

Scandia Elementary School

*Parent & Student Handbook
2023-2024*



100 Broadway St
Travis AFB, CA 94535-1000
707-437-4691

www.travisusd.org/Scandia

Saundra Rushford

Principal

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Assistant Principal

Table of Contents

Scandia's School Mission Statement.....	- 3 -
Attendance.....	- 4 -
Short-Term Independent Study.....	- 5 -
Emergency Contacts.....	-6-
Getting to School Safely.....	-6-
Cafeteria.....	-7-
Classroom Celebrations.....	-7-
Field Trips.....	-7-
Health and Medical Services.....	-8-
Library – Media Center.....	-8-
Parent, Teacher & Administrator Responsibilities.....	-9-
Scandia Elementary Core Values & Code of Conduct.....	-9-
General Conduct Expectations.....	-10-
PBIS Schoolwide Teaching Matrix.....	-11, 12-
Dress for School.....	-13-
Cell Phones & Electronic Devices Policy.....	-13-
Suspension-Parent & Student Rights.....	- 14-
Homework.....	-15-
Report Cards & Progress Reports.....	-15-
CAASPP Standardized Testing.....	-15-
Parent - Teacher Conferences.....	-16-
Parent Involvement Opportunities.....	- 16-
Scandia PTA.....	-17-
School Site Council.....	-17-
Volunteers	-18-
Emergency Procedures for Disaster.....	-18-
Military & Family Life Counselor.....	-18-
Suicide Prevention & Care Solace Resources.....	-19-
Local & National Crisis Resources.....	- 20-
2023-2024 Scandia Elementary Bell Schedule.....	-21-

SCANDIA

Our Mission Statement:

- ★ *Scandia Elementary is committed to providing a comprehensive educational program in a safe learning environment.*
- ★ *Our mission is to have all students know, understand, and be able to demonstrate proficiency of the grade level standards set forth by the State of California and adopted by Travis Unified School District.*
- ★ *The school strives to enhance children's self-esteem, promote cooperation among children and adults, and build conflict resolution skills.*

Vision Statement:

- ★ *Scandia Elementary School exemplifies a community of learners where staff and parents continue to learn along with our students.*
- ★ *As a staff, we strive for a positive learning environment with teamwork as a foundational tenant. With student demographics reflecting nearly 100% military students, Scandia Elementary school strives to support students and families through the transition process socially, emotionally, and academically.*
- ★ *Smiling faces and supportive comments are the norm with students. Staff and parents interact with each other with respect, and work together as a team to help children achieve success.*

Scandia Elementary School

100 Broadway Street
Travis AFB, CA 94535
(707) 437-4691

Governing Board

Manveer Sandhu, President
Matthew Bidou, Vice President
Zenobia "Z" Muhammad, Board Clerk
Ivery Hood, Board Member
Will Wade, Board Member
TBD, Student Board Member

Travis Unified School District

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

District Administration

Pam Conklin, Superintendent
Tiffany Benson, Assistant Superintendent, Ed. Services
Vince Ruiz, Assistant Superintendent, Human Resources
Allyson Rude Azevedo, Director, Student Services
Christian Guzman Vega, Director, Technology Services
Gabriel Moulaison, Chief Business Officer
Nancy Walker, Director, Fiscal Services
Deanna Brownlee, Director, Special Education
Joe Nguyen, Director, Curriculum and Assessments

Attendance

General Absences

It is essential that your child attend school whenever possible, including for part of the day after or before appointments. State attendance requirements, however, still rely on excused and unexcused tallies. It is important to remember that parents/guardians have three days to excuse an absence in person, via note, phone call or e-mail.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. Having medical, dental, optometric, or chiropractic services rendered.
 - D. For attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
 - F. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference **when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board**
 - H. Participation in religious instruction or exercises in accordance with district policy
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable amount of time, shall be given full credit thereof. The tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable amount of time, shall be given full credit thereof.
3. For the purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." {E.C. 46014, 48205}

When Should a Child Stay Home from School?

*We ask that students be kept home if they hold a fever of 100.0 degrees or above. Students should not return to school until they have no fever for 24 hours, without the aid of fever reducers such as Tylenol (Acetaminophen) and Motrin (Ibuprofen).

For example:

- ★ My child has a fever today...he/she should not come to school tomorrow, whether or not they have had a fever reducer.
- ★ My child has a fever again on day two. I give medication. My child should stay home once again, on day three.
- ★ If I do not give medication, **AND** my child does not have fever for 24 hours, then my child may come to school on the following day.

Lateness/Tardiness

Children are encouraged to establish a habit of promptness. Students are at a disadvantage when they enter late, as they frequently miss directions given by the teacher. After 8:05 students need a pass to enter class.

Tardies count towards truancy if a student arrives more than 31 minutes after the start of school. Students who are removed from school early or are tardy to school will be marked accordingly due to the loss of instructional minutes.

