

TRAVIS TAG



Parent and Student Handbook

Alessandra Mercon, Principal

Twinda Williams, Assistant Principal

Nate Smith, School Counselor

Michael Jackson, Executive Director of Magnet Schools, Region IV

Introduction

The goal of the Travis TAG Student/Parent Handbook is to create and maintain a positive school climate where every student can achieve his or her potential.

The contents of this handbook are not intended to create any contractual or legal rights and are designed solely to be used as a guide for students at William B. Travis Vanguard and Academy for the Academically Talented and Gifted in conjunction with the rules and guidelines in the Dallas ISD Code of Conduct Handbook.

This document is not a replacement of the District Student Code of Conduct but should be considered as an explanation of the higher expectations required of each student attending this magnet school.

Dallas ISD SCHOOL BOARD POLICY: ACADEMIC DISHONESTY

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties.

What is plagiarism?

Plagiarism is using others' ideas and words without clearly acknowledging the source of the information, **including chatgpt and other AI sources.**

What is an example of plagiarism?

If a student cuts and pastes someone else's words from an Internet website for a report or project without crediting the source that is **plagiarism.**

Why is plagiarism in elementary and middle school a bad thing?

Copying or stealing someone else's ideas and claiming them as your own are dishonest. Academic dishonesty will result in **removal** from extracurricular activities (field trips, performances, academic competitions, UIL, clubs, student council, etc.) and National Junior Honor Society (NJHS).

How can a student avoid plagiarism?

To avoid plagiarism, a student **must give credit** whenever they use:

- ❑ Another person's idea, opinion, or theory

- ❑ Any pieces of information (facts, drawings, graphs) that are not common knowledge
- ❑ Quotations of another person's actual spoken or written words
- ❑ A paraphrase of another person's spoken or written words

What does the Dallas ISD Student Code of Conduct say?

The code of student conduct makes these two things major offenses:

- 1) **Forgery:** Imitating an original piece of writing with the intent to deceive. Falsifying records of work, assignments, or proof of accomplishments.
- 2) **Cheating/Copying:** To reproduce school work that is not your own from any origin with the intent to represent it as one's own.

What is the consequence of knowingly plagiarizing someone else's work?

A student will receive an automatic referral. A student will **not** receive credit for the assignment, resulting in a grade of **zero**. Academic dishonesty will result in **removal** from extracurricular activities (field trips, performances, academic competitions, UIL, clubs, student council, etc) and National Junior Honor Society (NJHS).

GENERAL CONSIDERATIONS

Attendance

If a student is absent from school for ten or more days or parts of days within a six-month period in the same school year the student's parent may be prosecuted under Education Code 25.093, and the student may be prosecuted under Education Code 25.094.

Vanguard, grades 4-5, take attendance once daily by 10 a.m.

Academy, grades 6-8, take attendance each period (5 periods daily).

To excuse legitimate student absences, including days or parts of a day resulting from a nurse sending the student home, a written excuse signed by the student's parent must be given to the proper school authorities no later than three school days after the student returns to school, describing the reason for the absence [(see FEC (local).] After three (3) unexcused absences your parent/guardian will receive a warning letter from truancy and be required to attend an intervention program provided by the district. After ten (10) unexcused absences within a 6 month period in the same year, the district may file truancy court proceedings on parents/guardians and or students for violation of the Texas Compulsory Attendance Law.

Absences not eligible to be excused and absences for which a written excuse is not received within three school days shall be counted as unexcused absences.

The following reasons are considered excused absences:

- Personal illness
- Religious holiday – written notification should be submitted to the school before the day of absence.
- Medical or dental appointments
- School approved extracurricular activities (admin approved)
- Family emergencies or unforeseen or unavoidable instances requiring immediate attention
- Court appearances/citizenship proceedings
- Serious or life threatening illness

Note: Students will NOT be released after 3 pm.

Travis TAG Tardy Policy

If a Vanguard student (grades 4–5) arrives at school after 10 a.m. they are counted absent for the day. If the student arrives twenty minutes after the first bell or leaves twenty minutes before the last bell without an acceptable excuse, it will be considered an unexcused partial day.

If an Academy student (grades 6–8) misses 50% or more of **any class period**, they will be marked absent for that class.

Cell Phones

For a more comprehensive detailed plan: [Travis TAG Student Cellular Device Plan 25-26](#)

Effective for the 2025–2026 School Year

At Travis TAG, we are a community of learners striving for excellence. In alignment with Texas House Bill 1481 and Dallas ISD policy, we are committed to creating a focused, safe, and academically engaging environment for all students. To support this, the use of personal communication devices is prohibited during the school day.

