

# **Parent-Student Handbook**

**Will Davis Elementary  
2015-2016**



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### THE WILL DAVIS ELEMENTARY VISION

Each student will leave Davis Elementary School with vast knowledge, as well as advanced social and academic skills. They will have a deep appreciation for our many cultures and the values necessary to be successful for the rest of their lives. We look forward to having them reflect on their experiences at Davis Elementary as the guiding light for their many future successes.

### THE WILL DAVIS ELEMENTARY MISSION

Parents and teachers will work as partners to provide relevant learning challenges for all students to function at optimal levels of achievement and to become positive contributors to their community.

### SHARED VALUES

Students will be engaged in dynamic learning experiences that emphasize:

- RESPECT: model and teach the value of mutual respect for all people and the property of others
- BEST PRACTICE: provide instruction that is goal focused and research based
- INTERACTIVE ATMOSPHERE: provide an environment that encourages problem-solving as a team
- APPRECIATION FOR DIVERSITY: nurture and celebrate individual strengths and differences
- COMMUNICATION: provide an atmosphere of open communication at all times
- GLOBAL CITIZENSHIP: develop awareness of, and responsibility for, the environment and the community
- ACTIVE LEARNERS: inspire children to be self-motivated through innovative teaching
- SELF-ESTEEM: expose students to various opportunities for success in order to foster a positive self-image

**MOTTO:** *Exploring New Frontiers*      **COLORS:** Blue and Gold  
**MASCOT:** Dolphin

### GUIDELINES FOR SUCCESS

Successful Davis students are SHARP- Safe, Honest, Attentive, Respectful, Productive.

As we work together to capture the exemplary spirit, we have developed guidelines for success to promote high student performance. These SHARP guidelines, along with classroom and common area expectations, provide structure for a safe, rigorous learning environment. At Davis, teachers and staff work to empower every student to be SHARP, regularly reinforcing SHARP guidelines and recognizing students as they exhibit these traits.

### SCHOOL HISTORY

Will Davis Elementary opened for the first time in August, 1992, as an elementary school serving kindergarten through fifth grade students in Northwest Austin. Neighborhoods served include Balcones Woods, Northwood, Angus Valley, Mesa Park, and areas of Great Hills. The school was named for Mr. Will Davis, community leader, attorney, and State Board of Education member. Davis Elementary has distinguished itself in the Austin community as a school committed to student achievement. Davis has attained the highest state and national recognition as well.

### PRINCIPAL'S MESSAGE

As a Davis Dolphin family, we invite you to join us in 'Exploring New Frontiers.' With parents, teachers, and school administrators working in partnership, we know that every student's experience will include exposure to rigorous instruction, immersion into a technology rich culture, and a deep sense of ownership and belonging in our 'One World' school. As part of our home-school partnership, we ask that you support our efforts in three key areas. First, encourage your child to take responsibility to be SHARP at home and at school. This will allow for building positive relationships with peers and adults, enhancing each child's self-esteem, and learning at the highest levels. Second, communicate to your child that effort creates ability. In putting forth the greatest amount of effort, students will see the results in the academic progress they make. Third, support your child's teacher in whatever way you are able to. This may include attending parent/teacher conferences, making a commitment to work with your child at home in areas recommended by the teacher, and helping to prepare materials or assisting in the classroom. With all of us working together, we know that 'Exploring New Frontiers' will take on a whole new meaning, as all students learn, grow, and blaze new trails at Davis.

Jenny Daniels  
Principal, Will Davis Elementary

### SCHOOL HOURS

Drop off Begins: 7:00 AM      Breakfast Available: 7:20 AM  
Office Hours: 7:00 AM – 4:00 PM  
Class Begins (K-5<sup>th</sup>): 7:45 AM      Class Begins (Pre-K): 8:30 AM  
Class Ends (all grades): 2:45 PM

## SCHOOL ORGANIZATION

Davis Elementary provides instruction for students in Early Childhood through 5th grade. Grade level organization for 2013-2014 school year is:

Early Childhood (PPCD) - 2 Teachers	Pre-Kindergarten - 3 Teachers
Kindergarten - 6 Teachers	First Grade - 6 Teachers
Second Grade - 7 Teachers	Third Grade - 6 Teachers
Fourth Grade - 5 Teachers	Fifth Grade - 4 Teachers

## SPECIAL SERVICES & SUPPORT STAFF

In addition to the grade level teachers, Davis is fortunate to have additional full time teaching staff and specialists:

Librarian & Instructional Media Specialist	Counselor	1
Special Education Teachers (4)	PE Teachers (1 full time, 1 part time)	
Music Teachers (1 full time, 1 part time)	Art Teachers (1 full time, 1 part time)	

Part time Davis staff members provide a variety of supports and services. These include:

Reading Specialist	Physical Therapist
Occupational Therapist	Speech Therapist
Registered Nurse	School Health Assistant
Licensed Specialist in School Psychology	Social Service Specialist

The Davis technology coach works with teachers and students to facilitate technology integration in the classroom and to increase students' technology proficiency in the computer lab. A half-time science coach supports the implementation of hands-on, engaging science and robotics lessons in the science lab and in each classroom.

