

# Center Elementary School

Travis Unified School District



## Student Handbook 2023-24

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# Center Elementary School

## Student Handbook

### 2023-24



### **Welcome to Center Elementary School!**

*Center has been recognized as a California Distinguished School and continues to be an outstanding example of excellent teaching and learning.*

*This handbook is designed to provide specific information regarding guidelines, policies, and procedures at Center. Please carefully review this handbook to ensure a mutual understanding, as well as consistency between school and home. We encourage families to keep this handbook as a reference throughout the year. Our policies and guidelines are reviewed as needed and remain subject to change.*

### **School Vision & Mission**

#### **Center Elementary Vision**

*Learners today, leaders tomorrow*

#### **Center Elementary Mission Statement**

The Center Elementary school community is committed to the academic achievement of ALL students. We develop respectful, caring, empowered thinkers who are engaged in their own learning and ready for the challenge of a diverse, ever-changing global society. Our school promotes a safe, respectful, responsible, and kind environment that establishes high expectations for student success, provides differentiated support for students, and embraces a high level of family involvement.

**We are . . .**

**C**aring ~ **E**mpowered ~ **N**oble ~ **T**hinkers ~ **E**ngaged ~ **R**espectful

**CENTER**

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## **Center Elementary School**

3101 Markeley Lane  
Fairfield, CA 94533  
707-437-4621

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

### **Governing Board**

Maveer Sandhu, Board President  
Matthew Bidou, Board Vice Member  
Ivory Hood, Board Member  
Will Wade, Board Member  
Zenobia Muhammad, Board Clerk  
Yet to be elected, Student Board Member

## **Travis Unified School District**

2751 DeRonde Drive  
Fairfield, CA 94533  
707-437-4604

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

### **District Administration**

Pam Conklin, Superintendent  
Tiffany Bensen, Asst. Superintendent, Ed. Services  
Vince Ruiz, Asst. Superintendent, Human Resources  
Gabriel Moulaison, Chief Business Officer  
Allyson Rude Azevedo, Director of Student Services  
Nancy Walker, Director of Fiscal Services  
Deanna Brownlee, Director of Special Education  
Christian Guzman Vega, Director Technology Service

## **Travis Unified School District Board Goals**

- Continue to focus on instructional excellence to increase achievement for every student.
- Ensure a safe and productive environment.
- Continue to enhance constructive communication within and outside of the school community.
- Enhance, create and modernize facilities that support lifelong education programs.
- Continue fiscally responsible decisions while maintaining the collaborative budget process.

## **Center Flyer Spirit**

Our school colors are green and white. We represent our school spirit by wearing our Center Flyer gear every Friday.

Our school mascot is an airplane, which is why we are the Flyers. Flyers represent our partnership with Travis Air Force Base as well as how we all endeavor to Soar to Success, our perseverance for excellence, and our dedication to ensure that each student reaches for the stars.

## **Prohibited on our School Campus**

- Use of any area without approved permission from our facility use system.
- Alcoholic drinks of any kind, drugs, or utilizing substances that can be seen as endorsing illegal drugs and all tobacco or nicotine products. This includes any form of vape pens, e-cigarettes, etc. regardless of contents.
- Weapons of any kind including, but are not limited to, knives and guns, explosive devices, rockets, etc., or anything identified by staff as a weapon or weapon-like, real, replica, or toys.
- Roller-skating, rollerblading, riding bicycles outside of school hours, skateboarding, riding scooters, autos, or motorcycles on school property including but not limited to our lawns, playing fields, paved areas, indoors, and parking lots, and street leading up to our school from the marquee (barrier gate).
- Horseback riding or walking of horses.
- Flying model airplanes, drones, etc., or playing golf.
- Use of profane, loud, or abusive language, including hostile body language.
- Littering on or around school grounds, parking areas, and our private street.

## **Center Elementary Core Values & Code Of Conduct**

Travis Unified School District and the Center staff have adopted a Positive Behavioral Interventions and Supports (PBIS) model of expectations to maintain a safe and welcoming school climate. Our core values are *Respect, Responsibility, and Safety*.

## **Student Responsibilities**

### **Center Elementary Student Code Of Conduct**

#### **★ RESPECT**

- Be kind and considerate of the feelings of others.
- Respect the differences of others.
- Use manners, appropriate language, and gestures.
- Listen to and follow directions given by all staff the first time they are given.
- Allow others to learn and teachers to teach.
- Communicate needs appropriately.
- Honor personal space.

#### **★ RESPONSIBILITY**

- Follow all school rules.
- Be accountable for my words and actions - show integrity.
- Make good choices and be honest.

- Arrive at school prepared and on time.
- Complete and turn in my best work on time.
- Treat and use all property and equipment with care.
- Make good use of my time and materials.
- Help others solve problems.
- Leave all toys/games at home.
- Turn off my phone and keep it in my backpack.

### ★ SAFETY

- Keep my hands, feet, and objects to myself.
  - Use equipment and materials correctly.
  - Stay in my designated area.
  - Respond to quiet signals.
  - Walk my bike on school grounds.
  - Leave all dangerous objects at home.
  - Problem solve peacefully with others.
  - Seek out trusted adults when needed.
- It is a student's obligation to inform an adult if they see an unsafe device. Failure to do so will be considered defiance or disruptive, (Ed Code 48900K).
  - Parents and guardians will be required to pay for any damage to school property caused by their child pursuant to Ed. Code. This includes damage or loss of library books, textbooks, or electronic devices.
  - Bullying, fighting, antagonizing other students, and using foul or obscene language at school, in route, or to and from school are prohibited.
  - Students should not bring anything to school other than materials needed for class instruction. This includes knives, other sharp objects, water guns, airsoft guns, cap guns, electronic devices, toys, athletic equipment, etc.
  - *When in doubt, check with school office personnel before bringing items in question to school.*

## Parent/Guardian Responsibilities

- Support the expectations, rules, and procedures of the school as well as TUSD Board Policies and Administrative Regulations.
  - **We recommend that you go over this handbook with your student before school starts.**
- Ensure that students attend school regularly and punctually.
- Send students to school prepared for work with appropriate learning materials, completed homework, etc.
  - *All standard school supplies are provided by the school.*
- Provide a home environment that encourages respect for the school, staff, and their classmates and the learning process through close supervision of homework and daily check-ins.
- Provide a healthy environment, adequate nutrition, and rest. Ensure that students attend school in appropriate and safe clothing as prescribed by the school dress code.
- Take corrective action when requested by the teacher, principal, or other school staff. Cooperate with school requests for conferences or meetings.

## Teacher Responsibilities

- Be in the classroom on time, ready to receive students with well-prepared lessons.
- Inform students of school and classroom expectations, rules, and procedures.
- Require students to follow these expectations, rules, and procedures.
- Assume responsibility for all students of the school – not just those in their classroom.
- Inform families of how their child is performing academically and behaviorally, and encourage open communication.
- Maintain an atmosphere of mutual respect where life-long learning will take place.

