

DAVIS ELEMENTARY SCHOOL

5491 Highway 301
 TRENTON, GEORGIA 30752
 706-657-6300 (Phone) 706-657-7932
 School Hours: 8:00 a.m. to 3:30 p.m.

This handbook belongs to:

Name _____

Address _____

City _____ Zip Code _____

Personal Log- In Information

Davis Year at a Glance 2024 - 2025

8/7	Open House		12/23-1/7	Christmas Holiday
8/9	First Day of School		1/20	MLK Jr. Holiday
9/2	Labor Day Holiday		2/17	Presidents' Holiday
10/8	½ Day Parent Conferences		3/27	½ Day Parent Conferences
10/9-10/11	Fall Break		3/28 – 4/4	Spring Break
11/25 – 11/29	Thanksgiving Holidays		5/19	5th Grade Promotion
12/20	½ Day Students		5/21	Last day of School

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DAVIS HANDBOOK INTRODUCTION

This student handbook contains valuable information for Davis students and their parents. Becoming familiar with the information in this handbook is a good start for a successful elementary experience. Parents should review the handbook with their child to help them have a clear understanding of expectations.

The policies of this handbook and the services of the school system have been designed to protect the well-being of students and the rights of all students to a quality education at Davis Elementary. This handbook describes the rules and policies students need to know for participation in school life. Parents should read this handbook with their child and be sure their child understands and follows the rules and regulations described.

Student handbooks are reviewed annually for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit recommendations regarding the handbook to the Principal.

A digital copy of the Davis Handbook is available at the school's webpage. You can access it at

<http://davis.dadecountyschools.org/>

Daily Schedule

7:20	Doors Open
7:50	Breakfast service ends
8:00	Tardy Bell- Everyone should be in class
2:40	Pre-K & Kindergarten early dismissal
3:30	1st-5th grade late car rider (and younger siblings)
3:40	Bus rider dismissal

Davis Elementary School is accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission

The information in this handbook is correct at the time of printing. Dates, times, prices and guidelines are subject to change.

Davis Elementary

Vision

Davis Elementary School shall be a leader in promoting student learning and achievement through demonstrated excellence.

Mission Statement

To achieve our vision, we will prepare our students to become independent learners with the desires, skills, and abilities necessary for lifelong learning. This will require creating a learning environment which is centered on students, directed by teachers, and supported by home and community.

Motto

Davis students SOAR!

We are...

Safe

Organized

Accountable

Respectful



Davis Elementary

P.R.I.D.E. Program

Davis Staff members...

Put children FIRST

Reach out to students, parents,
and the community

Identify struggling students
& intervene

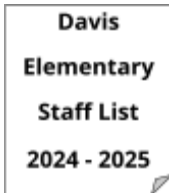
Develop engaging lessons that are rigorous & relevant

Expect every student to SOAR



Statement Regarding Nondiscrimination

No person shall, on the basis of sex, race, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity under the direction of the local educational agency.



Principal

Charity Barton

Academic Coach

Jessica Howard

Counselor

Courtney Lewis

Administrative Assistants

Jessie Guthrie

Michele Holland

Pre-Kindergarten

Katy Vaughn

Kindergarten

Brandi Steele

Angel Weathers

First Grade

Thresia Beagles

Vicky Tillman

Second Grade

Kathy Morrow

Katelin Whitlow

Third Grade

Leah Bible

Heather Mahan

Fourth Grade

Kalah Newsome

Darby Reeves

Fifth Grade

Katie Brown

Ashley Gibson

Special Education

Grace Brown

Kathy Hiland

Edna Howard

Speech

Tina Durham

Music

Wendi Fields

Physical Education

Regena Logan

Art

Brandi Gann

Media Specialist

Wendy Wilburn

MTSS Interventionist

Paige Kimball

Leah Smith

Paraprofessionals

Lisa Eash

Heather Holder

Caroline Hurst

Jocie Queen

Tonya Riley

School Nurse

Emily Wheeler

Custodians

Debbie Holbrook

Kay Johnson

Lunchroom

Amber McBryar

Sandra Holland

Renea Powell

Jessie Talley

School Resource Officer

Charlie Carver

To reach a staff member by email, simply type their first and last name@dadecs.org.

