

**TRAVIS HEIGHTS ELEMENTARY**



# PARENT HANDBOOK

## 2025–2026



Last update: August 2025



# WELCOME!

To strengthen communication with parents and families, the PTA partnered with THES administration to create this parent handbook.

Please direct any questions to the THES main office at (512) 414-4495.

For PTA questions and more information, visit the [PTA website](#).

**Go Thunderbirds!**



# ARRIVAL & DISMISSAL

The **school day begins at 7:40 am** and ends at 3:10 pm. Doors open at 7:10 am. Students will be sent to class at 7:30 am. All students need to be picked up, by an approved adult, no later than 3:15 pm, unless they are enrolled in one of our after-school programs. Please make arrangements so no child is left behind without parent/guardian supervision before or after school. School personnel are not responsible for students before 7:10 am and after 3:15 pm.

## Drop Off

**Students may be walked to school or dropped off in the car line on Alameda Drive.** If dropped off through the car line, please proceed as far as you can along Alameda Drive as instructed by the teachers before stopping to let your student out of the car. For safety purposes, students should exit the car on the passenger side. Teachers and/or 5th grade students will be outside to help your student out of the car.

If walking, you may drop off students at the big red doors in the front of the school or you may take them to their designated grade level gathering area/entrance (gym, cafeteria, etc.). You will be assigned this entrance during the first days of school. Staff members will be there to route students and let them inside. **Parents are not permitted inside the school during drop off for safety reasons.**







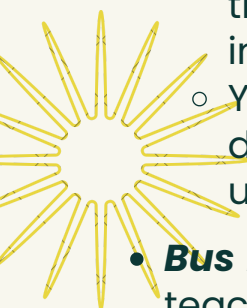
## Pick Up



At the beginning of school, you will need to **inform your child's teacher if they will be a car rider, walker, bus rider, or enrolled in After School Care** at the school. Students are generally expected to keep the same mode of transportation for pick up all year. Changes to the method of pick-up must be coordinated with the teacher.

Adults approved for pick-up are those listed on the AISD parent portal. Students will be released only to persons listed in their file. Any changes to the authorized pickup list must be done in person at the office by the enrolling parent.

- **Walkers** – Walkers are dismissed from the gym. Students will be escorted by a teacher to the gym. Parents or caregivers should meet the children outside the gym promptly at 3:10pm. A teacher will be outside to take your name and will send your student out once you arrive. Students in 3rd grade and older have the option to walk home independently with written permission from parents. Younger students may walk home with older siblings/cousins with written permission from parents.
- **Car Riders** – Students picked up by car will be taken by a teacher to the cafeteria where they will wait to be dismissed. Cars should line up along Alameda for pickup. To join the car line you will need to drive down Mariposa to turn left on Alameda. Please do not drive down or park on Rosedale Terrace as it creates dangerous traffic situations.
  - Parents will wait in the car line until in front of the school when a teacher will walk students to their car and open the car door. For the safety of students, car riders will only be released to individuals in the line.
  - Your teacher will provide you with a sign to display on the dashboard of your car with your child's name to expedite the pick-up process.
- **Bus Riders** – Students riding buses will be escorted to their buses by teachers.



## Parking & Traffic



Due to geography and space, we ask that families be mindful of our neighbors. **Parking is not allowed in front of the school between 7-8 am. and 2:00-3:15 pm.** Please do not park in the parking lots, as these are reserved for faculty and staff. We also encourage parents to not block or park in front of neighbor's driveways to avoid backing up traffic. Parents dropping off students should pull up to the curb and let children out. Parents picking up children after school by car are required to get in the car line on the north end of the campus by Wildman Woods. Those attempting to park will be asked to move. THES and AISD are not responsible for towed vehicles.

## ATTENDANCE & TARDIES

Law requires daily school attendance. **Notes are required for ALL ABSENCES and must be given to the office no later than 48 hours** (2 days) from when the student returns to school. Notes turned in more than 2 days after an absence are not valid and will require a doctor's note. Please note that absences will not be excused unless it is a district-approved excuse. Students not in the classroom when the bell rings at 7:40 am are considered tardy. We are required by law to report the parents of students with 3 or more unexcused absences in 4 weeks or 10 unexcused absences in 6 months. Excessive tardies will also be reported to the court system.

