

Travis Elementary

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

Student & Parent Handbook

2026-2027



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

Welcome to Travis Elementary School!

This handbook is designed to provide specific information regarding guidelines, policies, and procedures at Travis. Please review this handbook. We encourage families to keep this handbook as a reference throughout the school year.

Mission Statement

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.

Vision Statement

The vision of Travis Elementary is to maintain a safe school environment and a positive learning climate for all students, staff, and the surrounding community. We strive to reduce incidents of violence at school and teach techniques for resolving conflicts. These goals will be attained through data gathered from students, teachers, and parents to assess school-wide issues in the social, emotional, and physical environment.



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Travis Elementary Bell Schedule

REGULAR BELL SCHEDULE						
Grade	Start Time	AM Recess	Lunch	Lunch Recess	PM Recess	Release Time
PS AM	8:00am	9:15	—	—	—	11:00am
PS PM	11:45am	—	—	—	12:45	2:45pm
TK AM	8:00am	9:15	Optional 11:20	—	—	11:20am
TK PM	11:05am	—	Optional 11:05	—	12:45	2:25pm
K	8:00am	9:10	11:00	11:15	1:05	2:25pm
1-2	8:00am	9:35	11:35	11:50	1:25 (+ 3rd)	2:25pm
3-5	8:00am	10:10	12:10	12:25	—	2:25pm

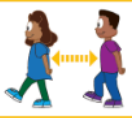
COMMON PLANNING DAY (WEDNESDAYS)					
Grade	Start Time	Recess	Lunch	Lunch Recess	Release Time
K-1	8:00am	9:10	11:00	11:15	1:25
2-3	8:00am	9:35	11:35	11:50	1:25
4-5	8:00am	10:10	12:10	12:25	1:25

MINIMUM DAY SCHEDULE				
Grade	Start Time	Lunch	Lunch Recess	Release Time
K-1	8:00	9:15	9:30	12:00
2-3	8:00	9:45	10:00	12:00
4-5	8:00	10:15	10:30	12:00

Travis PBIS

Travis Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. The goal of PBIS is to promote positive behavior and create a safe and effective learning environment. PBIS is implemented by: teaching school wide expectations, positive reinforcement by acknowledging expected behavior, and using data to drive our decision making in guiding supports.

Travis School Wide Expectations

 TRAVIS ELEMENTARY FALCONS			
	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
HALLWAY	- Have Permission - Walk 	- Use quiet voices - Use quiet feet - Keep hands to self - Maintain personal space 	- Keep hallways clean - Be aware of others - Go directly to your location 
CAFETERIA	- Enter and exit quietly - Stay seated - Keep all food to self - Be aware of student allergies 	- Use quiet voices - Wait patiently - Maintain personal space 	- Get all items before sitting down - Clean up after yourself - Wait to be excused - Follow trash rules 
PLAYGROUND	- Walk on blacktop and play structure - Stay within playground boundaries - Use equipment appropriately 	- Take turns - Play fair-follow rules - Include everyone - Be kind towards others 	- Freeze when bell rings and take a knee - Put trash in trash can - Solve disputes with rock/paper/scissors - Walk to line - Line up quietly 
RESTROOM	- Keep feet on floor - Keep water in sink - Wash hands 	- Knock on stall door to check - Give others privacy - Use quiet voices - Maintain personal space 	- Flush toilet after use - Take care of business and leave - Return to room promptly - Report problems and messes to an adult 
CLASSROOM/ LIBRARY	- Keep hands, feet, and objects to yourself - Sit smart - Use walking feet 	- Use quiet voices - Wait your turn - Actively listen and participate - Be a team player 	- Be on time - Take care of property - Do your work/job - Return items 

CAFETERIA EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



SAFE

- Enter and exit quietly
- Stay seated
- Keep all food to self
- Be aware of student allergies



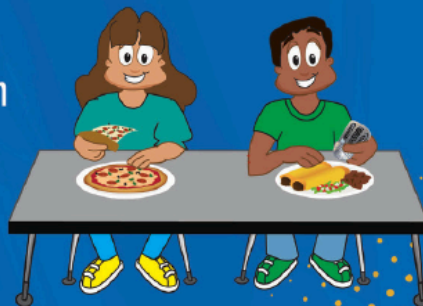
RESPECTFUL

- Use quiet voices
- Wait patiently
- Maintain personal space



RESPONSIBLE

- Get all items before sitting down
- Clean up after yourself
- Wait to be excused
- Follow trash rules



