DAVIS ELEMENTARY



Student/Parent Handbook

2020-2021

Dear Parents:

The Davis staff looks forward to providing a positive, nurturing environment in which children can reach their full potential and be equipped for their future. Encouragement to build responsible behavior, respect for others, and a positive self-esteem will be incorporated throughout the year. The Davis staff will provide the highest quality education and maintain accountability for results and continuous improvement.

The following information has been provided to assist you this year. We recommend that you keep this handbook on file for future use. Please call or come by the office if you have any questions or need additional information.

***Patricia Tatum***

Principal

Davis Elementary

972-494-8205

patatum@garlandisd.net

A.R. DAVIS ELEMENTARY

Student/Parent Handbook

**OFFICE HOURS**

7:30 A.M. to 3:30 P.M.

**SCHOOL PHONE**

972-494-8205

**SCHOOL FAX**

972-494-8707

**SCHOOL HOURS**

8:10-3:20

Pre-K/PPCD Morning Session: 8:10 - 11:05 a.m. Afternoon Session: 12:25 - 3:20 p.m.

**Principal**: Patricia Tatum

**Vice Principal**: Carolyn Lee

**Counselor**: Ginger Mohan

**Nurse:** Whitney Palmer

**Secretary**: Ana Spiers

**Data Clerk**: Monika Rangel

**Office Aide**: TBD

**ARRIVAL & DISMISSAL**

Doors open at 7:30 A.M. Students will wait in their assigned areas until **7:55 A.M.**  All teachers will pick up students from the quiet areas at **7:55 A.M.** Students in grades 3-5 will be invited to go to the computer lab from 7:30-7:55 each morning. This will be on a first come first serve basis. Breakfast will be available to all students in the classroom from 7:55-8:10 each morning. **Students should not arrive prior to 7:30 A.M. because no supervision is provided.**

* *ARRIVAL PROCEDURES:*
	+ **K-2** studentsshould report to the gym.
	+ **3-5** students should report to the cafeteria.

Although we always welcome parents to our school, parents will not be permitted to walk students back to the classroom after the ***1st day*** of school.

* *DISMISSAL PROCEDURES:*
	+ All students will remain in their classroom with their teacher until the following dismissal times:
		- 3:15-All daycare students are dismissed to the cafeteria to wait for their buses arrival.
		- 3:18-All Kindergarten students who are car riders or walkers will be dismissed through the side door of the kindergarten wing. Parents should use the front drive-through for pick up.
		- 3:20-All 1st-5th grade students who are car riders or walkers will be dismissed to a designated area on the front lawn.
	+ If your child’s transportation changes for the day, please ***notify the teacher in writing***, so we will know how to dismiss your child. Children sometimes forget or confuse your verbal instructions. Also, parents of day care students, please encourage your child’s daycare to arrive as soon as possible at dismissal time.

All students are expected to be picked up ***no later than 3:35***. Parents must come into the office and sign the student out if it is after 3:25. If late pick up becomes frequent, action will be taken by administration.

* AFTER SCHOOL

Students will not be allowed to re-enter the building after school to retrieve homework or other items. Students must make sure they have everything they need before they leave.