Short-Term Independent Study – Unavoidable Absences

Short-term independent study may be an option for students who have unavoidable absences and will be absent for three (3) to fifteen (15) consecutive days. If a student is absent for more than 15 days, the student must be withdrawn from Travis Unified School District and enrolled in the destination district. Short-term independent study contracts cannot be used for disciplinary purposes. Students who will be absent between 3 and 15 school days can have a parent or guardian apply in our office for short-term

independent study to both acquire their student's schoolwork and prevent truancy. We require 5 school days' notice to submit an independent study request. Please contact your student's teacher before making a request. For more information, please email Chelsea Ehlert (cehlert@travisusd.org), our School Clerk.

To be eligible for a short-term independent study contract, a student must have satisfactory academic progress and attendance according to Board Policy. 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.

- ★ ***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 one (1) short-term independent study contract granted per student per school year.
- ★ Parents are to contact the office to request a Short-Term Independent Study Contract.
- ★ All student work must be submitted to the school on 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 day. **This is not to be confused with grades given by teachers for the work complete or not complete. Teachers will grade the assignments accordingly and give grades based on work done.**
 - The additional days of no credit (no attempt made to complete schoolwork for an assigned day) may be considered unexcused and may count towards truancy limits.
- ★ If a student had any no credit days due to failure to complete work on an initial short-term independent study contract, that day will be considered an unexcused absence.

Attendance Accounting

Absences not cleared after 3 days will be counted as Unexcused. Absences may be cleared by:

- ★ Calling the schools 24-hour absence line at 437-4691 and pressing option 2.
 - ★ Emailing the office staff Chelsea Ehlert, Scandia Office Clerk at cehlert@travisusd.org.
 - ★ Submitting a written note to the school.
1. **First Notice of Truancy** - After 3 Unexcused absences, 3 Tardy Truancies (31 minutes or more), or 10% of the school year.
 2. **Second Notice of Truancy and SART** - (Student Attendance and Review Team) Meeting - After 1 additional unexcused absence or tardy (4 total).
 3. **Third Notice of Truancy and Referral to SARB** - (Student Attendance and Review Board) After next additional unexcused absence or tardy (5 total).
 4. **Referral to SARB** - Following the next (un)excused absence or tardy (5 total), parents/guardians will be referred to SARB and a SARB meeting will be scheduled.

Student Attendance Review Team (SART)

The SART is a site level team composed of the parents and site administrators. A SART meeting is scheduled when a student has had two truancy letters in the same school year. The intent of this meeting is to work with the family to resolve truancy concerns. Many times, truancy occurs simply because an absence was not cleared, or the family took leave without applying for Short-Term Independent Study.

Student Attendance Review Board (SARB)

Students with continuing discipline and/or attendance problems may be referred to the SARB, which is comprised of the involved parents/guardians, student, and community, site, and district level members. 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 behavioral contract, require a parent to attend school with the child for a specific amount of time, and/or other means of intervention.

PCS

Please notify the office as soon as you know your family has orders. We make a note of anticipated transfer dates, but we do not disenroll your student. Once orders are confirmed, we will prepare a transfer packet for pick up on your child's last day of attendance. Please be sure your child returns textbooks and library books.

Emergency Contacts

The school office has two telephone lines which are permitted for student use in times of emergency. All parents are expected to update their student(s) "Parent Portal" on file, listing phone numbers where the school can reach the parents or an authorized party in case they are injured and need a doctor's care. Please be sure to update this information throughout the school year if you move, add a phone number (cell phone), your day care provider changes, or you need to add or delete emergency contacts.

Please make all necessary arrangements with your children prior to coming to school. In emergencies, we can get messages to students, though we do want to keep classroom interruptions to a minimum.

Getting to School Safely

Bicycles, scooters, skates, and skateboards: All students, except kindergarten students riding solo, may ride their alternate mode of transportation to and from school.

The following safety rules must be followed:

- ★ Students are to ride on the sidewalks or within bike lanes when commuting to and from school.
- ★ Bicycles, scooters, skates, and skateboards must be locked and held within Scandia's bike rack.
- ★ Students must walk their modes of transportation across crosswalks.
- ★ All students must wear a helmet, as required by law.
- ★ Students who do not follow these rules will lose the privilege of riding their alternate modes of transportation to school.

Students are prohibited from riding bikes, scooters, skateboards, and other similar devices on campus. These items must be walked or carried on campus and placed in the bike rack. Any bikes, scooters or skateboards will be confiscated if students are not following the safety rules. Students may pick up their bikes, scooters and skateboards after school from the front office. Repeat offenders will need to have their parents/guardians pick up their bikes, scooters or skateboards from the front office.

Since safety is of a primary concern, Heelys (shoes with wheels) are not permitted at school. Students will be asked to remove the wheels. The first time they may put them in their back packs and take them home. The second time, parents will be required to pick up the wheels from the office. 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

If you drive your student(s) to and/or from school, please follow the below procedures to ensure the safety of students and staff:

- ★ DO NOT leave your car parked here for any reason.
- ★ There are ADA spaces and limited parking in the school parking lot.
- ★ Parking in staff parking spaces is not permitted. All staff spaces are clearly labeled.
- ★ Double parking is a vehicular violation, against the law, and is unsafe for children.
- ★ Follow the direction of all school traffic staff and please drive slowly.
- ★ Increased supervision will be in place along the sidewalk before and after school.
- ★ Students are not permitted to stay alone by our parking area after 2:20 PM.