CLASSROOM EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



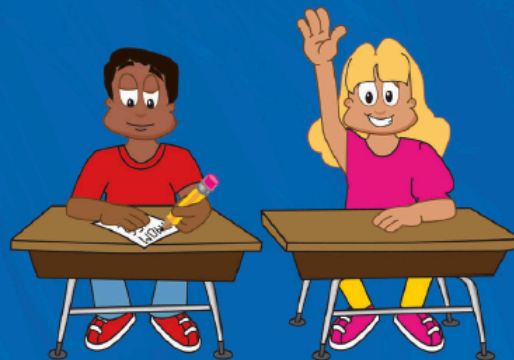
SAFE

- Keep hands, feet, and objects to yourself
- Sit smart
- Use walking feet



RESPECTFUL

- Use quiet voices
- Wait your turn
- Actively listen and participate
- Be a team player



RESPONSIBLE

- Be on time
- Take care of property
- Do your work/job
- Return items



HALLWAY EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



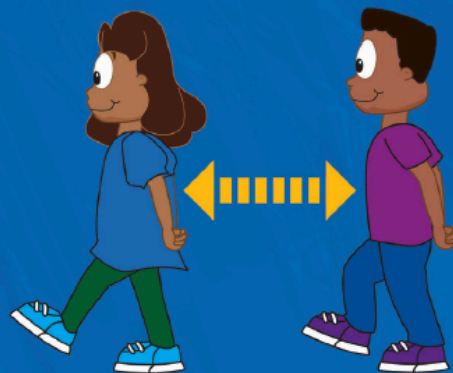
SAFE

- Have Permission
- Walk



RESPECTFUL

- Use quiet voices
- Use quiet feet
- Keep hands to self
- Maintain personal space



RESPONSIBLE

- Keep hallways clean
- Be aware of others
- Go directly to your location



LIBRARY EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



SAFE

- Keep hands, feet, and objects to yourself
- Sit smart
- Use walking feet



RESPECTFUL

- Use quiet voices
- Wait your turn
- Actively listen and participate
- Be a team player



RESPONSIBLE

- Be on time
- Take care of property
- Do your work/job
- Return items



PLAYGROUND EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



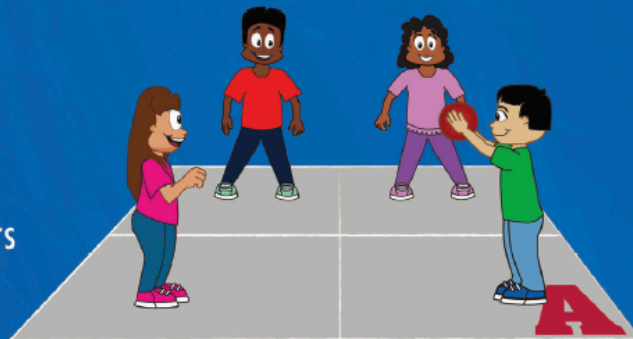
SAFE

- Walk on blacktop and play structure
- Stay within playground boundaries
- Use equipment appropriately



RESPECTFUL

- Take turns
- Play fair-follow rules
- Include everyone
- Be kind towards others



RESPONSIBLE

- Freeze when bell rings and take a knee
- Put trash in trash can
- Solve disputes with rock/paper/scissors
- Walk to line
- Line up quietly



RESTROOM EXPECTATIONS

TRAVIS ELEMENTARY FALCONS



SAFE

- Keep feet on floor
- Keep water in sink
- Wash hands



RESPECTFUL

- Knock on stall door to check
- Give others privacy
- Use quiet voices
- Maintain personal space



RESPONSIBLE

- Flush toilet after use
- Take care of business and leave
- Return to room promptly
- Report problems and messes to an adult



Communicating Behavior

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

Falcon Talons: When a Travis staff member observes a student demonstrating our school school expectations they may give a student a Falcon Talon. The Falcon Talons are turned into the office, and every Monday a winner is drawn from each grade level.

Student of the Month: Each classroom teacher nominates one student each month who has demonstrated our monthly character trait. These students are awarded a sign to be displayed in their front yard and invited to Popsicles with the Principal.

Minor Incident Report (MIR): MIR's are staff managed and document any incident that warrants interventions beyond the classroom management systems. You can expect a phone call or email from a staff member describing the incident and any consequences that were issued. If a student receives three MIR's of the same nature in a short period of time the students will be referred to the office.