Science Coach- 1 half time	Technology Coach- 1 full time
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Special Education Teaching Assistants (9)

## SCHOOL NURSE

We have a part-time registered nurse and a part time school health assistant (SHA) on campus. The nurse can be called for emergencies when he/she is at other schools. Our nurse provides a variety of health care services and prevention activities, and is available to answer parent questions.

## AFTER-SCHOOL OPPORTUNITIES

*Third Base* after-school on-site care is available through the AISD Community Education Program. Further information may be obtained by calling 414-0371. Several other after-school care programs, many of which pick up and transport students from Davis to the after-care location, also serve Davis. Information on these facilities can be obtained from the office. Information regarding after-school educational opportunities such as Math Pentathlon, Jump Rope Team, and Volleyball Team will be forwarded to parents throughout the year. Students in various grade levels are invited to participate.

## CAFETERIA MEAL OPTIONS

### Breakfast

Breakfast is available each morning from 7:15 - 7:40 a.m. Students must be in line by 7:30 a.m. if they wish to eat breakfast. Exceptions will be made as need arises. The student cost for breakfast is \$1.25. Adult breakfast is purchased a la carte.

### Lunch

The cost for lunch is \$2.35. Students are welcome to buy or bring their own lunches. Milk may be purchased for 65¢. Snacks are also available for 65 - 75¢. Parents are welcome to eat lunch with their children. The cost of an adult lunch is \$3.25. If a student forgets his/her lunch, he/she will be served a standard lunch and owe the cafeteria the cost of the lunch. If a student owes more than \$7.50, he will receive an alternate lunch of cheese sandwich and milk.

### General Information

You may add money onto your child's account with cash only (the cafeteria cannot accept checks or credit cards). Money may be sent to school in an envelope with the child's name, teacher's name, grade, and the amount written on the front. This envelope is kept as a record of payment. If parents bring the money into the cafeteria, they are to do so before 9:00 a.m. Parents can put money on their child's account using a credit card by going to [www.mylunchmoney.com](http://www.mylunchmoney.com). You will need your student's ID number to set up this account. The ID number is on the student's report card, or can be obtained by visiting the office. Parents may apply for free or reduce-priced meals for their child by obtaining an application from the school office.

## CAMPUS ADVISORY COUNCIL (CAC)

Teachers, parents, and community representatives work as a team with the principal to set instructional goals and provide advice to the principal

regarding curriculum, goal setting, budgeting and staffing. CAC meetings are held once/month, typically on a Thursday from 3-4pm. CAC meetings are open to the public and will be publicized through the Digest.

## PARENT-TEACHER ASSOCIATION (PTA)

Davis School is very fortunate to have an active Parent-Teacher Association (PTA). Executive board meetings and general meetings are usually held the second Thursday of each month. Please see the Davis website, [www.davisdolphins.org](http://www.davisdolphins.org) for contact information for this year's PTA officers.

## ROOM PARENTS

The PTA Volunteer Committee will recruit parents to assist with activities during the year. These persons will also serve as contact people for the PTA as needed.

## PARENT VOLUNTEERS

We welcome volunteers in the school. Opportunities are available to work in the office, classrooms, library, with special activities and events, and more. The PTA Volunteer Coordinator publicizes these opportunities, recruits volunteers, and works with the assistant principal to conduct a volunteer orientation each year. Classroom teachers also communicate volunteer opportunities at Back to School Night and throughout the year.

## STUDENT RECOGNITION

**Nine Weeks Honor Roll Awards:** Students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade receive ribbons with each nine-weeks report card for the following:

- *"A" Honor Roll* - students make above a 90 average in each academic subject
- *"A/B" Honor Roll* - students who make grades in the 90's and 80's in each academic subject
- *Perfect Attendance* - students who attend every day of the nine weeks with NO unexcused absences
- *Special Award* - this award is presented at the teacher's discretion to students who have reached special goals or demonstrated remarkable improvement

**End of Year 5<sup>th</sup> Grade Celebration:** For students in 5<sup>th</sup> grade, a grade level ceremony is held to recognize yearlong student successes.

- *Perfect Attendance-All Year* - Students must have attended every day of school, with no unexcused tardies.
- *Perfect Attendance - Consecutive Years* - Students are recognized for consecutive years of perfect attendance.
- *Physical Education/Art/Music Awards* - Students with year long outstanding achievement in these areas
- *Safety Patrol* - Students who serve on the patrol all year.
- *Presidential Academic Award* - Above 90 average in every subject the entire year, with the exception of one B.

## COMMUNICATION POLICY

### General Information

- The Dolphin Digest, Principal's News (sent through Digest), and Wednesday folder are the primary means of communication from the school to the parents. The Davis website <http://www.davisdolphins.org> is the information source that we encourage you to visit often. Upcoming events, opportunities for volunteers, school procedures, and important dates are available at this dynamic site.
- All communication should be handled in a positive manner. Preface all constructive criticism with positive references. Dialogue should be solution focused.
- A master calendar will be maintained on the Davis website for teachers, parents, and staff, with important dates published to parents in the weekly Dolphin Digest. To book an event or hold a space for a meeting, fill out a "Special Event Form" (available in the school office) and submit it to the office clerk at least two weeks prior to the scheduled event.

### Types of Communication

- Davis staff and families are encouraged to utilize forms of communication that are most effective for the given situation.
- Other communication will include newsletters, telephone calls, email, driveway signs, and bulletin boards.
- The School Messenger is a messaging system that AISD provides for schools to communicate information to families through email and voice mail. This option could be utilized for school emergencies or short notice situations.