For example: charitybarton@dadecs.org

ACADEMICS

Grading

- A progress report will be issued every 4 ½ weeks in grades 3 through 5.
- Please sign and return it the next day.
- Test papers and other work by students, as well as any form or information from the office, will be sent home each week.
- Report cards will be sent home at the end of the 9-week period.
- The following grade scale will be in effect:

A: 90-100

B: 80-89

C: 70-79

F: Below 70



Homework

It is the belief of Davis Elementary that childhood is an important time. It is our goal to provide the best academic instruction and guidance for your children (our students). We at Davis have implemented a family friendly homework policy with elementary age children and their families in mind.

Our students ARE expected to read (or be read to) at least 20 minutes a day. ****Each grade level will be more explicit about fluency practice for reading and math. This should not exceed 50 minutes per week.***

If you wish your child to be assigned more homework, please speak individually with the teacher, for manageable assignments designed specifically for your child. No extra homework and/or make-up/unfinished class work will be sent home/assigned unless requested by the parent.

We spend our days at Davis focused on academic growth and achievement for every student. We also want students to enjoy their time with family and be rested and relaxed while at home. RESEARCH supports this policy. This is VERY important to us and our mission is to support our children and their families in being the BEST they can be.

Gifted Education

Davis Elementary School recognizes the need to provide education services to students who have the potential for exceptional academic achievement. Teachers, certified in gifted education, serve students in their regular classroom in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and meta-cognitive skills. Parents or teachers may ask for a child to be screened for gifted education.

S.O.A.R. Recognition Program

Davis students who go above and beyond academically and/or behaviorally, will be rewarded throughout the year in many ways. Students' accomplishments will be celebrated daily and also at monthly PTO meetings. Be sure to praise your child when they receive a S.O.A.R. sticker on their shirt! We also have quarterly rewards for students who have been recognized for SOARing. Check out the school website to read up on the details.

Bee Good Cafe

The PTO operates the Bee Good Café on Fridays to reward students for exemplary behavior. Each student may invite family members as adult guests at the café during his/her scheduled lunchtime. Adult guests may purchase lunch from the lunchroom. The student may carry his/her regular lunch from the lunchroom to the café. The PTO will provide a special dessert for your child. Please do not bring outside food or drink.

ATTENDANCE

Absences

- **Only five (5) student absences will be accepted throughout the school year without medical documentation.**
- After **2 days** of **unexcused** absence, the parent/guardian will be contacted by the child's teacher with a reminder of our attendance policies.
- After **3 days** of **unexcused absences**, the counselor will notify the parent/guardian of our policies and request parent and/or medical excuses.
- When a student misses **4 unexcused days**, the parent/guardian will be sent a letter regarding the attendance policy and a request for parent and/or medical excuses.
- When a student has accumulated **5 unexcused** absences, the principal will call a meeting with the parent/guardian to discuss Georgia law regarding attendance.
- Upon the **6th unexcused absence**, the parent/guardian will receive a **certified letter**, sent by the **judicial system** informing them of the time and date they are to meet with the Dade County Truancy Treatment Team. A plan for attendance for the student will be developed at that time and a contract will be signed.
- If the contract is not followed and another unexcused absence occurs, the parent will be referred to the judicial system.
- Acceptable excuses:
 - a) Student illness (**Parent notes will be accepted for 5 days of absence only**)
 - b) Serious illness or death in the immediate family
 - c) Court order
 - d) Observation of religious holidays of the student's faith
 - e) Conditions which render attendance impossible or hazardous to student's health/safety
 - f) If your child is in the hospital or has a doctor's note stating that he/she will be subject to an **extended** period out of school due to his/her illness; please contact your child's teacher, a counselor or an administrator as soon as possible.

****Excuses must be in writing and turned in to the student's homeroom teacher or front office.**

Board Policy (JB) Regarding Attendance

In responding to student attendance issues, the Dade County School system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by Dade County's Student Attendance Protocol committee.

Principals, assistant principals, and counselors may refer a student to either the attendance clerk or social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student.

