

# *Travis Elementary*

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

## *Student/Parent/Guardian Handbook*

**2018/19**



**100 FAIRFIELD AVENUE  
TRAVIS AIR FORCE BASE, CA 94535  
(707) 437-2070**

## TRAVIS ELEMENTARY SCHOOL MISSION

*The Travis school community is committed to student learning, in a safe and nurturing environment, where everyone is held to high expectations and strives to reach their maximum potential.*

*~Encourage*

*~Inspire*

*~Educate*

Dear Travis Elementary Families,

Welcome to the 2018-19 school year! First let me begin by telling you how excited I am to join your educational family! Without exception everyone has been warm, welcoming and supportive. As I begin to orient myself to the new students, parents, grandparents, teachers, custodians, secretaries, instructional assistants and other support staff, it is apparent to me that Travis Elementary is a school community united around its children. I am truly fortunate to be joining such an amazing group of people.

One of the exceptional components of Travis Elementary school is the partnership that exists between the home and school. Travis Elementary has a tradition of supportive hard-working families. Throughout the year you will have an opportunity to support our school through participation in PTO, Watch D.O.G.S. (Dads of Great Students), volunteering in the classroom, chaperoning a field trip, helping in the library or book fair, joining Site Council, or helping in other fun educational activities held on site designed to assist your child's learning.

This handbook was prepared to provide our students and their parents/guardians information about our school's program. Over the years, Travis Elementary has established a reputation for outstanding educational achievement as well as positive school spirit and strong morale. The cooperative partnership between school, home, and the community has made this possible.

The procedures and rules, as outlined in this handbook, have been developed to allow the school to operate in an orderly, safe, and secure manner. It is important to read and discuss the handbook with your child.

This year we will continue to implement the No Excuses University program. Our belief is that all Travis students, without exception, will be proficient in reading, writing and mathematics. We invite parents to assist us with this goal by preparing a quiet study space at home, reviewing homework daily, and reading frequently to and with your child. Engaging your child in conversation about what they learned in school will foster their growth as a learner further.

We invite parents to encourage students to practice school expectations by following the "Falcon Talon's" of "Being Safe, Being Respectful, and Being Responsible." We will continue to support these character traits through our "Second Step" program and Kagan Cooperative strategies in class. To keep you informed we will post our Newsletter on our webpage and our telephone and email message system will be used to convey other pertinent information. Please visit our website often!

I am excited to be part of the dedicated staff and community at Travis Elementary school. As we embark on this journey together, I am certain we will have an amazing year filled with fun, new experiences, new relationships, and learning for all of us!

Looking forward to meeting you and your children!

*Brian Howard, Principal*

**Parents/Guardians: Take time to read this handbook with your student(s) prior to the beginning of school!**

**TRAVIS UNIFIED SCHOOL DISTRICT**  
**2751 DeRonde Drive**  
**Fairfield, CA 94533**  
**(707) 437-4604**

**GOVERNING BOARD**

Riitta DeAnda, President  
Jamilah Whiteside, Vice President  
John Dickerson, Clerk  
Ivery Hood, Member  
Angela Weinzinger, Member  
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**DISTRICT ADMINISTRATION**

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Sue Brothers, Assistant Superintendent, Educational Services  
Clay McAllester, Director of Human Resources  
Vince Ruiz, Director of Student Services  
David Roberts, Director, Technology Services  
Sonia Lasyone, Chief Business Officer  
Trudy Barrington, Director, Fiscal Services  
Deanna Brownlee, Director, Special Education



## TRAVIS ELEMENTARY SCHOOL 2018-19 Bell Schedule

<u>Regular Schedule</u>						
<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RECESS</u>	<u>RELEASE</u>	
TK	8:15 AM	-----	-----	-----		11:20 AM
Kindergarten	8:15 AM	9:30-9:45	11:00-11:35	1:00-1:15		2:41 PM
Grades 1-3	8:15 AM	10:00-10:15	11:30-12:05	1:30-1:45		2:41 PM
Grade 4-6	8:15 AM	10:30-10:40	12:05-12:40	-----		2:41 PM
<u>Common Planning Schedule:</u>						
<u>Every Wednesday</u>						
Kindergarten	8:15 AM	9:30-9:45	11:00-11:35			1:05 PM
Grades 1-3	8:15 AM	10:00-10:15	11:30-12:05	-----		1:05 PM
Grades 4-6	8:15 AM	10:30-10:40	12:05-12:40	-----		1:05 PM
<u>Minimum Day Schedule</u>						
Kindergarten	8:15 AM		9:30-10:00	-----		11:55 AM
Grades 1-3	8:15 AM		10:00-10:30	-----		11:55 AM
Grades 4-6	8:15 AM		10:30-11:00	-----		11:55 AM
<u>Minimum Day and Parent-Teacher Conferences</u>						
<u>Minimum Day Schedule for Grades K-6:</u>						
November 9	Report Card Prep					
November 26, 27 & 29, 30	Parent Teacher Conferences					
22-Feb	Report Card Prep					
March 5, 7 & 8	Parent Teacher Conferences					
May 24	Report Card Prep					
June 7	Last Day					
<u>Holidays</u>						
First day of School	August 22	M.L. King Birthday	January 21			
Labor Day	September 3	Local Holiday	February 15			
Staff Development	October 8	Presidents Day	February 18			
Veterans' Day	November 12	Spring Break	Apr 19-Apr 26			
Thanksgiving Break	November 19-23	Memorial Day	May 27			
Winter Break	December 24-January 4	Last day of School	June 7			

