

Scandia Elementary School Student & Parent Handbook 2025-2026



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<https://scandia.travisusd.org/>

Student & Parent Handbook 2025-2026

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Annual Notification of Rights & Responsibilities

The California Annual Notification of Rights and Responsibilities is a document that school districts in California are required to provide annually to students, parents, and guardians to inform them about their rights and responsibilities under state and federal laws, as well as district policies.

This information is included as part of your student data confirmation through the Aeries Parent Portal. This information is also available on the district's website at www.travisusd.org under the "Families" tab. If you would like a hard copy of this booklet, one can be requested through the Front Office. Parents/Guardians are required to complete the consent signature forms included in the Annual Notification booklet using one of these methods, as well as an emergency card (one per child).

Arrival and Dismissal

The school building and playground are not open for children until teachers come on duty at 7:45 a.m. Students should not arrive at school before this time unless they are eating breakfast. The MPR opens at 7:40 for breakfast.

When students arrive at school, they are expected to report directly to their class line, or they may proceed to the MPR for breakfast. Children are not allowed to play before school. The school day begins at 8:00 a.m., with the Pledge of Allegiance and Jumpstart PE on the blacktop. During inclement weather, students will proceed directly to their classroom/modules where they will be supervised by their classroom teacher.

After school, please plan to pick students up promptly or head directly to their destination. There is no supervision on campus 15 minutes after the bell and the school playground is closed. During this period, we encourage children to refrain from being on the playground across the street without a parent or guardian.

Bicycles, Scooters, Skateboards, and Shoes with Wheels

Students may ride bicycles, scooters, skateboards, to and from school with parent/guardian permission and with a helmet. For everyone's safety, students must walk their bikes, scooters, and skateboards once they arrive on school grounds on sidewalks and blacktop. They may not be used during the school day or on campus. Items should be appropriately locked and stowed during the school day. The school is not responsible for lost, stolen, or damaged items.

Shoes with wheels (Heelys) are not permitted at school. If students are using these to get to school, they should remove the wheels and store them in their backpack. If the

student is unable to remove the wheels, the parent may be called to bring a pair of replacement shoes.

Unsafe or disrespectful use may result in the item being taken away. If a student does not follow these rules:

- On the first offense, the item will be held in the office and returned to the student at the end of the day.
- For additional offenses, a parent or guardian will need to come to school to pick it up.
- Repeated misuse may result in the student losing the privilege of bringing these items to school.

Driving and Parking

To ensure the safety and efficiency of our arrival and dismissal times, please carefully follow the procedures below when dropping off or picking up your child(ren):

- Use the drop-off lane as a “Kiss and Go” zone.
 - This lane is for quick goodbyes only— drivers should remain in their vehicles and pull forward as space becomes available. Students should exit the car promptly and safely on the curbside.
 - Do not leave your vehicle unattended in the drop-off/pick-up area at any time.
 - School bus drop-off zones will be marked with signage. When using the drop-off lane. Please adhere to signage to ensure the school buses have adequate space to maneuver safely.
 - ADA-designated parking and limited general parking are available in the school lot. Please reserve these for eligible use only.
 - Staff parking spaces are reserved and clearly marked. We kindly ask parents to use street parking and not to use these spaces.
 - Double parking is not allowed. It is illegal, obstructs traffic flow, and endangers children.
 - Follow the directions of school traffic staff, who are present to help maintain a safe and smooth process. Always drive slowly and attentively in school zones.
 - Increased supervision will be present along the sidewalk before and after school to help students transition safely.
-

Artificial Intelligence

Artificial intelligence may be used as an academic tool when directed by a teacher and deemed appropriate for the students’ age. Any use of artificial intelligence that violates academic integrity or other school policies may result in academic or disciplinary consequences.

Attendance

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

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

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- Having medical, dental, optometric, or chiropractic services rendered.
- 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.
- Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
- 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
- Participation in religious instruction or exercises in accordance with district policy
- Family Bonding before/after deployment or TDY. (3 days maximum)

Absences: Methods of Verification

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

- A written note from a parent or guardian.

