks and crosswalks. If necessary walk in the street, walk single-file, facing traffic. Students jaywalking may be cited by local law enforcement.
3. To avoid traffic problems, make sure that you **arrive no later than 7:45 am**. Traffic arrows indicate the direction for cars moving through the parking lot for drop-offs and pick-ups. Please obey bus lane rules; no vehicles other than buses and vans picking up students may enter the bus lane.

SEARCH & SEIZURE

Search & Seizure is conducted whenever there is a reasonable suspicion of student involvement in an unauthorized activity. During physical education classes & sports classes, the PE locker shall be used to store street clothing, books, and a backpack ONLY. At all other times, students are permitted to store PE uniforms in their gym lockers. To maintain safe campuses free from drugs and other contraband, CVUSD has contracted with Interquest, whose dogs will randomly sweep the campus to ensure the safety of our students.

SEXUAL HARASSMENT

The Board of Education is committed to maintaining an employment and educational environment free from sexual harassment for its employees and students. The Board of Education considers sexual harassment a violation of state and federal laws, which may result in disciplinary action or dismissal of the offending employee or, in the case of students, suspension or expulsion as provided by **Board Policy 5114**, Suspension, Expulsion, Exemption or Exclusion of Students. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct explicitly or implicitly made a term, or a condition of an individual's employment, status, progress, or promotion.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment, or
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities.

It shall be the policy of this District to investigate and remedy in an expeditious and timely manner any reports of sexual harassment. All employees and students are encouraged to report incidents of sexual harassment without fear of reprisal. Employee reports may be made to the principal, department head or designee, Assistant Superintendent, Personnel Services, or the Director of Personnel Services. Student reports may be made to the principal, administrator, or designee of the school in which he or she is in attendance, or to the Supervisor, Child Welfare and Attendance at the District Office. Employees and students shall receive information on this policy, procedures for reporting charges of sexual harassment, and

SKATEBOARDS, HOVERBOARDS, ROLLERBLADES, BICYCLES, SKATES, SCOOTERS



Skateboards are not allowed on campus. City ordinances and Board Policies do not permit riding skateboards, hoverboards, roller skates/rollerblades, and scooters on school sites. Because of the potential problems they create on campus, these items will be confiscated and only returned to a parent.

PLEASE FEEL FREE TO RIDE YOUR BICYCLE TO SCHOOL.

1. Bicycles may only be parked on the bicycle rack.
2. All bicycles must be locked.
3. For safety reasons, students must walk with their bicycles while on campus.
4. Students not wearing helmets may be cited by law enforcement.
5. The school assumes no liability for damaged or stolen bicycles. However, please report any damage or loss to the office.

DRESS CODE

Covina-Valley Unified School District actively supports the concept of providing a safe, positive atmosphere on its campuses. In order to allow all students to excel, to feel physically and emotionally secure, to establish tolerance for everyone, to exercise personal responsibility and good judgment, and to focus on learning, a middle school dress code has been established. Student dress has been shown to influence behavior and the learning environment.

Repeated violations or refusal to comply with the school and/or district's dress code may result in progressive disciplinary action.

In accordance with Ed. Code 48901.5, Covina-Valley USD Middle Schools have adopted the following dress code regulations:

- 1.) Students are expected to wear or display the following during the school day and at all school functions:
 - Distressed and ripped pants are allowed, as long as undergarments are covered and the length is not too revealing.
 - Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts/shorts shorter than mid-thigh are prohibited.
 - Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice (AR 5132)
 - Clothing and accessories worn in the manner in which they were designed to be worn. (For example, pajamas can be worn on spirit day, but not during the normal school session. Blankets are not considered outerwear.)
- 2.) The following are examples of dress that can cause distraction, disturbance, interference, or safety concerns (this list is not all-inclusive):
 - Clothing that is oversized, too revealing, or baggy clothes that could fall off without a belt or impede movement (i.e. spaghetti straps, crop tops, sleeveless, tank tops). **SHIRTS MUST HAVE SLEEVES & NO SWEATS ALLOWED (*Sweats will only be allowed to be used in P.E. Class*)**
 - Oversized belt buckles with initials or logos

- Footwear with metal toes
- Clothing that may indicate gang affiliation (colors, types, etc) or racial attitudes (Ed Code 32282)
- Sandals, Crocs, or flip-flops (AR 5132)

3.) Students shall be permitted to wear sun-protection clothing for outdoor use during the school day. (Ed Code 35183.5)

- However, all hoodies/beanies must be removed while inside the classroom. (AR 5132)
- All hats must be worn as intended for sun protection.

4.) Gang-Apparel Policy: The gang apparel defined and described below has the potential to be identified as being associated with gangs. Therefore, the presence of the described apparel on campus poses a hazard to the health and safety of the school environment and is likely to substantially disrupt or materially interfere with school operations.

- Long socks worn under shorts
- Bandanas
- A coordinated style that is associated with gang/group affiliation will not be allowed (i.e., wearing an overwhelming amount of any color associated with a gang on a continuous basis).
- Clothing that suggests violence, is obscene, sexually explicit, or derogatory (i.e., "NWA", "Guns & Roses", "Virginity Rocks", Kappa)

SUSPENSIONS/EXPULSIONS - CALIFORNIA EDUCATION CODE (EC48900)

A student shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has:



- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Attempted or committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery, as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that have or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(E) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period, whether on or off the campus.