What Is a Personal Communication Device?

A personal communication device includes, but is not limited to:

- Cell phones
- Tablets
- Smartwatches
- AirPods or wireless earbuds
- Any other device capable of digital or telecommunication

School-issued devices such as Chromebooks are not included in this policy.

Where Do Devices Go During the Day?

At Travis TAG, all students are required to store personal devices in their assigned Yondr pouch upon arrival. Once secured in the pouch, the device must remain sealed and kept in the student's

backpack for the entire school day. This ensures that students maintain possession of their device while following secure, distraction-free storage expectations.

Morning Arrival Procedures

- Students will hand their Yondr pouch to a staff member who will tap the pouch to an unlocking base to open it. Unlocking bases will be located at each entrance.
- Students will turn phones off, place them in their assigned Yondr pouch, a staff member will close the pouch, and students place the sealed pouch in their backpacks before entering the building.

Dismissal Procedures

- When leaving the school building, students will tap their pouch to an unlocking base to release their device.
- Pouches must not be unlocked inside the building. Unlocking a pouch indoors is considered a violation and will result in disciplinary consequences.

Consequences for Non-Compliance

Improper use of a device or failure to follow storage expectations is a Level II offense under the Dallas ISD Student Code of Conduct.

Middle School (Grades 6–8):

- Any confiscated device will result in a Level II referral for failure to comply with the storage method.
- Devices are returned only to a parent or guardian.

Elementary (Grades 4–5):

- If a student forgets their pouch and brings a device, the device will be confiscated but no referral will be issued.
- A referral will be issued if the student intentionally hides a device to avoid compliance.
- Devices are returned only to a parent or guardian.

Chronic Noncompliance or Deliberate Hiding of Devices:

Students who repeatedly fail to comply or who deliberately hide devices may be considered for placement in the District Alternative Education Program in accordance with the Dallas ISD Code of Conduct.

Improper use or failure to follow the Yondr storage expectation constitutes a Level II offense under the Dallas ISD Student Code of Conduct:

- **Level II A offense:** Failure to comply with the personal communication device storage method or using a device during the school day
- **Level II B offense:** Using a device in the locker room or bathroom

Damaged or Lost Pouches

- Yondr pouches remain the property of Travis TAG.

- Students are responsible for the care of their pouch.
- A replacement fee of \$20 will be charged for any lost or damaged pouch.
- Students may not bring a device to school until a replacement pouch has been issued.

Tampering includes attempting to force the pouch open, cutting or puncturing it, or removing or altering the locking mechanism. Damage includes any compromise to the integrity of the pouch, whether intentional or accidental, as determined by the school administration.

Emergency Situations

In any emergency, student safety comes first. Once students are secured, only trained and authorized staff may unlock Yondr pouches if necessary. Families will receive timely communication through official campus notification systems.

How to Reach Your Child During the Day

- Call the main office at 972-794-7500
- Students may use campus telephones to call home
- Students will have access to email and Remind through their Chromebooks

Chaperones/Volunteers on Field Trips

Please visit the following website to register as a volunteer with Dallas ISD

<https://dallasisd.voly.org/>

Chromebook Expectation

The student and guardian are solely responsible for the district issues Chromebook. If a student damages or loses their Chromebook, parents/guardians are responsible for purchasing/replacing the technology. Students are responsible for all chromebook issued to them. If chromebook are lost or damaged, they must be paid for before another one is issued. Students are encouraged to keep up with their district issued chromebook throughout the school year.

Classroom Expectations

Travis TAG is committed to the rights of students as recognized and protected under state and federal laws. Also, the District has enumerated certain expectations of student responsibility regarding student behavior, that when adopted by the students, affect a positive influence on the school and community.

The following standards are the basis of the development of student responsibility.

- Exercise Self Control
- Use courteous language
- Provide an example for peers and younger students

- Resolve conflict in a mature manner
- Be appropriately dressed and groomed
- Respect the rights and feelings of others
- Behave in a manner that is not disruptive
- Be prepared for class
- Take responsibility for school property
- Participate in activities / complete ALL assignments
- Treat others with courtesy and respect (empathy for all)
- Demonstrate a Positive Attitude
- Be a leader
- Be polite
- Be cooperative
- Support the learning process
- Attend all classes, regularly and on time
- Listen carefully to instruction
- Keep the campus free from trash and graffiti

The district's standards for conduct are designed to maintain order in the school, foster mutual respect, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

Each teacher will review the classroom rules with the students and the rules will be posted in the classroom. All classroom rules will conform to District policy.