## **Administrator Responsibilities**

- Ensure that school expectations, rules, and procedures as well as Board adopted policies and Administrative Regulations, are being taught to students, modeled by staff, and adhered to by all.
- Support staff, students, and families to work together to carry out our school expectations, rules, and procedures.
- Involve families in student disciplinary problems when appropriate.
- Encourage families as “partners in education”, and involve families in promoting student learning.
- Provide a safe environment with continuous learning opportunities.

## **Communicating PBIS Expectations** *(see chart on next page; the following is subject to change)*

In addition to routine newsletters, emails, and phone calls that you will receive from Center and your child’s teacher, we will be documenting and communicating both positive and concerning behaviors with parents/guardians in the following ways:

### **Character Coupons:**

- Any time a staff member witnesses a student demonstrating our school core values, they may choose to give that student a Character Coupon.
- Character Coupons are collected in each classroom.
- Every Friday, a Character Coupon winner will be chosen from each classroom and those students will have the opportunity to choose from various reward options.

### **Students of the Month:**

- Each teacher can nominate a student each month as their Student of the Month. These students are rewarded with a Student of the Month certificate and participation in our monthly Pizza with the Principal. In addition, our Students of the Month are recognized in our weekly Family Communication.

### **Minor Incidents:**

- Any incident that warrants interventions beyond the classroom management system, will be documented in our Aeries data system. Ex., when a student is repeatedly being unkind to a friend or not following class or playground rules, you can expect a phone call from a staff member describing what occurred as well as any consequences that were issued. We appreciate your support at this level, as our goal is to partner with families to guide students toward demonstrating appropriate behaviors.
- If a child receives three Minor Incidents of the same nature in a relatively short period of time, the student will be referred to the office with an Office Disciplinary Referral.

### **Office Disciplinary Referral (ODR):**

- If a child engages in a major behavior such as fighting or aggression, he or she will be immediately referred to an administrator with an Office Disciplinary Referral. You can expect to receive communication from an administrator to inform you of any supports and consequences that have been put into place to guide your student toward demonstrating appropriate behaviors.
- Major behaviors will be documented in our Aeries data system.

# PBIS Schoolwide Teaching Matrix

Compliance with the following procedures and expectations on the next page is necessary for everyone's safety, success, and educational excellence.

	I am <b>Respectful</b> .	I am <b>Responsible</b> .	I am <b>Safe</b> .
<b>School-wide</b>	<ul style="list-style-type: none"> <li>❖ I am kind and considerate of the feelings of others.</li> <li>❖ I respect the differences of others.</li> <li>❖ I use manners, appropriate language, and gestures.</li> <li>❖ I listen to and follow directions given by all staff the first time they are given.</li> <li>❖ I allow others to learn and teachers to teach.</li> <li>❖ I communicate my needs appropriately.</li> <li>❖ I honor personal space.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I follow all school rules.</li> <li>❖ I make good choices and am honest.</li> <li>❖ I am accountable for my words and actions and show integrity.</li> <li>❖ I arrive at school prepared to learn and on time.</li> <li>❖ I complete and turn in my best work on time.</li> <li>❖ I treat and use all property and equipment with care.</li> <li>❖ I help others solve problems.</li> <li>❖ I leave all toys/games at home.</li> <li>❖ I turn off my phone and keep it in my backpack.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I keep my hands, feet, and objects to myself.</li> <li>❖ I use equipment and materials correctly.</li> <li>❖ I respond to quiet signals.</li> <li>❖ I leave all dangerous objects at home.</li> <li>❖ I problem-solve peacefully with others.</li> <li>❖ I stay in my designated area.</li> <li>❖ I seek out trusted adults when needed.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>❖ I respect our school property, projects, and personal space.</li> <li>❖ I remove my hat, hood, or beanie when entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I walk directly to the appropriate destination quietly.</li> <li>❖ I enter classrooms only when the teacher is present.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I walk quietly in organized lines.</li> <li>❖ I keep my hands at my side and respect others' space.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>❖ I use an inside voice.</li> <li>❖ I respect others' privacy.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I use toilets, soap dispensers, hand dryers, and toilet paper correctly.</li> <li>❖ I flush, wash, and exit.</li> <li>❖ I use only what I need.</li> <li>❖ No more than 3 students at a time in the restroom.</li> <li>❖ I wait my turn if the restroom is full.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I wash my hands.</li> <li>❖ I keep water, soap, and toilet paper off the floor, walls, and ceiling.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>❖ I use a quiet voice.</li> <li>❖ I use manners and polite conversation.</li> <li>❖ I listen to and follow directions from adults.</li> <li>❖ I welcome everyone to the table.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I find my seat quickly and quietly.</li> <li>❖ I throw away trash/clean up after myself.</li> <li>❖ I choose healthy foods.</li> <li>❖ I use time wisely (eat first, talk later).</li> <li>❖ I keep cafeteria food in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I stay seated.</li> <li>❖ I always walk.</li> <li>❖ I keep hands, feet, and food to myself.</li> <li>❖ I touch/eat only my food.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>❖ I touch down when the bell rings.</li> <li>❖ I play fairly and respectfully.</li> <li>❖ I am a good sport.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I pick up and throw away trash.</li> <li>❖ I line up quickly.</li> <li>❖ I put equipment away in the designated space.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I use walking feet on the blacktop.</li> <li>❖ I use climbing equipment/structures appropriately.</li> <li>❖ I keep my hands and feet to myself.</li> <li>❖ I stay aware of my surroundings.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>❖ I walk, not run, to parent pick-up or bus lines, or to walk down the hill.</li> <li>❖ I use a quiet voice.</li> <li>❖ I go straight to the proper location.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I watch for my car.</li> <li>❖ I wait in my bus line properly.</li> <li>❖ I listen to the adults for instructions.</li> <li>❖ I leave with my belongings and materials.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I walk in the hallways.</li> <li>❖ I use sidewalks and crosswalks.</li> <li>❖ I go directly home if walking.</li> <li>❖ I go only with my planned pick-up person.</li> </ul>

## Annual Notification Of Rights & Responsibilities

For your reference, the contents of the Travis USD Annual Notification of Rights & Responsibilities are:

- School Rules
- Parent Involvement
- Attendance
- Bus Transportation Discipline
- Student Services
- Student Use of Technology
- Health Services
- Instruction, Curriculum and Personal Beliefs
- School Records and Student Achievement
- University Admissions
- Discrimination, Protections, Complaints and Procedures
- Miscellaneous
- Signature Forms

The Annual Notification of Rights & Responsibilities are available on the district's website at [www.travisusd.org](http://www.travisusd.org) under the "Parents" tab or can be accessed using the Aeries Online Portal.

Parents/Guardians are required to complete the signature forms included in the Annual Notification booklet using one of these methods.

### Attendance

Students are expected to attend school daily. Consistent daily attendance is critical for a student's academic success. The State of California considers ten days of absences for one school year, for any reason, excessive. Another important consideration is California's policy of positive attendance reporting. Center is funded in large part by the Attendance Daily Average (ADA). Absent students reduce the amount of funds available to our school site. Absent students not only jeopardize their own personal success and future but also cause financial harm to all interested parties in our learning community.

