ARRIVAL AT SCHOOL – STUDENTS
- PLEASE NOTE THAT SUPERVISION IS NOT PROVIDED BEFORE 7:05a.m. EACH MORNING.
- DO NOT drop students off prior to 7:05a.m.
- Parents will say goodbyes at doors and allow students to enter UN-ESCORTED as we have limited space. This allows for a smooth transition and promotes self-responsibility.
- Follow the traffic plan and regulations for parent drop off and parent pick up. Student Safety is our first priority.
- Timely pick-up of students is required. Four late pickups will trigger notification to officials.

ATTENDANCE – STUDENTS
Excellent attendance is imperative to ensure student success. Absences and tardiness interrupt the learning process.
- If a student arrives after 7:30a.m., the student will be marked tardy. Student must be IN class by 7:30 to be considered on time.
- If the student arrives between 7:05 and 7:30, they are to report directly to the cafeteria.
- If a student arrives after 7:30, a parent or guardian MUST escort the student inside to the office to be signed in and to receive their tardy pass to class. A student will not receive a Perfect Attendance Award if he/she has more than three tardies (district policy.) Tardies will also affect Magnet eligibility good standing.
- Absences will be coded “excused” if the parent calls that day and “unexcused” if no call is received. Notes from doctors, dentists, etc., must be sent to the Travis Attendance clerk within 5 days of absence to be entered into the system. Any student accumulating 10 or more absences will need a physician’s note to have any further absences to be considered excused.
- If a student leaves before 3:10p.m., it is documented in the district system. A student will not receive a Perfect Attendance Award if he/she leaves early at any time or 3 tardies during the nine weeks per District Policy.
- Students who are signed out for lunch by legal guardian or approved designated adult cannot miss one minute of instructional time or they will not receive a Perfect Attendance Award.
- Requested assignments/homework will be in the office after 3:10 p.m., if the request is made prior to 9:00 a.m.
- In addition to the Compulsory Attendance Law, there is the 90 Percent Rule, which states that students must attend class for 90 percent of the time. Any student missing 10 percent of class is in jeopardy of losing magnet standing, and is at risk of losing important instruction.

AWARD ASSEMBLIES AND STUDENT RECOGNITIONS
In an attempt to maximize instruction time, all 9 weeks awards will be done in the classroom. The End of the Year awards assembly will be scheduled, communicated with parents and held in the cafeteria to celebrate accomplishments for the whole year. Siblings will not be pulled from class to watch. Balloons may not be brought into the awards ceremony.
Academic Awards
- Principal’s Award: This is given at the end of the year to the student who has shown growth as a citizen and in their education.
- A Honor Roll: all grades 90% and above
- A/B Honor Roll: all grades 80% and above (not an average) and at least one A.
- Citizenship Award: no referrals, good overall behavior
- Special Awards
- Perfect Attendance

BELL SCHEDULE
- 7:05 Building opens (Do NOT leave your students unattended on campus prior to 7:05.)
- 7:30 Tardy bell— This is a new time.
- 3:10 Dismissal – This is a new dismissal time.

Field Day and Field Trips
- Students must have no more than 1 referral each semester in order to be in good standing to attend Field Day/Field Trips.
- All Parents and families on the SIC card are invited to Field Day and must sign in at the office.

BIRTHDAY PARTIES
- Birthday parties are not permitted in classrooms. Parents may bring easy to open snacks/drinks to the office on the day of the child’s birthday and they will be delivered to the room and given out the last 10 minutes of class. No balloons, flowers, banners, stuffed animals, etc., will be kept in office or delivered to classroom.
- Parents will not be allowed to visit the room due to instructional disruptions, and limited classroom space.
- Invitations to any non-school party may not be given out to students at school unless every child is distributed one.
CAFETERIA & MEALS

Breakfast:
- All students will eat breakfast in the classrooms. **No outside food may be brought in for breakfast.** If the student does not wish to eat the school breakfast, have him/her eat breakfast before arriving at school.

Lunch:
- Students will remain seated in their seat until dismissed.
- Friends may not sit or eat with another parent and their child in the designated area. Other students must remain with the class.
- Parents are welcome to come to Travis to eat with their child after signing-in at the office. Please remember that space is limited and will be a first come, first serve basis.
- Due to limited space, parents are only allowed to eat with their student **at the designated parent tables and no more than 2 guests in total, including siblings, may eat with a student, and at the designated in/out lunch times.**
- Siblings may not leave their class to eat at the same time.
- Parents are asked to make plans with their child about lunch before school, **as classrooms will not be interrupted to give messages about lunch to students.**
- If a student is expecting his/her parent for lunch, the parents must arrive before or at the time the class enters the cafeteria. If the parent has not come by that time, the student will be directed to go through the lunch line.
- Students are not allowed to share food with others or give food to others. This is non-negotiable.
- Parents may leave lunch – labeled with student’s name on the lunch cart before 11:00. We will not call classrooms and interrupt instruction. Please communicate that morning to your child as it is up to students to look for food that parents have dropped off.