Please do everything you can to ensure your child is at school and on time! Every day a student is absent costs AISD \$45 in revenue from the state. Illness and family emergencies for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during weekends, holidays, or during the summer, should be avoided during instructional time as these are not excused absences.





## Excused & Unexcused Absences



The following reasons will be **excused**:

- **Medical:** The student has a personal illness, doctor's appointment, or an appointment with a healthcare professional, and provides a note.
- **Religious Holy days:** A student may be excused from attending school for the purpose of observing religious holy days when it is one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination.
- **Extenuating circumstances** i.e. funeral or family emergency as approved by the principal
- **Shadowing at another school** with a note from the other school.
- **Court Appearance:** The student is involved in court proceedings or is participating in an activity related to those court proceedings.
- **Citizenship Activities:** The student is engaged in the process to secure his/her own U.S. Citizenship or participation in his/her own naturalization ceremony.
- **Weather:** in rare instances where weather impacts school attendance, absences or tardies will be excused if AISD designates a late start or school closure.

The following are common reasons for **unexcused** absences and tardies:

- Failure to provide documentation when student is out ill, or incorrect dates on the note.
- Being signed in or out during the day for a medical appointment without providing a note from the physician.
- Travel
- Family event
- Oversleeping
- Car trouble or traffic



## Leaving School Early



Students are expected to attend school regularly and arrive on time. **AISD's official attendance is taken at 10:30 am.** To be considered "present" for the day, a student must be physically present on campus at this time. If a student is not present at 10:30 am, the student is counted absent unless he/she returns to school the same day with a note indicating the reason for the absence.

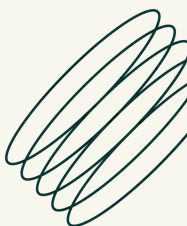
If a student must leave school before 3:10 pm, the person picking up the student must sign the student out from the office. **You may NOT pick up your child after 2:00 pm.** They must provide identification to verify that the person has authority to pick up the student. Students will be released only to individuals listed in their file. Any changes to a parent's contact information or authorized pick up list must be done in person by the enrolling parent. We cannot accept changes to child records over the phone. Please make sure your contact information is current with the office and your child's teacher.

# HEALTH



## Medical Appointments

It is recommended to schedule appointments for as late in the day as possible, or first thing in the morning in order to minimize interruptions to their learning and attendance. If a student misses their lunch period due to an appointment, please ensure your student eats before returning to school.





## Illness

Your child should stay home for at least 24 hours if:

- They are running a fever of 100 degrees or more
- They have vomited more than once or have diarrhea
- They have flu symptoms, like fever, cough, sore throat, chills, aches, and pains

**Make sure your child is free of symptoms without medicine for a full day before sending them back.** Students shouldn't stay home for allergies unless it is extremely severe. If you have questions, contact the school nurse.



## Medication & Allergies

Any medication to be given at school must be sent to the Nurse in its original container along with proper utensils for dispensing the medication. A signed permission form (obtained from the Nurse every school year) must also be submitted. Parents of children with food allergies should contact the Nurse for action plans. Please see your child's teacher for detailed information about food allergies in the classroom and grade level. There are currently no campus-wide food restrictions due to allergies.



# SAFETY



## Emergency Information

It is essential that we have current telephone numbers and addresses where parents, relatives, or friends may be reached as soon as possible in the event of an emergency.

**Students will be released only to persons listed in their file.** Any changes to a parent's contact information or authorized pickup list must be done in person by the enrolling parent. We cannot accept changes to child records over the phone. Please make sure your contact information is current with the office and your child's teacher. In case of an emergency, we need to be able to reach you.



## Security

Security is a top priority at THES, and we need parents to follow the protocols just as much as the teachers and students. When visiting the school, **everyone must enter through the front doors and check in the front office.** Do not enter through the side doors. Often when parents are running late, they will ask someone to hold a side door open for them or ask a child that is inside to open the door. PLEASE do not do this. It's important we set the example for following rules intended for every child's safety.

If parents plan to stay at school/volunteer or have arrived late and wish to drop off their child, they **MUST** check in at the office with a photo ID and wear the visitor sticker provided. During the school day, children who need to be outside the classroom (ex: to see the school nurse) usually travel in pairs. Additionally, there are security cameras at access points to the school and doors require a badge for entry. Always raise any concern you have about security to the main office.

