



2016-2017

Dear THS Families:

Welcome to a new school year! I am honored to be your Principal and work together with you for OUR students. I thoroughly enjoyed my first year as the Travis High School principal, serving our students, faculty and community. Our THS faculty look forward to a great start to the school year, Monday morning, August 22, with more than 2500 Tigers! Of course, in order for a large school to run smoothly, we must have effective, efficient processes and procedures which are based on doing what is best for all of our students and guarding our instructional time. Our faculty will spend the first days of school teaching school wide and classroom expectations and procedures. Many of these expectations and procedures will be reviewed in this letter. Thank you for taking the time to read it!

As we embark on this journey together, I am working diligently to foster a transparent and collaborative environment for our families. To that end, I want to encourage you to get involved this year. Whether by volunteering, attending school functions, participating in our Campus Based Leadership Committee or becoming a member of our Parent-Teacher Organization, I hope you will get engaged! You can learn more about these opportunities and see what is going on by visiting www.fortbendisd.com/tht ; Twitter @ths_tigers

GENERAL REMINDERS FOR 2016-2017

SCHOOL DAY: 7:30 am – 2:45 pm

Please note that traffic congestion is always an issue for ANY school especially for the first weeks. Our advice is to *leave early* and allow plenty of time for students to get to class by 7:25 AM. The doors will open at 6:30 AM on Monday, and we will have faculty members on duty in the commons where all students should report. There WILL be traffic back-ups in the mornings as the construction on Harlem Road continues again this year. Please plan ahead for unexpected delays. We will begin enforcing our school tardy policy the second week of school.

Arriving AT 7:30 = TARDY.

Being present on time and dressing appropriately are critical skills needed for success in the world of work and school. We are requesting your help and support in these areas. Information about our school policies can be found in the Parent/Student Handbook on the FBISD web page. Please review the information with your student(s). We will also be reviewing our school wide expectations with all students.

DRESS CODE REMINDERS: This general policy acknowledges that appropriate, decent and non-distracting attire must be worn in an educational setting. Students are expected to show pride **in themselves and TRAVIS HIGH SCHOOL** by having their dress and appearance reflect high expectations. The wearing of hoods inside the building is not allowed *per district policy*. Wearing leggings without a garment to cover the bottom is not allowed *per district policy*. Tattoos must be covered – *per district policy*. Parents are encouraged to monitor their student's dress to ensure compliance. You can find specific dress code expectations on the FBISD website.

As we continue our attendance campaign this year, I am asking for your help to ensure your child is in class and ready for instruction everyday this school year. At THS, we have students who miss one day every one to two weeks. That adds up to one month of missed instruction every year. Over four years, it adds up to almost half a school year of missed instruction. If students miss school, they can't learn and they will not be ready for what lies after high school. For instance, employers want dependable employees.

TARDIES: In preparation for future employment and post-secondary education, students are expected to learn career readiness skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. Each term, as soon as all students have had a few days to find their classes, familiarize themselves with the stairwell locations, and adjust to their routes, our tardy process begins. Many students like to gather in groups in the hallways and then try to run to their next class at the last minute. A tardy student is one who is not inside his/her classroom *when the bell rings*. Teachers are directed to lock classroom doors when the bell rings to begin class and start instruction immediately. From that point forward, any late student must report to the Smart Start station to get a pass to class or receive another consequence. All tardy offenses are recorded electronically in Skyward.

ABSENCES: All excuses for absences must be documented in writing and delivered to the Attendance Office. It is the responsibility of the student to bring in a note signed by a parent or physician confirming the reason for the absence *within five school days of the absence*. After this, an absence will automatically be unexcused. Please include contact names and phone numbers. All student business with the Attendance Office must be conducted outside of class hours. The Attendance Office is open 7:00 AM - 3:00 PM daily. Taking class time to submit an excuse does not exempt a student from the attendance/tardy policy.

DROPPING OFF ITEMS FOR STUDENTS: Instructional time is valuable and we must avoid interruptions. However, we want to be supportive of our families who are dealing with emergencies. If you need to reach your student due to a family emergency, please contact your student's administrator. If that administrator is not available, please ask for any TRAVIS HS administrator and let our receptionist know it is an emergency.