Office Disciplinary Referral (ODR): If a student engages in a major behavior such as fighting or aggression, he or she will be immediately referred to an administrator with an Office Disciplinary Referral. The administrator will inform you of any support and consequences that have been put into place to guide your students towards demonstrating appropriate behaviors.

Annual Notification of Rights & Responsibilities

The Annual Notification of Rights & Responsibilities are available on the district's website at www.travisusd.org under the "Parents" tab or can be accessed using the Aeries Online Portal. Parents/Guardians are required to complete the signature forms included in the Annual Notification booklet using one of these methods.

Arrival and Dismissal Procedures

Students who are driven to school may not arrive before 7:30am and need to be picked up promptly after school. Breakfast begins at **7:45am** inside the cafeteria. Supervision on the playground begins at 7:45am. Please note that bringing dogs on campus is prohibited, this includes when you are picking up and dropping off students.

Rainy Days

The interior hallways will be open between 7:45-8:00am on rainy days. Students will enter the buildings at either drop-off gate location.

Parking & Drive Through

All marked parking spaces are reserved for staff, and un-marked spaces are available to visitors. Visitor handicap parking is available in front of the school and in the parking lot. The 20-minute spaces are available for brief visits only.

Parking Lot Safety

Please observe the following rules when unloading and loading Travis Elementary students, as there is not adequate parking in our lot or the surrounding streets to accommodate all parents.

Drop-off for grades TK-5

- Please note the Kiss and Go Lanes are No Parking Lanes.
- There are two Kiss & Go locations: Primary Playground & Upper Grade Playground (basketball court gate)
- 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; staff will be at the gates to assist if needed.
- Do not park in the Kiss & Go Lane or leave the car unattended.
- Exit the Kiss & Go Lane promptly after unloading the 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.

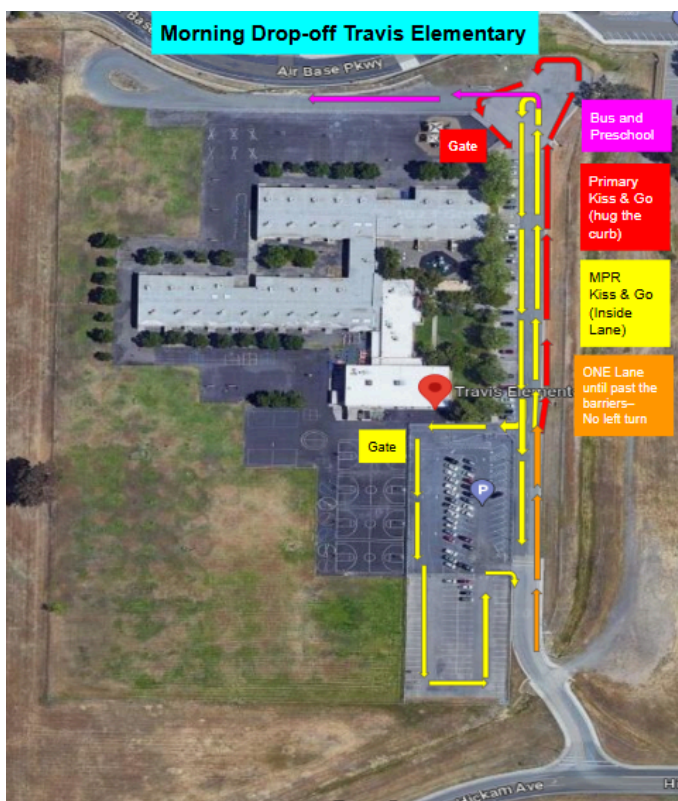
Pick-up for Grades TK-2

All students will be picked up at the cafeteria.

Pick-up for Grades 3-5

All students in grades 3-5 will be supervised at the crosswalk at Fairfield Ave.

Travis Elementary School Arrival and Dismissal Maps



Artificial Intelligence (AI)

Artificial intelligence may be used as an academic tool under the direction of a teacher as appropriate for the students' age. Uses of Artificial Intelligence that violate the Academic Integrity or other school policies may result in academic or disciplinary consequences.

Attendance



General Absences

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 the day after or before appointments. State attendance requirements, however, still rely on excused and unexcused tallies. It is important to remember that parents/guardians have three days to excuse an absence in person, via note, phone call, or 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?

When to Keep Your Child Home from School or Child Care

Below are suggestions for when to keep your child home when they are not feeling well. Contact a health care provider if your child needs medical care. A doctor's note is generally not required to return to school or child care. For more information, please visit the [CDPH guidance page](#).