Excessive absences may result in a parent conference. Parents or guardians are asked to make appointments for their students outside the school day whenever possible. California Education Code 48205 states that a student may be excused legally from school when the absence is due to -

- Personal illness or injury.
- Quarantine under the direction of a county or city health office.
- Medical, dental, or chiropractic services.
- Attendance at funeral services for a member of the immediate family.
- Jury duty.
- Pupil is the custodial parent of a child who is ill or has a medical appointment during school hours. Justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, when the pupil's absence has been requested in **writing by the parent/guardian** and approved by the principal or designated representative.
- For the purpose of serving as a member of a precinct board for an election.
- Exclusion for failure to present evidence of immunization.
- Exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease.

### Absences ~ Methods of Verification

When students who have been absent, return to school, a parent or guardian shall present a satisfactory explanation verifying the reason for the absence within 3 days of returning to school. After 3 school days, the absence will be considered unexcused. The following methods may be used to verify student absences:

- A written note from a parent or guardian.



- Telephone call from parent or guardian - The telephone number for contacting our office is 707-437-4621.
  - Please leave a detailed message including, your child's full name, your name, and relationship to the student, the dates they were absent, and the reason for absence.
- An email from parent or guardian to Marissa Hunter, Center School clerk at [mhunter@travisusd.org](mailto:mhunter@travisusd.org)
  - Please include the following details; your child's full name, your name, and relationship to the student, the dates they were absent, and the reason for absence.
- Physician's verification with child's full name, and dates for the absence.
  - **Required after the 10th day of absence during the school year**
- If you receive a call from the school indicating that your child is truant and was recently absent, please call the school to clear the absence. Please do not ignore the message; it means your child does indeed have an unexcused absence in the attendance system.
- Visit the student's home (District's discretion).

### **Early Pick-Up**

Parents and guardians are asked to schedule all appointments outside the school day when possible. Teachers are to keep students in class until notified by the office to release the student. Students should not be picked up early near the end of the school day. Please help us by honoring these last important minutes of the day. It is very difficult for the teacher and the class when we call and interrupt to ask for a student to be sent to the office for early pick-up, and your child may miss out on important announcements and activities. We appreciate your cooperation in this matter.

Students leaving campus early must be signed out in the office by the parent, or an adult identified on the student's Emergency List with a note from the parent releasing the student to the adult, phone calls will be allowed on a case-by-case basis. Center Elementary students may not leave with siblings under the age of 18.

Be prepared to show government-issued identification prior to the release of the student. Persons other than parents or guardians who are signing out students must be authorized to do so in writing by the parent or guardian. Persons over the age of 18 and listed on the student's emergency list in Aeries are considered authorized to sign out students from school. Plan to arrive a few minutes early as students will not be released from class until an adult arrives. If your child will be picked up early, it is helpful to send a note or email to the office staff on the morning of early pick-up. Students returning to campus prior to dismissal must be signed in at the office before going to class or have a doctor's note to sign in unaccompanied.

### **Late Arrival to School**

Students who arrive to school late shall check-in at the front office, as they may need a pass to class. Students who arrive late to school will either need to be signed in by a parent or guardian or must have a written note explaining the lateness. Please refer to the aforementioned section "Excusable Absences". Students who arrive for an unexcused reason will either be marked "Tardy" or "Truant" depending on the arrival time. Please call our office if you have questions.

## **Independent Study ~ Short Term**

Short-term independent study may be an option for students who will be absent for a foreseen or planned absence from school for at least three consecutive days. Please carefully review the following and contact our school office as soon as you can to request, if you decide your child needs a STIS contract.

### **Is STIS what my family needs?**

- **My child(ren) is able to complete a full day of school work, for each school day away, during this time.**
  - It takes the teacher 5 full school days to prepare work for students when on a STIS contract and it is required and expected that students will complete ALL work given during the

requested time away from school. Students will not be allowed to turn in late work for credit, it is due the morning they return to school and there are no exceptions.

- **We are able to turn in the completed original contract to the office at least 5 school days before the first day of the requested time my child(ren) will need on STIS.**
  - Our teachers must be given at least 5 full school days to prepare work for your child(ren), there are no exceptions as this is a time-consuming process for them.
- **My child(ren)'s absence will be no less than 3 consecutive school days, or more, up to 15 consecutive school days.**
- **My child(ren) has not had more than two (2) successful STIS this school year.**
  - Only two contracts per student, per school year will be permitted and can only be a combined total of 15 STIS school days.
- **My family needs more time than 15 school days.**
  - If a student will be absent for more than 15 days, the student must be withdrawn (disenrolled) from Center Elementary and enrolled in the destination's grade-appropriate school for the duration of the absence.
  - Upon return, if the student was disenrolled, they will be required to enroll and may not be at Center Elementary since it will be based on space availability.

### **STIS Requirements & Regulations -**

- Short-term Independent study contracts will not be issued during annual State testing windows.
- Teachers must receive five working days' notice to prepare an independent study contract.
- There can be no more than two (2) short-term independent study contracts granted per student per school year, up to a combined 15 days total.
- Parents/guardians are required to contact the office to request a Short-Term Independent Study Contract.
- Student's assigned school work must be submitted to the school on the morning of the contracted day of return.
  - If all the work is returned with satisfactory progress, the student will maintain a clear attendance record.
  - If the student's work shows a reasonable effort or an attempt to complete the work, then the school will be given ADA credit for the school days. *This is not to be confused with grades given by teachers for the work completed or not completed. Teachers will grade the assignments accordingly and give grades/credits based on actual work done.*
- If a student had any no credit days due to failure to complete work on an initial short-term independent study contract, a second short-term independent study contract will not be granted for that school year.

**To be eligible for a short-term independent study contract (STIS), a student must have satisfactory academic progress and attendance. According to Board Policy, the following restrictions are in place for Independent Studies:**

### **Academic Requirements**

- Kindergarten through 3rd Grade—no unsatisfactory in core academic subjects.\*
- 4th-6th graders—no interventions in core academic subjects.\*
- **If your child has an IEP, please contact our school office as soon as possible for additional requirements.**

*\*These are as determined by the most recent progress report or trimester report card for general education students. For K-6 students receiving Special Education services, the latest progress report or report card must indicate progress towards meeting educational goals and objectives.*

### **Attendance Requirements**

- All students in Grades K-6 must have 3 days or less of unexcused absences and/or late arrivals of 30 minutes or more.

- If the student does not meet the eligibility requirements for a short-term independent study contract, the absences will be considered “unexcused” and will be added in when considering truancy referrals for the student.

## **Bus Transportation**

The Travis Unified School District offers a “fee-based” school bus transportation service for all schools. Possession of a valid bus pass for the current year entitles students to ride to and/or from their designated school and bus stop on an assigned bus. Bus passes issued are non-transferable. Students boarding a school bus must present their bus pass to the bus driver every day, every time they board a school bus. Please contact the Transportation Department at (707) 437-4604 for more information regarding bus fees and schedules or via [Travisusd.org](http://Travisusd.org), “Parents” tab then “Bus Transportation”.

