

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

SCHOOL SAFETY PLAN

Travis Unified School District
2751 De Ronde Drive
Fairfield, CA 94533

Scandia Elementary School

Principal: Jen Buzolich, Ed.D.

Board Approval Date: February 10, 2026

SECTION 1 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)1), (B)(2)

The school follows the Standard Response Protocol (SRP) developed by the “I Love U Guys” Foundation, which provides clear, consistent actions for responding to emergencies. The SRP uses five standardized responses—Hold, Secure, Lockdown, Evacuate, and Shelter—to address a wide range of situations such as intruders, severe weather, hazardous materials, or other threats. This common language ensures that students, staff, and emergency responders act quickly and safely. Local emergency responders have been consulted regarding the SRP by site administration and the TUSD Safety Consultant to ensure alignment and coordination during an emergency. Regular drills and staff training further support preparedness and help maintain a safe and secure school environment.

The School Safety Plan was written and developed by the [EC Section 32281 (b)(1) and 32281 (b)(2)]:

Name of committee: School Site Council

Council/Committee Members [EC Section 32281 (b)(2)]:

Name	Position	Role
Jen Buzolich, Ed. D.	Principal	Secretary
Robin Harper	SPED Teacher	Member
Crytal Williamson	Paraprofessional	Member
Janay Stokes	Parent	Member
Stephanie Gore	Parent	Member
Michael Thomas	Parent	Member

SECTION 2 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(3)

The School Safety Plan was written and developed through consultation with local law enforcement agencies, including the Travis Air Force Base Security Forces and Fire Department [EC Section 32281 (b)(3)].

SECTION 3 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(1)

The comprehensive school safety plan includes, but is not limited to, all of the following [EC Section 32282 (a)]:

An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information [EC Section 32282 (a)(1)]:

This section provides an overview and analysis of the current status of school crime and safety incidents occurring on campus and during school-related events. The goal is to assess existing conditions and identify trends that inform prevention and intervention strategies within the Comprehensive School Safety Plan. Publicly available data can be located at the following links:

- [California Dashboard](#)
- [Dataquest](#)
- [Local Control Accountability Plan](#)
- [School Accountability Report Cards](#)

The following data sources were reviewed to assess school safety and climate:

- Suspension and expulsion reports (past three years)
- Attendance, truancy, and chronic absenteeism rates
- Incident reports and behavior referrals
- California Healthy Kids Survey (CHKS) results
- Observational or focus group feedback from staff, students, and parents
- District discipline and safety reports
- Enrollment and staffing data

Findings and Trends include:

- **Overall trends:** The majority of behavioral incidents continue to be staff-managed. School enrollment has decreased by approximately 130 students, due in part to the transition of 6th grade to the middle school.
- **Suspensions:** Suspensions increased by 1.4% from the 23/24 to 24/25 school year, with 2.6% of students suspended at least once. There are no student groups currently represented in the Dashboard's blue or green performance levels.
- **Chronic absenteeism:** Chronic absenteeism improved by 2.8% from 23/24 to 24/25. However, several student groups remain in the Dashboard's orange or red ranges, including students with disabilities, white students, Hispanic students, and socioeconomically disadvantaged students.

- **Behavior patterns:** In 24/25, the most frequently reported inappropriate behaviors were defiance, disrespect, and inappropriate contact (all staff-managed). These three behaviors accounted for 469 of the 744 total referrals, emphasizing the need for continued proactive classroom management and positive supports. The playground and classroom remain the locations where most incidents occur.
- **Vandalism and theft:** These incidents are infrequent and generally minor.
- **Student focus groups (Grades 2–5):** Students reported generally feeling safe on campus and indicated they each have at least one trusted adult or resource available for support.
- **California Healthy Kids Survey:** Military-connected school comparison data was viewed on the 23/24 district report. It shows that military-connected students report significantly higher rates of moving and parental deployment, a more challenging time making friends

SECTION 4 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(2)

The comprehensive school safety plan includes, but is not limited to, all of the following [EC Section 32282 (a)]:

Facility Maintenance and Safety

- Our school facilities are maintained by the Travis Unified School District Maintenance and Operations (M&O) Department. M&O leadership ensures that our site meets all safety guidelines and regulations outlined in both the school and district safety plans.
- School administration routinely surveys the campus to assess facility safety and maintains regular communication with M&O regarding potential concerns and ongoing maintenance issues.
- Custodial staff meet regularly with the school administrator to review site needs, discuss ongoing projects, address areas of concern, and monitor the progress of work orders. Both day and evening custodians work diligently to ensure all classrooms and common areas are clean, safe, and in good working condition.
- When a facility concern arises, staff report it to the site custodian and office staff so that a work order can be submitted. Emergency repair needs receive priority work orders and are immediately called in and communicated to the M&O Department.
- Larger-scale improvement projects are coordinated with district administration and implemented as funding allows.
- Custodians use district-approved, school-safe cleaning chemicals and are trained in proper cleaning, sanitation, and disinfection procedures. In the event of a biohazard incident (such as blood, vomit, urine, or feces), custodial staff are equipped and trained to respond promptly and safely to contain and sanitize the affected area.

Physical Safety

- Scandia Elementary School follows the Standard Response Protocol (SRP) developed by the “I Love U Guys” Foundation to ensure consistent emergency vocabulary and procedures across the school community.
- Scandia Elementary School also uses Catapult, a cloud-based emergency management system designed for K-12 schools. This system allows schools to streamline communication, alert first responders, and manage student and staff safety during emergencies through a single dashboard accessible via computer or smartphone.

- Winter 2025: Purchase a tablet to increase office efficiency and access to Catapult during travel for emergency response.
- The school conducts monthly safety drills, which include fire, earthquake, and a variety of other active emergency scenarios.
- Drills are practiced schoolwide using the SRP terminology and using Catapult
- Both announced and unannounced drills are conducted to ensure staff and students are prepared for real emergencies.
- Scandia Elementary partners with Travis Air Force Base Security Forces and the Travis Air Force Base Fire Department for safety consultation, drill review, and emergency response coordination.
 - Ongoing August and September 2025
 - Reactivation of Knox Box and updating of internal documents, EMS site walk-throughs, and playground fire hydrant checks
 - Meeting between TUSD Safety and Security Consultant, School Administration, TAFB Fire Department team, and TAFB Security Forces team
 - November 2025
 - Installation of Fire Alarm security covers in November 2025
- Each member of the school safety team, as well as noon supervisors, custodians, and key staff, is equipped with a two-way radio for rapid communication during health or safety emergencies. Radios are also used to verify and coordinate during drills.
 - Winter 2025
 - Replace and refurbish radio stock
- Student supervision is provided by site staff before and after school and during all recess periods.
- A supervision duty schedule ensures critical times and locations across campus always have adequate coverage.
 - November 2025: Noon supervisors wear fluorescent vests for increased visibility.
- The campus perimeter is secured during the day. Individuals must enter through the front office. All visitors to campus are asked to sign in directly at the front office on both our paper log and on the district CERVIS computer. This provides us with an accurate record of visitors to our campus. All visitors to campus are asked to place a colored sticker on their upper body identifying them as an approved campus visitor.
- Through school weekly newsletters, parents are informed of areas of concern and constructive solutions that help our school community partner together for student safety. These include traffic patterns, honoring crosswalks, parking in designated areas, driving at safe speeds around campus, and keeping an eye out for all students to and from school.
- Be Safe and Responsible are a schoolwide expectation. They are directly taught to students as it applies to the different campus locations or scenarios, and students are recognized for demonstrating at both the individual and group levels.
 - December 2025: Conduct Feedback and Input Surveys with staff, students, and parents to gather perspectives on school-wide PBIS, including physical safety, and action plan.

Socio-Emotional-Behavioral

- To support the social/emotional growth of students, we have a unified school Positive Behavior Intervention and Support system that includes school-wide expectations, instruction, and positive reinforcement of these expectations across campus, and systems of support.
 - Specific lessons include problem-solving strategies