(4) During, or while going to, or coming from, a school-sponsored activity.

(5) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

E.C. 48900.2. SEXUAL HARASSMENT: In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

E.C. 48900.3. HATE CRIMES: In addition to the reasons specified in Sections 48900 and 48900.2, a student in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

E.C. 48900.4. HARASSMENT: In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

E.C. 48900.7. TERRORISTIC THREATS:

(a) In addition to the grounds specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

(b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime that will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property.

NOTE: Mandatory offenses for which expulsion must be recommended, and the governing board must expel the student are: possession of, selling, or furnishing a firearm; brandishing a knife at another person; or unlawfully selling or providing a controlled substance; committing or attempting to commit a sexual assault or committing a sexual battery. **(Section 48900 (n) and 48915(c) 1, 2, 3 and 4)** or possession of an explosive (which includes, but is not limited to, M-80s, M-100s, M-250’s and M-1000s).

NOTE: For all expellable offenses where an expulsion does not take place, an involuntary transfer will be considered. Students are expected to follow the rules and regulations of the school, attend regularly, comply with laws, and be respectful towards the constituted authority. Violations could result in the following:

- a. Disciplinary conference and/or parent contact.
- b. Lunch detention
- c. After-school Detention (up to one hour beyond the maximum school day). Students are notified 24 hours in advance. It is their responsibility to notify their parents.
- d. Assigned school service or community service.
- e. Saturday School.
- f. Performance contract.
- g. Suspension (an action by the school administration that forbids your attendance at school for a limited time period) or an in-house alternative to suspension.
- h. Restitution, where applicable.
- i. SART, SARB, and ACT
- j. Involuntary transfer (class or school).
- k. Exclusion (district, school, program, or activity).
- l. Expulsion (from all district schools).
- m. Tobacco Resistance Skills Development Program.

VAPE/TOBACCO USE

Tobacco, vape pens, and electronic cigarette use are prohibited on any school campus. Visitors who are observed in violation of this policy shall be required to refrain from use.

TECHNOLOGY/ 1:1 DEVICES

Students are issued a laptop to use for the school year. Students must bring their computers to school fully charged each day. Students are responsible for maintaining the computer in good working order. Downloading apps, games, etc, is not allowed. Stickers are not to be placed on devices. A donation may be made to the District to cover accidental damage to the laptop. Students are responsible for lost or stolen devices.

UNIFORM COMPLAINT PROCEDURE POLICY

If you have a problem or complaint about school, talk to your parents about it. After that, talk with your teacher, counselor, or principal about your problem. The school will help you follow the Uniform Complaint Procedures under the annual notification requirement of the **Code of Regulations, Title 5, Section 4622**. If your problem regards an alleged violation by the district of federal or state law or regulations governing educational programs including adult education, career/vocational education, child development, consolidated programs, migrant education, child nutrition, and civil rights grantees including gender equity, or allegations of unlawful discrimination persist, you or your parent may file a complaint. The school has 60 days to help you solve your problem. If you are still unhappy or unsatisfied, you can appeal your complaint to the California Department of Education within 15 days. Discrimination complaints must be filed no later than six months from the first acknowledgment of the complaint. The district must protect the confidentiality of the parties and the facts related to any discrimination complaint. There are also civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders that can help you resolve your complaint. These are available to you outside of the district's Uniform Complaint Procedures process. You must wait 60 days after appealing to the state to begin this process.

VISITORS

Student visitors are not permitted. Adult visitors must first obtain clearance at the office through the Raptor Program. Parents will need to give reasonable advance notice of visits by persons who are not employees of the District. Visits by parents/guardians of students shall be arranged by mutually agreed upon conference faculty or staff members and the persons scheduling the visit. Classroom visitations or observations by representatives of outside agencies, educational or community, will be scheduled in cooperation with the school official whenever possible.

ADDITIONAL INFORMATION

You will need to know the following:

1. All program changes must have administrative approval.
2. Only the selling of school-sponsored items is permitted on campus.
3. As a result of their disruptive nature, the following are **examples** of items that do not belong at school: balloons, poppers, matches/lighters, tech decks, rubber bands, cameras, stickers, water squirters, water balloons, electronic games or devices, Xbox, Playstation games, pets/snakes, toys, yo-yo's, scissors, radios/recorders, laser pens, marker pens and fidget spinners. Traweek is not responsible for any unauthorized items confiscated that may be lost or stolen. Parents must pick up confiscated items within two weeks of confiscation. Items not picked up will be donated to charity.
4. Displays of affection are not appropriate and can result in disciplinary action. No kissing, holding hands, or hugging is permitted at school.

5. Students defacing or otherwise damaging school property will be subject to disciplinary action. Their parents or guardians will be held financially responsible.
6. Possession, use, or representation of any weapon or item purported to be so will be treated as though it were the actual weapon it is alleged to be.
7. You must always treat each other with courtesy and respect.
8. Any gambling will be cause for disciplinary action.
9. Aiding and abetting / including but not limited to - instigation or the filming and or distribution by any form of social media or electronic messaging, of any student in the infliction or attempted infliction of physical injury may result in a school disciplinary action (EC48900Q)
10. Use of any tobacco products is forbidden, including but not limited to E-cigarettes, Hookah, pipes, snuff, chewing tobacco, cigarettes of any variety, and cigars.