*While it may be inconvenient at times to follow these rules, remember that these are in place to protect your child, and keep all students and staff safe.*

# VISTORS & VOLUNTEERS



## Visitors

For the safety of our students and staff, **all visitors must show a picture ID before visiting classrooms or other school areas.** Parents that wish to have a teacher conference are encouraged to make an appointment beforehand. All visitors should report to the office with their ID and visibly wear the visitor pass provided.



## Volunteers

We encourage parents to volunteer whenever possible. All parents and family members that want to volunteer at the school or attend field trips **must complete a background check.**

Learn more about volunteering opportunities through the [PTA website](#) or THES Parent Support Specialist.

# MEALS



## Breakfast in Class

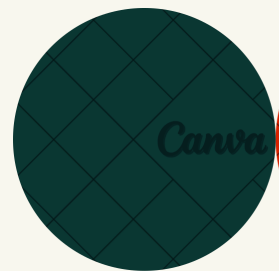
This year we are continuing with Breakfast in the Classroom (BIC). This **program is available to all students** regardless of background. Students will go to their class at 7:35 and begin breakfast at 7:40 until 8:00. Teachers will conduct their morning meetings during this time. Parents may not join students for breakfast during this time, but they are encouraged to volunteer on a rotation basis to assist the teacher with BIC.



## Snacks & Water

**Please send your child to school with a water bottle with their name on it every day.**

Depending on what time your child has lunch, teachers may offer your child a snack. Parents may be asked to bring snacks for the whole class. Please ask what snacks are appropriate given food allergies. All snacks should be healthy (fruits, veggies, whole grain crackers, etc). Please avoid sending sugary drinks or snacks.





## Lunch



**All students will be provided a free lunch.** Most food allergies and special dietary restrictions will be accommodated by the school cafeteria --you can refer to [Food Allergies & Special Diets](#) for further information. Students may also bring their own lunch. Students will *not* have a way to heat up their lunch.

Lunch times are scheduled by classroom; please check with your teacher for the exact time during Back to School night. **Parents may come and eat lunch with their child** (they may not bring other students) **on Wednesdays and Fridays** only starting the 4th week of school for grades Kindergarten through 5th grade. Pre-K parents may eat with their child on Wednesdays and Fridays starting October. Parents are not permitted to eat in the cafeteria, so should find an outside area to visit with their child and return the student to the cafeteria at the appropriate time.

If you would like to join your child for lunch, you must bring a valid photo ID and sign in at the office before retrieving your child.

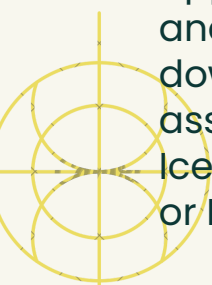
Parent volunteers are needed each school day to support teachers as Lunch Monitors. Please sign up via [Volvy](#) if you are interested in volunteering as a Lunch Monitor.

# COMMUNICATIONS



## Class Dojo

**Class Dojo is the primary method to communicate with your child's teacher.** Parents will first need to [create an account](#) and then link the account with a special code that will be provided by your child's teacher. With Dojo, parents can communicate via in-app texting, receive notifications from teachers and the school, and see how their child is doing in class. We suggest that parents download the app prior to school starting. Your child's teacher can assist with linking your profile to your child's classroom during the Ice Cream Social (takes place on the Friday before school starts) or Back to School Night.





## AISD Website

The official [AISD school website](#) contains additional general information about the school and AISD related initiatives and programs. For up to date information about events we encourage you to rely on the PTA website and Thursday Thunderword (see below).



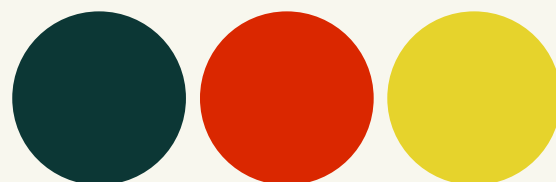
## PTA Website

The [PTA website](#) has information about school programs, events, volunteering opportunities as well as resources for parents. You can subscribe to our online calendar so important school dates automatically appear in your Google or iCal calendars! Go to the calendar section, scroll down and click on the appropriate red "Subscribe" button. There is also a link for help if you need additional instructions.



## Thrusday Thunderword

The **Thursday Thunderword newsletter is the main form of communication for the school and is sent via email each Thursday.** The messages highlight school and PTA information including school events, community events, calendar dates, special areas updates, and other information. Families receive these messages automatically. If you are not receiving them, check the [AISD Parent Portal](#) to make sure you have not accidentally unsubscribed from SchoolMessenger (school email messages).