We respectfully request that parents avoid asking our staff to deliver messages to students. We do not want to interrupt the instruction for a whole class to deliver a message for one student. Our electronic device phone policy allows students to check their phones between classes for messages and/or make necessary phone calls. If students do not have a cell phone and wish to call you, we have a phone available in any administrator's office.

We also request that you avoid dropping off forgotten items: food, clothing, sports equipment, money, homework, projects, etc. during the school day. We will not call classrooms and interrupt instruction for routine issues or to ask a student to come pick up a forgotten item. If you must bring something to school, it will be left at the front office reception area on a table. You will be responsible for labeling your child's name on the item. Please remember, however, we do not have a secure place to leave such items. There will be no delivery of balloons, flowers, cupcakes or other such items. *Please plan on celebrating events, such as birthdays, outside of school.*

Delivered lunches (labeled) will be left on the table at the front office until the student can come to pick it up – *showing their ID*. If a student forgets his/her lunch, our cafeteria will always allow them to eat and the lunch will be charged to the student's account. No student will be refused a meal if one is needed. Lunches for groups of students will not be accepted.

It will be the student's responsibility to check the table for forgotten items.

CELL PHONES/ELECTRONIC DEVICES: During the school day, cell phones may be used between classes, during lunch, and before as well as after school, but never during a class, advisory, or in a locker-room without the explicit, direct permission of the teacher.

When may my phone be used?

1. Prior to 7:25 AM, if not participating in a tutorial class/session or other school activity
2. During class exchanges
3. During assigned lunch period
4. After 2:30 PM, unless in an after-school class, tutorial or detention

Where may my phone be used?Common Areas: Students may use phones in the Cafeteria, Courtyard, Hallways but not classrooms/instructional areas unless allowed by a teacher.

The Library is an instructional area for students who are using the library/media center with a class or who are sent by teachers for classroom assignments. Students may use communication devices in offices only with the permission of the staff member present and only for instructional uses.

Who is responsible if the device is lost or stolen?

The student must secure his/ her device at all times and *never leave it unattended*. Students should guard against theft as they would in any public building or area. Theft of such devices can be a problem in schools (all schools), and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel and/or administrators are not responsible for the loss, theft, or damage of any cell phone or device brought on school property.

Clarifications:

1. Communication Devices may not be used during instructional time. **

Students may use communication devices during instructional time **ONLY if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.

2. Speaker functions may not be used. Music or conversations should not be heard by others.
3. HEADPHONES will not be allowed in the hallways – only ear buds **in one ear**.

4. Ear buds must be removed during instructional time. Only ONE ear bud is allowed in the hallways. Students MUST be able to hear any announcement or direction given by an adult.
5. Ringtones have to be placed on “vibrate” or “silent.”
6. Students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.
7. Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
8. If students use communication devices to illegally enhance their own academic performance or another student’s performance, the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of their attendance at Travis High School.
9. If students use the communication devices to engage in illegal or unethical behavior such as bullying, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct and may also be banned from having such a device for the remainder of their attendance in FBISD schools.

AGAIN, welcome to the 2016-2017 school year! Our faculty and staff consider it a tremendous responsibility and an honor to be part of your student’s present and future. We look forward to working with you to meet the needs of our school and our multi-talented student body. It is my hope that this will be your best year ever! I, personally, am looking forward to being your partner in helping to fulfill the hopes and dreams of our children. Welcome back and have a great school year!

WITH TIGER PRIDE!!

Julie Diaz,

Principal

Administration Team
Ms. Herring 12th grade
Mr. Pope 12th grade
Ms. Taylor 11th grade
Mr. Bassett 10th grade
Ms. Bonner 9th grade

Upcoming Dates:

Aug 12 – Freshman Orientation

Aug 16 – Freshman Parent Night

Aug 22 – **FIRST DAY OF SCHOOL**

Aug 25 – First THEME DAY – Camo Day –

Wed. Volleyball vs. Cinco Cougars/Sat. Football vs. Heights Panthers

Aug 31 – OPEN HOUSE – 6 – 8:30 – More information coming!