- Information regarding extra-curricular programs, events, and opportunities for students that are not school-based: A copy may be placed on the hallway community bulletin board or posted on the Davis web site in the Community Corner section. Copies will not be sent home with every student, but limited copies may be made available in the office. The only exceptions to this policy will be in the case of flyers advertising after school, weekend, or summer activities on campus. In these cases, publicity/flyers will be visible in the main portion of the Dolphin Digest communication.

instructional programs at Davis. Concerns that have not been resolved by meeting with the teacher should then be communicated to the principal, assistant principal, or counselor. Concerns related to school systems or procedures should be communicated directly to the principal or assistant principal. We welcome parent input, and are committed to addressing any and all parent concerns that arise. As we work to resolve issues, it is important to keep in mind that we are all working toward the common goal of each child's educational and personal success.

#### Parent to Teacher Communication

- On Back-to-School Night, each teacher will share with parents their preferred means of communication.
- Parents are requested to review the daily and Wednesday folders each week, acknowledge receipt by signing the parent signature sheet, and return the folders including any comments, questions, or concerns.
- A daily schedule for each class will be maintained in the office and communicated to parents at Back to School night. This schedule will include each teacher's planning time.
- Parents are welcome to request a conference with the teacher at any time, and are asked to arrange meetings with the teacher by notifying the teacher via email, daily folder/planner, letter, a telephone call, or a note on the Wednesday folder.
- In order to avoid classroom interruptions, conversations with teachers and messages to students during class time should be limited to emergency basis only.**

#### Parent Connection

Promoting higher student achievement by enhancing communication between teachers and parents is a top priority for our school and district. *ParentConnection* is a web-based program that enables parents to access their child's school information. Parents with students in grades Pre-K through Grade 2 are able to use this system to view their child's attendance and report cards from any computer that has internet access. Parents with students in Grades 3-5 are able to use this system to view their child's assignments, current grades, and attendance records. A unique option available is to set an alert if a student falls below a specific performance level, such as 80. Any grades below 80 would trigger an alert that would send an email to the respective parent. Any questions regarding *ParentConnection*, including how to set up an account, should be directed to the Davis registrar in the office.

#### **ATTENDANCE**

**Research shows that attendance is the single most important factor in school success.** Your child's success in school depends on having a solid educational background-one that can only be gained through **regular school attendance**. Learning builds day by day. A child who misses a day of school misses a day of learning. The school also loses \$45 a day when your child is absent. Research shows that children who are in school most of the time perform at a higher level on state tests. Studies also show that kids who are absent more often score lower on state tests. Being late for school hurts a child's learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Children can copy notes or make up assignments, but they can never get back what's most important: the discussions, the questions, and the explanations by the teacher and the thinking that makes learning come alive. Here's how you can help:

- Talk with your child about the importance of attending school regularly
- Avoid scheduling family trips or doctor appointments during school hours
- Make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise
- Don't accept excuses for why your child "must" miss or be late for school
- Discuss with your child what happened at school each day
- Show your child why education is important. Give specific examples of how education helps people succeed
- Lead by example. If children see parents taking off work for no real reason, they may expect to be able to do the same thing
- Set up a **Parent Connection** account to monitor your student's attendance and also to view grades and report cards.
- Keep your contact information up to date. The **School Messenger** system will notify you of any absences by telephone at the end of each day.

We look forward to having a great school year at Davis Elementary. Please let us know if we can do anything to support you and your child in your efforts toward arriving at school before 7:45 a.m. and attending school every day.

#### Compulsory Attendance Law

The Texas Compulsory Attendance Law is very clear about expectations for students to attend school for the entire day every day that school is in session.

- If a student is absent without an excuse for three or more days or parts of days (including tardies) within a four-week period, the school must send a warning letter to parents stating that they may be filed on in a court of law for a criminal truancy charge (Section 25.095).
- If a parent does not respond to warning letters, that parent may be charged with a criminal offense (Section 25.093).
- If a student is absent without an excuse for ten or more days or parts of days (including tardies) within a six-month period, the school must file criminal truancy charges on the parent(s) and student (Section 25.094).

If the number of unexcused tardies/absences reaches the amount stated

#### Teacher to Parent Communication

- Back to School Night will be hosted at the beginning of the school year for parents to become familiar with the procedural and instructional policies of the teacher.
- Teachers will monitor Wednesday folders for verification of parent receipt and to respond to any comments made by parents.
- As mentioned in the previous section, at the beginning of the school year, each teacher will inform parents of preferred communication method.
- Teacher/Parent conferences will be offered twice a year (fall and spring) and information regarding dates will be published well in advance.
- Teachers will notify parents if a student is consistently struggling to master grade level standards. Written information, including mid-nine weeks progress reports, will be forwarded to parents of children who are not performing up to required standards. Report cards will be sent home at the end of each nine weeks.

#### Principal-Parent Communication

- Davis administrators have an "open door policy." Drop-in visitors are always welcome.
- The Principal's News communicates information regarding school instructional programming and other important campus information. It is sent through the Digest.
- Principal Coffees are held throughout the year and provide time for the principal to share information about Davis happenings and to hear from Davis parents in an informal setting. All parents are welcome and encouraged to attend.
- Parents are urged to share information or suggestions for addressing school concerns by communicating directly with a campus administrator, sharing information at a Principal Coffee, or by attending and communicating information at one of the monthly Campus Advisory Council (CAC) meetings.