Symptom of Illness	When should my child stay home and when can they return?
 Overall, not feeling well	STAY HOME IF any new illness or symptom prevents a child from participating meaningfully in routine activities.
 Fever	STAY HOME IF a fever is of 100.4°F (38°C) or higher. RETURN WHEN fever went away over the night and is gone in the morning without the use of medications such as Tylenol®, Advil®, or Motrin® (acetaminophen or ibuprofen).
 Vomiting	STAY HOME IF vomiting has occurred 2 or more times in 24 hours. RETURN WHEN vomiting has ended overnight, and your child is able to hold down liquids and food. Recommend frequent handwashing.
 Diarrhea	STAY HOME IF your child's stool is likely to leak from the diaper, or if they are unlikely to make it to the toilet in time (if potty trained). If the stool looks bloody or black, seek medical attention. RETURN WHEN improving. Recommend frequent hand washing.

When to Keep Your Child Home from School or Child Care

Symptom of Illness	When should my child stay home and when can they return?
 Sore throat	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty breathing or swallowing, or continuous drooling. RETURN WHEN IMPROVING. If an antibiotic is prescribed, take the first dose at least 12 hours before returning.
 Cold symptoms, such as cough, stuffy/runny nose, sneeze	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for severe symptoms, including a bad cough, difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol). RETURN WHEN IMPROVING. If your child will need medication after returning, contact the site to let them know.
 Ear or eye irritation, including pink eye	OK TO ATTEND WITH MILD SYMPTOMS. Recommend frequent handwashing. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.
 Rash	OK TO ATTEND WITH MILD SYMPTOMS. STAY HOME AND SEEK MEDICAL ATTENTION if rash is worsening, causing pain, has blisters, or is not healing. RETURN WHEN IMPROVING or as guided by health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return as soon as they start appropriate treatment.

Late/Tardy Arrival

Children are encouraged to establish a habit of promptness. Students are at a disadvantage when they enter late, as they frequently miss instruction given by the teacher. After 8:05a.m. (TK AM class) and 11:10 a.m. (TK PM Class), TK students need a pass to enter class. After 8:05 students in grades K-6 need a pass to enter class. **Late counts toward truancy because a student is considered late if they arrive more than 30 minutes after school starts or are picked up early to leave school.**

Attendance Accounting

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

- calling the school's 24-hour absence line at 437-2070, and pressing option 3
- emailing the office staff at rdillard@travisusd.org
- a written note to the school

After 3 Unexcused absences or 3 Lates (31 minutes or more)

- 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

Excessive Absence Letters are sent to students with excused absences, missing 10% or more of the school year.

Independent Study

Short-Term Independent Study may be an option for students who have unavoidable absences and will be absent for three (3) to fifteen (15) consecutive days (not including illness) and not to exceed 15 days total in a school year. 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.

<u>Academic Requirements</u>
Kindergarten through 3rd Grade--no <i>unsatisfactory marks</i> in core academic subjects * 4th-6th graders--no <i>interventions</i> in core academic subjects *These are determined by the most recent progress report or trimester report card for general education students. For K-6 students receiving Special Education services, the latest progress report or report card must indicate progress towards meeting educational goals and objectives.
<u>Attendance Requirements</u>
Less than three (3) days of unexcused absences and/or tardies of 30 minutes or more.

***It is discouraged for families to take Independent Study if the student is receiving unsatisfactory marks or excessive absences.**

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 15 days per school year of Independent Study. 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.

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.

Bikes, Scooters, Skateboards

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.

Bus Transportation

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

<https://www.travisusd.org/departments/transportation-new/bus-pass-information>

Cell Phones & Other Electronic Devices

Cell Phone 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 at all times while on the Travis Elementary Campus. 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 held in the office, parents/guardians called to reclaim it, and each offense will be documented in the student's discipline record. Repeated offenses may result in further consequences. Students are responsible for the safety and security of their own device. Travis Elementary is not responsible for lost or stolen items.

Students are not allowed to use cell phones for taking photographs or videotaping at school for any reason.

Wearable Technology (Smartwatches, etc.)

Wearable Technology (including Google Glasses, Smartwatches, etc.) shall be used only in accordance with school and district policies and should not disrupt others' learning. Inappropriate use will be addressed through the appropriate policy violation.