CELL PHONES/PAGERS

Student possession of cell phones/pagers **that are TURNED ON** during school hours is against the ECISD Code of Conduct and will be confiscated. **Travis will not be responsible for cell phones/pagers that are stolen or lost at school.**

CLASSROOM EXPECTATIONS

1. Keep hands, feet and objects to yourself. All hallways and cafeteria lines are voice level zero.
2. Follow all staff directions.
3. Be prepared for class.
4. Respect others.
5. **Bring signed student planner to school daily.**

DISCIPLINE

- Consequences given from referrals are non-negotiable.
- Parents must provide transportation for students that are given after school detention. School transportation will not be provided.
- Travis has a discipline committee who work on campus procedures, and the campus uses CHAMPS’ strategies and procedures.

DISMISSAL, BUS, & PARENT PICK-UP (Parents received a copy and map at registration.)
- We strive to make bus travel a safe and pleasant experience for all students and drivers. Please remind your child(ren) that riding the bus is a privilege.
  - If the student misbehaves on the school bus, the bus driver will issue a written bus report to the principal. Bus rules must be followed or a student can be denied bus services. **If you have questions concerning transportation, please call 456-9869.**
  - If a student receives 2 bus referrals, they will lose bus privileges for three days. If a student receives a 3rd bus referral, the student loses bus privileges for the entire year and parents must provide transportation the remainder of the school year. No Exceptions!
  - If the bus has seatbelts, it is state law that the student wear the seatbelt, and stay in the seatbelt the duration of the trip.
- **Students WILL NOT BE PULLED OFF OF A BUS TO CHANGE DISMISSAL.** Once they get on the bus, they stay on the bus.
- We will be unable to change dismissal directions for a student after 2:50.
- **Any change in mode of transportation must be in writing.** You may send a note or write it in the planner.
- **Early Dismissal:** Students will not be called to leave early from 3:00-3:10. Requests during this time frame cannot be honored.
  Parents will need to wait for the bell to pick up student at their after school location.

DRESS CODE

The district’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:
- The District prohibits pictures, symbols, emblems, or writing on clothing, accessories (i.e. jewelry, rings or belt buckles) and not limited to, but includes shaved or cut eyebrows and shaved images in hair that:
  - Present concern for safety (i.e. chains, dog collars); • are lewd, offensive, vulgar, or obscene; • advertise or depict tobacco products, alcoholic beverages, drugs, or any other illegal substance; • items referring to satanic, cult or gang activities will be confiscated • represent death and dismemberment and/or violence.
In addition:

- Clothing (dresses, skirts, shorts, skorts) must be **no shorter than five inches from the top of kneecap and hemmed**.
- Form fitting, too tight clothing, will not be allowed
- Students will not be permitted to wear see-through clothing or have bare midriffs, bare shoulders, or backless fashions.
- Tank tops, muscle shirts, or clothing with spaghetti straps or strapless garments may be worn only with a full T-shirt (with sleeves) underneath.
- Undergarments may not be worn as outerwear.
- Pants, shorts and slacks must be worn at the natural waist (no more than one size larger than natural waist size);
- Students must wear shoes at all times. Taps, metal plates, or cleats on shoes will not be permitted. Specifically prohibited footwear are bathroom slippers or footwear not intended for outdoor wear or shoes equipped with roller blades/wheels are not allowed. Flip flops are acceptable.
- **Students MUST have appropriate shoes for PE days.**
- Extremely torn clothing will not be permitted. All clothing must be hemmed.
- Students will be required to wear their hair well-groomed and clean at all times. **Extreme modes of hair design and color will not be permitted other than natural hair color**; Mohawks are permitted as long as they are **under 2 inches in height**.
- Earrings are permitted. NO jewelry or ornaments may be worn in any pierced area of the body EXCEPT FOR THE EAR.
- Sponsors of extracurricular activities may set individual dress and appearance standards with the approval of the principal.
- The wearing of cheerleading uniforms during the school day is at the principal’s discretion; **Cheerleading uniforms may be worn at Travis only if they fall within dress code guidelines, and are for a team associated with Travis.**
- Students may not wear hats, caps, sweatbands, visors, head coverings or bandanas in the building (neither males nor females). Bandanas are not allowed on campus.
- Sunshades may not be worn in the building or classroom, unless prescribed by a physician for indoor use;
- Any disruptive, unsafe, or distractive mode of clothing, eyewear, tattoos or appearance that adversely impacts the education process is not acceptable.
- **BELTS MUST BE WORN APPROPRIATELY IN BELT LOOPS AND AT THE NATURAL WAIST.**
- Students who violate the Dress Code will be referred to the Principal’s office.