#### Parent-Parent Communication

- PTA news is forwarded routinely through the Dolphin Digest.
- Near the beginning of each school year, a Davis directory will be sent to each family.
- The master calendar, bulletin boards, driveway signs and banners will also be used to convey information about upcoming events.
- PTA brochures and fliers should be approved through the office staff before distributing copies.

#### Communicating Concerns

For concerns related to the classroom, parents should first contact the teacher involved. The teacher will have the most information about your child's school experience and progress as well as information about the

## HOMEWORK STANDARDS

### General Information

The purpose of homework is to assist students to develop responsible work habits, increase their skill level for subject matter being taught during the day, and to engage parents in their child's learning. Homework should be an integral component of education that deepens student learning and understanding. Students should participate in homework that is meaningful, purposeful, and appropriate. Parents and teachers should emphasize that learning occurs at home, school, and in the world around them. An important part of student health includes rest and "unscheduled" down time. Teachers and parents on a regular basis should monitor a balance between school, extracurricular activities, family commitments, and other obligations.

### Homework for all Grades

Types of homework may include practicing a skill or process, elaborating on information that has been addressed in class to deepen students' knowledge, reading materials ahead of time to prepare for instruction, and providing opportunities for students to explore topics of their own interest. Parents and teachers should work closely together to insure homework expectations are communicated and understood. Students will be assigned homework with the skills necessary to do the work. If a student cannot do the work, parents are asked to inform their child's teacher so they can work as a team to support homework expectations. Assigning homework on weekends will be limited.

### Grade Level Guidelines

- Homework in most cases will be graded for completion and should not be used for major part of a student's grade.
- Grade level teams work together to ensure consistency of length and difficulty, and timing of major projects and tests.
- In the primary grades (K-2), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
- At the upper grades (3-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits. The practice of skills will be assigned to students who need the practice.
- Amount of homework:
  - K: 10-20 minutes of homework per night, reading included
  - 1: 20-25 minutes of homework per night, reading included
  - 2-3: 20-30 minutes of homework per night, reading included
  - 4-5: 40-50 minutes of homework per night, reading included
- Students should not routinely work beyond the allotted homework required times. If a student consistently works beyond the allotted time, the parent should communicate this to the teacher.
- Grade level teams work together to determine grade level policies for homework that include common expectations, but not always the same homework. For grade level projects, similar timelines and outcomes will be communicated.
- Students at all grade levels may be assigned homework that involves completing tasks on a web-based computer program, which requires internet access. If a student does not have internet access, an alternate activity will be assigned.

Note: Sometimes the amount of time required to complete homework may be increased because a student may not have taken full advantage of work time during the day.

## HEALTH AND WELLNESS

### Staying Healthy and Well

Basic health habits help most children stay well and able to attend school daily. Include these in the daily routines:

- Washing hands after using the toilet and before handling any food.
- Play or exercise actively for 30 minutes daily.
- Use water, milk, and juices for beverages rather than soft drinks, punch, or fruit "drinks" which are often high in sugar and caffeine.
- Participate in relaxing activities (such as a story or talk-time) before bedtime, along with enough sleep each night to feel rested when it's time to get up.
- Eat nourishing food with vegetables, fruits, whole grains, and a variety of protein sources. Keep the fat, sugar and salt low.

above, AISD will notify families with warning letters. Parents will then receive a letter from Davis, and must complete a *Taking Care of Business* attendance presentation and questionnaire. If absences and/or tardies continue, the Compulsory Attendance Law procedures will be followed and parents will be required to attend a court hearing for truancy.

### Absences

Attendance is taken at 10:00 a.m. According to state guidelines, if a student is not present at 10:00 a.m., he/she must be considered absent. If the absence occurs due to a medical appointment, a note from the doctor or dentist is required to be counted as an unexcused absence. If the student is home sick, a note from the parent is necessary to explain the absence.

### Late Arrivals/Early Departures

When your child is late arriving, or leaves school early, he/she MUST be signed in/out at the office.

- If your child has a doctor's appointment during the day, a note from the doctor is necessary in order for it to be excused.
- If a child is to leave school before 2:45 p.m., the parent should send a note to the teacher. The parent should come to the office at the appointed time, sign the student out in the sign in/out log, and the office will call the classroom to have the student sent to the office. Office personnel will release students only to their parents or persons listed on the emergency contact list (an ID is required).
- For end-of-year perfect attendance awards, students must have no unexcused tardies and must be present every day.
- Note: Sending a note does not guarantee that a tardy or absence will be excused. AISD policy will be followed when determining if a tardy/absence is excused or unexcused.

### Make-up Work

Students are responsible for make-up work. Teachers will communicate the need for make-ups and send notes home, but students are ultimately responsible for turning in make-up work. Students have a grace period for each day absent. Please note: Parents who want to pick up work should make the request through the school office. Teachers need time to respond to requests for homework. When the request is made before 10:00 a.m., work could then be picked up at the end of the school day in the office.

- Take time every day to ask your child about his/her day. Find out what they worry about and what they are proud of. Listen so they can learn to talk about their feelings. Find something to laugh about together and hug each other every day.