Birthday Celebrations

Travis Unified School District has a Wellness Policy as required by the Federal Government. This policy requires us to reduce the number of unhealthy foods that students consume during the school day. We request that students who want to celebrate their birthdays with other students first check with their teacher. In accordance with California law, cakes and cupcakes are no longer allowed to be brought on campus for birthdays. If you want to bring a treat for your child's class (birthday or otherwise), please be sure the snack is on the approved list, which can be found on our website, and clear the treats with our school nurse before distribution. Treats may not be shared with children outside of your child's classroom.

The goal of the Wellness Policy is to promote health literacy. The Governing Board recognizes the link between student health and academic achievement. Healthy, active, and well-nourished children are more likely to attend school and are more prepared and motivated to learn.

Classroom Interruptions

For messages that are not of immediate urgency, leave a voicemail, send an email, or a note for the classroom teacher. Should you have an urgent message, please inform the office staff so 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 picking your child up before their regular dismissal time, as a courtesy, send a note to the teacher. If there is a change in pick-up, contact the office prior to 1:45pm, so the message can be delivered prior to dismissal. Students will not be called out of class without a parent present.

Communication

Weekly messages are sent through Aeries Parent Square every Sunday with information on upcoming events. Updated information and announcements are posted on our website.

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

All Travis Elementary Staff utilize voice mail and/or email. The email 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.