After an absence, a student must bring from their parent or guardian a statement indicating the reason for the absence(s), the date of the absence(s), and a parent or guardian phone number. This statement should be provided within five (5) calendar days of the return-to-school date. Parent or medical statements can be delivered to the school. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school.

Students with doctor/ dental appointments are excused only for the time of the visit and a reasonable time before and after the visit. **Excuses from medical/dental facilities are required to specify the appointment time and the departure time the student was at the medical/ dental facility.** It is the parent or guardian's responsibility to ensure statements/ notes are turned into the school.

Excuses not received within five (5) calendar days of the student's return to school will not be accepted and the absence will be counted as an unexcused absence. The exception to the five (5) calendar day requirement includes fall

break, Thanksgiving break, winter break, spring break and any inclement weather days. It is the parent or guardian's responsibility to ensure statements/ notes are turned into the school.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency that mandates absence from school
4. The observance of religious holidays, necessitating absence from school
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in the military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons
2. Make-up work for excused absences is completed satisfactorily.

POLICIES AND PROCEDURES TO REDUCE UNEXCUSED ABSENCES: NOTIFICATION

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. At the beginning of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

Make-up Work

Many classroom experiences cannot be recreated because of the nature of instruction. Therefore, it is very important for students to be in class as much as possible. Per board policy, it is the responsibility of the parent, or the student, to make arrangements regarding make-up work. Parents may contact their student's teacher to check out a chromebook to complete assignments during extended absences.

Tardies

Excessive tardies will result in a referral to the School Attendance Team. If a student has three (3) or more tardies and/or early checkouts in one semester, he or she will not be eligible for perfect attendance.

Number of Tardies	Consequence
5 unexcused	Contact made by classroom teacher
7 unexcused	Administrative referral
10 unexcused	Considered a chronic problem and a referral will be made to the district social worker to develop a plan

Check-outs

- **No early check-outs after 2:40 p.m.** Check-outs should be limited to emergencies. Instruction continues until 3:25. When students leave early, they miss out on important instructional time.
- If a student needs to be dismissed early, we ask that the parent/guardian send a note to the teacher. The note will then be passed on to the office. **IF A CHILD HAS THREE (3) EARLY CHECKOUTS AND/OR TARDIES IN ONE SEMESTER, HE/SHE WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE.**
- The parent/guardian must come in person to the office to sign the child out. The student will then be called to the main office.
- A child must attend school 3 hours (a.m. or p.m.) to be counted present for the day.

*****Students will be released only to persons listed by the parents on the official registration form and/or emergency contact form. Special child custody situations need to be discussed with office personnel, the teacher, and administrator.***

School Attendance Team Meetings- Courtney Lewis is the attendance coordinator for Davis Elementary. She will coordinate School Attendance Team meetings.

Withdrawal Procedures

Parents should notify the office staff at least one (1) day in advance when a student is to be withdrawn. All textbooks and library books must be returned. Any financial obligations must be cleared before the student officially withdraws from school.

BREAKFAST / LUNCH PROCEDURES

- School lunch and breakfast are served daily.
- Students will NOT be allowed to purchase extras if they do not have money in their lunch account. All extras must be paid for and cannot be charged.
- Meals may not be charged. Checks should be made payable to Davis Elementary Cafeteria. When sending payment, please place your check or cash in an envelope and write the child's name on the check. Money can also be added to your child's lunch account through the Infinite Campus Student Information System. Please see the front office for instructions on how to sign up for this convenient method.
- If your child comes to school without lunch money, you may receive a phone call to remind you of the NO CHARGE POLICY. Your child will be fed that day but you must send money to pay for the meal the next day.
- Money or a sack lunch should be sent daily.
- If you think your family may qualify for free or reduced meals please complete the required form as quickly as possible at the beginning of the school year. If your financial status changes during the school year, you may apply at any time.
- **Students must complete a new free and reduced application every year.** Even if your child received free or reduced meals last year, a new form must be completed and turned into Davis Elementary School or the Dade

County Board of Education. You must pay full price for all school meals if a new application is not received by the deadline regardless of your child’s status last school year.

- Food purchased from outside vendors can NOT be brought into the school cafeteria. (Example: fast food or food purchased from restaurants, drinks, etc.) Foods purchased from outside vendors compete with the success of the National School Lunch and Breakfast Program.
- Students who bring their lunch are not permitted to bring carbonated drinks (sodas).