**ATTENDANCE**

* When your child is absent, a written statement SIGNED by a parent or guardian, giving the DATE and REASON for the absence MUST be sent to your child’s teacher upon returning to school and accepted no later than five school days following the absence. If not, the absence is unexcused. By law, your child must be in attendance 90% of all class days. ***Excused absences may be considered for illness, Dr.’s appointment, death in the family, or with prior approval by the principal.***
* Students must be in the building by 10:00 A.M. to be counted present for that day unless at a health care professional’s office.
* A student whose attendance falls below 90% of the total required days for the will be subject to denial of credit to pass the school year.
* Vacations or other absences will be considered unexcused. Students will be allowed to make up work and/or tests due to unexcused absence.
* The Texas State Compulsory Attendance Law requires a child to attend school each school day for the entire period the program of instruction is provided, unless exempted by law. Violation of the law occurs when a child accumulates unexcused voluntary absences on 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four week period.
* PARTIAL ABSENCES
	+ Students who arrive at school at **8:21** or later will receive a partial day absence.
* TARDIES
	+ Students are considered tardy if they arrive at school **after 8:10. After 8:10 A.M**. all students must receive a tardy pass from the office. Parents are usually responsible for their children’s tardiness; remember that it is important for your child to be in class on time. He/she is forming lifelong habits now. Frequent unexcused tardies can result in filings with courts for violation of attendance laws.
	+ GISD Policy on Tardies: Students who are tardy for the scheduled starting time of the school day will be classified as unexcused. Any tardies may be considered as a “partial day absence” and are subject to the same court proceeding as excessive absences.
* *STUDENTS LEAVING SCHOOL EARLY*
	+ All students leaving school before the official end of the day must be signed out in the office by a parent or other persons that are listed on the enrollment form or have a letter on file.
	+ ***Everyone*** must show a ***driver’s license or picture ID*** to the office staff before a child will be called to the office.
	+ It is helpful if you know the name of your child’s teacher when arriving for an early dismissal; this will speed the process.
	+ You should enter all appropriate information along with your driver’s license number on the sign-out sheet.
	+ Remember this is for the safety of your child.
	+ Leaving early frequently can result in filings with courts for violation of attendance laws.

**CAFETERIA PROCEDURES**

* *BREAKFAST:*

Breakfast will be served each morning from 7:55 A.M. to 8:10 A.M in the classrooms. Students wishing to eat breakfast must arrive at school before 8:10 A.M.

* *LUNCH:*
	+ Food is sold in the cafeteria by plate lunch. Lunch will be served from **10:30 A.M. to 1:05 P.M**., according to the homeroom schedule. Every child will have a meal account. You may send money to put in this account, or your child may bring cash each day to purchase a lunch. Items which may be purchased in addition to the plate lunch are listed on the monthly lunch menu.
	+ Families wishing to participate in the National Free and Reduced Lunch Program must return a completed application to the office. Notification of services will be sent home after the Food Service Office has evaluated each application. Students must bring their lunch or purchase it until the application has been approved. Questions concerning this application process should be addressed to Food Service at 972-494-8322.
	+ Parents are invited to eat lunch with their child on ***Wednesdays, Thursdays, and Fridays*** only. **Parents** ***will not*** **be allowed to eat lunch with their child the first three weeks of school.** Adults will be charged a la carte prices for their lunch due to USDA regulation. ***Parents who are planning to eat lunch with their child must bring a valid government-issued photo ID card*** to receive a visitors badge in the office prior to going to the cafeteria. Visitors must sign out in the office after leaving the cafeteria. **Parents will not be allowed to eat lunch or bring lunch to their child until further notice.**
	+ Menus will be sent home each month. Please note that Kindergarten and First grade will have separate menus from the rest of the school.

**COMMUNICATION/STUDENT INFORMATION**

ANNOUNCEMENTS:

Daily announcements are done each morning at 8:10; daily pledges include the U.S. pledge, Texas pledge, and a moment of silence. Important information regarding various school activities is also shared during this time. Please make every attempt to have your child at school on time ready for the morning announcements to help them stay informed of school events.

EMERGENCY INFORMATION:

Emergency contact information must be kept up to date. Parents should notify the office of any new or corrected data such as telephone numbers, home addresses, doctors, or persons to contact or be released to in case of emergency.

CHANGE OF ADDRESS:

Students who change their residence or telephone number should promptly report such a change to the office. A new proof of residence will be required. Due to medical emergencies, which may occur with your child during the school day, it is imperative that accurate phone numbers be on file in the office. Please make every effort to communicate with the school any changes in work numbers, home numbers, or any number which may be needed in the event of an emergency.