Minor Offenses and Consequences

Offenses may include, but are not limited to:

- Eating in class/chewing gum
- Being unprepared for class (not having necessary supplies)
- Not turning in homework or failure to complete classroom assignments
- Copying someone else's homework and presenting it as your own
- Cheating
- Class disruption
- Cafeteria disruption
- Failure to deliver or return written communication between school and home
- Dress Code violation
- Inappropriate or disrespectful language
- Bullying or intimidating
- Bus rule violations
- Littering or loitering

Noncompliance with school or classroom rules

Consequences may include, but are not limited to:

- Verbal warning
- Time-out in the classroom

- Telephone contact with parents
- Conference with parents and teacher
- Administration Referral
- Counselor Referral
- Referral to the Student Support Services Team (SST)
- Isolation
- Loss of Extra-Curricular Activities

Examples cited may be expanded, edited, or amended as deemed necessary. If the above remedies fail and the student's behavior continues to disrupt the classroom learning environment, the teacher has the right under Senate Bill 1 to refer the child to the Teacher-Student Removal Committee and due process shall be followed. The Committee consists of two staff members and an administrator.

The Travis TAG Student/Parent Handbook addresses campus and classroom rules for minor offenses only. Once an offense has gone beyond the designation of "minor" and is listed as a Level I, II, or III offense, the regulations, and responses outlined in the District's Student Code of Conduct shall apply.

Referral Appeal Process

A parent has the right to appeal a referral for minor campus or classroom offenses. Please refer to the District's Student Code of Conduct for the appeal process relating to Level I, II, or III offenses.

One of the Travis TAG Discipline Committee's roles is to review appeals at the request of parents. If a parent wishes to appeal a referral for a minor campus or classroom offense, the following sequence will occur:

- The parent must submit a written appeal to Travis TAG administration within two school days of the offense.
- State the student's name and why the referral is being appealed.
- The principal will notify the Discipline Committee within two school days.
- The Committee will schedule a meeting within two school days after being notified by the principal.
- A meeting will be scheduled or a written response will be given to the parents within five school days of the committee meeting.

Concerns

Please refer to the attachment in the Appendix, "Brokering the System for Resolution of Concerns" for the protocol in addressing concerns. Always speak with the teacher first and follow District Policy FNG (Local)

Dress Code

Students are expected to come to school dressed according to the district/school's dress code policy (see District Policy FNCA (Local) and the attachment in the Appendix on Travis TAG Attire. If a student comes to school without the proper clothing, a phone call will be made to the parent/guardian to bring the appropriate clothes. Students will **not be allowed in class until they change** into the appropriate clothing. Clothing should be clean and free of permanent stains. Clothing should not be torn or damaged (torn jeans).

Every **Friday** of the month will be "Spirit Day" and every **Monday** will be "College T-Shirt Day".

Travis TAG Attire

Acceptable Attire

- Shirts - Black, White, or Navy *Must have a collar *Can be short-sleeved or long-sleeved
- Pants - Black, Khaki, or Navy *No leggings as pants
- Shorts/Skirts - Black, Khaki, or Navy *Must be mid thigh OR longer (full length leggings may be worn **UNDER** skirts and there are no color restrictions)
- Outerwear - Sweaters, Sweatshirts, Hoodies may be worn but heads cannot be covered indoors *May not have inappropriate graphics or words
- Shoes- Shoes must be **closed-toed**
- **Per Dallas ISD, ALL students will be required to bring clear or mesh backpacks.**

Unacceptable Attire

- Flip-flops, slippers, high-heeled shoes, slides
- Form-fitting garments (tight leggings/jeggings)
- Display of cleavage, low cut blouses, exposed midriff and crop tops
- Spaghetti straps
- Clothing with inappropriate decorations/designs/lettering/logos
- Athletic wear (example: Lululemon skirts, joggers, basketball shorts, etc)
- Jeans with holes above the knee

Every **Friday** of the month will be "Spirit Day" and every **Monday** will be "College T-Shirt Day".