Student Prices:

Adult Prices:

Breakfast .95 /daily	Breakfast \$2.35/daily
Lunch \$1.95 /daily	Lunch \$4.30/daily
Extra Milk .50 each	Other Extras – price depends on the item
Other Extras – price depends on the item	
<p><i>**During the 2024-2025 School Year, households will not be required to pay the reduced price \$0.30 for breakfast and the \$0.40 price for lunch due to Georgia Department of Education funding that will be used to cover these costs.</i></p>	

*****Please check your child’s information packet at the beginning of the school year to find out about online payment options.***

COMMUNICATION

Infinite Campus

The Dade County School District will maintain communication lines utilizing Infinite Campus which also serves as our Student Information System. Please make sure your contact information is current. If you need to make any changes, please contact Michele Holland in the front office at Davis Elementary. All parents should create a parent login to track grades and attendance for their student(s). See or email micheleholland@dadecs.org for more information.

Change of Physical Address, E-mail Address, and/or Phone Number

Student information needs to be kept updated at all times. Please notify the school of any change of address or phone number as soon as possible. These phone numbers are our only way to contact you if there is an emergency with your child. You can update this information at any time using the online registration system on Parent Portal in Infinite Campus.

Teacher & Parent Communication

The purple folder will be used to communicate between home and school. Folders are utilized on a daily basis in all grade levels. The nurse and teachers will use the folder to communicate with parents. Parents should correspond with teachers via the folder as much as possible. Teachers will also utilize electronic parent communication tools via cell phones to keep parents up to date with classroom events.

If you have a question or a problem with your child's education please contact the following:

- *1st Contact: My child's teacher*
- *2nd Contact: School Assistant Principal or Principal*
- *3rd Contact: Dade County Superintendent*
- *4th Contact: Dade County Board of Education*

Parent/Teacher/Student Conferences

At Davis Elementary School, education is a partnership among parents, students, and teachers. In order to provide success for all students, it is necessary to be in constant communication with all stakeholders. Teachers are available and willing to meet students and parents in order to provide for clarity and support for the school/home connection. **Appointments must be made in advance to set up a conference with a teacher.** Teachers are not available on a “drop-in” basis.

Board Meetings






The Dade County Board of Education holds public meetings each month. If an individual wishes to address the board, they must contact the superintendent’s office prior to the meeting and issue a request to be placed on the agenda. **Regularly scheduled board meetings are on the 4th Monday of each month at 5 pm. Meetings are held at the Dade County Board of Education located at 52 Tradition Ln., Trenton, GA 30752.**



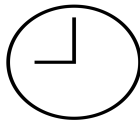










DISCIPLINE

It is the policy of the Dade County Board of Education that each school within this school district shall implement, in an age-appropriate manner, the district's student code of conduct, which is designed to improve the student learning environment and comply with state law and State Board of Education Rules. A copy of the student Code of Conduct can be found on the school website.

Davis Elementary school will follow a progressive discipline process and support a climate by reinforcing POSITIVE BEHAVIORS through the district-wide Character Education initiative along with Davis Elementary’s S.O.A.R. program. We will promote **S**afe **O**rganized learners who are **A**ccountable & **R**espectful.



At DA VIS we are. ..	WE	...in the <u>Hallway</u>	...in the <u>Cafeteria</u>	...in the <u>Bathrooms</u>	...at <u>Recess</u>	...for <u>Arrival/Dism issal</u>
S a f e	S	<ul style="list-style-type: none"> ● Keep lines short, straight, & silent (SSS) ● Always walk 	<ul style="list-style-type: none"> ● Speak in a reasonable volume ● Always face forward ● Report spills 	<ul style="list-style-type: none"> ● KAHFOOTY ● Report unsafe situations ● Be clean 	<ul style="list-style-type: none"> ● KAHFOOTY ● Use equipment correctly ● Stay in assigned areas 	<ul style="list-style-type: none"> ● Walk carefully ● Follow directions 