- Students are recognized for application, effort, and growth in applying school-wide expectations at the individual and class level
- December 2025: Conduct Feedback and Input Surveys with staff, students, and parents to gather perspectives on school-wide PBIS and action plan.
- When inappropriate behavior is observed on campus, staff response includes proactive, restorative, and instructive responses first to support behavioral change.
 - Discipline Flowchart: see Document 4
- School Wellness Center that all students have access to when they need a calming space to support emotional regulation.
- A Military & Family Life Counselor (MFLC) is co-located on and dedicated entirely to Scandia Elementary School students.
- A School Social Worker (SSW) is available for consultation and support. Students and families may be referred to the SSW.
- A Student Support Specialist (SSS) helps build a positive, safe school climate by supporting student behavior, supervising and leading inclusive recess activities, and teaching conflict-resolution skills. They also collaborate with staff to assist students who need extra social-emotional or behavior support.
- A team of Scandia Staff has been trained to screen students experiencing suicidal ideation. Should it be needed, TUSD contracts with the Solano County Office of Education Mobile Crisis Unit for students in need of immediate clinical intervention.
- We believe in a team approach to support students, staff, and families using Multi-Tiered Systems of Support (MTSS). The Intervention team screens for students who may need Tier 2 supports. Staff may also submit a Request for Assistance process to identify students who may need Tier 2 or 3 supports. Student Study Team (SST) meetings are also established as a collaborative opportunity between school and home.
- We conduct SART/SARB meetings to address attendance concerns and support students in being present on time and every day.
- School Site Council members review the safe school plan and give feedback that is useful in maintaining a safe school environment

Health and Medical

- Opioid Overdose
 - In response to the rising number of opioid related fatalities in the nation, state, and Solano County, Scandia Elementary has staff trained in the identification of opioid exposure and in the administration of an opioid antagonist medication. If any person on campus is suffering or is perceived to be suffering from an opioid overdose, school staff will call 911 while trained staff administer naloxone. Naloxone is available at each school site in the Travis Unified School District.
- Sudden Cardiac Arrest
 - We will ensure that all staff members receive information on recognizing the signs of sudden cardiac arrest and are familiar with emergency response protocols, including the location of the Automated External Defibrillator (AED). In the event of a medical emergency, staff will contact 911 and coordinate with any available school health personnel to ensure swift and effective intervention.

School Closure

- Instructional Continuity
 - In the event of a school closure, our School Safety Plan ensures that instructional continuity is maintained by transitioning to online learning through the Google Classroom platform. Within 10 days of the closure, students will be able to resume their education remotely, with teachers providing virtual lessons, assignments, and resources to support ongoing learning. To facilitate this transition, all students and staff will receive clear instructions on accessing Google Classroom and participating in online classes. Additionally, support will be available for those who need assistance with technology or connectivity issues. This approach aims to minimize disruption to the academic calendar and ensure that educational progress continues smoothly, regardless of physical school closures.

Tactical Response

- Scandia Elementary takes criminal incidents seriously. When an incident occurs, restoring order to the school community and ensuring the safety of students and staff is the top priority. Law enforcement is notified in accordance with Education Code 48902 and 49393. Administration conducts a thorough investigation and determines corrective action based on board policy, administrative regulations, and the Education Code.

SB 98- Immigration Enforcement Notification

- Our school will notify parents, guardians, teachers, administrators, and school staff if immigration enforcement is confirmed to be present on campus. The goal is to keep everyone informed and safe while protecting student and family privacy. The principal or designee will send notifications as soon as possible through our regular communication systems. These procedures are included to meet the requirements of SB 98 and will be reviewed and updated as needed.

SB 848 – Abuse, Neglect, Sex Offenses

- The school shall maintain clear and proactive procedures to ensure the supervision and protection of all students from abuse, neglect, and sex offenses. Staff will receive regular training on recognizing and reporting signs of suspected abuse or neglect, consistent with mandated reporter requirements. All staff and volunteers will undergo appropriate screening as required by the district hiring/volunteering practices. The school will implement structured supervision protocols during all instructional and non-instructional times, including arrival, dismissal, transitions, and extracurricular activities, to reduce opportunities for misconduct. All concerns or reports will be responded to promptly through established reporting channels, in coordination with the appropriate child protective and law enforcement agencies.