### When Illness Strikes

Take time to check your child for contagious problems each morning before school. Sometimes they need to stay home or get medical care. Other times, they are uncomfortable with allergy or minor problems. Reasons to keep a child home from school include:

- Fever (100°F or more) – You must be fever free without the use of fever reducing medicines for 24 hours before returning to school.
- Vomiting and/or diarrhea (loose, frequent bowel movements).
- Irritating, frequent cough.
- Chicken pox.

Some contagious problems need immediate care before a child can attend school. Pinkeye and any rash with fever, especially if a sore throat is present, need to be checked by a doctor. Other problems that need treatment before attending school are ringworm, impetigo, and scabies. Check your child often for head lice and treat immediately if found.

### Lice Policy

Head lice are common for children ages 3-12. Head lice are not a health hazard and are not responsible for the spread of any disease. They are the cause of much embarrassment, misunderstanding, and many unnecessary days lost from work and school. According to the American Academy of Pediatrics, “no-nit” policies, which keep students with lice home as long as they have any evidence of an infestation, do not benefit these students or their classmates and “should be abandoned.” If live lice are found in a child’s hair, the child can remain in the classroom. The parent will be notified and told to treat the student that evening. The child can return to school the next day and should stop by the nurse’s office first to check in. It is not an excused absence for children to be kept at home for head lice.

### Medications

PLEASE DO NOT SEND MEDICATION OF ANY KIND TO THE SCHOOL FOR YOU CHILD TO “TAKE ON HIS/HER OWN.” We must keep all medication in the office. Most medicines that are needed up to three times a day can be given at home and should not be sent to school. Medications include prescription and over the counter medicines. When medicine must be given at school, Texas law requires that it be furnished in its **ORIGINAL, LABELED CONTAINER**. (Pharmacists will issue a duplicate container for home use upon request.) The over the counter medicine or a labeled prescription container must accompany a signed and completed “Parent/Guardian Authorization of Medication At School” form. This form can be downloaded from <http://www.austinisd.org/schools/health>. The PDF document is located in the bottom left column.

### Immunizations

Our school enforces the state law for requiring updated records of mandated immunizations or proper exemptions. Children without records of mandated immunizations or exemptions will be excluded from attending school.

### Emergency Contact

Parents must provide telephone numbers for themselves and emergency contacts in the event of illness or injury. Schools cannot take care of children when they become ill or need medical attention. If your child needs emergency care and we cannot reach you or others you have named, we will call EMS. Parents are responsible for paying any medical bills from EMS and the hospital they use.

### Emergency Care Information

Whenever there is a change of address, phone number or emergency contact parents should notify the school in writing. It is very important that the emergency care information be complete and accurate.

## **TRAFFIC SAFETY: ARRIVAL AND DISMISSAL PROCEDURES**

### General Procedures

- Obey Safety Patrol Persons at all times.
- Drop-off area is one-way.
- It is of the utmost importance that students not arrive at school before 7:00a.m. Safety procedures do not allow children on the playground or around outside of the building without adult supervision. Before 7:30a.m. students should proceed to cafeteria - after 7:30 students may go to class.
- While entering either drive, look for pedestrians and cyclists, stay along the curb, and do not stop/park in the crosswalks.

- Never leave your car unattended in the fire lanes or along the curbs.
- While dropping off, parents stay in car and have students exit on the right side, away from traffic.
- The back (east drive) parking lot is for staff only. These are numbered spots, and are used at different times of the day by staff. Parents should not park in these spots, even if they are found to be empty.
- Parents are permitted to park in designated spaces in the front lot and **WALK** their student into the building. The front lot is not a drop off location. Parent/visitor parking is also available in the church lot directly across Duval from Davis, as well as in the Austin Taiwanese Presbyterian Church lot adjacent to Davis (Do NOT just drop your student in parking areas - walk with them). We have been asked not to park in the assisted living center parking lot near the Angus Road crosswalk. Refrain from parking in the reserved spaces in the front lot. These are clearly marked, with some reserved STAFF parking spots and others prizes from last year’s silent auction. ☺
- Use of cell phones in a school zone while driving is against the law. Refrain from using cell phones while in the east drive drop-off/pick-up area.
- **PLEASE USE CROSSWALKS AT ALL TIMES**
- If your student is getting picked up by someone different or going home a different way, a note needs to be sent in the morning to your child’s teacher. If it is an emergency change in pick-up arrangements, you must call the office before 2:30pm to allow time for this change to be communicated. We are not able to accommodate last minute pick up changes after 2:30pm.

### Front Lot (Bus Drop-Off, Parent/Visitor Parking)

- **THE FRONT (DUVAL) ENTRANCE IS FOR BUSES ONLY.**
- Parents driving into the front parking lot MUST park in a designated spot and WALK students into the building/NO DROP-OFF.
- Parents wishing to drive and drop off MUST use Bull Run/East Drive, NOT the front entrance.
- At NO time should you pull behind parked cars in the front lot to let student(s) out.
- Do Not drop off students near or on the sidewalk of Duval Road or at the Duval entrance.