Cafeteria (Food Services)

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 milk.

Breakfast

Breakfast is free for all students for the 2023-24 school year, under the National School Lunch Program.

All are invited to attend from 7:45 AM to 8:00 AM. **Students arriving after 8:00 AM will not be served.** **This does not include students that have arrived late due to a TUSD transportation issue.*

Lunch

Lunch is free for all students for the 2023-24 school year, under the National School Lunch Program.

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.

*Prices for a second breakfast or lunch are subject to change.

Prohibited Items for lunch

- ★ Any glass containers will be confiscated and sent home with the student at the end of the day.
- ★ NO soda, coffee beverages or energy drinks.
- ★ Any items in "Bulk" amounts will be confiscated and sent home with student at the end of the day.
- ★ Sharing is not allowed due to health reasons and food allergies. Please see our school Healthcare Specialist for more info.

Home Lunches

If you bring your child's lunch to school, please drop it off at the main office. Please label your child's lunch with their full name, teacher and grade. **Please do not go directly to the classroom and deliver lunch to your child as this disrupts the educational process.**

Classroom Celebrations ~ Birthdays, Holidays, & Deliveries, etc.

Travis Unified School district has a Wellness Policy as required by the Federal government. This policy requires us to reduce the number of unhealthy foods that students consume during the school day. As a reminder, please do not send birthday/holiday treats or food items to school. "Goodie bags" with non-food items are allowed. Also, balloons or flowers are not permitted in classrooms.

Parents, you are welcome to bring lunch for your student. We are asking parents not to bring lunch for other students. For the safety of our students and staff, Scandia Elementary does not accept any deliveries, including deliveries of food (such as DoorDash), flowers, balloons, etc.

Snacks

Because learning about nutritious food is part of our curriculum, we urge you to think about snacks very seriously. As a district, we have adopted a Health and Wellness policy. Candy and food with high sugar content are often poor health choices.

Many teachers permit their students to eat snacks before or after recess. These snack breaks should contain healthy snacks. Please do not send soda with your children for snack or lunch. Children may have juice packs or water bottles. We often have a difficult time with ants; therefore, open bottles of juice are not permitted.

Field Trips

All students are required to have a signed permission slip before going on a field trip. Parents and guardians are welcome to attend field trips to assist with student supervision, once the online volunteer process (level 1) has been completed. The Worker's Compensation volunteer guideline form also needs to be completed and returned to the school site. When chaperoning field trips please refrain from bringing other children that are not enrolled in the classroom as this enables our parent volunteers to successfully supervise our students.

Health and Medical 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. Students leaving school due to injury or illness must sign-out within the office prior to leaving campus. 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 will be sent home without an authorized adult to care for him or her. An emergency telephone number is absolutely necessary to support communication in such situations. State law requires schools to have an emergency telephone number on file for all students.

Shot records are required as are certain immunizations at Kindergarten and 1st 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 the school nurse. Notices may be sent home periodically should a child be exposed to anything contagious. Please read this information carefully.

Medication

Medication may be administered to students at school. Prior to medication being given to a student, we require a signed Medication Administration form from each student's physician and parent. The signed form must be on file in the office and be renewed each school year. This applies to all over-the-counter medications including Tylenol, cough syrup, cough drops, etc. Any medication must come to school in its original medication container and be clearly marked with the child's name and dosage information. We are fortunate to have Carrie Lagang, LVN as our health care specialist to assist us with medication.

Parents who wish for their child to carry an EpiPen or asthma inhaler 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 measures 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.

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.

The following categories may be used:

- ★ Unlimited activity.
- ★ Slightly modified program (with explanation).
- ★ Restricted program.
- ★ Individual activity as prescribed by a physician.
- ★ Rest in place of activity.

Library – Media Center

Parents as well as children are encouraged to use the school library. Books in the general collection may be checked out for one week. They may be returned earlier, and another book selected at that time. Reference Encyclopedia books may be checked out overnight and should be returned first thing the following morning.

Online Resources

Families may access our library catalog online at www.travisusd.org. Click the "Parents" tab to visit our Library webpage. Parents and students also have access to resources through Launchpad.

Lost or Damaged Books

Lost books must be paid for by the student at the current cost of the replacement rather than the original purchase price of the book lost. Damaged books will be assessed by the Library Technician and a fine will be charged for the amount of repair needed. Students will not be allowed to check out books until lost books are either returned or paid for. A student's report card may be held until fines are paid or books are returned.

Lost and Found

We recommend that you write your child's name on sweaters, jackets, gloves, hats, and alternate clothing articles. In addition, book bags, 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 outside of the MPR. Please have your children check for lost articles regularly. All articles remaining at the end of the calendar year and school year will be donated.

Parent/Guardian Responsibilities

- ★ Support Scandia's Positive Behavioral Interventions and Supports (PBIS) school-wide expectations, rules, and procedures 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 your student attends school regularly and punctually.
- ★ Send students to school prepared to work with appropriate learning materials, completed homework, and a growth mindset.
 - All standard school supplies are provided by the school.
- ★ Provide a home environment that encourages respect for the school, staff, their classmates, and the learning process through close supervision of homework and daily check-ins.
- ★ Provide a healthy environment, adequate nutrition, and ample rest. Ensure that students attend school in appropriate and safe clothing as outlines within Scandia's dress code policy.
- ★ Take corrective action when requested by the teacher, principal, or school staff member. Cooperate with school requests for conferences or meetings.
- ★ Present any classroom concerns directly to the teacher. If the concern is not resolved in a timely manner, contact site administration. Safety concerns should be reported immediately to site administration.