*Please note that bus routes are subject to change and there may be unforeseen transportation delays. We will do our best to contact you via our Aeries Communication/Parent Square systems should the need arise to inform families of these delays.\* Also, transportation routes are limited to boundaries between student’s residence and home school. If your child was overflowed to another school within our district, TUSD bus transportation will not be an option at this time.*

## **Cell Phones and Electronic Devices Policy – Student Use** Cal. EC Section 48901.7

Students are discouraged from bringing cell phones or any electronic devices to school. If they must have them, then the items must be turned off and in the student’s backpack. Cell phones must not be seen or heard anywhere on school grounds at any time. Students may access these devices only after leaving the school grounds (not just the school building). In case of any emergency, all students have access to school phones, either in the classroom or the office.

Cell phones, electronic games, and electronic devices will be taken away from students in violation of the above rule. Parents/guardians will then be required to pick up their student’s property from the office and each offense will be documented in the student’s discipline record. Repeated offenses may result in further consequences.

Students are not allowed to use cell phones for taking photographs or videotaping at school. Center Elementary is not responsible for any lost or stolen items.

## **Classroom Teacher Assignments**

The staff works diligently to make each class assignment the best possible learning situation for each child. As a district, we do not accept specific teacher requests. If your child has special placement needs, be sure to submit these in writing to the principal before the end of the current school year so that these needs can be kept in mind for class assignments. *Students will not be moved upon request.*

## **Classroom Celebrations ~ Birthdays, Holidays, End of Year, etc.**

Travis Unified School district has a Wellness Policy as required by the Federal government. This policy requires us to reduce the amount of unhealthy foods that students consume during the school day. We request that the students, who want to celebrate their birthdays with other students, first check with their teacher. We highly encourage non-food items in party bags. Some good suggestions are pencils, crayons, playdough, kinetic sand, assorted fidgets, themed small toys, stickers, etc. Please ensure that the celebration goodie bags/boxes are free of drug or weapon-like items. (Ex. some Fortnite goodie bags have guns on them, nor will items such as toy water guns, or similar items be allowed). If you are planning on edible items instead we are requesting healthy snacks in lieu of processed cookies, cupcakes, and cakes. Alternative choices include water, 100% fruit juices, milk, cheese, yogurt, fresh fruit and vegetables, vegetables and dip, fruit salads, whole-grain breads, bagels, trail mix, granola bars, and air-popped popcorn. Choosing non-food items also ensures that all students may participate in the celebration and helps support our district’s policy. If you have any questions please call our school office. Also, to avoid minimal classroom interruptions, goodie bags will be passed out at the end of the day.

### **Examples of Prohibited Items -**

- Weapon-like toys; water guns, grenades, etc.
- Balloons of any kind
- Silly String or sprays
- Stink bombs, smelly sprays, etc.
- Noisemakers; whoopie cushions, horn blowers, whistles
- Laser pointers
- Poppers or firecrackers
- Candies that look like cigarettes or pills

## **Dogs on Campus or School Sponsored Events**

Travis USD regulations prohibit, among other things, dogs being on school campuses; walked, leashed or not, and/or hand-carried, or in pet carriers, pet strollers, etc. This includes walking dogs on campus when dropping off or picking up students. We appreciate your understanding and cooperation with this policy. Please do not bring any breed or size of dog onto our school campus or to school-sponsored events, especially when students are present.

## **Dress for School**

### **Travis Unified School District Governing Board Policy**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be required to change clothing to be appropriate for class and may be subject to disciplinary action, especially repeat violations. We appreciate your support with this.

***It is a belief of Center Elementary School and Travis Unified School District that appropriate and safe student attire and personal grooming are important, so the following rules will be enforced:***

1. School attire, including backpacks, should be appropriate, modest, and in good taste. No offensive logos, i.e. alcohol, tobacco, weapons, profanity, obscenity, degrading or inflammatory statements, etc. are allowed.
2. Undergarments should be well covered and not visible through clothing.
3. Shirts should have a modest neckline and sleeveless tops must have ID card width (approx. 2.25 inches) shoulder straps.
  - a. Shirts and bottoms(pants) must meet to cover the body with no visible gaps. Therefore short-shorts, bare midriff tops, most tank tops, strapless outfits, skimpy tops (as in see-through), deep necklines, or large areas of exposed skin are not considered appropriate dress for elementary school regardless of gender.
4. All clothing on the legs must be no more than an ID card length above the knee(approx. 3.5 inches).
  - a. Pants (or any clothing on the legs) with holes/rips that do not fall below the ID card length knee requirement, must be worn with leggings or tights underneath to the appropriate length.
  - b. Pants must fit at the waist and not sag down to or past the hips.
5. Sandals, flip-flops, slippers, Crocs, heels, or platform shoes are prohibited because they present a safety hazard on the playground and during physical education activities.
  - a. During physical education, snug-fitting rubber-soled shoes are recommended. Heelys are not allowed.
6. Hats, caps, hoods, or any head covering are not to be worn inside the building unless for medical or religious reasons. They are not worn in class except for PE or recess when outside for sun protection.
7. Over-sized earrings and jewelry (such as chains and necklaces) are prohibited due to safety reasons.
8. Fridays are School Spirit Day. All students are encouraged to wear their spirit wear or green and white.
9. Students may not bring perfumes, colognes, or body spray to school.
10. Students should not wear or bring expensive jackets, clothing, shoes, large sums of money, etc. to school.
  - a. Center Elementary School is not responsible for such articles.
11. All visitors and volunteers are also expected to abide by this dress code.

12. Students who dress in violation of these expectations may be required to contact parents for appropriate apparel.

## **Emergency Procedures for Disaster**

If you would like to review a complete copy of “TUSD Emergency Response Procedures” please see Center’s office. We have a procedure for all of the following Emergency situations –

1. Active Shooter
2. Air Pollution/Chemical Release
3. Bomb Threat
4. Civil Disturbance on Campus
5. Earthquake
6. Evacuation/Fire
7. Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder
8. Severe Windstorm/Tornado
9. Flood
10. Threat of Explosion/Gas Leak/Aircraft Accident

## **Food Services through Travis Unified School District**

Travis Unified School District delivers healthy and delicious school meals based on the USDA’s nutrition guidelines so that students are engaged and ready to learn in school. All meals include a variety of fresh fruit and vegetable choices and a variety of chilled non-fat or low-fat milk.

Meal Services “Hot” Breakfast/Lunch & Cold Lunch Information for K-8th

### **Breakfast Meal Services –**

- Breakfast is free for all students for the 2023-2024 school year, under the Statewide Universal Meals Program.
- All are invited to participate from 7:30 AM to 8:00 AM. Breakfast ends at 8:00 AM, so students arriving after 8:00 AM will not be served.\*

### **Hot Lunches –**

- Lunch is free for all students under the Statewide Universal Meals Program\*. (*\*this is subject to change*)
- Students may bring lunch to school or receive a free school lunch. If students do not have a complete lunch, they will be asked to get a school lunch.
- Prohibited Items for lunch:
  - No soda, coffee beverages, or energy drinks.
  - No food may be provided to a class before lunch (this includes pizza, birthday treats, etc.)
  - Sharing of food is not allowed due to health reasons> Please see our school Healthcare Specialist for more info. This also means that families cannot bring lunch for other students to school without express permission from that student’s family that is communicated to our school office beforehand.
  - No glass containers.