## **ATTENDANCE - Every Minute Matters**

### **General Absences**

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible including for part of a 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 email.

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. For the purpose of having medical, dental, optometric, or chiropractic services rendered
  - D. For the purpose of 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. For the purpose of jury duty in the manner provided for by law
  - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
  - G. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
  - H. 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
  - I. For the purpose of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code
  - J. 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 period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence
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 student stay home from school?

\*\*\* We ask that students be kept home with fever 100.0 degree and above, and that they do not return until fever free 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 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 and 11:25, Kindergarten students need a pass to enter class; after 8:20 students in grades 1-6 need a pass to enter class. **Lates count towards truancy due to the fact that a student is considered late if he/she arrives more than 30 minutes after the start of school. Students who are removed from school early or are late or tardy, will not be considered for Perfect Attendance Awards.**

### **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 437-2070, and pressing option 3
- emailing the office staff at [awilkerson@travisusd.org](mailto:awilkerson@travisusd.org)
- a written note to the school

After 3 Unexcused absences or 3 Lates (31 minutes or more) or 10% of the school year (absences have to exceed 10)

- First notice of truancy

After 1 additional unexcused absence or Late (4 total)

- Second notice of Truancy
- SART (Student Attendance and Review Team meeting)

After next additional unexcused absence or Late (5 total)

- Third notice of Truancy
- Referral to SARB (Student Attendance and Review Board) meeting

## INDEPENDENT STUDY

Short-Term Independent Study may be an option for students who have **unavoidable** absences and will be absent for five (5) to fifteen (15) consecutive days (not including illness). If a student will be absent for more than 15 days, the student must be withdrawn from the Travis Unified School District and enrolled in the destination district. Short-Term Independent Study contracts cannot be used for disciplinary reasons.

To be eligible for a Short-Term Independent Study contract, a student must have satisfactory academic progress and attendance.

	<b><u>Academic Requirements</u></b>
<b>Elementary Students</b>	Kindergarten through 3 <sup>rd</sup> Grade--no <i>unsatisfactory marks</i> in core academic subjects * 4 <sup>th</sup> -6 <sup>th</sup> graders--no <i>interventions</i> in core academic subjects* *These are as determined by 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.
	<b><u>Attendance Requirements</u></b>
	Less than three (3) days of unexcused absences and/or tardies 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 counted towards truancy limits.

*Short-Term Independent Study contracts may not be issued during state-mandated testing. Teachers must receive five days’ notice for preparing an independent study contract.* There can be no more than two (2) Short-Term Independent Study contracts granted per student per school year. 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 is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The additional days of absence will be considered unexcused, and will count towards truancy limits. If a student had any unexcused absence(s) 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. Although a student may satisfactorily complete an independent study contract, the student will not qualify for a Perfect Attendance Award.

Parents/Guardians are to contact the front office to request a Short Term Independent Study Contract.

## WITHDRAWAL

Please notify the school office **at least** one week in advance of a student being withdrawn for a permanent move from our school area. A transfer will be given to the student on the last day of attendance. The school is not responsible for items left on site for longer than two weeks.

## **PARKING, PARKING, PARKING!!!!**

**Students who are driven to our school must NOT arrive before 8:00 and need to be picked up promptly after school.** There is no designated staff member to supervise before 8:00, after dismissal or to assist with parking. All adults are responsible for following rules and procedures that will benefit everyone!

All numbered parking spaces are reserved for staff, and un-numbered spaces are reserved for parents and visitors. Visitor handicap parking is available in the front of the school and in the parking lot. 20 minute parking is available for brief visits. Visitors and parents are encouraged to park in the parking lot before/after school due to increased traffic at these times.