Teacher Responsibilities

- ★ Be in the classroom on time, ready to receive students with well-prepared lessons.
- ★ Inform students of school and classroom PBIS expectations, rules, and procedures.
- ★ Require students to follow Scandia's PBIS expectations, rules, and procedures.
- ★ Assume responsibility for all Scandia students.
- ★ 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 Scandia's PBIS expectations, rules, and procedures as well as the Board adopted policies and Administrative Regulations are being taught to students, modeled by staff, and adhered to by all.
- ★ Support staff, students, and families in working together to carry out Scandia's PBIS expectations, rules, and procedures.
- ★ Involve families in student disciplinary problems when appropriate.
- ★ Involve families in promoting student learning and foster a home-school partnership in education.
- ★ Provide a safe environment with continuous learning opportunities.

Scandia Elementary Core Values & Code of Conduct

Travis Unified School District and the Scandia 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*. ***Please visit the Scandia School-Wide Teaching Matrix for additional information.***

General Conduct Expectations

- ★ Students are to arrive between 7:45am and 8:00am as school grounds will not be accessible or supervised prior to 7:45am.
- ★ Students arriving at school shall go directly to the cafeteria or their morning line-up location. During inclement weather, students will proceed directly to their classrooms at 7:45am where they will be supervised by their classroom teacher.
- ★ Students should only be in classrooms when a teacher is present.
- ★ Students may be present on campus after school only if attending an after-school program.
- ★ Students must obtain staff permission to go to the office.
- ★ Students are to go directly home from school.
- ★ Cell phones must be turned off and left in the student's backpack.
- ★ Students may not bring items such as AirPods, iPads, electronic games, trading cards, water guns, toys, and playground equipment, to school. The school is not responsible for lost or stolen items.

***Please see Scandia's PBIS Expectations outlined within the Scandia School-Wide Teaching Matrix.**

Playground Procedures

- ★ Students must play in the areas designated for their grade level.
- ★ 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 supervising staff member.
- ★ During Jumpstart, students are to be in their classroom lines on the blacktop until dismissed.
- ★ All equipment is to be used in a safe and appropriate manner as intended.
- ★ Rough games and rough housing are not allowed, this includes play-fighting, tag, and aggressive games.
- ★ The school provides play equipment. Students will not be permitted to bring their equipment from home.
- ★ A staff member will retrieve any equipment that goes over the surrounding fences.
- ★ Students are permitted to kick appropriate equipment when playing kickball or soccer while supervised.
- ★ Cutting in line or saving places are not allowed.
- ★ Students are to eat and drink at designated outdoor benches.
- ★ Students are expected to throw away their trash after eating or drinking.
- ★ At the conclusion of recess, students are to stop playing immediately, "freeze," and kneel when the whistle is blown and return playground equipment/walk to line up when directed by yard duty personnel.

Playground Violations

If students violate the playground procedures and expectations i.e., not freezing, running to line up, etc., students may be offered other means of correction, restorative justice practices or may receive additional consequences including loss of recess, and privileges. Serious infractions such as hitting and fighting may result in suspensions and other loss of school privileges.

Office Expectations

- ★ Students must obtain a pass from a staff member to go to the office except for emergency circumstances.
- ★ When in the office, students are to use indoor voices while being responsible, respectful, and safe.

PBIS Schoolwide Teaching Matrix/Student Code of Conduct

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

	Be <i>Respectful</i> .	Be <i>Responsible</i> .	Be <i>Safe</i> .
School-wide	<ul style="list-style-type: none"> • Listen and be considerate • Positive conversations • Use kind words and actions • Maintain personal space • Respect school property • Use the space for its intended purpose 	<ul style="list-style-type: none"> • Follow all school rules • Walk directly to your destination • Use appropriate manners • Use, share, and return equipment correctly • Eat in designated locations • Be prepared for learning • Arrive and depart on time • Keep the area clean • Stay with your class. 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Use equipment and materials correctly • Sit in chairs with all four legs on the floor • Be aware of your surroundings • Walk facing forward • Walk on the blacktop and while indoors • Walk with scooters and bicycles • Report all incidents to staff
Jumpstart	<ul style="list-style-type: none"> • Follow school rules • Respect self and others • Listen to staff directions • Positively participate with our Scandia school community 	<ul style="list-style-type: none"> • Place personal travel equipment safely in the bike rack area • Pick up after yourself • Remind others to do the same 	<ul style="list-style-type: none"> • Walk to your designated class area • Walk calmly and quietly to your classroom
Classroom	<ul style="list-style-type: none"> • Raise your hand • Follow directions • Use kind words and actions • Have a growth mindset 	<ul style="list-style-type: none"> • Be prepared for learning • Have your work done on time • Stay on task • Arrive and depart on time 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Use equipment and materials correctly
Recess	<ul style="list-style-type: none"> • Voice level at play: 4 • Voice level at lineup: 2 • Listen to staff • Take turns • Use kind words and actions • i.e. "Good job, nice try!" 	<ul style="list-style-type: none"> • Use, share, and return equipment correctly • Find an adult as needed • Follow school, playground, and game rules • Eat in designated locations • When the whistle blows-freeze, and take a knee 	<ul style="list-style-type: none"> • Keep hands, feet and equipment to yourself • Walk on the blacktop • Walk to and from your line • Be aware of your surroundings
Hallway	<ul style="list-style-type: none"> • Voice level: 0 • Maintain personal space • Walk on the right side • Use kind words and actions 	<ul style="list-style-type: none"> • Have a hall pass • Walk directly to your destination • Follow school rules • Arrive and depart on time 	<ul style="list-style-type: none"> • Keep your hands, feet and objects to yourself • Walk facing forward • Use equipment and materials correctly
Bathroom	<ul style="list-style-type: none"> • Voice level: 0-1 • Maintain privacy • Use the space for its intended purpose • Respect school property • Leave food items outside of the restroom 	<ul style="list-style-type: none"> • Keep the area clean • Flush, wash, and exit • Follow school rules 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Get adult help for accidents and spills • Flush, wash, and exit