SECTION 5 – CALIFORNIA EDUCATION CODE SECTION 32282

Our school follows procedures for complying with laws related to school safety, including but not limited to the following Board Policies, Administrative Regulations, and other documents, which can be viewed in their entirety using the corresponding links [EC Sections 32282 (a)(2)(A) – 32282 (e)]:

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]

- B. Disaster procedures, routine and emergency, crisis response plan, including adaptations for pupils with disabilities, and the following. [EC Section 32282 (a)(2)(B)]
 - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
 - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
 - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
 - III. Protective measures to be taken before, during, and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
 - IV. A program to ensure that pupils, certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]
 - Travis USD Emergency Response Protocol
 - Emergency Response/Disaster Procedures (Document 1)
 - District Drill Schedule (Document 3)
 - ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
 - C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
 - D. Procedures to notify teachers of dangerous pupils ([BP 4158 / 4258 /4358](#) and [AR 4158 / 4258 /4358](#)) [EC Section 32282 (a)(2)(D)]
 - E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9 / 4212.9 / 4312.9](#), [BP 4119.11/ 4219.11/ 4319.11](#), [BP 5145.3](#), [AR 5145.3](#), and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
 - F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132](#) and [5136](#) and [AR 5132](#) and [5136](#)) [EC Section 32282 (a)(2)(F)]
 - G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
 - Safe Ingress and Egress Procedures (Document 2)
 - H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
 - I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#), and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]
- c) Where practical, consult, cooperate, and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]
 - d) Evaluate and amend the plan as needed at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
 - e) Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

- Each school shall adopt its comprehensive school safety plan by March 1, 2021, and shall review and update its plan by March 1 every year thereafter. [EC Section 32286 (a)]
- Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual [school accountability report card](#) prepared pursuant to Section 33126 and 35256. [EC Section 32286 (b)]

SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan is submitted to the Student Services Department of the Travis Unified School District on **December 19, 2025**, for approval by the Travis Unified School District Board of Education. [EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on **December 2, 2025** [EC Section 32288 (b)(1)]

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Emergency Telephone Numbers

From an outside line CALL 911

Stay calm*Speak clearly*State your emergency*Give name/address*Allow dispatcher to direct conversation *Stay on phone

Travis Unified School District

Main Number (707) 437-4604

Non-emergency Police:

TAFB Military Police Desk (707) 424-2800 or (707) 424-2227

Sheriff/Fire (707) 784-7030

Fairfield Police/Fire Dept (707) 428-7300

Vacaville Police/Fire Dept (707) 421-5200

Emergency: Police/Fire/Sheriff/Medical.....911

TAFB EMERGENCY (707) 424-4911

Cell Phone Emergency # - Fairfield..... (707) 428-7373

Cell Phone Emergency # - Vacaville..... (707) 449-5200

Poison Control..... (800) 876-4766

Gas/Power Failure..... (800) 743-5000

Red Cross..... (707) 429-3131

Tune in to Radio Frequencies TV for emergency broadcasts:

KUIC 95.3 FM

KCRA Channel 3

Students With Disabilities

For the purposes of this section, students with special needs are those who cannot safely access and use the standard resources offered in disaster preparedness, relief and recovery, whether their disability is chronic or temporary. For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;
- know the special needs demographics of the students attending classes on site;
- involve students with different types of disabilities and staff and teachers in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they may need during an emergency;
- consider emergency accommodations for those with temporary disabilities;
- identify existing resources within the school and local community that meet the special needs of these students; develop new community partners and resources, as needed;
- inform parents about the efforts to keep their child safe at school;
- identify medical needs and make an appropriate plan;
- determine transportation needs, special vans and buses for students;
- identify any necessary tools such as evacuation equipment or visual aids;
- include local responders and as appropriate assist in establishing a relationship between first responders and individual students with disabilities and their educational support staff.

Revised Arrival & Dismissal Info Included in Sunday Update to Families, 8/24/25

Morning Arrival

All students should enter and exit campus through the front gates. Students eating breakfast may enter the MPR starting at 7:40 a.m., while students who are not eating breakfast should wait at the front gates until 7:45 a.m. Please do not send children earlier, as staff supervision is not available.

Kindergarten and Transitional Kindergarten teachers will communicate morning routines directly with their families. Students in Grades 1–5 should go directly to their class line or to the MPR for breakfast and remain in their line until school begins. On rainy or inclement weather days, students should go directly to the MPR and wait there until picked up by their teacher or given further instructions from staff.

Afternoon Dismissal

Please plan to pick students up promptly or ensure they go directly to their after-school destination. Staff supervision ends 15 minutes after the dismissal bell, and the school playground is closed at that time. We encourage parents and guardians to actively supervise their children if they are nearby after school to help keep everyone safe.