- Telephone call from parent or guardian - The telephone number for contacting our office is (707) 437-4691.
 - Please leave a detailed message including your child's full name, your name, and relationship to the student, student's teacher, the dates they were absent, and the reason for absence.
- An email from parent or guardian to Chelsea Ehler at cehler@travisusd.org
 - Please include the following details: your child's full name, your name, and relationship with the student, student's teacher, the dates they were absent, and the reason for absence.
- Physician's verification with child's full name, and dates for the absence.
 - Required after the 10th day of absence during the school year.
- If you receive a call from the school indicating that your child is truant and was recently absent, please call the school to clear up the absence. Please do not ignore the message; it means your child does indeed have an unexcused absence in the attendance system.
- Visit the student's home (District's discretion).

Early Student Pick-Up

Parents and guardians are encouraged to schedule all appointments outside of the school day whenever possible. To minimize classroom disruptions, students will remain in class until the office notifies the teacher to release them. We kindly ask that you avoid picking up students early, especially near the end of the school day, as this time is often used for important announcements, classroom wrap-up, and final learning activities. Frequent early checkouts can be disruptive to the learning environment and may result in students missing valuable information. If early pick-ups become habitual, we may request a conference to discuss the impact on your child's learning. We appreciate your support in helping us protect these final minutes of instructional time.

Students leaving campus early must be signed out in the office by a parent or an adult listed on the student's emergency contact list; please be ready to show identification. If the adult picking up the student is not a parent or guardian, a written note from the parent is required in advance. Phone call authorizations will be reviewed on a case-by-case basis.

To ensure a smooth process, please plan to arrive a few minutes early, as students will not be called from class until an authorized adult has arrived at the office. If a student returns to school before the end of the day, they must be signed in at the office before returning to class.

Late Arrival at School

Students who arrive at school late shall check in at the front office, as they may need a pass to class. Students who arrive late at school will either need to be signed in by a parent or guardian or must have a written note explaining the lateness. Please refer to the section "Excusable Absences". Students who arrive for an unexcused reason will

either be marked “Tardy” or “Truant” depending on the arrival time. Please call our office if you have questions.

Short-Term Independent Study

Short term independent study may be an option for students who will be absent for three consecutive school days or more, up to 15 days per school year. Applications for Independent Study Contracts are available in the school office. Students will maintain a clear attendance record and the school can collect ADA funding. **Applications for Independent Study Contracts must be submitted to the office 10 school days before the student leaves.** Contracts may be denied if requested less than 10 school days before the absence begins. Applications will also be denied during the first and/or last week of school and will be denied during state testing. To be eligible for a Short-Term Independent Study Contract, a student must have satisfactory academic progress and attendance.

If the student does not meet the eligibility requirements shown below, for a Short-Term Independent Study Contract, the absences will be considered to be “unexcused”, and will be included when considering truancy referrals for the student.

- | | |
|-------------------------------|---|
| Academic Requirements | <ul style="list-style-type: none">● TK- 3rd Grade: No U’s in core academic subjects.● 4th- 5th: No I’s, N’s, D’s or F’s in core academic subjects. These are as determined by the most recent progress report or trimester report card for general education students. |
| Attendance Requirements | <ul style="list-style-type: none">● TK- 5th: Less than three days of unexcused absences and/or tardies of 30 minutes or more. |
| Educational Code Requirements | <ul style="list-style-type: none">● Ed Code 51745 (c) states: An individual with exceptional needs, as defined in Section 56026, shall not participate in independent study, unless his or her individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation. |

The parent/guardian must meet the school’s guidelines for requesting Short-Term Independent Study contracts, contained herein. **All contracted work must be submitted to the school on the contracted day of return.** If all the contracted 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 has had any unexcused absence(s) due to failure to complete work on an initial Short-Term Independent Study contract, another second Short-Term Independent Study contract will not be granted for that school year.

Cell Phones, Smart Watches and Other Electronic Devices

While students are strongly discouraged from bringing cell phones, smart watches or other electronic devices to school, we understand that some families choose to provide these items for safety and communication purposes. Students who bring such devices to school are responsible for keeping them turned off and stored out of sight in their backpacks at all times while on campus. The school is not responsible for any lost or stolen items.

Any cell phone, electronic game, or device that is visible, used, or causes a disruption during school hours will be confiscated. If a student does not follow these rules:

- On the first offense, the item will be held in the office and returned to the student at the end of the day.
- For additional offenses, a parent or guardian will need to come to school to pick it up.