# OTHER SCHOOL POLICIES



## Dress Code

Please **send your child to school in appropriate clothing** and closed-toed footwear so they are comfortable during school activities, including recess and physical education. Students should apply any sunscreen or bug spray at home before coming to school.

You can access the AISD dress code policy [here](#). Students are encouraged to wear their Thunderbird shirts on Fridays.



## Electronics

**Personal electronics and cell phones should not be brought to school.** Items will be confiscated and sent to the office for safekeeping until a parent can come pick it up. THES and AISD are not responsible for lost or stolen personal items.



## Toys

**Toys should not be brought to school** as they disrupt class and can get lost or stolen. THES and AISD are not responsible for lost or stolen personal items. Students caught using toys in class will have them confiscated at the teacher's discretion. Items such as fidget spinners are considered toys, and will not be allowed in class unless they are part of an accommodation plan.



## Birthdays

Birthday parties, flowers, cakes or balloons for a student's birthday are NOT allowed in the classroom. **Students may share healthy snacks with classmates on their birthday at the end of the day** (no earlier than 2:40 pm). Please notify the teacher beforehand that you will be sending snacks so as to reduce distractions to learning time. Check with your child's teacher for detailed information about food allergies in the classroom and grade level.





## Lost & Found



When items are found at school they will be placed in the **"Lost and Found" bins & racks** near the front of the school. A secondary lost and found bucket is in the gym. Children and parents are asked to check this area for items that are lost. After a few weeks, unclaimed items are donated to a local charitable organization. Adding your child's name to lunchboxes, water bottles, coats, backpacks, and other items will greatly help lost items find their owners again! We strongly advise keeping valuable items at home to avoid losing them at school.



## After School Care

Travis Heights **does not provide after school care directly**, but we partner with the following organizations: Extend-A-Care (512) 472-9402 and Creative Action (512) 442-8773. You can find more information on after school programs [here](#).



## Report Cards

Report cards for each student will be released once every nine weeks. **To access the report cards, you must log into the AISD Parent Portal**, click 'Frontline SIS Self-Serve', click on your child's name, then click on the 'Report Cards' tab.



## Homework Policy

Every child is encouraged to read, either by themselves or with a parent, for 20 minutes daily. **Each grade level has a different policy regarding homework**; please ask your child's teacher for more information on homework expectations.



## Recess Policy

All students have recess or active movement daily, weather permitting. We do not allow teachers to withhold recess from students for discipline or uncompleted work.



## Nap Time

**Pre-K4 classes will have approximately 45 minutes each school day to nap or rest.** Nap time for Pre-K 4 generally starts around noon. Students may bring a blanket or towel to lay with, but must bring it back home in their backpack each day.

Pre-K3 is divided into 2 class times, they meet either from 7:30-11 or 11-3, and as such they do not have nap time during school hours.



## School Supplies

**All school supplies are communal and do NOT need to be labeled with the students name.** Purchasing school supplies is not mandatory but greatly appreciated. Please use [this link](#) for the list of supplies by grade level.

Parents may drop off school supplies in their new classroom during the Ice Cream Social (the Friday before first day of school). If your child needs a backpack for school, free backpacks will be available in each classroom for your child to choose from so that they may start the year prepared.

Teachers may also have their own supplies “wishlists” that are shared at the beginning of the year and are another great way to supplement classroom specific needs.



# EVENTS

Below are the most important of the start of school year events. Classroom specific events are typically communicated via Class Dojo and school wide events via Thursday Thunderword which are consolidated in the [PTA Calendar](#).



## Ice Cream Social

The Friday before the first day of school is our Thunderbird Ice Cream Social where we welcome new and returning students and their families into the school. Please mark your calendars for this event so you may attend. This is where your child will find out who their teacher is, meet their teacher in their classroom, and get oriented to the school (where drop off and pick up occurs, how to walk to their classroom, where the front office is located for parents to check-in, etc). **DO NOT PLAN TO RECEIVE NOTIFICATION OF YOUR CHILD'S TEACHER FOR UPCOMING YEAR IN ADVANCE OF THE ICE CREAM SOCIAL.**



## Friday Assemblies

Friday Assemblies are an opportunity to celebrate student success and share school spirit, and parents are welcome to attend! Assemblies typically take place the first two Fridays of the month from 7:35 am-7:55 am in the gym. Upper grades (3rd through 5th) on the first Fridays and lower grades (K-2nd) on the 2nd Fridays. Pre-K students will join Friday assemblies during the second half of the school year and 2nd grade moves up to the Upper Grade Assembly at that time. For students attending assemblies, breakfast in Class will begin after assembly ends, when students arrive in their classrooms.