	• Be <i>Respectful</i> .	• Be <i>Responsible</i> .	• Be <i>Safe</i> .
Cafeteria	<ul style="list-style-type: none"> • Voice level: 0-1 • Raise your hand for help • Positive conversations • Listen/follow directions from adults 	<ul style="list-style-type: none"> • Use appropriate manners • Eat your own food • Clean up after yourself • Wait to be dismissed • Get help for accidents and spills 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk facing forward • Stay seated on benches
Library/ Computer Lab	<ul style="list-style-type: none"> • Voice level: 0-1 • Listen and be considerate • Treat books and computers with care • Follow directions 	<ul style="list-style-type: none"> • Return books when due • Use a shelf marker • Leave food/drinks in your backpack • Keep passwords private 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk facing forward • Sit in chairs with all four legs on the floor • Use approved websites
Assembly	<ul style="list-style-type: none"> • Volume Level 0-3 • Arrive and be seated on time • Respond appropriately • Use kind words and actions 	<ul style="list-style-type: none"> • Actively listen to speaker • Stay with your class • Follow school rules 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Keep aisles clear • Exit safely when directed
Dismissal	<ul style="list-style-type: none"> • Voice level: 3-4 • Walk out for pick-up • Maintain personal space • Use kind words and actions 	<ul style="list-style-type: none"> • Listen to staff • Leave with your belongings and materials • Follow school rules 	<ul style="list-style-type: none"> • Use sidewalks and Crosswalks • Only go with planned pick-ups • Walk in hallways • Walk scooters and bicycles • Go straight to exit location

Communicating PBIS Expectations

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

Sabre Celebrations:

- ★ Any time a staff member witnesses a student demonstrating our school core values of respect, responsibility, and safety, staff may choose to give that student a Sabre Celebration.
- ★ Sabre Celebrations are collected in each classroom.
- ★ Every Friday, two Sabre Celebration winners will be chosen from each classroom, providing those students with the opportunity to be recognized and choose from various reward options.
- ★ Sabre Celebration winners are recognized in our weekly Family Communication and during Friday morning Jumpstart.

Students of the Month:

- ★ Each teacher will nominate two students each month to be recognized as shining examples of respectfulness, responsibility, and safety. Students of the Month will participate in our monthly Pizza with the Principal & Assistant Principal. In addition, our Students of the Month are recognized monthly in our family communication and during morning Jumpstart.

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.

Dress for School

Any clothing or accessories that are deemed a disruption to the school environment are prohibited. Because it is Scandia Elementary School's belief that appropriate student attire and personal grooming are important, the following rules will be enforced:

- ★ School attire, including backpacks, should be school appropriate. No offensive logos, i.e. alcohol, tobacco, weapons, profanity, obscenity, degrading or inflammatory statements, etc. are allowed.
- ★ Shirts should have a modest neckline and sleeveless tops must have ID card width (approx. 2.25 inches) shoulder straps. Bottoms (shorts) must be no more than an ID card length above the knee (approx. 3.5 inches).
- ★ Shirts and bottoms(pants) must meet to cover the body with no visible gaps. Therefore short-shorts, bare midriff tops, most tank tops, see-through tops, strapless outfits, deep necklines, or large areas of exposed skin are not considered appropriate dress for elementary school regardless of gender.
- ★ If bottoms have holes/rips that do not fall below the ID card length knee requirement, they must be worn with leggings or tights underneath to the appropriate length.
- ★ Sandals, flip-flops, slippers, socks, heels, or platform shoes are prohibited because they present a safety hazard on the playground and during physical education activities. During physical education, rubber soled shoes are recommended. Heelys are not allowed.
- ★ Hats, caps, or hoods are not to be worn inside the building unless for medical or religious reasons. They are not worn in class except for recess or PE if outside.
- ★ Over-sized earrings and jewelry (such as chains and necklaces) are prohibited due to safety reasons.
- ★ Appropriate-sized clothing is recommended. Pants must fit at the waist and not sag down to or past the hips.
- ★ Students may not bring perfumes, colognes, or body spray to school.
- ★ Students should not wear or bring expensive jackets, clothing, shoes, large sums of money, etc. to school. Scandia Elementary School is not responsible for the loss of such articles.
- ★ Wednesdays are School Spirit Day. All students are encouraged to wear their spirit wear or purple and gold.
- ★ All visitors and volunteers are also expected to abide by this dress code.
- ★ Students who dress in violation of these expectations may be required to contact parents for appropriate apparel.