Each violation will be documented in the student's discipline record. Repeated offenses or inappropriate behavior with the device may result in additional disciplinary action.

Change of Residency or Withdrawal

If your family is planning a permanent move out of the area, such as a PCS (Permanent Change of Station), please notify the school office as soon as you receive orders and at least one week in advance of your child's final day.

We will note the anticipated transfer date but will not disenroll your child until their last day of attendance. A transfer packet will be prepared and available for pick-up on your students' last day if you are going overseas. If you are moving out of state, the new school will request your students records and they will be mailed out once request is received. Please ensure all textbooks and library books are returned before your child's departure.

Classroom Assignments

Our staff considers many factors to create the most effective learning environment for each student. Classroom placements are made with great care, and enrollment may shift over the summer as families move in and out. For this reason, we do not accept requests for specific teachers. However, if you have information about your child's

strengths, challenges, or learning needs that could support thoughtful placement, we encourage you to share it with your child's current teacher.

Once school begins, if there are concerns about classroom placement or the student-teacher relationship, the following steps should be followed:

1. **Adjustment Period:** Allow at least three weeks from the start of the school year or the student's start date for adjustment.
2. **Initial Meeting:** The parent and/or student must meet with the teacher. The principal or a designee may assist in facilitating this meeting.
3. **Open Communication:** Concerns should be clearly communicated and discussed.
4. **Exploring Solutions:** Possible modifications or strategies to address the concerns should be considered.
5. **Action Plan:** A plan should be developed and implemented with a timeline of at least three weeks. The plan, agreed upon by the parent and/or student and the teacher, should be documented and shared with the site administrator.
6. **Further Action:** If no resolution is reached or the plan proves unsuccessful, a request for a class change may be submitted to the site principal.

Throughout the school year, the principal may adjust classroom placements at their discretion if it is determined to be in the best interest of the student or the educational program.

Classroom Observation Procedures for Parents/Guardians

Travis Unified School District welcomes the opportunity to collaborate with parents and guardians in order to meet the needs of our students. TUSD encourages interested parents and guardians to visit the schools and participate in the educational program. Procedures are established to ensure the safety of students and staff. (Board Policy 1250, Admin Regulation 6116). Please contact our front office at request for a classroom observation or with any questions.

Communication

Communication is an essential part of your child's education. Written notes, phone calls, parent/teacher conferences, email and voicemail are all excellent ways to contact your child's teacher. You can expect a monthly newsletter from the principal and routine emails from your teacher. Should you have concerns throughout the year, please contact your teacher directly prior to contacting the office. Teachers want to help. Email addresses are listed on the school's webpage for easy reference to keep the lines of communication open between parents and school staff. Telephone calls will not be put

through to classrooms during instructional time. All teachers may be reached through voice mail, parent square, or e-mail.

Aeries Parent Square: Throughout the school year, families will be contacted through Aeries Parent Square with information and reminders. Messages may be generated and sent by either the school office personnel or the district office staff. The system places a call, e-mail, and/or text using the numbers listed in your student's Aeries school record. It is imperative that our school office have a valid working phone number and/or e-mail address on file at all times to enable your family to receive these messages.

Monthly School Newsletters: The school newsletter is distributed via Parent Square at the beginning of each month. It includes updates on recent and upcoming school events, along with important announcements and information. We encourage all families to read these messages and any attached flyers carefully.

Teacher Newsletters & E-mail Notifications: Our teachers do a great job of communicating and partnering with parents. Some teachers send home weekly or monthly newsletters, while others set up email distribution lists to communicate with the whole class on a consistent basis. Find out which method your children's teachers use to share news and reminders with parents. If you want to include an additional e-mail address or request two copies of printed newsletters, please notify your children's teachers right away.

Websites & Social Media: We desire to communicate with all of our busy parents. If you have questions or miss out on any newsletters or notices, you can find information about our school on these various websites and social media:

TUSD Website <https://www.travisusd.org>

Scandia Website <https://scandia.travisusd.org/>

Scandia Elementary Facebook www.facebook.com/ScandiaElementary

Food & Nutrition

Travis Unified School District promotes health literacy through its Wellness Policy (BP 5030), helping students understand key health concepts and apply them to daily life. The district recognizes that student wellness is closely linked to academic success, healthy, active, and well-nourished students are more engaged and better prepared to learn.