VISITING THE SCHOOL:

It is the policy of the Garland ISD that anyone entering the school building **must first report to the office** to be checked in and receive a visitor’s badge. Any visitor that is going beyond the main office must present a valid government issued photo ID or Driver’s License. Our district-wide visitor policy now requires any person visiting our campus to have their government issued photo ID with them and available, so that each visitor can be scanned into our district computer system by the front office staff. This computer system will print out the required visitor’s badge that each visitor must wear while visiting the campus.

All faculty members have been instructed to report a stranger’s presence in or around the building, or any person who is in the building that is not wearing a visitor’s badge. This precautionary measure is a district policy that has been put into place to ensure student safety.

Parents coming to the school to bring lunches, books, etc., or to pick up students for appointments, must handle this in the office. Parents should not go directly to the classroom or wait in hallways. Remember anyone entering the building to visit or to provide volunteer services must register in the office and receive a visitor badge.

\*\*\*A government issued picture ID or driver’s license is REQUIRED.

**Parents will not be allowed to visit the campus until further notice.**

PERSONAL POSSESSIONS:

Please label all of your child’s belongings. Many items are lost each year; this is the best method we have in returning items to their owners. A “lost and found” is located in the cafeteria.

SPECIAL OCCASIONS:

Only cupcakes are allowed to be brought to school for Student Birthdays (no cakes). The cupcakes will only be given to the students after **all** lunches are over or as they are dismissed for the day. No goody bags or drinks will be allowed.

**Parents will not be allowed to bring cupcakes until further notice.**

TELEPHONE USE:

The telephone is available for students in an emergency. Arrangements for after school activities should be made before coming to school. In case of bad weather, arrangements for picking up children should also be made before leaving home. Students will not be allowed to call for articles/papers left at home. Students are not allowed to have cell phones at school. Any student who violates this policy will have their cell phone taken up and a parent and/or guardian must come to school to pick up the cell phone from the principal. If the student violates the policy a second time he/she will be issued a fine of **$15.00.** To get the cell phone back, a parent and/or guardian must come to school to pick up the cell phone from the principal and pay the $15.00 fine.

DAVIS DRAGON FOLDERS:

All students at Davis will receive a Davis Dragons folder to be used for daily and weekly communication between teachers and parents. Important documents and graded papers will come home each **Thursday**.

PARENT TO STUDENT MESSAGES:

Writing a note to the school is the best way to manage changes in your child’s daily routine and to emphasize the safeguard of students. However, there are times and situations when parents must call and have messages given to their children. When these occasions arise, the office staff will ask you to identify yourself by giving your child’s student identification number. You can locate this number on your child’s report card or by asking your child. Students use this number in the cafeteria and in the computer labs. If the caller is not able to give the student’s identification number of the child, the message will not be given to the student.

CLINIC/MEDICATION

When students are ill at school, a parent or guardian will be notified. Provisions must be made to have your child picked up promptly.

If it becomes necessary for medication to be taken during school hours, the following procedures MUST be followed:

1. All medicine must be taken to the office.
2. A note from the parent or guardian must accompany the medication requesting that the student be allowed to take his/her medicine. The note must also specify the time and amount of each dosage.
3. All medicine will be placed into a locked area. All medicine will be stored in the clinic.
4. The student will be responsible for reporting to the office to take his/her medicine.
5. All medicine must have a prescription label on it.

CLASSROOM VIDEOTAPING

During the school year, the classroom teachers often utilize the video camera to tape classroom activities, field trips, and special events. These videotapes may be used for orientation purposes, as teaching tools, and for parent conferences.

Furthermore, the local newspaper and the GISD Communications Department use of photographs of school facilities, teachers and children to explain the programs and services Garland schools offer. Also from time to time, it becomes necessary to interview students in the district about the activities which they are involved.

We would like your permission to use the videotapes and photographs of your child (children) for the purposes mentioned above and/or interview your child (children). Neither the Garland Independent School District, nor any of its authorized photographers or officers receive any monetary rewards resulting from the use of such photographs or articles.

**PARKING LOT & TRAFFIC RULES**

Our children’s safety is very important. The following are traffic rules that are enforced at Davis Elementary. Please help us protect our students by going over these procedures with your child.