Cell Phones and Electronic Devices Policy – Student Use

While students are now permitted to have cell phones on the school campus, we highly discourage elementary students from bringing cell phones to school. In case of any emergency, all students have access to the school phones. If a student does bring a cell phone or other electronic device to school, he/she must abide by the cell phone board policy. ***Cell phones and other electronic devices must be turned off during school hours, if a student uses their device(s) without permission they will have their device confiscated to be held in the office and will require the parent/guardian of student to sign for it. Siblings of the student or parental friends, etc. may not pick up confiscated devices.*** Devices may be turned on once students are off the school grounds. Scandia Elementary School is not responsible for lost or stolen items.

Safe School Climate & Anti-Bullying Policy

At Scandia 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. Both students who are bullied and who bully others may have serious, lasting problems.”* Bullying is addressed immediately, and action is taken to stop it. Students who engage in unlawful discrimination, including discriminatory, harassment, intimidation, retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#). Please report any bullying to Mrs. Rushford or Ms. Livingston by email (srushford@travisusd.org or alivingston@travisusd.org), or by calling at 707-437-4691. You can also call the office and leave a message at 707-437-4691. Each classroom teacher utilizes the Second Step curriculum to teach students social skills and strategies to eliminate and prevent bullying.

Sexual Harassment - TUSD Sexual Harassment Policy

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 the 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 [5145.1 (b)] contact the office of the Superintendent.

Suspension – Parent/Student Rights

Our intention is that our school environment be a positive and successful one. Under certain circumstances, it may become necessary to suspend a student from school. According to Travis USD Board Policy, 5114(c), and California Education Code, 48900, students may be suspended from school for any of the following reasons.

- ★ Caused/attempted to cause physical injury to another person.
- ★ Willfully used force or violence upon the person of another (Victim did not hit aggressor back).
- ★ Possessed, sold or furnished any firearm, knife, or other dangerous object.
- ★ Possessed, used, sold, furnished or under the influence of an alcoholic beverage or intoxicant.
- ★ Offered/arranged/negotiated to sell a controlled substance, then sold/delivered/furnished a substance in lieu of a controlled substance.
- ★ Committed robbery or extortion.
- ★ Caused or attempted to cause damage to private or school property (Value over \$100).
- ★ Stole or attempted to steal private or school property.
- ★ Possessed or used tobacco.
- ★ Committed an obscene act or engaged in habitual profanity/vulgarity.
- ★ Offered, arranged or negotiated to sell, or possessed any drug paraphernalia.
- ★ Disrupted school activities/willfully defied school personnel in performance of their duties.
- ★ Knowingly received stolen school property or private property.
- ★ Possessed an imitation firearm.
- ★ Committed or attempted to commit a sexual assault.
- ★ Harasses, threatened, intimidated or retaliated against a witness.
- ★ Committed sexual harassment.
- ★ Caused, attempted to cause, and threatened to cause an act of hate violence.
- ★ Engaged in disruption of class work, invaded rights of pupil or groups of pupils by creating an intimidating or hostile environment.
- ★ Made terrorist threats against school officials, property or both.

In the event of suspension, parents and pupils have the right to due process (Education Code 48911, 8914, 48915) and to review student's records. A parent conference with administration and student will occur before the student is readmitted to school.

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. Requests for homework assignments (due to absences) should be emailed to the front office and your child's teacher to make arrangements for pick up.

Generally, the minimum length of time for homework at each grade level will be as follows: Certain homework assignments may exceed the suggested time allotments.

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

Report Cards & Progress Reports

The Standards Based Progress Report is used throughout the Travis Unified School District in grades K-6. The progress report marks indicate a student's proficiency in the academic content standards taught, based on the reporting period expectations. These numerical levels are individualized and intended to give parents an 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.

At Scandia, parent communication is an essential part of our instructional program. Progress reports go home at mid-trimester or more often if deemed necessary. Communication on academic progress is valuable so adjustments and improvement can be made immediately, and progress can be celebrated!

CAASPP Standardized Testing

The CA Assessment of Student Performance & Progress (CAASPP) is used by all schools and teachers to determine student progress toward the California Common Core State Standards. These assessments are given every spring, typically in late April or early 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 CAASPP testing.

Short-term independent studies are not granted during testing weeks and students taking leave/vacations during these two weeks are considered truant. Please be sure to check the district/school calendar prior to making plans during April and May.

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.