## **Getting to School Safely**

### **Bicycles:**

All students except TK and kindergarten students riding solo may ride bicycles to and from school.

#### **The following bicycle safety rules must be followed:**

- Students are NOT to ride in the middle of the street, they must use designated bike lanes.
- Bicycles must be locked in the bike rack during school hours.
- Students MUST walk their bikes and follow the salamander path when going through Vanden campus.
- Students must walk their bikes through the crosswalks in our parking lots.
- Bicycles must be walked on the school grounds, past the bus zone, and up and down the hill.
- All students must correctly wear a helmet, as required by law.
- Students who do not follow these rules will lose the privilege of riding their bikes to school.

### **Scooters, Skateboards, and Heelys (shoes with wheels):**

- Students are prohibited from riding skates, skateboards, scooters, and other similar devices while on campus. These items must be walked or carried on campus.
- Since safety is of primary concern, shoes with wheels are not permitted at school.
- Students will be asked to remove the wheels.
  - o The first time they may put them in their backpacks and take them home.
  - o The second time, parents will be required to pick up the wheels from the office.
  - o If students wear the wheels to school and are unable to remove them, parents will be contacted to bring another pair of shoes for their child.

### **Driving your children to school:**

Parents/Guardians are encouraged to use the Travis Unified School District bus system to decrease general traffic surrounding drop-off and pick-up.

#### ***If you drive your student(s) to and/or from school please follow the below procedures;***

- Drop off and pick up; up the hill please use our “Kiss & Go” lane.
  - DO NOT leave your car parked in the Kiss & Go lane for any reason.
  - Students are required to enter and exit from the sidewalk side of the car ONLY
  - If you need to assist your student or are unable to release your child from the proper side, please park in the available spots under the solar panels.
- There is additional parking in Center’s lower lot. You are welcome to drop-off/pick-up your student at the lower lot or park and walk your student up/down the hill. There will be staff at the lower lot after school to ensure student safety.
- There are a few ADA spaces and limited parking in the school parking lot up the hill.
- There are a few spaces along the edges of the court at the top of Markeley Lane.
- Parking along Markeley Lane is prohibited.
- Double parking is a vehicular violation, is against the law, and is unsafe for children.
  - Therefore double parking, or stopping in the middle of Markeley Lane to drop-off or pick-up your child(ren) is not permitted.
- DO NOT park in the staff parking lot. All Staff Parking spots are clearly labeled.
- Follow the directions of all school staff, stay alert and please drive slowly (max 5 mph).
- NO students will be permitted to stay alone in the lower parking lot after 2:25 p.m.

## **Grading Policy**

The Standards-Based Progress Report is used throughout the Travis Unified School District in grades K-5. The progress report marks indicate a student’s proficiency in the academic content standards taught so far, based on the reporting period expectations. These numerical levels are individualized and intended to give parents awareness of how their child is progressing in meeting the standards. It is our goal that all children reach proficiency by the end of the school year – in all standards.

Students in grades K – 3 also receive O (Outstanding), S (Satisfactory), or U (Unsatisfactory) in all subjects. These grades reflect the overall progress for that trimester.

Students in grades 4 – 6 will receive a letter grade of A, B, or C in all subject areas. Students in grades 4 – 5 will receive an N if they earned a grade below a C. Students in 6th grade will receive a D or F, as appropriate. Again, these grades reflect how well the child is progressing on work presented during that trimester. Students earning an N, D, or F will require interventions by the school, the parents, and the students in order for the child to be more successful. These interventions will be discussed with you during parent/teacher conferences.

## **Homework**

Homework is an essential part of our instructional program. It helps a student learn responsibility and reinforces and enriches the students’ learning through an extension of class activities. The determination of

specific homework assignments shall be made by the teacher. Generally, the minimum length of time for homework at each grade level will be as follows:

TK:	0-10 minutes a day	Grade 3:	30 minutes a day
Kindergarten:	10 minutes a day	Grade 4:	40 minutes a day
Grade 1:	10 minutes a day	Grade 5:	50 minutes a day
Grade 2:	20 minutes a day	Grade 6:	60 minutes a day

Certain homework assignments may exceed the suggested time allotments.

### **Homework Requests**

Requests for homework assignments (due to absences) may be made directly to the classroom teacher via email. Please cc Marissa Hunter at [mbhunter@travisusd.org](mailto:mbhunter@travisusd.org) on all requests. Please allow for 24 hours for the teacher to prepare all homework assignments. Families may pick up their child's homework assignments in the school office.

### **Lost & Found Items**

Please use a permanent marker or sew name tags into sweaters, jackets, gloves, hats, water bottles and so forth. In addition, backpacks, notebooks, binders, and lunch boxes should be clearly marked with your child's name.

Clothing and other articles found on the playground are kept on a rolling rack near the school office. Please have your child(ren) check for lost articles regularly whenever missing a personal item. All articles remaining in the lost and found before winter break and the end of the school year will be donated. Items found of value or that are breakable will be held at the office and will require a description before released to the student.

### **Meeting with your Child's Teacher**

Parents are welcome in the classroom; however, they must be approved pre-planned visits to limit classroom disruption. If you would like to visit your child's classroom, please contact your child's teacher and schedule a time to visit allowing for at least a week's notice. All visitors will need to check in with the office and sign the appropriate visitation form.

***If you have a question or need to meet with your child's teacher, please use one of the following:***

- Write a quick note in your child's planner or put it in their homework folder.
- Use email. It's quick and efficient. (You can also let the teacher know you sent them a note if you think the note may not make it to the teacher!)
- Call the office and leave a message.

### **Messages for Students**

Center office and school staff will make every effort to deliver messages but we cannot guarantee or take full responsibility for the delivery of messages to students. Call volume, time of day, etc. could affect the delivery of the message. Please make all the necessary arrangements with your child before sending them to school. We highly encourage parents to have a backup plan in place.

### **Medical & Health Services**

If your child has been home ill, they should not return to school until they have been symptom-free for 24 hours. This would include fever, vomiting, lice, and numerous other medical conditions. Please contact the school office for questions or additional information.

If a child becomes ill or injured in school, it is essential that he or she proceed immediately to the health office. No one who has been injured or has become ill during the school day should ever leave school without going to the office for evaluation by the healthcare specialist. If it becomes necessary for a child to be sent home, the parent or guardian will be contacted and informed of this fact. No child is ever sent home unless

there is an authorized adult to care for him or her. An emergency telephone number is absolutely necessary in such situations. In fact, state law requires that the school have this emergency telephone number on file.

If your child has an injury that requires crutches or other assistive device, a medical note from your child's doctor must be provided to the office. Students with a cast, sling, on crutches or using a walker or wheelchair or other assistive devices, may not participate in recess or PE without express written permission from a medical professional.

Shot records are required, as are certain immunizations in Kindergarten and 1<sup>st</sup> grade. These records and proof of vaccinations must be provided to the school in order for your child to be able to attend. If there are personal reasons regarding required immunizations, please see our healthcare specialist for more information.

Notices may be sent home periodically should a child be exposed to anything contagious. Please read this information carefully.