## **PARTNERS IN SAFETY**

***The most important school concern? The safety of our students!***

*Traffic around schools can pose a safety problem, especially at the beginning and end of each school day. Our goal is to improve safety for our students and offer parents options. Observe the following rules when unloading and loading Travis Elementary students.*

**(Drop-off and Pick-Up procedures are subject to change)**

### **Drop-off Option #1, Kiss & Go, Grades K-6**

**Student drop off begins at 8:00. Students eating breakfast can be dropped off after 7:45.**

- ✓ There are two Kiss & Go locations: the Primary Playground & the Basketball Court Area
- ✓ Your children should be ready to exit the vehicle when you enter the Kiss & Go. School supplies must be in the car (not in the trunk) so that children can exit quickly.
- ✓ Pull forward all the way to the last gate before unloading, even if there are no cars behind you.
- ✓ Unload only from the passenger side of the car.
- ✓ Unload **QUICKLY** in the Kiss & Go area.
- ✓ Children enter the playground using the parking lot gate in front of your vehicle.
- ✓ Remain in the driver's seat.
- ✓ Do not park in the Kiss & Go lane and leave car unattended.
- ✓ Exit the Kiss & Go lane promptly after unloading children. Stay in sequence. Do not pass cars in front of you. Wait until the car in front has unloaded and follow in turn.

- ✓ Do not block the crosswalk with your vehicle.
- ✓ Please be courteous to other drivers.
- ✓ Be aware of students walking and other pedestrians.
- ✓ Follow all traffic rules, including posted speed limits, when entering and exiting school grounds.

### **Drop-off, Option #2—Park and Walk, Grades K-6**

- ✓ Parents park in designated parking—do not go past the Buses Only sign or park in red zone areas (fire hydrant).
- ✓ All students use the sidewalk to enter the **Secondary playground**. Primary students walk around the school to the primary playground.

### **Pick-up for Grades K-6 – Parent/Guardian enter the MPR using:**

- ✓ Parking lot outside doors
- ✓ Double glass doors next to the MPR/Lost and Found area

Do not call to your children from a side street.

Parent/Guardian must enter the MPR to pick up children.

Students who ride to school (bikes, scooters, skateboards) must wear a helmet while riding. Due to safety reasons, any student who rides or comes to school without a helmet will not be permitted to ride the bike etc. from school unless a helmet is brought to school by a parent/guardian. If a helmet cannot be brought to school the student may leave the bike at school until it can be picked up or a helmet can be brought to school the next day so the child can ride home safely.

### **Transportation Requirements**

If your child rides the bus, your child will always ride the bus unless the teacher/school has written notification from the parent/guardian.

### **Rainy Days**

Between 8:00 and 8:15, students should walk to their outside classroom doors and knock to be let in. If it is pouring down rain and students have a long distance to walk, they may enter the building through the MPR doors.

## **TK Student Drop-off and Pick-up Parents/Guardians are to remain with children**

- ✓ **Transitional Kindergarten Drop-off and Pick-up:**
  - Park and walk to the Kindergarten playground gate.
  - Will take place on the Kindergarten playground

**Students are not to play on playground equipment before or after class. This equipment is only to be used during scheduled class time.**

**On rainy days,** students are to be dropped off and picked up in the hallway near the main office. Parents can enter the main office and wait with their children in the main hallway. (The left side is designated as drop-off and the right side is designated as pickup.)

**Parents/Guardians must park** in designated parking areas—at no time are buses to be blocked from entering or leaving school property.

## **PROHIBITED ON SCHOOL CAMPUS**

1. Use of any area without permit.
2. Using intoxicating beverages or drugs or utilizing substances that can be seen as endorsing illegal drugs.
3. Weapons of any kind including, but not limited to knives and guns (real or replica).
4. Roller-skating, rollerblading, riding bicycles, skateboarding, riding scooters, autos, or motorcycles on lawns, playing fields, paved areas, indoors or grounds.
5. Horseback riding or walking of horses.
6. Dogs or cats.
7. Use of any weapons.
8. Flying model airplanes or playing golf.
9. Use of profane, loud, or abusive language.
10. Littering.

**Please support our rules by following them carefully. This benefits everyone and ensures the safety of our students.**



## **PARENT INVOLVEMENT**

The Parent Teacher Organization (PTO) is very active at Travis Elementary. All parents are welcomed and encouraged to join the PTO. The PTO is involved in many activities that support our students' educational program.

We have a School Site Council (SSC) that meets once each month and is responsible for analyzing data and guiding the allocation of school categorical funds. We will be looking for new members in September. SSC meetings are usually held the third Tuesday of every month in the school library.