Organized	O	<ul style="list-style-type: none"> Walk on your side of the hall 	<ul style="list-style-type: none"> Sit in assigned seats Follow tray pick-up/drop-off procedures 	<ul style="list-style-type: none"> Use your time wisely Report to teacher any supply needs 	<ul style="list-style-type: none"> Keep up with your belongings Enter and exit in a SSS line 	<ul style="list-style-type: none"> Have all your items in a backpack or bag 
Accountable	A	<ul style="list-style-type: none"> Go where you are supposed to go Return to class quickly 	<ul style="list-style-type: none"> Clean your area, "If you brought it, please take it with you." 	<ul style="list-style-type: none"> Hush, Flush, and Wash Toss your trash 	<ul style="list-style-type: none"> Keep the area clean Watch out for others Line up on signal 	<ul style="list-style-type: none"> Stay in your line (Grade Level or Bus Number) Check-in the office after 8:10 
Respectful	R	<ul style="list-style-type: none"> KAHFOOTY Whisper Voice Be mindful of others and items on display in the hallway. 	<ul style="list-style-type: none"> Chew with your mouth closed. Only eat YOUR food off of YOUR tray. 	<ul style="list-style-type: none"> Honor privacy Respect school property 	<ul style="list-style-type: none"> Take turns/share Follow teachers' instructions Be kind always 	<ul style="list-style-type: none"> KAHFOOTY Reasonable volume Learn your bus number, address, and phone number

*KAHFOOTY – Keep All Hands Feet and Other Objects To Yourself

Inappropriate Behaviors

Inappropriate behaviors lead to consequences and may also lead to the school involving students in activities that encourage the development of positive character traits. Parents/guardians will be informed and/or involved when it is necessary to discipline their children.

Forms of discipline that may be utilized:

- Conference with parents
- Walking at recess
- Separation from peers
- A picture or written response by student indicating his/her inappropriate behavior, expected behavior, and character goal. For example S.O.A.R. sentences that target appropriate behavior.
- Loss of privilege to attend school events
- Cleaning up any mess created by student
- Paying for any damages to school property
- After-school detention

- a) Parents will be notified and the detention must be served from 3:30 pm to 4:30 pm after school.
- b) Students are to be picked up at the main office at 4:30 pm.

- Suspension
- Any other form of discipline that will make a positive impact on behavior.

****When minor misbehavior continues, or a major one occurs, a referral will be made to the Davis Elementary Behavior Support Team. Further behavior problems may be referred to the Dade County Tribunal.**

Bullying

The following statement defines the Georgia law concerning bullying; however, in addition to supporting and enforcing the law, Davis Elementary School will take a proactive stance and provide our students and faculty with a positive plan of action to hopefully counter any perceived acts of bullying.



The Dade County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system. **Bullying is defined as follows:** An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. **Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;**
2. **Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;**
or
3. **Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:**
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

*Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, **either anonymously or in the person's name**, at the person's option, to report or otherwise provide information on bullying activity. 1 Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. 2 Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. 3 Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.*

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct.

*Such consequences shall include, **at a minimum** and without limitation, disciplinary action or counseling, as appropriate under the circumstances.* However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. **Upon a finding by a school administrator that a student has committed an act of bullying or is a**

victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student *by telephone call or through written notice, which may be done electronically*. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

CELL PHONES

Cell phones must be powered off and kept out of sight during the school day. This is a county-wide policy. Students who violate this policy will be subject to the following:

1st offense - Cell phone confiscated and returned to the student at the end of the day

2nd offense - Cell phone confiscated and a parent must pick up cell phone

3rd and subsequent offense(s) - This is considered willful disobedience/insubordination and further disciplinary consequences may be considered.