Meeting with Your Child's Teacher

Parents are always welcome in the classroom; however, at certain times it may be better to visit than others. To avoid educational impact, we ask that parents do not drop by to solely see their children. If you would like to visit your child's classroom, please complete a Parent Visitation Form to arrange a visit, which are available in the front office. Classroom visits should not exceed 45 minutes. Parent Visitation Forms will be given to the teacher and the principal to ensure that the requested time will not interfere with the educational process. Please do not meet with teachers during supervision times, as their responsibility is to ensure the safety of our students. To meet with your child's teacher, please schedule an appointment with advance notice.

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.
- ★ Call the office and leave a message.

We want to make every opportunity to meet with parents as part of the educational team. However, our responsibility is to the education and safety of children during school hours. Therefore, all meetings with teachers must be appropriately scheduled.

Parent - Teacher Conferences

There are two scheduled parent-teacher conferences during the school year. However, when a parent feels it is necessary to schedule a conference, it may be accomplished by calling the school and making 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/students during the first trimester. For the second trimester, teachers will conference with parents if a student is in need of additional support. However, you still have the right to conference second trimester. If you would like to attend a conference but did not receive a conference slip, please be sure to contact your student's teacher.

Here are a few suggestions which might be helpful in preparing for a conference with your child's teacher. Some questions you may wish to ask the teacher are:

- ★ What is my child's progress look like in reading, math, spelling, etc.?
- ★ Is my child developing desirable citizenship habits?
- ★ How does my child get along with other children and with adults working in the school?

Parent Involvement

There are many ways that parents and guardians can be involved in their child's education such as volunteering in the classroom or the office. Parents can also serve on school-wide committees such as our School Site Council or Scandia's Parent Teacher Association (PTA) to support both our students and school site.

Parents and Guardians are encouraged to sign up to become members of PTA by applying on TUSD's district website at https://www.cervistech.com/acts/console.php?console_id=0228&console_type=application. Scandia's PTA is involved in many activities and is committed to supporting both our curricular and extracurricular programs. There are many district-wide committee opportunities that parents and guardians are welcome to join, such as Parent Advisory Group, Budget Advisory Group, Equity Action Team, and DELAC.

Opportunities and Services Rendered

Our school and district offer a wide range of activities and services both in and out of class to broaden the horizons of our pupils. Examples include but not limited to:

- ★ Music
- ★ Art
- ★ Community Service Projects
- ★ Field Day
- ★ Read Across America
- ★ Talent Shows Family Carnival and Fun Night
- ★ America Supports You Freedom Walks
- ★ PTA Sponsored Events
- ★ School Site Council
- ★ Budget Advisory Group
- ★ Parent Advisory Group
- ★ Equity Action Team
- ★ LCAP Family Feedback & Focus Groups
- ★ DELAC Meetings

Parent/guardians suggestions:

- ★ Provide a suitable space for study and work.
- ★ Praise your child for the completion of work.
- ★ Help your child organize his or her work.
- ★ Help your child be responsible in coming to school prepared.
- ★ Set reasonable behavioral expectations and support your child in maintaining these standards.
- ★ Communicate your problems or concerns to the teacher. If there are still problems, meet with the principal.
- ★ Help your child find worthwhile and enjoyable reading materials.
- ★ If your child is home ill, please reach out to their teacher to obtain makeup work and create a plan for work completion upon your child's return to school.

If your child comes home and shares something concerning that happened at school, please contact your child's teacher directly to discuss the incident further. Our staff is dedicated to children and helping them develop both academically and socially. Together, we partner with families to foster an environment where all students can succeed.

Scandia PTA

Elections for new PTA officers are held at the end of the school year. Officer positions are president, vice president-membership, vice president, ways & means, treasurer, secretary, historian, event coordinator, and yearbook chairperson.

Officers for 2023-2024

Yvonne Gomez -President
MJ Martinez - Vice President
Daniele Finneran - Secretary
Audrey Reeves- Treasurer
Stephanie Gore -Event Coordinator
Eden Altizer -Yearbook Chairperson

PTA meetings are held monthly. Meeting dates are set at the beginning of the year and are announced through email updates and newsletters. Executive Board meetings are held monthly.

Scandia's PTA is highly active and is an excellent way for parents and guardians to participate in their child's education. Being on our PTA gives families the opportunity to partner with Scandia and provide input on the types and frequency of PTA sponsored events.

Scandia's PTA can be reached at the following e-mail address: scandipta@gmail.com

School Site Council

School Site Council (SSC) is a state mandated council that follows the Brown Act. Members for this council are elected each October by ballot. Nominations are accepted in August and September. (You may nominate yourself.)

The SSC is comprised 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 monthly beginning in October.

Volunteers

Volunteers are always welcome at Scandia. There are a wide variety of ways for parents to be involved in their child's education and research shows that high levels of parent involvement equate to increased academic success. Please complete this volunteer paperwork prior to volunteering at Scandia: <http://www.travisusd.org/Domain/57>. Below is a list of volunteer opportunities:

- ★ Supporting in the office – answering phones, copying, sorting, filing.
- ★ School Newsletter – reproduce and sort for delivery to classrooms.
- ★ School Site Council – members are elected and meet every 3rd Tuesday of the month.
- ★ Parent Teacher Association Executive Board Officer or Parent Teacher Association member.
- ★ Support during PTA activities.
- ★ Assist with school pictures – runner to classes, help photographers, etc.
- ★ Help lead/coordinate after school clubs.
- ★ Assist in the library.
- ★ Assist with computers or technology.
- ★ Noon duty supervisor (temporary paid position); or substitute.
- ★ Classroom volunteer.
- ★ Tutoring.