**WATCH D.O.G.S. (Dads Of Great Students)** is an innovative father involvement, educational initiative of the National Center For Fathering. There are two primary goals of the WATCH D.O.G.S. program:

- 1) To provide positive male role models for the students, demonstrating by their presence that education is important.
- 2) To provide extra sets of eyes and ears to enhance school security and reduce bullying.

If you're interested in volunteering as a Watch D.O.G., please let the office staff know.

ALL Volunteers MUST complete  
online application at:  
<http://www.travisusd.org/Domain/57>

## **VOLUNTEERS**

Travis Unified School District has a volunteer policy in effect. All Volunteers must complete an online application **each school year**. This application gives authorization for background clearance through a local law enforcement agency or Department of Justice to clear your name against a list of registered sex offenders. In addition to the online application, please sign a Workers Compensation and Volunteer Guideline form available online or in the school office. Cleared Volunteers at Travis Elementary will have a personalized Visitor badge for the school year. These badges will be located in the office lobby and should be worn when on campus or school field trip. If fingerprinting is required, volunteers are responsible for the cost.

Parents and volunteers visiting the school must check in at the front office to sign in and pick up a Visitor's Pass upon entering the school. All visitors must sign out at the front office upon exiting the school.

Unauthorized adults and student visitors are not allowed on campus or in classrooms. If you wish to observe or volunteer, please contact the teacher in advance and make arrangements. A Recess Pass is required if parents plan to visit the playground.

## **STAFF POSITIONS**

Parents are invited to apply for a Noon Duty Supervisor position. This is a paid two-hour position and gives parents an opportunity to visit with all first through sixth grade students in the school. See Clarissa Zerzuben at the District Office (2751 DeRonde Dr, Fairfield, CA) to apply.

## **COMMUNICATION**

Our monthly calendar, is posted on our webpage. **THIS IS OUR HOME/PARENT/SCHOOL CONNECTION.** Please read it to know what is going on and what activities are coming up at school. Check our website often. Updated information and announcements are posted on our website. Additionally, we send a "Weekly Update" via email every Friday evening.

All of Travis Elementary Staff utilize voice mail and e-mail. The e-mail addresses are listed on our webpage. If you leave a message and do not receive a response within a couple of days, please contact the main office. You can also use email to communicate with the office.

## **STUDENT MEDICATION**

Medications include prescription medications and over-the-counter medications including but not limited to Tylenol, cough drops, cough syrup, vitamins, etc.

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/her desire that the school district allocate the medication; and
3. Parent signs a release statement on the Authorization for Medication form available from Travis Elementary.

Students may be allowed to self-administer an asthma inhaler or epi-pen injection if the parent has completed the Pupil Self-Administration of Medication form with all of the above information and confirmation from the physician that it is necessary for the student to carry the medication, the student has been trained in the use of the medication and the student is able to self-administer the medication. Parents and students must also read and sign the discipline clause on the back of the “Pupil Self-Administration of Medication” acknowledging their understanding of the consequences should the child use the medication incorrectly. If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the school office of the medication being taken, the current dosage, and the name of the supervising physician.

Medications must be picked up before the end of the school year or the following week. Otherwise, the medication will be discarded. New medication forms must be filled out yearly. For additional information, contact our Health Care Specialist.

## **CUSTODY**

In most cases, divorced parents continue to have equal rights, such as access to information. If you have a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

## **HOMEWORK**

We encourage all of our children to read 20 minutes per day. In addition, we require homework to be completed on a regular basis. Homework is an essential part of our instructional program as it helps students learn responsibility and reinforces and enriches students’ learning through an extension of class activities. The determination of specific homework assignments shall be made by the teacher. District recommended guidelines for homework at each grade level are as follows:

Kindergarten	40 minutes per week
Grade 1	80 minutes per week
Grade 2	100 minutes per week
Grade 3	120 minutes per week
Grade 4	140 minutes per week
Grade 5	200-300 minutes per week
Grade 6	360-420 minutes per week

Certain homework assignments may exceed the suggested time allotments.

- **Students are responsible for their own homework and will not be allowed back in their classroom after school has been dismissed to retrieve forgotten homework.**

## HOMework REQUESTS

- ✍ Teachers will have homework available the same day if the parent request is received by the **classroom teacher prior to 9:00 AM**. Therefore, it is imperative that homework requests be made by parents as early as possible.
- ✍ All homework requests will be placed on the table in the front hallway of the school for parent pickup. Siblings may also pickup homework for their sibling from this table in the office. Teachers will not deliver homework to classrooms for siblings to take home.
- ✍ After school is out, if you are unsure as to whether or not the homework request was received by the teacher prior to 9:00 AM, you may call the school before making a trip to pick up homework.
- ✍ Students are not allowed back in their classrooms after school has been dismissed. If homework is forgotten students are encouraged to call a classmate for the assignments.