### Back/East Drive Lot (Parent Drop-Off, Staff Parking)

- **THE BACK LOT/EAST DRIVE IS FOR STUDENT DROP-OFF.**
- There are two incoming lanes from Bull Run. The right (blue) lane is for drop off. The left (gold) lane is a thru lane. Students may be dropped off at any point from the portable buildings to the end of the drive (just before the curve). If proceeding in the thru lane, parents may go around the curve, and change lanes to the right lane, and drop off their students in this area. A ‘loading/unloading’ zone is clearly marked with yellow lines, and a Davis staff member, along with safety patrol, are on duty every morning to assist students in crossing the crosswalk safely. The two lanes merge into one outgoing lane near the end of the ‘loading/unloading’ zone area.
- Follow Safety Patrol directions to pull all the way forward (even if you have a 4th/5th grader and you have to pull up to the Kindergarten wing).
- All students should exit their cars on the right side, away from traffic. Students should exit ALL AT ONCE (even Kindergartners who have stopped near the portables- far from the Kindergarten wing) when cars have come to a stop. Safety Patrol and teachers/parents will make sure your students arrive safely at their destination.
- No parking is available in the back/east drive lot. It may appear that some spots are open, but staff members may be arriving any minute to park in their designated spot.
- Yield to pedestrians at the crosswalks.
- Do not drop off students along the fence on the East Drive or at Bull Run.
- All exterior doors are locked at 7:45am. If dropping off students after this time, parents should drive to the front parking lot, park, and walk children inside.

### Bus Pick-Up

- **THE FRONT LOT (DUVAL) PICK-UP AREA IS RESERVED FOR**



### **BUSES AND DAY CARE VANS ONLY.**

- Parents driving into the front parking lot and entrance must park in a designated spot or in the church lot and walk through the kindergarten garden to meet their student on the east drive.
- Parents wishing to drive and pick up MUST use the back lot/east drive (Bull Run), NOT the front entrance.

### Parent Pick-Up

- **THE BACK LOT/EAST DRIVE (BULL RUN) IS FOR STUDENT PICK-UP.**
- There are two incoming lanes from Bull Run. The right (blue) lane is for pick up. The left (gold) lane is a thru lane.
  - **Students in grades K, 1<sup>st</sup>, and 2<sup>nd</sup>** grade will be picked up in the blue lane, along the sidewalk adjacent to the school building. **Families with multiple students, or families who carpool**, will pick up all students who ride in their car at the designated waiting area of the youngest student. For example, if a family has a student in fourth grade and a student in first grade, both students should be waiting to be picked up with the first grade student's class. All cars should continue to pull all the way forward (even if you have a second grade student and have to pull up to the kindergarten wing). As cars proceed through the drive, students and teachers will be watching for their ride, and students will be instructed to walk and follow the car until it stops. At that time, they will enter the car.
  - Parents picking up **students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade** should enter the gold (thru) lane at Bull Run, proceed around the curve, and change lanes to the right lane, where they will see students waiting with the teachers. Parents should pull all the way forward, to the end of the 'loading/unloading' zone. Students will be directed by teachers to walk to their car, and will enter the car on the right side. The two lanes merge into one outgoing lane near the end of the 'loading/unloading' zone area.
- **Student first name, grade, and teacher name should be displayed on the passenger side of the dashboard.**
- Remain in your car at all times. At dismissal time, refrain from leaving your car to visit with another adult or to look for your child. If you do not see your child and you are asked to pull forward in line, you should pull forward then ask an adult on duty or safety patrol member to let your child know you are in line.
- All teachers are on duty during dismissal time. Parents should not approach teachers to engage in conversation during this time. If you need to talk with a teacher, wait until all students have been safely dismissed before approaching the teacher.
- Parents who walk to pick up students should follow the directions of teachers who are dismissing students. This includes waiting in designated outside areas, away from where students are gathered, in order to have a safe and orderly dismissal.
- Yield to pedestrians at both crosswalks.
- Do not pick-up students along the fence on the East Drive or at Bull Run.
- **TAKE TURNS ENTERING EAST DRIVE FROM BULL RUN.**

### Bike Rider Procedures

- **ALWAYS WEAR A HELMET.**
- Parents and students should map out a safe route that addresses how to safely cross all intersections, including the entrance to the east drive parking lot at Bull Run.
- Dismount and walk bicycles around pedestrians and on the sidewalks around the Davis campus.
- Stop at intersections, dismount and walk through crosswalks. Use extreme caution at Bull Run and Mustang Chase.
- When entering the East Drive, students must use the sidewalk along the west side of the drive, inside the fence.

### Bus Rider Procedures

- Bus information can be obtained from the school office or by using the AISD Bus Finder Utility. (<http://www.austinisd.org/schools/bus/busstop.phtml>)
- Parents should review all bus rules with their students.
- Students should be seated at all times.
- Students are to use classroom voices at all times.
- Eating is not allowed on the bus.

- All heads, arms and legs are to be kept inside the windows.
- Students should be cautious when entering or exiting.
- Students should respect the bus driver, bus property and other students at all times.
- Failure to follow the Austin ISD Code of Conduct while on a school bus may result in suspension of bus privileges

### **DAVIS DRESS CODE**

#### Dress for Success

In order to maintain a safe and respectful learning environment at all campuses, our students will attend school dressed in clothing that is appropriate to the school setting and weather conditions. The intent of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent share the responsibility for age appropriate dress and grooming because the selection of clothing often sets the pattern for behavior. With this understanding and in compliance with the AISD policy, students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire.