### **Medication**

WITHOUT EXCEPTION, children will not be allowed to self-administer medication at school. This includes over-the-counter medications such as cough drops, cough syrup, antacids, etc. All medication must be taken to the office and must be accompanied by a medication form filled out by the doctor with full instructions. The school nurse, healthcare specialist, clerk, secretary, or principal will then administer the medication at the prescribed time and in the prescribed dosage. All over-the-counter medication must be in the original container and have your child's name written on the box or bottle. Prescription medication must have the prescription label on the actual container.

Parents who wish for their child to have an EpiPen or asthma inhaler on campus must make prior arrangements with the office and meet the qualifications. Please check with the office for the necessary forms.

If a student knowingly gives medication to another student, he/ she will be subject to disciplinary action up to and including suspension and/or expulsion.

If your student loses his/her medication or has had someone take it from them, they must report this to the office immediately or the student may be subject to disciplinary measures up to and including suspension. Parents/guardians must use the Authorization for Medication Administration form available at the school office if they would like their child to have medications administered at the school site. These forms MUST be renewed each year.

### **Medical Excuses from Physical Education**

Physical Education, an integral part of the school curriculum, is concerned not only with the pupils' physical development, but also with their mental, emotional, and social development. Physical Education minutes are also mandated by the state of California.

Excuses from participation in physical education for medical reasons will be granted upon a physician's request, according to the amount and type of activity in which they can engage, and the duration of the excuse.

## **Parking: School Lot, Passes, Persons with Disabilities Assistance**

Our school staff parking lot is for staff and disabled visitors (with a current DMV-issued placard or a license plate) only, not for dropping off and picking up students. During the school day, families may park in the parking lot under the solar panels next to the kiss and go lane at the street entrance of the school. Please see "Getting to School Safely" for appropriate pick-up and drop-off of students. Parents/guardians dropping off students with disabilities are entitled to park in the Persons with Disabilities parking spaces in the front of the school. You must have the appropriate disabled placard or decals to enter the parking lot and use these spaces. Please use these parking spaces to assist your children in and out of school. If you will be staying to volunteer in the classroom, please assist your children to their room and then move your car to an unmarked space. Please be sensitive to the needs of our students.

## **Parent ~ Teacher Conferences**

There are two scheduled parent-teacher conferences during the school year; the first is required and the 2nd is optional. However, when a parent feels it is necessary to schedule a conference, please contact your child's teacher directly to schedule an appointment. Report cards will be issued in November, March, and June. Travis Unified District is on a trimester system for elementary schools. Teachers will conference with all



parents/guardians the first trimester. For the second trimester, teachers will conference with parents if a student is not meeting expectations or if you'd like to meet. Please email your child's teacher directly if you have questions regarding conferences or to sign up for one during conference times.

## **PTA ~ Parent Teacher Association**

Center Elementary PTA is part of the California State PTA. They believe every adult has a responsibility to ensure that all children develop to their full potential. They believe parents/guardians are children's first teachers and that their involvement is essential throughout a child's educational experience. They believe that family is the basic unit of society responsible for the support and nurturing of all children, and we recognize that "the family" may be defined in many ways. They believe their responsibility includes advocating for the safety and welfare of all children and the opportunity for quality public education for each child.

### **PTA Annual Events (subject to change) -**

- Membership Classroom Competition
- Fall Festival
- Holiday Gram Sales
- Spring Festival
- Yearbook and many more!

***Consider joining PTA! PTA membership is open to everyone: It doesn't matter if you're a parent, student, educator, business leader, or community member.***

## **Playground Rules**

Each teacher will go over the rules with his/her class. Consistency by all staff members will help in increasing student safety.

- Students are expected to demonstrate good sportsmanship, and respect one another and school personnel at all times.
- If difficulties or arguments arise on the playground and students are unable to resolve the situation, students should contact the yard duty supervisor.
- Before school, students are to be seated on their classroom lines on the blacktop until the bell rings.
- All equipment is to be used in a safe and proper manner and for which it was intended. (Do not sit or swing on the tetherballs; jump ropes are for jumping, etc.).
  - When using all playground equipment, common sense will be the deciding factor regarding student safety.
- Students are encouraged to participate in an organized playground game at recess.
  - These include Four Square; Tetherball; Basketball; Volleyball, Hoola Hoops; Jump Rope; Switch; Wall Ball; and other games introduced this year.
- Kicking any type of ball is not allowed on the lower deck, except for Kickball which is being actively supervised.
  - These rules will be reinforced during the P.E. classes.
- Climbing will be restricted to the playground climbing equipment.
- Rough games and rough housing are not allowed, this includes play fighting.
  - This includes tag or any other games that resemble tag.
- The school provides play equipment. Students will NOT be permitted to bring their equipment from home. (This is an issue of insurance. If an accident occurs with equipment that is brought from home, we may not be covered by insurance.)
- Students are not allowed outside the play area to retrieve balls.
  - A staff member will get any equipment that goes over the surrounding fences of the playground.
- Cuts or saving places in line are not allowed.

- Students are not to eat or drink on the playground.
  - If snacks are allowed, students must eat their snacks in the designated eating areas near trash cans.
- The areas between or outside the classrooms are off-limits until the bell rings.
- At recess, students are to stop playing immediately, “freeze” and drop when the bell rings and walk to line up when directed by yard duty personnel.
  - If students have playground balls, they are to carry the balls to the ball rack.
  - If necessary, teachers should “role play” with their students so that there is a common understanding regarding the “freeze” and drop.
- Students are not allowed to play the “chase game” or any other game that results in chasing after and tagging or pushing students.
  - This almost always results in injuries or hurt feelings.
  - Parent/guardian contact will be made if a student is not able to follow this expectation.
- Kickball during recess will be allowed only at designated locations determined by our Student Support Specialist.

### **Playground Violations:**

If students violate the playground rules i.e., not freezing, running to line up, etc., students can miss a portion of the next recess or may receive additional consequences including loss of recess, and privileges. Serious infractions such as hitting/fighting may result in suspensions and other loss of school privileges.

## **Safety**

Center Elementary and Travis Unified School District partner with the Fairfield Police Department to be prepared in case of an emergency. Included within the Center's School Safety Plan is an emergency preparedness plan which outlines the steps that are to be taken to ensure student and staff safety during an emergency. The school is in compliance with the laws, rules, and regulations pertaining to hazardous materials and state earthquake standards. Fire and emergency drills are conducted on a monthly basis during the school year. A copy of the School Safety Plan can be obtained from the front office.

### **Safe School Climate – Anti-Bullying Policy**

At Center, we are proactive in maintaining a safe school. Bullying of any sort is taken very seriously and is not tolerated. The definition of bullying is “unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is addressed immediately, and action is taken to stop it. We take a proactive approach and use a conflict resolution/restorative justice approach. Please instruct your child to immediately report any bullying to the Center office. You can also call the office to report bullying. Each classroom teacher uses the Spot of Feelings and/or Second Step program to teach social skills and strategies to eliminate bullying. In addition, we have a schoolwide conflict resolution management system.