DRESS CODE

Students attending Dade County Public Schools in grades kindergarten through fifth must conform to the following dress code: These rules are enforced to ensure a smooth transition between schools (Elementary > Middle > High). **If a child arrives at school without appropriate dress, he/she will remain in the front office and a parent will be called to bring appropriate clothing.**

- Students are expected to dress appropriately for school and to be clean and neat in appearance.
- Shirts that expose the midriff and see-through clothing will not be allowed.
- Shorts must be reasonable in length.
- Proper undergarments must be worn.
- No hats, hoods, or toboggans may be worn in the building (unless designated by a school administrator as a special day).
- Shoes are required. Skate shoes are not permitted (Heelys).
- Rolling book bags are not allowed for safety reasons.
- When P.E. is on your child's schedule for the day, make sure he or she wears clothes that would be comfortable during physical activity. **ATHLETIC SHOES MUST BE WORN DURING P.E. CLASS FOR YOUR CHILD'S SAFETY AND COMFORT.** Girls should wear clothing that ensures modesty and ease of movement during games or exercise.
- Special days will be designated by the classroom teacher or school administrators. Parents will receive communication concerning those days (ex. Pajama day, hat day, spirit day, etc.).

EXTRA-CURRICULAR ACTIVITIES

Chorus: Davis Elementary Chorus is composed of students in 3rd-5th grades. Students practice two days a week and auditions are required. Practice times will be announced at the beginning of the year. Teachers and/or the administration may prohibit students from attending chorus events due to academic and/or behavioral concerns.

Extracurricular Eligibility

In order to participate in chorus and other extracurricular activities, students must maintain the following:

1. Passing grades in all academic subjects

2. Appropriate behavior during the activity and at all times while at school, on the bus, or at school sponsored events

Significant disciplinary incidents may result in the loss of the privilege of participating in extracurricular activities for a short term or for the remainder of the school year.

HEALTH INFORMATION

It is the responsibility of the parent/guardian to provide us with accurate and up-to-date contact information in case of an emergency. We request that parents provide at least two emergency numbers. If contact information changes during the school year, be sure to let the office know.

Medication

The school nurse (or trained designee) will dispense all medication to students. The physician and parent must fill out the proper forms before medication will be administered. **The medication form can be obtained in the school office and MUST be updated every year.**

Delivery of Medications

Students are not allowed to transport medication by hand or book bag. Prescribed medication must be in the **original container** and **clearly labeled** as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

- All medication will be held in the nurse's office in a locked cabinet. A medical log will be kept on each student who receives medication at school.
- The school nurse or designee can dispense aspirin, ibuprofen, or other headache and/or fever medicine if you have completed and returned a health information form allowing them to do so.
- If medicine is dispensed your student will have a nurse referral form in their purple folder



Head Lice

If live bugs are found in a child's hair, parents/guardians will be called for child pick up so that the child can seek treatment. If a child only has nits (eggs) in their hair, students may remain at school. Parents will receive a call letting them know.

Asthma Inhalers / Epi-pens / Diabetic Needs

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.



In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, **parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication**, if applicable, and **written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication**. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration

of such medication. Parents are encouraged to provide the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epi-pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. **Any school employee who in good faith administers or chooses not to administer an epi-pen to a student in such circumstances shall be immune from civil liability.**

Accommodating Children with Special Dietary Needs

If your child has special dietary needs please look over the steps below to ensure your child's needs are met:

Responsibility of Parents

- Notify the school of any food allergy, disability or special dietary needs.
- Provide Medical Statement completed by a physician (disability), a recognized medical authority (non-disabling special dietary needs), or the parent (non-disabling special dietary needs for milk only).
- Participate in any meetings or discussions regarding the student's meal plan. Maintain a healthy line of communication with the school.
- Notify the school of any changes relating to the special dietary needs (a new Medical Statement is required if the diet changes).

School Nutrition Program Responsibility

- Provide food substitutions for students according to the medical statement. The school food service staff may not revise or change a diet prescription or medical order.
- Provide training to cafeteria personnel on how to properly accommodate students with special dietary needs. Maintain documentation of this training.
- Communicate with parents, staff, and medical authorities regarding diet modifications.
- Maintain Medical Statement on each student with a special dietary need. Diet orders are not required to be renewed on a yearly basis, however, the Georgia Department of Education recommends that you confirm, on a yearly basis, the diet order has not changed. If there are any changes to the diet, a new Medical Statement is required.
- If the school is opting to make a milk substitute available for non-disabling dietary needs, research products to ensure they meet the USDA nutrient standards for a milk substitute. Notify the Georgia Department of Education, School Nutrition Division if you are making milk substitutes available for non-disabling special needs.