Travis Elementary teachers recognize the importance of homework; however, if a child is ill, the child needs to make getting well his/her primary concern. Homework can always be given to the child the next day for completion. Homework cannot replace attendance in school on a consistent basis.

## BOOKS AND SUPPLIES

There is no charge for books used in the instructional program. However, in case of lost or damaged books, notices of cost will be sent home and payment will be expected. At the end of the year report cards will be held for outstanding books.



## THE MEDIA CENTER

Parents, as well as students, are encouraged to use the school library/media center. You are welcome to come in and browse. Books in the general collection may be checked out for one week. They may be returned sooner and another book selected at that time.

## ONLINE RESOURCES

Families may access our library catalog online at [www.travisusd.org](http://www.travisusd.org) . Click on the Parents tab to visit our Library webpage.

Families may also access World Book Online at [www.worldbookonline.com](http://www.worldbookonline.com) using the following login information: Username: Travis 1 Password: falcons

## LOST OR DAMAGED BOOKS

Lost books will be paid for by the student at the current cost of the replacement rather than the purchase price of the lost book. Damaged books will be assessed by the Library Media Tech and a fine will be charged for the amount of repair needed.



## ELECTRONIC DEVICES POLICY

Electronic devices are allowed on the Travis Elementary campus. However, once students are on the school campus, electronic devices must be turned off and left in students' backpacks. Students may ask permission to use the office phone rather than their cell phone. No electronic devices may be used during the school day. Electronic devices are not to be used outside the classroom or during testing at any time. Students who violate the Electronic device policy will have their item removed, parents/guardians called to reclaim it and possible disciplinary action. Students are responsible for the safety and security of their own device. In the past items have been stolen; Travis Elementary is not responsible for lost or stolen items.

## LOST AND FOUND

Clothing and other articles found on the playground and around school are kept next to the multi-purpose room and in A-wing. Please have your children check for lost articles. Labeling your child's name on his/her clothing, lunch boxes, etc., is recommended. We will only keep lost and found items for **one month**. Items will then be donated to the TAFB Thrift Store or other not for profit organization.

## TRAVIS UNIFIED SCHOOL DISTRICT CAFETERIA (FOOD SERVICES)

### Lunch schedule

Kindergarten: 11:00 – 11:35

Grades 1-3: 11:30-12:05

Grades 4-6: 12:05-12:40

Students may purchase a school lunch or bring lunch from home.

### Elementary Breakfast Prices

Full Price      \$1.75

### Elementary Lunch Prices

Full Price      \$3.25

### Adult Meal Prices

\$4.00

Parents who have not set up an online meal account for their student should contact the school office for their Passcode. Parents can then make credit card deposits to meal accounts or view student purchase history via the Internet. Visit the school district web site at [www.travisusd.org](http://www.travisusd.org) and follow the link to on-

line payments that will take you to MySchoolBucks online or go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com). Online payments are scheduled to process at 2 am daily. However, because of power and network interruptions, you are strongly cautioned to maintain a buffer balance on your student account. Parents are responsible for being aware of their student's meal account balance. Elementary students will be allowed to charge the value of one lunch and then receive one emergency sandwich. Please pay for at least one-month's worth of meals in advance to avoid the possibility of an emergency sandwich. Applications for Free and Reduced meals are available in the main office, at the District office or online at [travisusd.org](http://travisusd.org) under Departments, Food Service, Free Meal Application & Information. If the online system is not being utilized, students must deposit cash or check in the morning before school in the office deposit box prior to 10:00.

Parents are invited to have breakfast and/or lunch with their children. Adult lunches are \$4.00; Adult breakfast is \$4.00. Adult milk is \$.60.

## **CLASSROOM INTERRUPTIONS**

In an effort to cut down on classroom interruptions, we are asking you to help us by making every effort to set your day's plans with your children **BEFORE** sending them to school.

For messages that are not of immediate urgency, leave a voice mail, send an e-mail, or a note for the classroom teacher. Should you have a message of an urgent nature, please inform the office staff so that they may notify the teacher or student. All attempts will be made to deliver messages received at the end of the day; however, this can be very difficult due to student activities taking place. It is best to receive messages before lunch.