- The student's dress and grooming shall not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
- Emblems or writings that are obscene or that may reasonably be expected to cause a disruption of, or interfere with normal school operations should not be displayed on clothing.
- Clothing advertising, condoning, depicting, or promoting the use of alcohol, tobacco or controlled substances, or displaying vulgar language, that detract from the learning environment shall not be worn. The student's dress and grooming shall not create a health hazard to the student's safety or the safety of others. Shoes should be worn at all times (At Davis we ask that students wear jogging shoes so that they can participate fully in physical activities).
- Examples of inappropriate dress shall include, but not be limited to:
  - Improperly fitting clothing; baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts;
  - Tops that are strapless or backless, spaghetti straps, or have low cut necklines;
  - Shorts and skirts that are short enough to be distracting (Davis: Mid Thigh);
  - Makeup and artificial nails;
  - Gang associated clothing or colors;
  - Hat or caps worn inside the building (except for religious requirements)

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#### Dress Code Procedures

All students are expected to abide by the stated dress code. If the administration judges a student's dress to be out of compliance, the following steps will be taken:

- 1<sup>st</sup> infraction- change clothes (clothing available in nurse's office) and written warning
- 2<sup>nd</sup> and subsequent infractions- parent phone call to bring change of clothes

### **CAFETERIA PROCEDURES**

#### Students

As students enter the cafeteria, they should follow the arrows to their class table. Students may choose their own seating arrangement, unless instructed otherwise by their teacher. Once a seat is chosen, students may not change to another seat. Students may not return to the cafeteria line for snacks after they are seated. When students need any help or assistance, they may raise their hand and a monitor will aid them as quickly as possible.

#### Monitors

Monitors are in the cafeteria on a daily basis to assist students and to maintain courteous cafeteria behavior.

#### Parents Eating Lunch with Students

Parents may eat lunch with their child at the lunch table (if seats are available), on the stage, or outside. When joining your child for lunch, parents must abide by the following guidelines:

- **Stage:** Your child may invite **one** friend to join you on the stage. Children should be seated at the table while on the stage, and should abide by all cafeteria expectations. Before departing the stage, make sure the table and floor area where you are seated are cleaned and ready for the next occupants.



- **Outside:** With this option, parents may take only their child to eat at one of the outside picnic areas. For the safety of all students, no friends may be taken outside.

These guidelines are posted in the cafeteria for your reference.

## **BRINGING ITEMS TO SCHOOL**

### General Guidelines

Parents and Students are not to bring **animals** to school without prior permission from the teacher. Animals should be appropriately caged. No glass containers should be used for pets or other items. Also, we are requesting that no skateboards, rollerblades, trading cards or electronic equipment be brought to school. Toy weapons should not be brought to school at any time. Items used as weapons will be confiscated by the principal, and the parents will have to pick up the item within 30 school days.

### Cell Phones and Handheld Electronic Devices

AISD policy permits students to possess cell phones, however these devices must remain turned off and out of sight during the instructional day. At Davis the same rules apply for all hand held electronic devices.

### Buying, Selling, or Trading Items

Students may not buy, sell, or trade items at school. Young children sometimes lack the consumer awareness necessary for a "fair deal".

## **SCHOOL AND CLASSROOM VISITS**

### School Visits

We welcome parents, volunteers, and other visitors to Davis. All exterior doors will be open from 7:00-7:45am for arrival of students. When the 7:45am bell rings, all doors will be locked and will remain locked all day. After 7:45am, all visitors to Davis must press the call button outside the front door, then state their name and the reason for their visit in order to gain entry into the building. Once the door is unlocked for entry, each visitor should close the door behind him/herself, and not allow any other visitors into the building (such as people who happen to arrive at the door at the same time as you). Upon entry, all visitors must come into the office to sign in using the *Safety Check* system. This requires you to bring your driver's license or a state issued I.D. card. We will scan your I.D. and a Visitor/Volunteer badge will print. This system is now in every AISD school to insure the safety of students and staff. We will only need the I.D. card the first time you visit our school. Once you are in our system you will no longer be required to bring the I. D. card. After you are in the system, on subsequent visits you will be able to use our self-check kiosk system to sign in and get your Visitor/Volunteer badge printed. At the end of your visit you must come into the office to sign out.

### Classroom Visits

By state law, classroom interruptions by administrators, staff, volunteers, and parents must be limited. Parents are encouraged to schedule conferences with teachers as needed. Your child's teacher will let you know their designated planning time for conferences. Classroom visits may occur for the purpose of assisting in the classroom during special events, or at other times at the teacher's request. Classroom visits for any other purposes must be cleared through school administrators.

## FOOD IN THE CLASSROOM AND HEALTHY SNACKS

### General Information

The Austin Independent School District approved a district Wellness policy, which includes guidelines for food and beverages on campuses including student birthday celebrations, food for instructional use, guidelines for health education, physical education, and nutrition. At Davis, we have worked together to meet the expectations of this policy, and are sharing the following information to assist with this effort.

### Foods of Minimal Nutritional Value (FMNV's) and Candy

Parents or staff may not distribute, provide access, or give students FMNV's or candy on campus during the school day. *Each school may choose 3 events/celebrations (such as Winter Holiday, Valentine's, End of Year) in which students may consume food and/or beverages that may be FMNV.* When planning these events, parents should work closely with school staff to ensure adherence to the guidelines developed for providing food at these celebrations. This does not apply to food items brought from home for the sole consumption by the student.