Free Dress TAG Attire

- Jeans (no holes above the knee)
- School appropriate t-shirts (May not have inappropriate graphics or words)
- No loungewear or pajamas (unless approved by administration for holidays)

Example of approved Travis TAG uniforms:

<https://docs.google.com/document/d/1cX4IZ02cVlk-s-a8Sza7PXw0P7G-mv6bXMe8Y-85Ayc/edit?usp=sharing>

Clarification regarding apparel should be obtained **BEFORE WEARING IT TO SCHOOL**; this can be obtained from school administration. Parents/Guardians will be called to bring appropriate attire. The school administration shall have the right to consider any current fashion to determine its acceptability.

Continued violation of the Travis TAG dress code policy will result in a school issued uniform.

Drop Off and Pick Up of Student

The following are NOT allowed at ANY time:

- Leaving your car unattended in the loading zones along McKinney Ave. or Allen St.
- Doubling-up the car line on Allen Street
- Blocking crosswalks or intersections while stopped in a drop-off or pick up line
- Carpool Guidelines - <https://travistagpta.membershiptoolkit.com/traffic>

EXAMS – Fall and Spring

The last 2 weeks of each semester is when most standardized testing will occur. Please be mindful of this, and see that your students are at school during this time.

Grading Policy

Vanguard (Grades 4-5)

- Class work 55% (Grades recorded if they improve grade average)
- Tests/Quizzes 20% grade weight
- Projects/Products 20% grade weight

Academy (Grades 6-8)

- Class work 50% (no more than ½ homework)
- Test/quizzes 20% grade weight

- Projects

30% grade weight

Students who are failing ANY class (core/elective) will not participate in ANY extracurricular activities or field trips.

Hall Passes

Students are to have a hall pass **any time** they are in the halls other than changing classes.

Money

It is the policy of the school to accept **cash only**. Checks will not be accepted.

Musical Instruments

If your child has a musical instrument for the band or orchestra, it is their responsibility to maintain and care for the instrument. Lost or damaged instruments are the responsibility of the student. Please help your child understand the importance of caring for their instruments at all times.

National Junior Honor Society

National Honor Societies, the National Junior Honor Society (Academy), and the National Elementary Honor Society (Vanguard). Those students who maintain a 95.0 GPA on the core curriculum subjects (and foreign language for Academy students) are eligible to be considered for membership.

Planners

Planners are provided to **all** students and they are expected to bring them to school daily.

Prohibited Items

The district prohibits the unauthorized possession and/or use of devices while on school property UNLESS required for an assignment by their teacher. (District Policy FNCE- Local)

School Security

To maintain security, all entrance doors to the building will be **locked**. To gain entrance to the building during the day, visitors will need to ring the buzzer and a staff member will buzz the visitor in.

Telephone Calls

Students will be allowed to use the office telephones during the instructional day to call home with permission from the teacher. Students must have a note from their teacher asking permission to use the office phones.

Transportation

Students are to maintain good behavior while being transported to and from school, at all times. If a driver gives an administrator a referral on a student for bad behavior the student may be suspended from transportation.

Visitors

Parents must schedule appointments with teachers and/or administrators in advance. **All** visitors are to report to the office to sign in upon arrival where they will receive a visitor's badge. The person they are visiting will come to the office to greet the visitor. **At no time should a visitor go to a teacher's room without following these established procedures.**

Brokering the System for Resolution of Concerns

Complaints and inquiries should be directed to proper Administrative levels, as indicated below, before Coming to the Board of Trustees.

The Teacher

The first person to resolve any concerns you have is the **teacher**. Parents can always request a parent-teacher conference. If an accord to improve education cannot be reached there, the next person with whom to discuss your concerns is the assistant principal/principal.

Assistant Principal/Principal

If your visit with the teacher does not satisfy your concerns, then include the assistant principal/principal. As the instructional leaders, they are responsible for setting the tone of discipline and instruction. If you have suggestions or concerns about discipline, instruction, student activities, or the building climate, ask for an appointment to speak with the assistant principal/principal.