To support this, TUSD provides free breakfast and lunch to all students, with meals that meet USDA nutritional guidelines and include fresh fruits, vegetables, and milk. Families are encouraged to send healthy meals or snacks from home. Please note soda, energy drinks, and similar beverages are not permitted, including when delivering food for special occasions.

Breakfast	All are invited to participate from 7:40–8:00 AM each morning.
Snack	Students may bring a snack for the morning recess. Snacks must be eaten in the designated eating area.
Lunch	Students are to eat at their designated area and must remain seated for the 15 minutes eating time. Students will be dismissed to play, or they may remain to finish their meal. Students are not allowed to take food to the playground or blacktop and must finish eating before leaving. If you need to drop off a student lunch, please bring it to the front office at least 10 minutes before the scheduled lunch time. Lunch from delivery services will not be accepted.

Birthdays/Celebrations

Birthday & Holiday Celebrations: To maintain a safe and inclusive environment for all students, we strongly encourage non-food items for birthday celebrations. Goodie bags with non-food items are allowed. Balloons and flowers are not permitted in classrooms. If your child wishes to celebrate their birthday at school, please coordinate with the classroom teacher in advance.

If you choose to provide edible treats, we ask you to consider a more nutritious option. Any edible treat must be store bought and prepackaged. Teachers will determine the best time to distribute treats and goodies so as to minimize classroom interruptions.

Dress Code

Students should dress appropriately for school activities and should be prepared for varying classroom and outdoor temperatures. Dress code violations may require a change of clothing and progressive discipline.

- School attire, including backpacks, should be appropriate, modest, and in good taste. No offensive logos or references, i.e. alcohol, tobacco, weapons, gangs, profanity, obscenity, degrading or inflammatory statements, etc. are allowed.
- Undergarments should be well covered and not visible through clothing.
- Shirts and bottoms (pants) must meet to cover the body with no visible gaps. No spaghetti straps, strapless tops, or see-through shirts without layers.

- Pants must fit at the waist and not sag down to or past the hips.
 - Shoes must be worn at all times and should have a back. Athletic shoes are highly encouraged for PE.
 - Students may not wear perfumes, colognes, or body spray to school.
 - Distracting jewelry or makeup is not allowed.
-

Health Services

Travis Unified School District takes the health of our students seriously. California law mandates that all students receive specific immunizations to attend school. This helps protect the health of our school community and prevent the spread of contagious diseases. This helps protect the health of our school community and prevent the spread of contagious diseases. In addition to immunizations, accurate and current medical information must be provided to the school each year to ensure proper care and support for your child. Each year, it is crucial to:

- Update your child's health forms so we can ensure appropriate care and emergency responses.
- Update your emergency contact details so we can reach you promptly if necessary.

More information on all District Health Services and Policies can be located at <https://www.travisusd.org/departments/nursing-health-services>

Ill or Injured

If a student becomes ill or injured at school, they will be evaluated and treated in our health office. If it is determined that they need to be sent home or would benefit from additional medical treatment, the parents/guardians or an authorized emergency contact will be notified.

To see the latest guidance from TUSD Nursing and Health Services on when to return to school following an illness or when to keep students home from school when ill, please see their webpage at <https://www.travisusd.org/departments/nursing-health-services> or call your school office and ask to be connected to your site's nurse.

Upon coming/returning to school following an injury, should a student require durable medical equipment (wheelchair, crutches, cast, sling, etc.) at school, a doctor's note must be provided.

Medication Policy

With no exceptions, students may not carry or self-administer medication, including over-the-counter items. Students needing access to medication while at school must have a completed Authorization for Medication Administration form on file with the

office, signed by a physician. Misuse of medication, including giving it to another student, may result in disciplinary action, including suspension or expulsion. Please contact the office for assistance with this.

Medical Excuses for Physical Education

Physical Education (PE) participation is a state requirement as part of students' overall development. 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.

Homework

Our goal is for homework to serve as a meaningful extension of classroom learning—not a source of stress. Therefore, homework may be assigned at the discretion of classroom teachers to support and reinforce learning. Because the amount and frequency of homework may vary, teachers will clearly communicate their expectations with students and families.