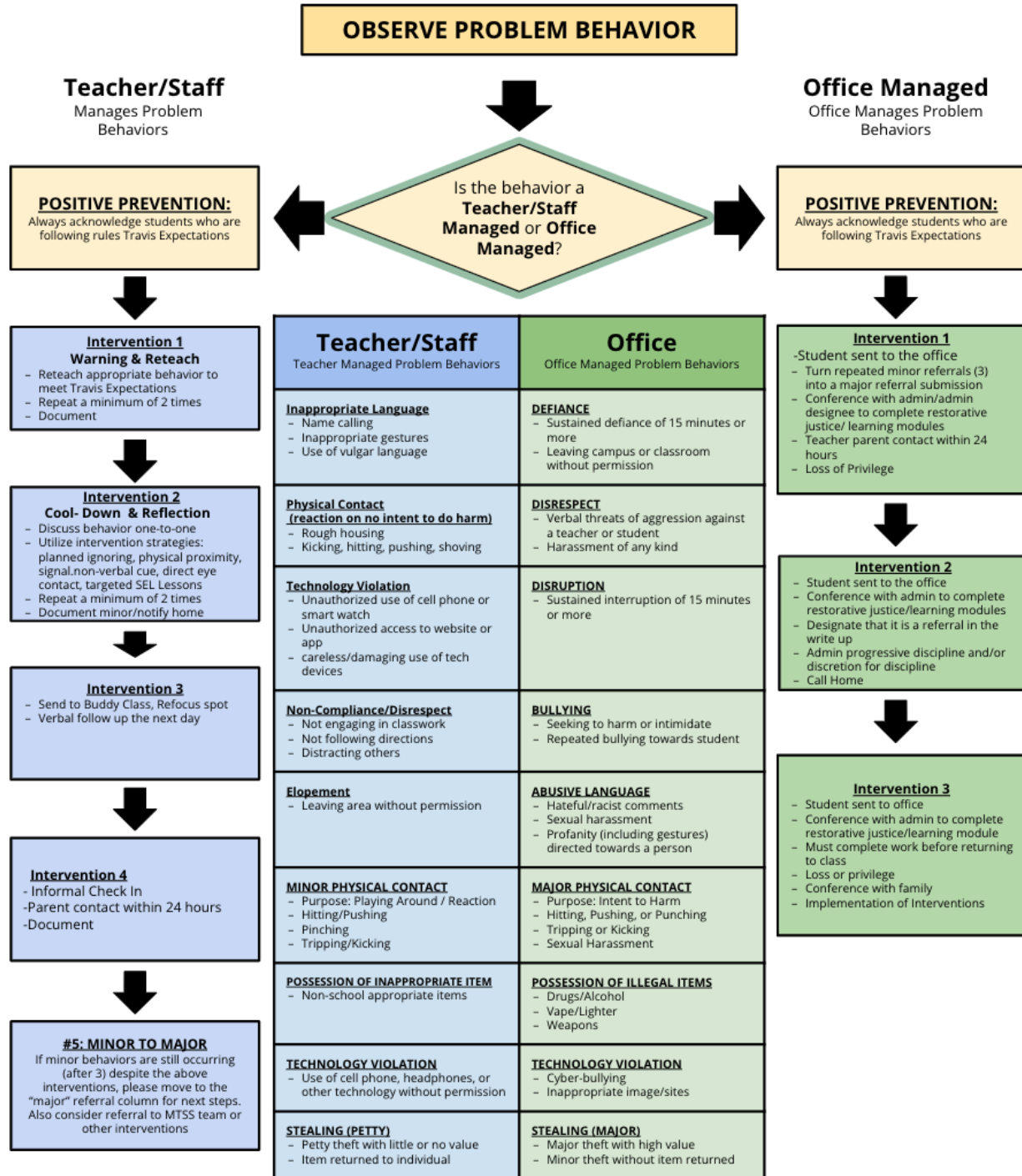
Custody

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 parent

Behavior Flowchart

Travis Elementary School

Behavior Intervention Flow Chart



Dress for School

Travis Elementary School and the Governing Board believe that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

1. School attire, including backpacks should be appropriate. No offensive logos, i.e. alcohol, tobacco, weapons, profanity, obscenity, degrading or inflammatory statements, etc. are allowed.
2. Undergarments should be well covered and not visible through clothing.
3. Flip-Flops, Heelys, slippers, heels and any other footwear that is deemed unsafe at the discretion of administration are prohibited.
4. During Physical Education, snug-fitting rubber-soled shoes with laces or velcro are required.
5. Fridays are our Travis School Spirit Day. All students are encouraged to wear the spirit wear or blue and gold.
6. Students should not wear or bring expensive jackets, clothing, shoes, large sums of money, etc to school. Travis Elementary is not responsible for such articles.
7. Students who dress in violation of these expectations may be required to contact parents for appropriate apparel.

Emergency Contact

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 keep your contact information up to date through the Aeries Parent Portal so that we can find you in case of an emergency.

Food Service

Travis Unified School District will continue to serve Universal Meals under the National School Lunch / School Breakfast Programs for the 2025–2026 school year. Breakfast and lunch are free to all students. The cafeteria is open for breakfast from 7:45-8:00 am each morning.

For questions or additional information please refer:

<https://www.travisusd.org/departments/childnutrition>

Students must remain seated at indoor lunch tables for at least 15 minutes of the lunch period. After 15 minutes, students who are finished eating may be dismissed to recess. Any student who is not finished eating, may remain in the cafeteria until they are finished eating.

Flowers and 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 thoughtful gesture, it can also be a distraction in the classroom.

Homework Recommendations/Requests

Travis Elementary School Recognizes that students and families lead busy lives- family commitments, religious obligations, and participation in sports. Further, research shows that heavy homework loads are not effective in improving academic achievement. For these reasons, in accordance with the TUSD Board Policy, the recommended average daily length of time for homework are as follows:

1st- 10 minutes	4th- 40 minutes
2nd-20 minutes	5th- 50 minutes
3rd- 30 minutes	

Homework Requests

Teachers will have homework available the same day if the written parent request is received by the **classroom teacher directly 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 in the bin in front of the school for parent pickup. Siblings may also pick up homework for their siblings from the outside drop box.

Teachers will not deliver homework to classrooms for siblings to take home.

After school is out, if you are unsure whether the homework request was received by the teacher before 9:00 AM, you may call the school before making a trip to pick up homework.

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.

Lost and Found

Clothing and other articles found on the playground and around school are kept in the front office. 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.

Medical & Dental Appointments

Parents must sign the register in the school office before checking your child out for an appointment. Only adults authorized on a student's emergency contact information are allowed to sign pupils out of the school. Please be prepared to present a photo identification to the office staff. Please make sure all contact information is updated in the Parent Portal. If you must pick your child up during the school day, please allow additional time for your child to be called from class. Students will not be called to the office prior to the parent arriving at school.

Medication

Per California Education Code 49423 any student who is required to take during the regular school day, to take medication prescribed for may be assisted by the school nurse or other designated school personnel if the school receives 1. A written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken **AND** 2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matters set forth in the physician's note.

The medication authorization forms must be picked up at the Travis Elementary School Office. All medications will be kept in the school health office for safety reasons. The medication authorization form must be filled out each school year. All prescriptions must be in the original container and have your child's name on the box or bottle.

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

Please do not put any kind of medicine, including Tylenol, vitamins, and cough drops in your child's lunch box, backpack or pockets.

Parking

Parking spaces directly in front of the school are reserved for staff and disabled visitors (displaying a current DMV issued placard). During the school day parents may park in the fenced lot next to the cafeteria. Please see Arrival & Dismissal procedures on pages 12-14 for pick-up and drop-off of students.