### Birthday Celebrations

While we highly value the special occasion of every child's birthday, school based celebrations should be kept to a minimum in order to avoid distraction from learning. Parents may NOT bring food items to share with other students in order to celebrate their child's birthday; however, special non-food treats (such as pencils, stickers, etc.) may be sent as part of a birthday celebration. We ask that parents work closely with teachers so that recognition for birthdays are part of a class routine.

### Food in the Classroom for Instructional Purposes

Food will not be used for instructional purposes, unless the food is needed for teaching students about nutrition or foods of different cultures. The foods may not be FMNV's or candy. The food given during a classroom lesson is to be for a taste only and not be in the place of a meal. The food may not be provided or sold to other students or classes.

### Food Allergy/Food Sensitivity Considerations

When planning school events that involve touching or ingesting food, parents and teachers should work closely to consider students with food allergies and food sensitivities. In any case where food will be introduced at school, teachers will inform all parents in the class in advance of the event.

## LIBRARY USE

The Davis library features a print rich environment for students to select books for pleasure and to conduct research. The library is available throughout the day for students, teachers, and parents. The librarian works closely with the teachers and staff to schedule instructional visits. Students may check out books before, during, or after school, as well as during their assigned library checkout time. Students can check out one book in K - 1<sup>st</sup> grade, and two books in 2<sup>nd</sup> - 5<sup>th</sup> grade. Books must be turned in order to check out new ones. Special assignments can dictate checking out more books as necessary. There are no fines for overdue books, but please encourage your child to return his or her book each week. Students with an overdue library book have a block on their account and are unable to checkout any additional books until the problem is resolved. Sometimes accidents happen. If a library book is lost or damaged while checked out to your child, the book must be replaced. This is done in two ways:

- A library bound copy of the original book can be purchased from any retail source.
- The book can be paid for by check to Davis Elementary School for the original retail price. Once either of the above options is completed, you child's account will be cleared and he or she may resume library checkout.

## SCHOOL PARTIES

The number of school/class parties each year is limited to three events that every classroom schedules at the same time. This year's three celebrations/parties will be: winter holiday, Valentine's Day, and end of year. PTA homeroom parents will contact families regarding the details of parties.

Invitations to birthday parties outside of school should be sent through U.S. mail or distributed to every child in the class.

## USE OF PLAYGROUND

According to school district policy, athletic teams that wish to use the school playground for practice sessions must schedule with the Davis designated playground coordinator. Call the office for this year's coordinator information. Parents are asked to communicate this to coaches and managers.

## TEXTBOOKS

Students are responsible for all textbooks issued to them. At Davis, books are issued to students in grades two through five. **State law requires that all school textbooks be covered at all times.** Students will be charged for marks, writing, or other types of damage to books. If a textbook is lost, the student must pay for the textbook before another book will be issued. If a lost textbook that has been paid for is found, the money will be refunded.

## LEVELING POLICY

In spite of advance planning and forecasting, actual enrollment does not always match projected enrollment. In the case of overcrowding and under-enrollment, AISD may have to add or drop staff to accommodate these fluctuations. **Overcrowding** occurs when the student: teacher ratio exceeds that allowed by state guidelines. In this case, AISD will create a "new" classroom and hire an additional teacher. When **under-enrollment** occurs, the school must "dissolve" a class by redistributing students among the remaining classes within that grade level. In either case, students will be placed using a random selection process. In order to maintain a balance in terms of student ability, ethnicity, and gender, parent requests cannot be considered during this process. As soon as leveling options are a possibility, the principal will notify parents of a class that could be leveled, preferably no later than the "Back to School" night. A "Leveling Advisory Committee," under the direction of the building principal, will be formed to assist in planning for the transition process.

## STUDENT WITHDRAWAL FROM DAVIS

If a student is moving to another school, the parents should notify the teacher and the office several days in advance. This advance notice ensures the teacher time to complete the necessary withdrawal procedures.

## WATCH D.O.G.S. (Dads of Great Students)

We are excited to grow our 'Dads of Great Students' program this year. The purpose of the group is to have positive, adult male role models serve on campus, while providing extra sets of eyes to enhance school security. Volunteers spend one full day on campus, working in classrooms with teacher guidance, helping with morning drop-off/afternoon pick-up, monitoring recess, and serving in other roles as needed. In addition to dads, we welcome other family members who would like to participate. In order to sign up as a WatchD.O.G.S volunteer, please stop by the office and fill out a volunteer form. For more information, email [watchdogs@davidolphins.org](mailto:watchdogs@davidolphins.org) or contact the assistant principal.

## SCHOOL SONG

Davis Dolphins, we are number one  
Diving to new frontiers, makes learning so much fun  
Working together, we grow wise and bold  
We are the blue, we are the gold  
Soaring higher just to reach our quest  
D-A-V-I-S, Davis Dolphins, we're the best!

Davis Dolphins, leaping on ahead  
Nothing can hold us back, it's onward we do tread  
Singing together as in days of old  
We are the blue, we are the gold  
Trying harder, passing every test  
D-A-V-I-S, Davis Dolphins we're the best!