Requests for homework or make up assignments (due to excused absences) may be made directly to the classroom teacher via email. Please allow for 24 hours for the teacher to prepare all assignments. Families may pick up their child's homework assignments in the school office once they have coordinated with the teacher.

Inclement Weather

We make every effort to allow students to spend time outside whenever conditions permit. In cases of inclement weather, including rain, extreme heat, or poor air quality, recess and physical education will take place indoors, and activities will be adjusted as needed.

During the winter months, please ensure your child is dressed appropriately for cold weather. In warmer months, hydration is especially important. We encourage students to bring a water bottle to school and keep it at their desk throughout the day, year-round.

If inclement weather occurs before school begins, students should report directly to the Multi-Purpose Room (MPR), where they will either wait for their classroom teacher or be directed to go to their classroom or modules.

Library

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

Labeling the inside of your child's clothing and personal items with their first and last name can help prevent unnecessary loss. Found items are stored in the lost and found cart in the Multi-purpose Room (MPR). Please feel free to stop by anytime to check for lost belongings. When the cart has reached capacity, we will donate unclaimed items to charity after sending out notice to students and families.

Mission & Vision

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.

Our Vision at Scandia Elementary School is to exemplify 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.

Personal Items

To support a focused, safe, and inclusive learning environment, students are not permitted to bring toys, sports equipment, trading cards, or other personal items to school unless specifically requested by a teacher for educational purposes.

These items can become distractions during the school day, may be lost or damaged, and can unintentionally cause conflict or exclusion among students. If a student brings a prohibited item to school, it may be held by the teacher or office staff until it can be returned to a parent or guardian. We appreciate your support in helping your child come to school ready to learn and fully engaged in classroom activities.

Positive Behavioral Interventions and Supports (PBIS)

Scandia Elementary is committed to making sure that all students can have a positive learning experience by creating an environment in which they can grow academically, socially, and emotionally. The implementation of Positive Behavioral Interventions and Supports, also known as PBIS, has become crucial in fulfilling this commitment.

PBIS provides proactive strategies for defining teaching and supporting appropriate student behaviors to help create a positive and safe learning environment. Our goal is to explicitly teach and model behavioral expectations, as well as recognize and celebrate positive behaviors shown by students. By improving the school environment, we hope to increase learning time and promote academic, social success, and college and career readiness.

The foundation of PBIS at Scandia Elementary centers around three behavior expectations, Be Safe, Respectful and Responsible. Each behavior expectation is explicitly taught for specific settings at the school. Using strategies, lessons, modeling, and hands-on-activities, students are provided with a clear understanding of expected school behaviors in a variety of school settings, such as the cafeteria, hallways, office, and restrooms. School-wide matrices are located throughout the campus to assist and reinforce the expected behaviors. See

Bathroom Expectations

Be Respectful:

- ★ Voice Level: 0 - 1
- ★ Maintain Privacy
- ★ Use the Space for its Intended Purpose
- ★ Respect School Property
- ★ Leave Food Items Outside of the Restroom

Be Responsible:

- ★ Keep the Area Clean
- ★ Flush, Wash, and Exit
- ★ Follow School Rules

Be Safe:

- ★ Keep Hands, Feet, and Objects to Yourself
- ★ Get Adult Help for Accidents and Spills
- ★ Flush, Wash, and Exit



SCANDIA ELEMENTARY SCHOOL

them all at <https://drive.google.com/file/d/1ed8PZtlvXEUfSL-TPFZCjLDJEUgANpMn/view>.

Positive Acknowledgement

Research has shown that positive reinforcement is one of the best ways to change negative behavior and to maintain positive behavior. Scandia staff work diligently to make sure that all students who demonstrate positive behaviors, and efforts toward improving, are recognized. At Scandia Elementary School, all staff are able to acknowledge students using verbal praise, Sabre Slips, Sabre Star Referrals, and other measures.