Visitor's Passes/Name Tags

All visitors must sign in at the office and get a visitor's name tag to ensure the safety of our students. Visitors must wear the name tag at all times while on campus. Without the name tag, you may be stopped and asked to sign in at the office. Please be sure to sign out when you leave.

Emergency Procedures for Disaster

If you would like to review a complete copy of "TUSD Emergency Response Procedures," please see Scandia's office. We have a procedure for all the following emergency situations:

- ★ Active Shooter
- ★ Air Pollution/Chemical Release
- ★ Bomb Threat
- ★ Civil Disturbance on Campus
- ★ Earthquake
- ★ Evacuation/Fire
- ★ Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder
- ★ Severe Windstorm/Tornado "FLOOD"
- ★ Threat of Explosion/Gas Leak/Aircraft Accident

Military & Family Life Counselor

We are fortunate to have a full-time Military & Family Life Counselor (MFLC) at our school, available to support your student. Regular visits require parental permission.

- ★ Augments school support services.
- ★ Helps Active Duty, National Guard and Reserve Component Service members and their families through cycles of deployment and reintegration.
- ★ Provides non-medical, short-term counseling
- ★ Helps Military children and their families cope with normal reactions to the stress and anxiety created by multiple deployments and reintegration.
- ★ Strives to build resiliency among our youth.



Suicide Prevention Resources: Use this link to the website for suicide prevention resources.

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

Family Services

Travis AFB has family counseling service available through the AFRC, an MFLC available at the Youth Center, and services through Family Advocacy.

If you ever need guidance or have questions you can always reach out to the Travis AFB School Liaison; Christian Mendoza at mchristian.mendoza.4@us.af.mil or via phone at (707) 424-4345.



Care Solace

Travis Unified School District is committed to the health, safety, and well-being of our students, staff, and families. We are proud to announce our partnership with Care Solace to support our ongoing commitment. If you or a family member are looking for help with mental health or substance use, Care Solace will quickly connect you to community providers matched to your needs. Call 1-888-515-0595 at any time or search on your own at caresolace.com/travisusd. More information is available on the [district website](#).

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

SCANDIA ELEMENTARY SCHOOL 2023-2024 BELL SCHEDULE*

Regular Schedule					
GRADE	START	AM RECESS	LUNCH	PM RECESS	RELEASE
Kindergarten	8:00 AM	9:30 AM-9:45 AM	11:00 AM-11:35 AM	1:15 PM-1:30 PM	2:10 PM
1 st Grade	8:00 AM	9:30 AM-9:45 AM	11:00 AM-11:35 AM	1:15 PM-1:30 PM	2:10 PM
2 nd Grade	8:00 AM	9:30 AM-9:45 AM	11:35 AM-12:10 PM	1:15 PM-1:30 PM	2:10 PM
3 RD Grade	8:00 AM	9:30 AM-9:45 AM	11:35 AM-12:10 PM	1:15 PM-1:30 PM	2:10 PM
4 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM	-----	2:10 PM
5 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM		2:10 PM
6 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM		2:10 PM

Common Planning Day Schedule (Every Wednesday)					
GRADE	START	AM RECESS	LUNCH	RELEASE	
Kindergarten	8:00 AM	9:30 AM-9:45 AM	11:00 AM-11:35 AM	1:10 PM	
1 st Grade	8:00 AM	9:30 AM-9:45 AM	11:00 AM-11:35 AM	1:10 PM	
2 nd Grade	8:00 AM	9:30 AM-9:45 AM	11:35 AM-12:10 PM	1:10 PM	
3 RD Grade	8:00 AM	9:30 AM-9:45 AM	11:35 AM-12:10 PM	1:10 PM	
4 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM	1:10 PM	
5 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM	1:10 PM	
6 th Grade	8:00 AM	10:15 AM-10:30 AM	12:15 PM-12:50 PM	1:10 PM	

Minimum Day Schedule				
GRADE	START	NUTRITION BREAK	RELEASE	
Kindergarten/1 ST	8:00 AM	9:45 AM-10:15 AM	12:00 PM	
2 ND & 3 RD	8:00 AM	10:15 AM-10:45 AM	12:00 PM	
4 th , 5 th , 6 th	8:00 AM	10:45 AM-11:15 AM	12:00 PM	

Minimum Days		School Holiday (No School)	Date(s)
November 3rd		Labor Day	September 4 th
November 13 th & 14 th		Veterans' Day	November 10 th
November 16 th & 17 th		Thanksgiving Break	November 20 th – November 24 th
March 1st		Winter Break	December 25 th – January 5 th
March 12 th , 14 th , 15 th		M.L. King Day	January 15 th
May 24th		February Break	February 9 th – February 19 th
June 7th		Presidents' Day	February 19 th
		Spring Break	March 29 – April 5 th
		Memorial Day	May 27 th

* SCHEDULES SUBJECT TO CHANGE