Video/Audio Recording & Photography on Campus

Video/Audio recordings and photography are prohibited without the permission of those being recorded or photographed.

During special activities snapshots of your child may be taken by staff members. These snapshots are used for the Travis Yearbook, posted on Travis Elementary's website, and shared by the classroom teacher. Please ensure that you have signed and returned the Consent and Release Agreement (located in the Annual Notification of Rights and Responsibilities). This

agreement allows us to share photos of special activities here at Travis that may include your child.

PTO (Parent Teacher Organization)

Join our PTO (Parent/Teacher Organization) and become an active member of a group, which has just one major interest – your child! Membership information is sent home in the school's first day packet and is available in the school office. Membership is \$10.00 per person. Remember, all family members – parents, grandparents and students may join the PTO. The PTO organizes school wide activities, and they support learning in our classrooms as volunteers, funding field trips, grade level activities and instructional supplies/materials. Your membership and volunteering with PTO are great ways to stay involved with your children's school and to show your support. General PTO meetings are held monthly, but don't wait for the meeting to become a member and start volunteering with the PTO!

Report Cards/Parent Teacher Conferences

There are two scheduled parent-teacher conferences during the school year, the first in November and the second in March. Conferences in November are scheduled for each student. Conferences in March will be scheduled only by parent or teacher request. Report cards will be issued in November, March, and June based on a trimester schedule. Please email your child's teacher if you have any questions regarding conferences.

Progress reports will also be provided to parents whose students are not meeting academic or behavioral expectations.

Safety

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, earthquake disaster preparedness and lockdown drills are practiced during the school year in cooperation with the local fire and police departments. If you would like to review the safety plan, you may do so in the office.

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

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

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

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School Site Council

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

School Spirit

Each Friday, staff and students are invited to show their school spirit by wearing Travis shirts and sweatshirts (available for purchase from PTO) or the school colors blue and gold. We routinely schedule themed spirit days in conjunction with holidays, seasons, and special events.

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 supervise kindergarten through fifth grade students during lunch time. Contact Human Resources at the District Office to apply.

Student Messages

For messages that are not of immediate urgency, send an email, or a note for the classroom teacher. Should you have an urgent message, please inform the office staff so they may notify the teacher or student. All attempts will be made to deliver any messages received near 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 picking your child up before their regular dismissal time, as a courtesy, send a note to the teacher. If there is a change in pick-up, contact the office prior to 1:45pm, so the message can be delivered prior to dismissal. Students will not be called out of class without a parent present.

Student Use of Technology

The district notifies students and parents/guardians about authorized uses of district computers, user obligations, and responsibilities, as well as consequences for unauthorized use and/or unlawful activities. Please refer to the Annual Notification of Rights & Responsibilities for this and other important information.

Supplies and Books

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 with the cost of replacement.

Volunteers

<https://www.travisusd.org/departments/humanresources/volunteer>

Click the link, then go to “Be a Volunteer”

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 in the office lobby and worn on campus or school field trips. 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. All visitors must sign in and out of the front office.

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. A Recess Pass is required if parents plan to visit the playground.

Weather Guidelines

Rainy Day: An announcement will be made when inside recess is called because of rain. Students will remain in their classrooms during all recesses until further announcements are made. At lunch time Noon Duty Supervisors will monitor the students in their classrooms. PE instruction will take place in the multipurpose room or in their classroom.

Hot Weather: On extremely hot days, inside recess will be called. We encourage students to get frequent drinks when they are outside and to stay in the shade to avoid getting overheated. Students are encouraged to bring and keep a water bottle at school.

Inclement Weather: We try to have outdoor recess as much as possible, and during winter months, we ask that you be sure to have your child dress appropriately for the weather.

Wellness Policy

The Travis Unified School District Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. In accordance with TUSD Board Policy 5030, food provided at school must follow strict nutritional and allergy guidelines. If celebrating birthdays,

please do not bring food to share. Organized class parties may be coordinated by the teacher through the school kitchen.

Some of the approved snack items are listed on our school website
<https://traviselem.travisusd.org/resources/approved-school-snacks> .