If you are going to be picking your child up before his or her regular dismissal time, as a courtesy send a note to the teacher. Arrive a few minutes before pickup time so that we may call your child down to the office. **Students will not be called out of class without a parent present.**

## **BIRTHDAY CELEBRATIONS**

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 students, who want to celebrate their birthdays with other students, first check with their teacher. In accordance of California law, cakes and cupcakes are no longer allowed to be brought on campus for birthdays. If you would like to bring a treat for your child's class (birthday or otherwise) please be sure that the snack is on the approved list which can be found on our website and please clear the treats with our school nurse prior to distribution. Treats may not be shared with children outside of your child's classroom.

## **FLOWERS/BALLOONS**

We request that balloons and flowers be given to your children at home, after the school day is over. If flowers and balloons are delivered to the school, we will hold them in the office until the end of the day. While this is a very thoughtful gesture, we are sensitive to the fact that this may cause some children to feel badly. It can also prove to be a distraction in the classroom.

## **STUDENT SERVICES**

Listed below are the services offered to students of Travis Elementary School. If you have any questions concerning any of these services, please feel free to call us.

- Travis Student Assistant Program (TSAP)\*\*\*
- Student Study Team
- Leveled Reading Instruction
- Speech and Language
  - Health Services
  - Resource Program
- Gifted and Talented Education (GATE)
- English Language Development (ELD) Instruction

\*\*\*The TSAP Team is a made up of staff members who provide strategies and support to teachers, related to the needs of their students. Their goal is to support the emotional, social, academic, and behavioral needs of students through collaboration with teacher, parents, and other staff.

## **STUDENT STUDY TEAM**

The Student Study Team provides an opportunity for school staff and parents to share in a process that looks at a student's strengths and areas of concern, in order to help a student succeed academically and behaviorally at school. The team discusses possible courses of action including, but not limited to, classroom modification of program, assessment, retention, and counseling. Teachers and/or parents may refer children to the Student Study Team.

## **PARENT-TEACHER CONFERENCES**

There are two scheduled parent-teacher conferences during the school year, one in November, and one in March. However, when a parent feels it is necessary to schedule a conference, it may be accomplished by calling the school office and leaving a message for the teacher or contacting the teacher through e-mail or written message. Report cards will be issued during parent-teacher conferences or sent home with students if a conference is not held. Final report cards will be sent home on the last day of school June 2.

The location of kindergarten Parent-Teacher Conferences will be given in the conference letter.

Here are a few questions you may wish to ask the teacher during the conference:

- ❖ What is my child's progress in basic skills such as reading, math, spelling, etc.?
- ❖ Is my child developing desirable citizenship habits?
- ❖ How does my child get along with other children?
- ❖ How does my child get along with adults working in the school?

Teachers invite you to share information with them about your child's health, hobbies, interests, home duties and his/her ability to get along with playmates and members of the family.

## **DRESS FOR SCHOOL**

Travis Elementary requires appropriate dress for school to help provide for the safety of the children on the playground. Attire should be appropriate, modest and in good taste.

- PE requires athletic shoes that either have laces or Velcro to ensure the shoes are secure on their feet. This is for your child's safety. No slip-ons, dress shoes or sandals are allowed for P.E. and they will be required to sit out if they don't wear the appropriate shoes.
- Proper-sized clothing is recommended. Pants must fit at the waist and not sag down by the hips.
- Fridays are School Spirit Day. All students are encouraged to wear their Spirit Wear that can be purchased through our PTO, or the school colors blue and gold.

The following is NOT ALLOWED:

- Short-shorts, bare midriffs, tank tops, and halter-tops are not considered proper dress for school. Shirts must have at least a 1" or wider strap. Shorts and skirts must be fingertip length.
- Sandals/flip-flops, high heels, and platform shoes are prohibited because they present a safety hazard on the playground and during physical education activities; rubber soled shoes are recommended. Heelys are also not allowed.
- No offensive logos, i.e. alcohol, tobacco, guns, are allowed.
- Head coverings of any kind are not to be worn inside the building unless for medical or religious reasons.
- Over-sized earrings are prohibited due to safety reasons.
- Make-up (i.e. eye, face or any colored lip application) is not to be worn at school.

## **SAFETY**

*All visitors are required to sign in at the Front Office and acquire a Visitor's Pass. Passes MUST be visible on the torso.*

## **EMERGENCY CARDS**

Emergency cards must be completed and on file for each student. Each student is expected to have an emergency phone number where the school can reach the parents or someone with authority, in case the student is injured and requires a doctor's care. An emergency contact person **MUST** have base access. It is IMPORTANT TO NOTIFY us of job changes, daycare arrangements, address changes, phone or email changes, etc. so that we can find you in case of an emergency.