Parking Lot & Drop-Off Guidelines

To ensure safe and smooth arrival and dismissal, we ask all families to follow these procedures:

- **Drive with Care** – Please slow down, stay alert, and always watch for pedestrians.
- **Drop-Off Lane** – This lane is for loading and unloading passengers. Drivers should remain in their vehicles, pull forward as space allows, and have children enter or exit promptly on the curbside.
- **Walking Students In** – If you would like to walk your child in to school, please park in a designated parking spot or on the street. Students may not walk through the parking lot alone; they must be escorted by an adult and cross only at the designated crosswalk.

- **Crosswalks** – Always use the marked crosswalks and model safe habits for our students. A crosswalk is located near the ADA parking spaces. Please note that there is no crossing guard at this location, so use extra caution.
 - **Parking Lot Safety** – The lot exit is marked with a stop sign and often has high foot traffic. A crossing guard is stationed there to assist walkers—please follow their directions.
 - **Staff** – School staff will be along the sidewalks before and after school to help students transition safely.
-

Bikes, Scooters & Skateboards

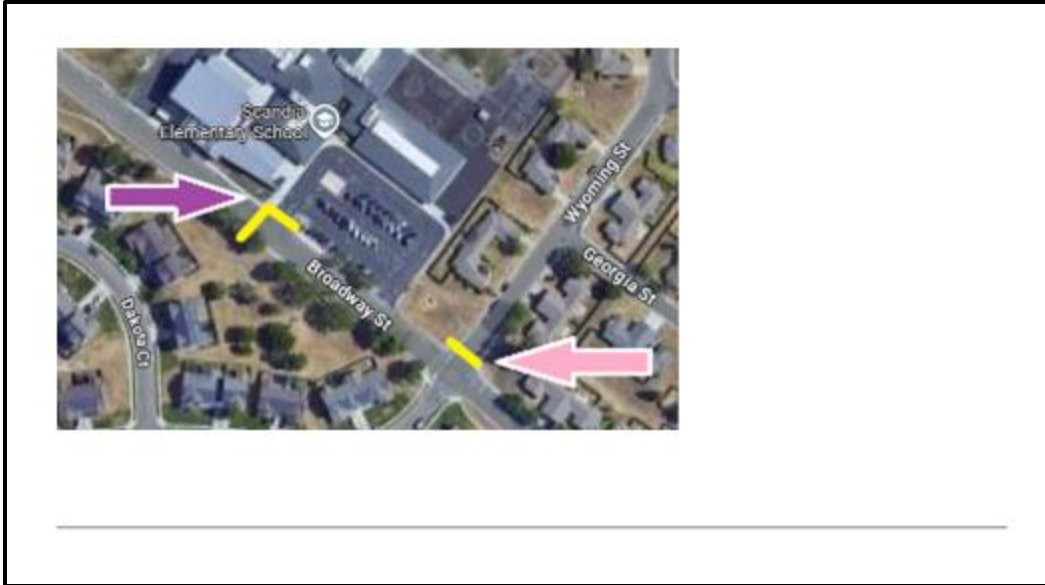
Students may ride bicycles, scooters, or skateboards to and from school with parent or guardian permission and must wear a helmet. We encourage families to discuss travel safety, including staying on sidewalks, using crosswalks, and looking carefully before entering roadways.

For everyone's safety, students must walk their bikes, scooters, and skateboards once on school grounds, including sidewalks and blacktop areas. These items may not be used during the school day or on campus and should be locked and stored properly, as the school is not responsible for lost, stolen, or damaged items.

Crossing Guards

Two crossing guards are stationed near our school 15 minutes before school starts and 15 minutes after dismissal.

- Students and families traveling south of Broadway Street should use the crossing guard near the school flag pole, who also assist anyone crossing the exit to the school parking lot. The map below shows this location marked with a purple arrow; the crossing guard path is highlighted in yellow for your reference.
- Students and families traveling north of Broadway Street should use the crossing guard at the intersection of Wyoming and Broadway. The map below shows this location marked with a pink arrow; the crossing guard path is highlighted in yellow for your reference.



Published 25-26 Handbook

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.