## Back to School Night

Back to School Night is an important opportunity for parents to learn about their child's classroom and expectations for the year. Typically held in September, this evening event includes sessions where teachers meet with parents in groups and share information about curriculum, field trips, homework, behavior expectations and more. The evening also includes time to visit our special areas- art, music, PE, computer lab and library. All parents are highly encouraged to attend and child care is offered.



## Pre-K and Kinder Parents Welcome Coffee

On the first day of school, directly following drop-off, there will be a welcome new parents coffee for parents of Pre-K and Kindergarteners. This would be a good event to attend and meet other parents, if able. You will also receive the QR to join your student's grade What's App group. Each grade has a What's App group for parent communications about school and community information.



## Parent Teacher Conferences

Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will arrange conferences on the set day, sometime within the week before, or the week after that day. Conferences have different forms-some will include students and others will be just parents. If you are unable to attend a conference, please notify your child's teacher and reschedule the meeting.

**\*\*Please note that during the school day, teachers cannot hold conferences outside of their regular planning times because they cannot leave their class unattended while they meet with you. If you are unsure what time your child's teacher has planning time, please contact the teacher or the front office.**



## Coffee Chats

This is a monthly forum where parents can communicate directly with school administration about issues, concerns, and feedback. These meetings are usually held the last Friday of each month in the library and the topic covered is announced via Class Dojo.

# PARENT ENGAGEMENT



## PTA

The THES Parent and Teacher Association (PTA) is an organization of parents and teachers dedicated to support the school. They meet monthly to discuss topics of interest and organize special events. Learn more in through the PTA [website](#) and consider [becoming a member!](#)



## Thunderboard

Thunderboard --formally, the Campus Advisory Council (CAC)-- is a council of parents, staff, and community representatives who stay involved in the planning, budgeting, curriculum, staffing and organization of Travis Heights Elementary. They meet once a month following PTA meetings.

More information about Thunderboard can be found [here](#).

# AISD INFORMATION



## Registration

**Registration is required for both new AND returning students each year.** Registration is done through the [Parent Portal](#). Google's Chrome browser works best with their website. Once the Parent Portal account is created, access it and click on the Student Registration tile. **Please register your child as soon as possible to prevent any delay in your child's class placement.**

See [AISD's Enroll page](#) for detailed information and videos in English and Spanish.





## Class Placement

**Please do not expect to receive information regarding which teacher your child has for the upcoming school year until the day of the Ice Cream Social.** You can confirm your child has completed registration if you received an email from [no-replyenroll@austinsisd.org](mailto:no-replyenroll@austinsisd.org) stating "Thank you for completing [student's name] Annual Forms for the 2025-2026 school year" upon completing registration.



## Dual Language

Travis Heights is an official AISD Two Way Dual-Language campus (Spanish/English). There are generally two dual-language classes for each grade level (one dual-language class for Pre-K 4). To apply to the dual-language program, as part of the normal registration process there is a "Intent To Enroll (ITE)" Form. In this form, there is an option to click to apply for the Dual Language program at Travis Heights. Please apply during Priority Registration as spots are limited. If applying after Priority Registration, admission to the program is on a case by case basis. If admitted, you will receive an offer letter from Enroll Austin via email indicating your child was accepted. You must accept the offer letter within 14 days and ensure all documents have been submitted as part of the normal registration process to confirm your seat in dual-language.

If a student is already in the dual language program at Travis Heights, there are no additional steps to take regarding dual-language registration for the following year.



## Parent Technology Support

For further assistance with Parent Portal, please call the Parent Technology Support Help Line at 512-414-9187. Parents who do not have access to the internet through a home computer can use computers at any AISD campus or at the public libraries. This online registration system is a part of the district's ever-continuing effort to improve customer service to the community and increase efficiency of the school district.

# ADDITIONAL RESOURCES



Learn about dual language.

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Get enrollment information.

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Login to your AISD parent portal.

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Visit the PTA website and get involved!

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