## **SAFETY PLAN**

A school safety plan is revised and adopted each year by the School Site Council and TUSD School Board. Specific responsibilities are given to adults for supervision of students in a safe location when a disaster occurs. Fire drills and earthquake disaster preparedness are practiced during the school year in cooperation with the local fire and police departments. Staff and parent telephone trees are updated each

year. Should an emergency situation (such as an earthquake, chemical spill, power failure, civil disaster, or any other event that interrupts regular school activity) occur while school is in session, our basic response plan will be as follows:

- Students will not be released until the situation is under control.
- Students will not be allowed to leave with another person unless that particular person is listed on the student's emergency card in our files.

In the event of an emergency, we do ask your help in the following areas:

1. **DO NOT CALL THE SCHOOL.** We must leave phone lines open for emergency calls.
2. Listen for the telephone message that will be sent by Travis Elementary. This message will outline specific instructions for parents/guardians and will be sent to all phone numbers listed on the emergency card.
3. Park in designated parking spaces. Leave the road clear for emergency vehicles.
4. Tune in to local radio stations and television.
5. Reinforce with your student the importance of following directions of school personnel.

TAFB will frequently run drills. If the drill is of importance, we will notify everyone.

## **EMERGENCY PROCEDURES FOR DISASTER**

**Fire Drill:** Alarm will automatically be activated in each classroom with corresponding strobe lights. All students and staff will exit outside classroom doors and quickly walk to designated spots on the playground area. The teachers will immediately count all students to confirm attendance and location of each student. Teachers will hold up cards to designate that all students are accounted for. "Need Help" cards will be held up indicating missing students.

**Earthquake:** Duck and cover exercise will be used in the classrooms. After the shaking has discontinued, students will follow fire drill procedures. Emergency cards will be used to exit students from the campus.

**Lockdown:** In the event that the school needs to go in to a "Lockdown" mode, the principal or designee will make that announcement. Teachers will ensure that the inside and outside classroom doors are locked and blinds are closed. Students and teachers will take cover under their desks and stay away from doors and windows. Teachers will place an "Okay" sign in the hallway door if students are all accounted for and "Need Help" sign if a student is unaccounted for. Teachers will e-mail the office with an "Okay" or "Need Help" in the message line.

**Tornado:** Students will move to an inside hallway away from glass windows.

## **BASIC SCHOOL RULES**

Travis Elementary Falcons follow the “Falcon Talon Creed”

1. Be Safe
2. Be Respectful
3. Be Responsible

### **How can we be safe?**

1. Obey authorized adults.
2. Keep personal property and toys at home.
3. Skateboards, roller blades, scooters, or motorized vehicles of any kind are not allowed on school grounds.
4. Students arriving or leaving school via any means other than busing or parent drop-off and pick up must give the office written notification.
5. Never bring dangerous objects or weapons to school.
6. Follow the rules even when adults are not present.
7. Use playground equipment appropriately.
8. Do NOT play in or enter empty classrooms or hallways.

### **How can we be respectful?**

1. Respect others and respect their property.
2. Respect school property.
3. Dress appropriately.
4. Respect and obey authorized adults. Always ask permission before leaving an area.

### **How can we be responsible?**

1. Think before acting.
2. Always do your best
3. Tell an adult if someone is being unsafe or if there is something dangerous that needs to be taken care of.

## **How Can We Be Safe, Respectful and Responsible in the MPR During Lunch?**

1. All students will eat in the MPR unless other arrangements have been made with the teacher.
2. Line “cuts” will not be allowed.
3. Use quiet voices when talking to a neighbor. Stop talking when an adult is giving directions.
4. Students must sit in the MPR where directed by the supervisors and remain there until dismissed. Food will be eaten in the MPR and not taken outside.
5. Do not throw food or any other object in the MPR. Students who misbehave will be required to stay after lunch and help clean up the MPR.
6. We request that students not share food for health reasons.
7. Parents eating with their students must read and sign the Parent Lunchroom Guidelines Letter included in the First Day of School packet.



## **BUS RULES**

1. Students will obey the direction of the bus driver and monitors while waiting for loading and riding the bus
2. Students should be ready to board the bus when it arrives. In the event a student misses the bus, the parent will be responsible for providing transportation for the student.
3. Under no circumstances are students to play in the streets, harm other students, or bother the personal property of others while waiting for the bus.
4. Students who ride the bus will be expected to go home on the bus unless the parent comes to school to pick them up. A note from the parent **MUST** be given to the teacher/school in **ADVANCE** on these occasions.
5. Students will forfeit their privileges to ride the bus if they are cited two or more times for failure to adhere to bus rules. Parents will be notified by the Director of Transportation if their child is going to lose the privileges of riding the bus. If bus-riding privileges are suspended, parents will be responsible for providing transportation for their child.