Scandia Elementary School Safety Drill Schedule 2025-2026 (rev 9/2/25)
















Reference Materials:

<https://iloveguys.org/>

[SRP Operational Guidance v 4.2](#)

Date & Time	Drills	Notes
Tuesday, August 19 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> Evacuate (Fire)
Friday, August 29 <i>Appx. 1:10pm</i>	  SECURE HOLD	<ul style="list-style-type: none"> Listen for announcements to guide transitions between drill
Wednesday, September 10 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> Evacuate (Fire)
Friday, September 26 <i>Appx. 9:30am</i>	 LOCKDOWN	
Thursday, October 16 <i>Appx. 10:10am</i>	 SHELTER	<ul style="list-style-type: none"> Shelter (Earthquake)
Friday, October 24 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> Evacuate (Fire)
Monday, November 3 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> Evacuate (Fire)
Friday, November 14 <i>Appx. 10:20am</i>	 HOLD	
Wednesday, December 17 <i>Appx. 9:30am</i>	 SHELTER	<ul style="list-style-type: none"> Shelter (Earthquake)
Wednesday, December 17 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> Evacuate (Fire)

Scandia Elementary School Safety Drill Schedule 2025-2026 (rev 9/2/25)

Friday, January 23 <i>Appx. 1:40pm</i>	  SECURE LOCKDOWN	<ul style="list-style-type: none"> • Listen for announcements to guide transitions between drills
Tuesday, January 27 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)
Thursday, February 12 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)
Tuesday, February 24 <i>Appx. 12:40pm</i>	  HOLD SHELTER	<ul style="list-style-type: none"> • Shelter (Earthquake) • Listen for announcements to guide transitions between drills
Monday, March 16 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)
Thursday, March 26 <i>Appx. 10:20am</i>	  SECURE LOCKDOWN	<ul style="list-style-type: none"> • Listen for announcements to guide transitions between drills
Wednesday, April 22 <i>Appx. 9:30am April</i>	 SHELTER	<ul style="list-style-type: none"> • Shelter (Earthquake)
Thursday, April 23 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)
Tuesday, May 12 <i>Appx. 1:40pm</i>	  HOLD LOCKDOWN	<ul style="list-style-type: none"> • Listen for announcements to guide transitions between drills
Wednesday, May 13 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)
Monday, June 1 <i>Time Unannounced</i>	 EVACUATE	<ul style="list-style-type: none"> • Evacuate (Fire)



**Scandia Elementary 2025-2026
Fire Drills**



Tuesday, August 19, 2025	Tuesday, January 27, 2026
Wednesday, September 10, 2025	Thursday, February 12, 2026
Friday, October 24, 2025	Monday, March 16, 2026
Monday, November 3, 2025	Thursday, April 23, 2026
Wednesday, December 17, 2025	Wednesday, May 13, 2026
	Monday, June 1, 2026



Scandia Elementary School Discipline Flow Chart

Be Safe | Be Respectful | Be Responsible

Strong Tier 1 Is Our Best Prevention: Ongoing Teaching and Strategies to Encourage and Recognize Appropriate Behavior and Build Relationships!

Observe Inappropriate Behavior

Staff Managed

Incident 1: Reteach behavior/expectations. Implement Proactive, Instructive or Restorative Practices. Contact the guardian & document referral.

Incident 2: Reteach/ review behavior/expectations. Intensify Proactive, Instructive or Restorative Practices. Pair with logical consequences. Contact the guardian & document referral.

Incident 3: Restate/review behavior/expectations. Intensify Proactive, Instructive or Restorative Practices, logical consequences, and in class interventions. Contact the guardian & document referral.

Incident 4: Submit referral to Administration. Include all dates of previous incidents.

Administrator Managed

Refer to Administration:

- Complete and submit referral to office.
- Have student escorted to office or call office for urgent assistance.

Administrator Actions:

- Assess and problem solve to teach, learn, and return to instruction.
- Follow through with consequences and interventions, as applicable, to shift behavior.
- Work with the student to repair harm, when applicable.
- Collaborate and communicate with family and staff as applicable.

If behavior continues to escalate, administration may seek additional support and/or refer the student to the Tier 2 team for further review.

If Behavior Improves, at any point, Continue with Ongoing Teaching and Strategies to Encourage and Recognize Appropriate Behavior and Build Relationships!



Evacuation Points (off-campus):

(select location in opposite direction of hazard, Security Forces *may* give advice)

Primary: Travisville Park, Cannon Drive, TAFB

Secondary: Delta Breeze Community Center, Scott Street, TAFB