**The final decision regarding a dress code violation is at the discretion of the campus principal.**

**Violations in dress code will result in having the student removed from the classroom and asked to turn their clothing inside out if they are unable of having the parent come to campus to help rectify the situation.**

**HONESTY**

Honesty is expected at all times from all Travis students and staff. Students that give parents and administrators different accounts of what happened will receive consequences.

**Ambassadors**

The purpose of the Ambassador program is to promote and celebrate positive behavior and responsible students who rise to exude campus leadership qualities. This program is a privilege, not a right. A student must be in good standing with: behavior, completing work, tardies, and attendance (excused or unexcused absences). Referrals, tardies, leave early and/or absences will affect the student’s ability to apply or remain in the Ambassador program. Only 5th grade students are eligible to apply for, and be interviewed for the Ambassador program at Travis Magnet.

**MEDICAL**

- It will be the nurse’s responsibility to determine if a student should be sent home. The nurse will contact parents.
- **MEDICATIONS AND INHALERS ARE NOT TO BE KEPT IN THE CLASSROOM (without doctor’s note to carry).**
- If prescribed medication is to be given during school hours, the parents are to come into the office and fill out the paperwork so that the nurse will know when and how medication should be given.
- Administration of over the counter medication will be at the discretion of the campus nurse. (This medication must be provided by parents and forms filled out prior. This includes cough drops.)

**MESSAGES**

- Please make arrangements with your child so they will know whether they walk home or if they will be picked up. We will not interrupt instruction time to give students messages unless it is an extreme emergency.
- **Any and all deliveries of flowers, balloons, etc. will NOT be accepted for students.**

**PARTIES**

- Two class parties may be held for students each school year. (Winter/Christmas and End of Year)
PLANNERS

- Students are required to keep up with a daily planner and obtain a parent signature daily.
- Students will receive a grade for maintaining their planner with information and signatures.
- Assignments and behavior will be documented in the planner.
- Students will be provided with the first planner. Replacement planners will cost $5.00 each.

PLANNING PERIODS

- Each teacher has a 45-minute planning period daily.
- Parents should call to schedule appointments. (456-1229) Calls will not be connected to classrooms except during the teacher’s planning times.

SPECIAL AREAS

- Library, PE, music, other special area classes are part of the Travis total program. It is not optional to attend these classes.
- All students are to participate in PE unless a note from the parent has been received. Non-participation for more than 3 consecutive days will require a doctor’s note.

TESTING DAYS

There will be several days where grades 3-5 will be taking the state mandated STAAR tests. During these weeks, we will not be able to accept any visitors. We will send notes home notifying you of these dates to help you better prepare for lunchtimes. Thank you in advance for your understanding in this matter.

TITLE IX/SEXUAL HARASSMENT or BULLYING

Any form of sexual harassment whether student-to-student, adult-to-student, student-to-adult, or adult-to-adult is to be reported to district police immediately, and also immediately notify campus principal, Mrs. Russell. Any violation of this matter will not be tolerated at Travis Magnet Elementary. Notify CPS of suspected abuse or neglect either by phone or via their email reporting.

BULLYING (All Grade Levels) Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior: (It must meet all three criteria to be considered bullying.)

• Results in harm to the student or the student’s property,
• Places a student in reasonable fear of physical harm or of damage to the student’s property, and
• Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. *see district handbook for full explanation.

TRAFFIC PLAN & SAFETY

- Your support and cooperation for the safety for all is truly appreciated. A copy of the Travis Magnet Traffic Plan was in your registration packet. There is also a copy located in the main office.

- Do NOT drop off or pick up students from the street. All parents must follow the traffic plan to ensure the safety of all students. Student Safety is our priority.

- Please note that any student who has not been picked-up by 3:25 p.m. (4:25 p.m. for magnet) will be taken to the office to remain until the parent comes in to sign him/her out. Late pick-ups are documented each time. You must bring your ID in with you.

- After 4 late pick-ups are documented, a report may be made to the ECISD Police Department and CPS who will handle the problem from that point. Please know that this is in the best interest and safety of each child, as we do not have staff to monitor students at that time.

VISITORS

- Visitors are welcome at Travis! Visitors are required to meet the student dress code.

- All visitors are to enter at the front door and must register in the office with a valid photo ID.

- Visitors are to return to the office to note the time they leave the building.

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socio-economic standing, or non-Proficiency in English Language Skills, in providing educational services for students’ benefits.