## **BUS PASS VIOLATIONS**

- 1<sup>st</sup> Offense: Student will be given a verbal and written warning that a valid Bus Pass must be presented upon boarding; parent/guardian will be notified by phone. Student will be allowed to ride the bus for that day.
- 2<sup>nd</sup> Offense: Student will be given a verbal and written warning that a valid Bus Pass must be presented upon boarding; parent/guardian will be notified by phone. Letter will also be sent to parent/guardian regarding the offense. Student will be allowed to ride the bus for that day.
- 3<sup>rd</sup> Offense: Student will receive a final written notice. Transportation will be denied to the student and the student will not be allowed to board the bus.

**Be Safe**  
**Be Respectful**  
**Be Responsible**

## **SUSPENSION\*PARENT/STUDENT RIGHTS**

Our intention is that our school environment be a positive and successful one. At times, 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.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco, except as permitted under the regulations of this school district according to Education Code Section 48901 (df.5131.6-Drugs, Tobacco, Alcohol).
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Has committed sexual harassment as defined in Education Code 48900.2 section 212.5.

In the event of suspension, parents and pupils have the right to due process, (Education Code 48911, 48914, 48915) and to review the student's records. In the event of suspension, a parent conference with the principal will occur before the student is readmitted to school. Teachers are not required to provide students with work or issue credit for work missed during a suspension.

## **TUSD Harassment Policy**

The Travis Unified School District 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 another student 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.

## **DISCRIMINATION, PROTECTIONS, COMPLAINTS, AND 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 educational opportunity and ensure safe school sites.

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

[EC 200, 201, 220, 234, 260, 49010-49013, 56501; Penal Code 422.55; California Code of Regulations 5 CAR 4610, 4622; Civil Code 51 - 53; Government Code 11135, 4622, 12900; Equal Opportunities Act (20 U.S.C. Sec. 1701); Title VI (42 U.S.C. Sec. 1981), Title IX of the Civil Rights Act (20 U.S.C. Sec. 1681); Section 504 of the Rehabilitation Act (29 U.S.C. Sec. 794(a)); Individuals with Disabilities Education Act (IDEA); (42 USC 2000d, 2000e, 2000h)]

# TRAVIS ELEMENTARY SCHOOL STAFF

(707) 437-2070

## Office Staff

Howard, Brian	Principal
Seidlitz, KC	Secretary
Wilkerson, Angela	Attendance Clerk
Rodgers, Anna	Healthcare Specialist

## Grade Level Teachers

Andres, Debbie	TK
TBD	TK/Kindergarten
Acuna, Corrie	Kindergarten
Lowe, Monica	Kindergarten
Matern, Aerin	Kindergarten
Cunningham, Nickie	1 <sup>st</sup> Grade
Korpell, Lila	1 <sup>st</sup> Grade
Rickon, Gena	1 <sup>st</sup> Grade
Forbes, Barbara	2 <sup>nd</sup> Grade
Garcia, Lori	2 <sup>nd</sup> Grade
Inn, Donald	2 <sup>nd</sup> Grade
Dopler, Rosemary	3 <sup>rd</sup> Grade
Godinez, Sara	3 <sup>rd</sup> Grade
Porquez, Amy	3 <sup>rd</sup> Grade
Mendoza, Marcia	4 <sup>th</sup> Grade
Wade, Tanya	4 <sup>th</sup> Grade
Icatar, Nonato	5 <sup>th</sup> Grade
Reardon, Lisa	5 <sup>th</sup> Grade
TBD	6 <sup>th</sup> Grade
Philips, Melissa	6 <sup>th</sup> Grade

## Specialists

Baleto, Carla	Preschool, Speech
Ballard, Kristie	Learning Center
Brown, Steve	Psychologist
DeHart, Cassandra	Preschool, SCIL
Finigan, Rachel	Speech
Flores-Workman, David	Band/Music
Heckman, Christina	Preschool, SDC
Hendrix, Shari	Band/Music
O'Hara, Shawna	Intervention Spec.
Olinski, Cassie	TK/K, SCIL
Phillips, April	K/1, SCIL
Shaffer, Brenda	Library Technician
Soughers, Matt	Physical Education
Stratford, Rebecca	Speech
Szabo, Beth	Intervention Spec.
Thaller, Sally	Preschool, SCIL
Thomas, Caitlin	Hybrid L.C.

To email TUSD staff, use the employee first initial and last name, adding [@travisusd.org](mailto:@travisusd.org)

Example: [awilkerson@travisusd.org](mailto:awilkerson@travisusd.org)