Sabre Slip



- ✦ Be Safe
- ✦ Be Respectful
- ✦ Be Responsible

Name _____

Staff Initials _____

Responding to Inappropriate Behavior

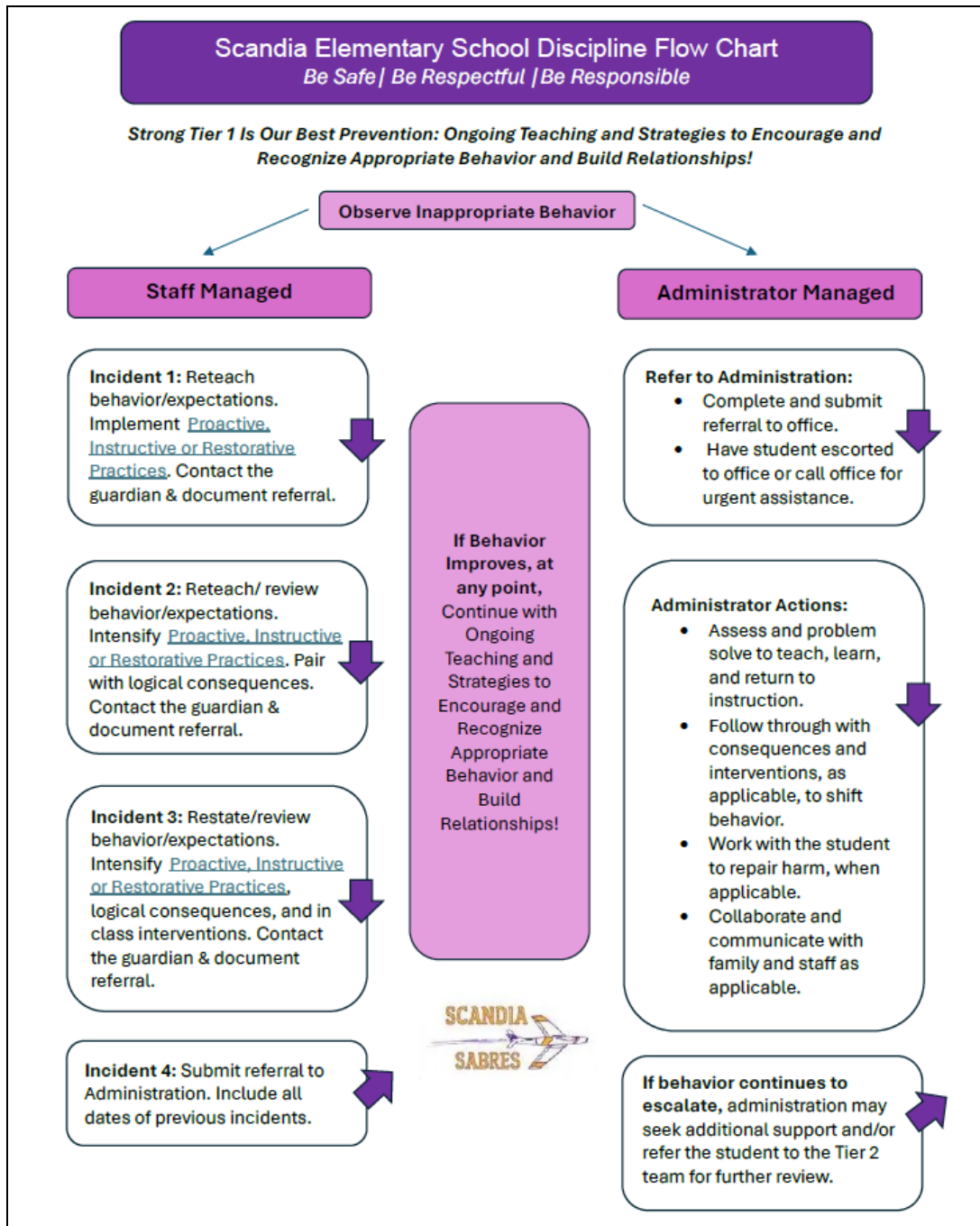
At our school, we understand the difference between universally unacceptable behaviors and those that may be situationally inappropriate. We are committed to teaching and reinforcing school expectations without dismissing what may be acceptable at home or in the broader community. Behaviors considered unacceptable at school must be based on a clear rationale, such as ensuring safety, not individual adult preferences or beliefs.

When students do not follow the outlined schoolwide discipline plan, staff will respond using progressive discipline. Progressive discipline in schools is a whole-school approach to addressing inappropriate student behavior using a series of interventions, support, and consequences that are gradually increased for repeated offenses. The goal is to teach students acceptable behaviors and help them repair harm, rather than just punishing them for misbehavior. To do this, we use Proactive, Instructive, and/or Restorative Practices.