1. All children should be picked up or let out on the right or left side of the driveway. ***DO NOT LEAVE YOUR CAR UNATTENDED IN ANY OF THESE LANES.*** School personnel will dismiss students to their parents from the right or left side of the driveway only.
2. Parents should not stop in the middle lane of the driveway; this lane is for through traffic only. Never drop off children from this lane. It is not safe for students to cross the right.
3. Children will remain in front of the school or on the sidewalk until their transportation has parked next to the curb.
4. Please do not call or motion for your child to walk across the drive or to cross between cars or buses. All children who are crossing traffic areas should cross at the indicated crosswalk.

1. For arrivals and departures, please drive through as traffic moves and pull over to the right or left lane. Please do not park in the middle lane and block the traffic flow.
2. Drive slowly through the parking lot. The speed limit through our parking lot is posted at 5 mph.
3. Bicycles should be parked & locked in front of the school. Bicycles should not be ridden on campus sidewalks at any time.
4. Roller blades and skateboards can be dangerous on crowded school sidewalks. Please have your child keep them at home.
5. The north parking lot is reserved for faculty parking only. Parents should not park in these spaces; visitor parking is designated at the front of the campus or on the street. Parents are not permitted to pick up any students from the north parking lot as it is designated for district buses and daycare buses only.

**STANDARDIZED DRESS CODE**

(Students have one week after enrollment to conform to the dress code)

Shirts
Red, navy or white polo-style shirts with no logos (short or long sleeve)
Red, navy or white sweaters or sweatshirts

Sweatshirts, Sweaters, & Jackets

Red, navy or white polo-style shirts with no logos (short or long sleeve)
Red, navy or white sweaters or sweatshirts

Any coat will be permissible when students are **outside.**  **If students want to wear a coat inside**

**throughout the day it must be solid red, navy, or white.**

Pants and shorts
Navy or khaki slacks or shorts
Cargo-style slacks or shorts are not allowed
Shorts must be modest length (approximately two inches above the knee or longer)

Girls

Girls may also choose:
Navy, khaki or plaid skirts, skorts, capris or jumpers
Skirts, skorts and jumpers must be of modest length (approximately two inches above the knee or longer)
Plaids should be a red/blue combination

Shoes, Socks, and Tights

Suggested footwear includes socks with tennis shoes, loafers, dress shoes, or other closed-toe shoes; tennis shoes will be necessary for PE. **No Flip flops, crocs, or sandals.**

Tights must be solid color: **RED, NAVY, OR WHITE**

Hair

Students shall wear their hair above the eyes, well groomed, and clean at all times. Extreme modes of hair design and color will not be allowed. This would include Mohawks, designs cut/shaved into hair, etc… Hats and caps worn for protection from the weather may be worn on campus but not in the building. Bandannas, scarves, sweatbands, curlers, or hairnets are not to be worn on campus.

Earrings – male students are not permitted to wear earrings and girls may not wear hoop or dangle earrings.

Permanent or temporary tattoos- not allowed

**\*\*School Spirit Day**

Students will have School Spirit Dress days on **Fridays**. Students may wear blue jeans or blue jean shorts with any Davis Elementary shirt, college shirt, or a standardized shirt. Students may also wear their standardized dress clothes on school Spirit Days. Jeans and shorts must be the appropriate length and fit. All jeans and jean shorts must be hemmed. **(jeans may have appropriate writing, flowers, or designs on the pockets ONLY)**

\*\***Field Trips** – When going on a field trip, students may wear standardized dress or jeans/jean shorts and a Davis shirt.

**\*\* Girl Scout, Boy Scout, Cheerleading, Drill Team and Sports Uniforms**

Students participating in girl scouts, boy scouts, cheerleading, drill team, and athletic teams will not be permitted to wear their uniforms to school.

The final decision in determining appropriate dress and appearance shall rest with the teacher and the principal or assistant principal

DRESS CODE CONSEQUENCES

1st Violation – Note home

2nd Violation – Parent phone call

3rd Violation – Detention

4th Violation – Office Referral