General Mills Scooby Doo Fruit Snacks - 0.9 oz
General Mills Motts Fruit Snacks Assorted Fruit - 1.6 oz
General Mills Motts Fruit Snacks Mixed Berry - 1.6 oz
Snapz Crunch Apples Crisps - .46 oz
Snapz Pineapple Crisps - .46 oz
General Mills Cinnamon Toast Crunch Pouch - 96 ct
General Mills Cocoa Puffs Cereal Pouch - 96 ct
General Mills Fruity Cheerios Cereal Pouch - 96 ct
General Mills Golden Grahams Cereal Bar - 1.42 oz
General Mills Apple Cinnamon Cheerios Cereal Bar - 1.42 oz
General Mills Trix Cereal Bar - 1.42 oz
General Mills Fruity Cheerios Cereal Bar - 1.42 oz
General Mills Team Cheerios Strawberry Cereal Bar - 1.42 oz
General Mills Cocoa Puffs Cereal Bar - 1.42 oz
General Mills Cinnamon Toast Crunch Cereal Bar - 1.42 oz
General Mills Nature Valley Crisps Cinnamon Oat - 1.2 oz
General Mills Nature Valley Crisps Chocolate Chip - 1.2 oz
Kellogg's Strawberry Nutrigrain Bar IW - 1.55 oz
Kellogg's Apple Cinnamon Chew Cereal Bar - 1.27 oz
Kellogg's Cocoa Crispies Cereal Bar - 1.34 oz
Campbells Goldfish Giant Grahams Vanilla - 0.9 oz
Campbells Goldfish Giant Grahams Cinnamon - 0.9 oz
Campbells Goldfish Giant Grahams Chocolate - 0.9 oz
Betty Crocker Chocolate Chip Oatmeal Bar - 1.24 oz
Betty Crocker Double Chocolate Chip Oatmeal Bar - 1.24 oz
General Mills Nature Valley Oat N Honey Bar Single Pack - 0.74 oz
General Mills Simply Chex Snack Cheddar - .92 oz
General Mills Simply Chex Choc Caramel Mix - 1.03 oz
General Mills Simply Chex Strawberry Yogurt - 1.03 oz
General Mills Simply Chex Hon N Spicy - .92 oz
General Mills Simply Chex Habanero Lime - .92 oz
Pepperidge Farm Whole Grain Goldfish Pretzel - .75 oz
Pepperidge Farm Goldfish Cheddar Whole Grain - .75 oz
Kellogg's Cheezit Atomic Crackers - .75 oz

Pepperidge Farm Goldfish Hot N Spicy - .75 oz
Quaker Chewy Maple Brown Sugar Granola Bar - 1.27 oz
Kelloggs Whole Grain Rice Krispie Treat IW - 1.41 oz
Kelloggs Whole Grain Rice Krispie Treat IW Mini - .42 oz
Smartfood White Cheddar Popcorn .5 oz
Smartfood Sea Salted Caramel Popcorn - .5 oz
Kelloggs Eagle Whole Grain Popped Crisps BBQ - .78 oz
Kelloggs Eagle Whole Grain Popped Crisp Sour Cream - .78 oz
Kelloggs Eagle Whole Grain Popped Crisps Sea Salt - .78 oz
Rold Gold Whole Grain Hartzel Pretzel - .70 oz
Doritos Reduced Fat Cool Ranch - 1 oz
Cheetos Chili Cheese Fantastix - 1 oz
Tostitos Baked Tortilla Scoops - .875 oz
Cheetos Fantastix Flamin Hot - 1 oz
Lays Baked Potato Chips - 1.125 oz
Lays Baked BBQ - .875 oz
Ruffles Baked Sour Cream & Cheddar - .8 oz
Doritos Whole Grain Reduced Fat Nacho Cheese - 1 oz
Doritos Whole Grain Reduced Fat Spicy Sweet Chili - 1 oz
Cheetos Whole Grain Reduced Fat Cheeto Puffs - .7 oz
Cheetos Whole Grain Reduced Fat Puffs Flamin Hot - .7 oz
Quaker Munchies Kids Mix Whole Grain - .875 oz
Lays Baked Lays Potato Chips - .875 oz
Sun Chips Hartzel Garden Salsa Mix - .875 oz
Sun Chips Hartzel Harvest Cheddar Mix - .875 oz
Capri Sun 100 % All Natural Apple Juice - 6 oz
Capri Sun 100% All Natural Fruit Punch Juice - 6 oz
Capri Sun 100% All Natural Berry Juice - 6 oz
Local Chocolate Milk Fat Free - 8 oz
Local Milk White 1% - 8 oz

Students are not permitted to consume soft drinks (soda), coffee-type beverages, or energy drinks at school.