District Calendar

https://www.dallasisd.org/cms/lib/TX01001475/Centricity/Domain/17649/053023_20232024DistrictCalendar.pdf

Travis TAG Calendar

<https://www.dallasisd.org/Page/2481#calendar2102/20230606/month>

TRAVIS TAG



**Campus Behavioral
Expectations/Procedures**

TRAVIS TAG PROUD

Arrival Procedures

- School doors open at 8:00 am
- Pick up breakfast in the cafeteria and go to your assigned destination
 - 4th - Cafeteria
 - 5th/6th - Gym
 - 7th - Auditorium
 - 8th - 8th grade common area
- Teachers are **responsible** for picking up students attending tutoring or other activities

Breakfast Procedures

- Look for an open seat after getting breakfast
- Fill in empty seats at tables
- Clean up your breakfast items/trash
- Eat & go to the assigned destination to wait for the bell

Hallway Procedures

- Stay to the right as you **walk**
- Refrain from gathering and stopping (keep it moving!)
- Use inside voices
- No eating or drinking
- Keep electronic devices closed or put away
- You must have an appropriate **pass** after the tardy bell at all times

Cafeteria Procedures

- Have your lunch items prepared
- Get hall pass & return to cafeteria monitor
- Keep place in line (no skipping/cutting)
- **Clean up** your area and throw away food items/trash
- Return to your seat to be dismissed

Classroom Procedures

- Be on **time** for your classes
- Have all classroom materials ready
- Complete your assignments on time

- Be attentive to the speaker
- **Respect** classroom learning and materials
- Follow your teacher's expectations at all times

Restroom Procedures

- Use between classes unless it's an emergency
- Refrain from using during instructional time
- Dispose of sanitary items in their appropriate bins

Student Common Area Procedures

- **Respect** common area furniture and technology
- No horseplaying
- Use quiet voices (be mindful of the classes around you)
- Space can only be used when there is a teacher present

Calming Corner Procedures

- **Respect** calming corners materials
- Space can only be used for SEL purposes
- 1 student per class at a time (2 students max during one visit)
- Return borrowed items to the correct place
- Please reflect on Think-Sheet

Student Locker Room Procedures

- Each student must maintain the assigned locker all school year. Any change requires administrative approval and must go through the office.
- The lockers belong to the school district and students are permitted to use them as a convenience and privilege.
- The school, its personnel, and the member of the school board assume no responsibility for items left in the lockers. Valuables should not be left in the locker.
- No lockers will be permitted to have a lock.
- Students shall be responsible for keeping the locker clean (free of stickers, writing, etc.). No food shall be stored in the locker beyond 1 day. Only masking tape can be used to attached material to the inside of the locker. No material is to be pasted or glued to the inside or outside surface. Lockers will be checked periodically for damage.

- Students must remove all belongings from the locker on the last day of each semester; or as directed by school administration. Students are responsible to completely clean the locker. The school is not responsible for items left in the locker after the students leaves at the end of each semester.
- Any locker may be searched by an administrator at any time. A second person shall function as a witness.
- Students may only go to their locker:
 - Before school
 - Before lunch
 - After lunch
 - During Advisory
 - After school
- Failure to comply with these rules and procedures will result in loss of locker use privileges.

GYM – Locker Room Procedures

- Lockers are used during gym class **ONLY**
- Close door slowly
- Maintain personal space
- Dispose of litter
- Use your own locker
- Keep electronics off and locked-up
- Keep locker clean after use
- Do not leave personal valuables in lockers

Library Procedures

- **Respect** library materials
- Return or checkout books in an orderly fashion
- Use whisper voices
- Respect all library users
- Pass required during instruction periods and lunch
- No food or drinks near technology or library materials
- eSports room will be locked and off-limits to library users

Auditorium Procedures

- Absolutely **NO** food or drinks allowed

- Enter in an orderly fashion
- Sit with your class
- Keep hands, feet, and items to yourself
- Stay silent and respectful during presentations
- Follow teachers instructions for dismissal

Dismissal Procedures

- Have all your items prepared for dismissal
- Bus riders will be released from the classrooms first and will go to their designated area/busses
- Car riders will be released afterward and go to their designated area for pick-up

Bus Procedures

- Walk orderly down the hallway
- Check the bus schedule (whiteboard) located at the end of the hall for your designated bus
- If your bus is not present, go to your designated area

William B. Travis Vanguard and Academy for the Academically Talented and Gifted

Student Responsibility Campus Plan Acknowledgment

Please sign and return to school by **Monday, August 18th, 2025**

Parent

As the parent/guardian of the student listed below, I hereby confirm that I have been given a copy of the Student/Parent Handbook and that:

- I have read the Handbook
- I understand the policies and procedures as listed in this document and **will adhere to them.**

Date

Name of student (please print)

Parent Signature

Student

As a student of William B. Travis Vanguard and Academy for the Academically Talented and Gifted, I hereby confirm that I have been given a copy of the Student/Parent Handbook and that:

- I have read the Handbook
- I understand the policies and procedures as listed in this document and will **adhere to them.**

Date

Student Signature