Proactive Practices	Instructive Practices	Restorative Practices
Create a positive physical and emotional setting where students are encouraged to actively engage both socially and academically.	Equip students with the specific skills needed to be socially and academically successful.	Create a community where members feel safe to build, maintain and repair relationships.

Disciplinary consequences, and measures such as detention and suspension, will be used when necessary. However, these measures are reserved for situations where other interventions have been unsuccessful or are deemed inappropriate.

Not all behavior is the same and at Scandia we have a protocol defining the behavior we may encounter and how they are addressed and documented. Behavior documentation allows everyone involved to have ongoing communication about students' progress toward following school expectations. Through the documentation, we can better assess each student's individual needs and provide specific lessons, interventions, strategies, and/or support. Below you can find a description and flowchart showing how we categorize and process behaviors here at Scandia and when you can expect to hear from us regarding inappropriate behaviors. If you have any questions, please don't hesitate to reach out to your child's teacher or contact the principal.



Report Cards, Grading and Conferences

Travis Unified School District follows a trimester system for elementary schools. Report cards are issued at the end of each trimester—in November, March, and June. Grading in TUSD is standards-based, meaning students are assessed on their proficiency in the academic content standards taught up to that point, based on the expectations for the reporting period. Your child's teacher will explain the report card during the first parent-teacher conference.

There are two scheduled parent-teacher conferences each school year. The first trimester conference is required for all students. The second trimester conference is optional and may be scheduled if a student is not meeting expectations or if a parent or guardian requests a meeting.

If you have questions or would like to schedule a conference at any time during the school year, please contact your child's teacher directly.

School Mascot, Spirit Wednesdays & RED Fridays

Our school colors are purple and gold, and we proudly show our school spirit by wearing them every Wednesday. Students and staff are encouraged to join in and celebrate our sense of community and pride. Spirit wear featuring our school colors is also available for purchase through the PTA. Our school mascot is the Sabre jet, symbolizing strength, adaptability, and determination qualities we strive to embody every day.

As a school community located on a military base, we proudly participate in R.E.D. Fridays to honor and support our service members who are currently deployed. Every Friday, students and staff are encouraged to wear red to show unity and appreciation for the sacrifices made by our military families. This tradition helps our students build empathy, recognize the strength of their community, and develop a deeper understanding of service and sacrifice. It's one small way we come together to remind those deployed and their families that they are never forgotten.

Student Messages and Phone Use

While our office staff will make every effort to deliver messages to students, we cannot guarantee timely delivery due to call volume, time of day, and other factors. We strongly

encourage parents to make all necessary arrangements with their child before the school day begins and to have a backup plan in place whenever possible.

The school office phone is reserved for student use in emergencies only. Non-urgent matters, such as making plans with friends, should be handled at home and not through the school office.

Each classroom is equipped with a telephone, which students may use with the teacher's permission. Please note that students are not permitted to use any features of personal cell phones while on campus.



School Safety

The safety of our students and staff is a top priority at our school. We are committed to providing a safe and secure learning environment, and as part of this commitment, we have developed a comprehensive School Safety Plan. This plan includes strategies and procedures for handling emergencies, including natural disasters, medical emergencies, and security threats. It also outlines measures for day-to-day safety, such as campus monitoring, visitor procedures, and anti-bullying policies. Our staff regularly participates in safety training, and we conduct drills to ensure that students know what to do in the event of an emergency. We encourage families to review the safety plan, stay informed about safety practices, and maintain up-to-date emergency contact information with the school. Find Scandia's plan at [here](#).

Standard Response Protocol (SRP)

The Standard Response Protocol (SRP) is a set of standardized procedures that our school follows in