## **School Hours**

Children should not arrive before 7:45 a.m., or 7:30 a.m. if eating breakfast, as no supervision is available before that time. Parent/guardian cooperation in this matter will help reduce safety concerns that exist when pupils walk up Markeley alone and/or congregate in unsupervised areas. Please encourage your child to go directly home after school. The playground structure is closed before and after school every day. Please plan to pick up your child promptly at dismissal time. There is no supervision on campus 15 minutes after the release bell. Children will not be allowed to walk home without adequate adult supervision. If parents or emergency list designees are unable to pick up their student in a timely manner, the student may be released to the Fairfield Police Department for safety supervision.

### **Student Hours:**

TK students every day: 8:00 a.m. - 11:20 a.m.

K-6 Students: Mon., Tues., Thur., Fri. 8:00 a.m. – 2:10 p.m.; Wed. 8:00 a.m. – 1:10 p.m.

Office Hours: 7:15 a.m. – 3:30 p.m.

Student Supervision: Mon., Tues., Thur., Fri., 7:30 a.m. – 2:25 p.m.; Wed. 7:30 – 1:25 p.m.

## **School Library**

Our school library is staffed by our library media technician, Mrs. Sharon Cowan. Each classroom is scheduled for a thirty-minute library session weekly. Students must return books each week in order to check out new ones and they are responsible for all of the books they have checked out. Families will be billed for replacement costs of lost or damaged books.

## **School Pictures**

Pictures are taken in the fall and spring of each school year. All students are photographed on picture day for school records. Fall picture packages may be purchased by families and must be prepaid at the time the student is photographed, you can send a check with an order form or pay online. Spring picture packages are sent home for parents to preview and purchase if desired. If you do not wish to purchase any or all of the spring picture packets, simply return the unwanted portion to your child's teacher.

Random snapshots of your child may be taken by staff members. Sometimes, these may be posted to Center's website or shared by the classroom teacher with parents. Please ensure that you have signed and returned the Consent and Release Agreement, which is part of the Annual Notification of Rights and Responsibilities pamphlet, and sent home to all parents at the beginning of the year. This agreement allows us to share photos of special activities and assemblies which include your child. *This is subject to change.*

## **School Records**

Please feel free to contact the office to review your child's academic records. Give our school clerk a call to arrange a mutually agreeable time to come in to review the records. Your questions will be addressed, and she'll walk you through the contents of your child's cumulative folder. All originals in the cumulative folder are the property of the school and parents can request copies.

## **School Site Council**

School Site Council (SSC) is a mandatory council and follows the Brown Act. Members of this council are elected each October by ballot for a term of 2 years. Nominations are accepted in August and September. You may nominate yourself! The SSC is composed of four parents, four teachers, one classified employee, and one administrator. This council works with the school and is responsible for approving the budget, the school safety plan, the School Plan for Student Achievement, reviewing student achievement data, and more. The council meets approximately 3-4 times per year.

## **Sexual Harassment ~ TUSD Sexual Harassment Policy**

The Travis USD is committed to providing an educational environment free of unlawful harassment. The District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision, or any other basis protected by federal, state, or local law ordinance, or regulations. All such harassment is unlawful.

Irrespective of law, the District believes that all such harassment is offensive. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation, is prohibited. Violation of this policy by an employee may result in discipline, which may include discharge, depending on the seriousness of the violation. Violation of this policy by students may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. (See Education Code Sections 48900 and 48900.2) For a complete copy of the Travis USD Harassment Policy (BP 5145.7 and AR 5145.7) contact the office of the Superintendent.

## **Snacks**

As a district, we have recently adopted a Health and Wellness policy. Candy, foods with a lot of sugar, and so forth are often poor health choices. These snack breaks must contain healthy snacks. Please do not send soda or energy drinks with your children for snack time (or lunch). Children may have juice packs or water bottles. We often have a difficult time with ants; therefore open bottles of juice, Gatorade, or similar drinks are not permitted in the classroom.

## **Standardized Testing**

The Smarter Balanced Assessment Consortium (SBAC) is used by all schools and teachers in California to determine student academic progress toward meeting the Common Core State Standards for each grade level. These assessments are given every spring typically in April and May. Please be sure to check the test dates at the beginning of the school year and mark them on your calendars. All students in grades 3 – 6 are required to take the Smarter Balanced Assessments. Independent studies may not be granted during testing weeks so please plan accordingly if scheduling a vacation during this time.

Parents receive student reports in the fall. These reports are automatically mailed to your home. Teachers will be happy to go over these reports with you if you have questions. Please contact your child's teacher for an appointment.

## **Student Attendance Review Board (SARB)**

Students with continuing discipline and/or attendance problems may be referred to the Student Attendance Review Board (SARB). Students may be referred to SARB when he/she has been suspended three times in one year, four times in two years, received three truancy letters, or has had other disciplinary problems. Parents will receive written notification of the SARB hearing and are required to attend with their student. SARB reviews each student's case and may recommend a student contract, require a parent to attend school with the child for a specific period of time, and/or other means of intervention.

## **Student use of Technology**

The district notifies students and parents/guardians about authorized uses of district computers, user obligations, and responsibilities, as well as consequences for unauthorized use and/or unlawful activities. Please refer to the Annual Notification of Rights & Responsibilities for this and other very important information. This information is provided to all students in the annual notifications and is available at the district website at [www.travisusd.org](http://www.travisusd.org).

## **Suspension – Parent & Student Rights**

Our intention is that our school environment is a positive and successful one. At some times and under some circumstances, it may become necessary to suspend a student from school. According to Travis USD Board Policy, AR 5144.1, and California Education Code, 48900, students may be suspended from school for any of the following reasons.

1. Caused/attempted to cause physical injury to another person.
2. Willfully used force or violence upon the person of another.
3. Possessed, sold, or furnished any firearm, knife, or other dangerous objects.
4. Possessed, used, sold, furnished, or under the influence of an alcoholic beverage or intoxicant.
5. Offered or arranged/negotiated to sell a controlled substance, then sold/delivered/furnished a substance in lieu of a controlled substance.
6. Committed robbery or extortion.
7. Caused or attempted to cause damage to private or school property.
8. Stole or attempted to steal private or school property.
9. Possessed or used tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity/vulgarity.
11. Offered, arranged, or negotiated to sell, or possessed any drug or drug paraphernalia.

12. Disrupted school activities/willfully defied school personnel in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault.
16. Harassed, threatened, intimidated, or retaliated against a witness.
17. Engaged in the act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.
18. Committed sexual harassment.
19. Caused, attempted to cause, and threatened to cause an act of hate violence.
20. Engaged in disruption of class work, invaded rights of pupil or groups of pupils by creating an intimidating or hostile environment.
21. Made terrorist threats against school officials, property, or both.

In the event of a suspension, parents/guardians and pupils have the right to due process. (Education Code 48911, 8914, 48915) and to review students' records. In the event of a suspension, a parent/guardian conference with the principal may occur before the student is readmitted to school.