IN AN EMERGENCY TAKE ACTION

	<p>HOLD! In your room or area. Clear the halls.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ADULTS Close and lock the door Account for students, visitors and others Do business as usual</p> </td> </tr> </table>	<p>STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p>	<p>ADULTS Close and lock the door Account for students, visitors and others Do business as usual</p>										
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	<p>SECURE! Get inside. Lock outside doors.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>STUDENTS Return to inside of building Do business as usual</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students, visitors and others Do business as usual</p> </td> </tr> </table>	<p>STUDENTS Return to inside of building Do business as usual</p>	<p>ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students, visitors and others Do business as usual</p>										
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	<p>LOCKDOWN! Locks, lights, out of sight.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>STUDENTS Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ADULTS Recover people from hallway if possible Close and lock the door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p> </td> </tr> </table>	<p>STUDENTS Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>	<p>ADULTS Recover people from hallway if possible Close and lock the door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>										
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	<p>EVACUATE! (A location may be specified)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ADULTS Lead evacuation to specified location Account for students, visitors and others Notify if missing, extra or injured people</p> </td> </tr> </table>	<p>STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions</p>	<p>ADULTS Lead evacuation to specified location Account for students, visitors and others Notify if missing, extra or injured people</p>										
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	<p>SHELTER! Hazard and safety strategy.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>STUDENTS Use appropriate safety strategy for the hazard</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ADULTS Lead safety strategy Account for students, visitors and others Notify if missing, extra or injured students or adults</p> </td> </tr> </table> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Hazard</td> <td style="width: 50%;">Safety Strategy</td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	<p>STUDENTS Use appropriate safety strategy for the hazard</p>	<p>ADULTS Lead safety strategy Account for students, visitors and others Notify if missing, extra or injured students or adults</p>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
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the event of an emergency to ensure the safety of students and staff. The SRP outlines specific actions to take in situations such as lockdowns, evacuations, sheltering, and other critical incidents. These procedures are designed to provide clear, consistent guidance for both staff and students during an emergency. Our school regularly practices SRP drills to ensure that everyone knows what to do in case of an actual emergency.

Dogs on Campus

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

Social Emotional Supports

We recognize that the social-emotional well-being of our students and families is a top priority. A variety of support services are available to meet the diverse needs of our community. To explore the full range of resources, please visit the Social Emotional Supports tab at <https://www.travisusd.org/departments/student-services-page>.

Handle With Care

Handle with Care is an initiative to support students who have experienced a difficult situation. Without interrupting the student's daily schedule, Handle with Care alerts the necessary staff to provide extra support for your student's academic, social, and emotional needs throughout the school day. We understand that you may choose not to share specific details of the situation, and we respect your family's privacy.

If your student is returning to school on a day following a difficult weekend, evening, or morning, please contact their teacher or our school office and use the phrase "Handle with Care". This phrase will let us know that your student may be in need of some extra patience, support, and understanding that day. We will notify any staff as needed.

Example reasons to send a Handle with Care message include the illness of a family member, death of a family pet, a rough morning before school, or challenging news like moving to a new home. Here is how a Handle with Care message may go: *Jane Doe is in 3rd grade. Please Handle with Care.*

Technology including Recording & Photography

The district provides students and parents/guardians with information about the authorized use of district computers, user responsibilities, and the consequences of unauthorized or unlawful activities. For detailed information, please refer to the *Annual Notification of Rights & Responsibilities*.

Audio/Video Recording and Photography Policy

Audio and video recording, as well as photography, are prohibited without the express permission of those being recorded or photographed. Students are expected to contribute to a safe and respectful environment. Therefore, recording or photographing anyone or anything, whether the material is shared publicly or not, may result in disciplinary action.

School Pictures

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

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

Visiting and Volunteering

All visitors must sign in at the office and get a visitor's name tag. The name tag indicates to our staff that you have signed in with the office and are here to visit. Without the name tag, you may be stopped in the halls and asked to sign in at the office. Please be sure to sign out when you leave.

Volunteering

To ensure the safety of all students, all volunteers must complete an online application and receive district approval before participating in any volunteer related activity.

Complete the annual Volunteer Registration online at <https://www.travisusd.org/departments/humanresources/volunteer>.

Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) is a vital part of our school community, providing a platform for parents and teachers to collaborate and support the educational experience of our students. Through fundraising, volunteering, and organizing events, the PTA plays a key role in enhancing school programs, purchasing resources, and fostering a positive school culture. We encourage all parents to get involved, whether by attending meetings, volunteering for events, or simply supporting PTA initiatives. Your participation helps strengthen the connection between home and school and ensures our students have the best possible learning environment.

PTA membership is open to everyone: It doesn't matter if you're a parent, student, educator, business leader, or community member. For more information on how to join or get involved, please contact the PTA at scandiapta@gmail.com.