## **Visitors & Volunteers**

When visiting our school, helping out in a class, or attending a meeting with a teacher, you are required to come to the main office first to sign in with the office. ALL visitors must sign in at the office and get a visitor's name tag. Please cooperate with this policy as it is for the safety of your child and our students. You must wear the designated visitor badge visibly from the front, between the shoulders and waist at all times while on school grounds – the name tag indicates to our staff that you have signed in with the office and are here to visit, 30 mins or less. Without the name tag, you may be stopped in the halls and asked to sign in at the office – this is often difficult for both staff and visitors. Please be sure to sign out when you leave.

If you'd like to volunteer at our school or on field trips you must fill out an online application to be approved to be around students. Adults are not allowed to volunteer without having done the application process. Please contact our school secretary with any questions or for help with the process. Other children that do not attend Center Elementary will not be permitted on campus without Principal approval.

## **WATCH D.O.G.S.**

Center is implementing the WATCH D.O.G.S. program at our school this year. Please visit <https://www.fathers.com/watchdogs/> for more information. Be on the lookout for notification of recruitment and launch in the fall. WATCH D.O.G.S. (**D**ads of **G**reat **S**tudents) is an innovative father-involvement, educational initiative of the National Center for Fathering.

### ***The goals of the program are:***

- To provide positive male role models for the students, demonstrating by their presence that education is important.
- To provide extra sets of eyes and ears to enhance school security and reduce bullying. WATCH D.O.G.S. are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at a participating school.

WATCH D.O.G.S. volunteers perform a variety of tasks during their volunteer time including leading organized sports during recess, monitoring students at recess, assisting with drop-off and pick-up, monitoring lunches, and helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, spelling practice, etc. Volunteers may also read with students and eat lunch with students.

## **Weather Guidelines**

### ***Rainy Day:***

An announcement will be made when inside recess is called because of rain. Students will remain in their classrooms during all recesses until further announcements are made. Students are to go to the

multi-purpose room for lunch as usual and will then be released back to their classrooms for the remainder of the lunch period. Noon Duty Supervisors will monitor the students in their classrooms during inside lunch recess. PE instruction will take place in the multipurpose room or in a classroom.

### **Hot Weather:**

On extremely hot days, an inside recess will be called. The physical education teacher will be advised to change lesson plans to use the multi-purpose room or a classroom for activities. We encourage children to get frequent drinks when they are outside and to stay in the shade to avoid getting overheated. Students are encouraged to bring and keep a bottle of water on their desks every day.

### **Inclement Weather:**

If there is inclement weather in the morning before school, students are to enter the building through the designated double doors near the drop-off area. Students will stand or sit in line outside their classroom door or, if needed, in the MPR. If sent to the MPR students will remain under supervision until their teacher comes to collect their class. A supervising staff member will monitor the hall. While inside on these days, students may read, draw, play board games, or do other quiet activities with the teacher's permission. To ensure the safety of all students, children will NOT play running games or other outdoor games.

We try to let the children outside as much as possible, and during the winter months, we ask that you be sure to have your children dress appropriately for the weather. If a child becomes too wet to work properly for the rest of the school day, we may call for a change of clothes.

## **How Parents Can Make the Difference**

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your children can make the difference. Here are some ideas:

- Make sure your child gets healthy meals, enough sleep, and good exercise.
- Provide a suitable space for study and work.
- Praise your child for the work shown to you.
- Help your child organize his or her work.
- Help your child to be responsible for coming to school prepared.
- Set reasonable standards of behavior, and help your child meet them.
- Communicate your concerns to the teacher. If there are still problems, meet with the principal.
- Participate in school-sponsored activities with your child.
- Avoid comparing your child to brothers, sisters, and friends.
- We encourage you to limit and monitor "screen" time for your children.
- Encourage reading! Help your child find worthwhile reading materials.
- If your child is home ill, his or her homework should be to get well. Teachers will take care of makeup work, if necessary, upon your child's return to school.

## **Discrimination, Protections, Complaints & Procedures**

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal education opportunities and ensure safe school sites.

Remember that children will frequently remember things differently than adults. If your child comes home and shares something that happened at school that just doesn't make sense to you, please ask the teacher what happened.

<b>Local Crisis Resources</b>		
<b>Solano Behavioral Health Line</b>	24/7 Screenings & resources for Mental Health	<b>(800) 547-0495</b>
<b>David Grant Medical Center</b>	24/7 Emergency Room for Tricare military dependents	<b>(707) 423-3000</b>
<b>Solano Crisis Stabilization Unit</b>	24/7 Acute care unit for individuals with no insurance	<b>(707) 428-1131</b>
<b>Kaiser Permanente Insurance</b>	24/7 Emergency Room for Kaiser subscribers	<b>(707) 624-4000</b>
<b>Kaiser Financial Services Office</b>	May be able to help reduce the costs of ER co-pay	<b>(707) 624-1154</b>
<b>Safequest Solano</b>	24/7 Confidential crisis line for sexual assault, human trafficking, domestic violence, and teen dating violence	<b>(866) 487-SAFE</b>
<b>NAMI Solano (non-crisis)</b>	Provides support groups for families with mental illness	<b>(707) 422-7792</b>
<b>Solano Pride Center</b>	Provides LGBTQ individual, child, & group counseling	<b>(707) 389-4520</b>

<b>National Crisis Resources</b>		
<b>Boys Town National Hotline</b>	24/7 Crisis hotline for teen boys AND girls	<b>(800) 448-3000</b>
<b>California Youth Crisis Line (ages 12-24)</b>	24/7 Crisis intervention counseling and resources	<b>(800) 843-5200</b>
<b>Crisis Text Line</b>	24/7 Suicide prevention text line	<b>Text “Home” to 741-741</b>
<b>Lifeline for Deaf &amp; Hard of Hearing</b>	24/7 Suicide prevention for people with hearing loss	<b>(800) 799-4889</b>
<b>Military Crisis Line</b>	24/7 Support for military dependents	<b>(800) 273-8255 (Press 1) or Text “Help” to 838-255</b>
<b>Trans Lifeline</b>	24/7 Emotional support for trans people in crisis	<b>(877) 565-8860</b>
<b>Trevor Lifeline LGBTQ Support</b>	24/7 Crisis intervention and suicide prevention	<b>(866) 488-7386</b>
<b>Trevor Text Line</b>	24/7 Crisis intervention and suicide prevention	<b>Text “Start” to 678-678</b>
<b>National Suicide Prevention Lifeline</b>	24/7 Suicide prevention hotline	<b>988</b>
<b>National Runaway Safeline</b>	24/7 Support and help for runaway teens	<b>(800) RUN-AWAY</b>

<b>Blackline Crisis (check website for hours)</b>	Peer support and counseling for BIPOC	<b>(800) 604-5841</b> <a href="http://www.callblackline.com">www.callblackline.com</a>
<b>NAMI Helpline (10am-10pm PST)</b>	Support for families with mental health conditions	<b>(800) 950-NAMI</b>
<b>National Parent Helpline (Mon-Fri 10am-7pm PST)</b>	Emotional support for parents from trained advocates	<b>(855) 4A-PARENT</b>
<b>NON-Crisis Teen Text Line (6pm-10pm PST)</b>	Trained teenagers helping teens	<b>(800) 852-TEEN</b> Text "Teen" to 839-863

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