School Nurse Responsibility

- Collaborate with the School Nutrition Program Director, school staff, parents, and physician to appropriately share pertinent information, obtain a copy of Medical Statement, and accommodate students with special dietary needs.
- Develop a medical plan of care as appropriate (Individualized Healthcare Plan).

Other Federal regulations

Based upon Federal laws that prohibit discrimination and ensure equal access to education, some students may have instructions for accommodating their special need written into a 504 Plan or an Individualized Education Plan (IEP). Typically, a team consisting of the school professionals and parents collaborate to develop these plans. If the 504 Plan or IEP involves special dietary needs, the school nutrition program director should be involved.

Lost and Found

Lost items turned in to the gym will be kept for one month, after which they will be given to charity. It is requested that your child's name be put in sweaters, jackets, coats, book bags, lunch boxes, etc.

SHAPE Act

The Georgia Student Health and Physical Education (SHAPE) Act was passed in the 2009 Georgia legislative session and is now Official Code of Georgia 20-2-777. Beginning in the 2011-2012 school year, the law requires each local school district to conduct an annual fitness assessment program for all students in grades 1 - 12 enrolled in Georgia public school physical education classes taught by certified physical education teachers.

Local school systems must:

- Comply with state physical education instruction requirements
- Conduct annual physical fitness testing of students enrolled in physical education classes
- Provide for reporting annual aggregate fitness assessment results to the state Board of Education
- Report individual results of fitness assessment to parent or guardian of each student

Can students fail the fitness assessment?

No. Students cannot fail, and are not compared to other students. The assessment generates reports for parents, showing whether their child falls within the “healthy fitness zone” in each area. The report also provides recommendations for improvement.

PARENT INVOLVEMENT

The faculty and staff at Davis Elementary School look forward to working with you and your child. We hope that you will feel comfortable calling or stopping in the office whenever you have questions, ideas, or concerns. **You are always welcome.** Our goal is to work with every child and parent in order to achieve a productive and valuable school year.

The U.S. Department of Education research has shown that **parental involvement has a greater effect on a child’s education than does a parent’s income or level of education.** No matter how much money you make or how many years of school you completed, you are vital to your child’s success at school.

Community Involvement Committee

The Community Involvement Committee is composed of members of the School Council which include representatives from various stakeholder groups, including teachers, staff, parents, and community members. If you have questions about parent volunteer procedures, decision-making, or other issues about parent involvement, please contact the main office or your child’s teacher. A copy of the Davis Parent Involvement (PI) Policy will be included in the beginning of the school packet; additional copies are available in the main office. A copy of the current policy is on the school’s website. Parents may provide meaningful input for suggested changes to the PI Policy by submitting such requests in writing to the school principal, either by hard copy or email at charitybarton@dadecs.org. Such changes will be reviewed at meetings set specifically for such policy revision and advertised to the public.

PTO

Davis PTO exists to benefit the students of Davis Elementary School. The PTO provides valuable assistance in the form of service, monetary donations, and publicity in the community. Information about meeting times and other PTO events will be sent home with your child as it becomes available. Contact any of the PTO officers to volunteer.

Volunteers

If you are interested in volunteering your time and talents, please contact your child’s teacher or the front office for opportunities to help. We always welcome visitors and volunteers to Davis; however, in order to maintain a proper instructional environment, please note a few reminders:

- Call ahead to arrange a visiting time.
- Sign in and out at the front office.
- Receive visitors or volunteer passes.
- Turn off your cell phone while in the school building.



****We truly appreciate the time you donate to Davis and we request that you not bring children that are not enrolled at Davis while volunteering in order to focus on our Yellow Jackets.**

School Council

Parent and community support is an important component of successful educational reform. School councils were created by law in Georgia to involve teachers, parents, and businesspersons in local school issues focusing on student achievement. The council meets four times and the public is welcome to attend the meetings. The dates for this year will be 9/26/24, 11/21/24, 1/23/25, and 3/27/23.

Student/Teacher/Parent Compact

Each student will be given a Student/Teacher/Parent Compact by the homeroom teacher. Please read it with your child then sign and return the attached form to your child's homeroom teacher.

SAFETY & SECURITY



Visitors

Visitors should enter the building through the front door, state your purpose, and proceed to the office for a visitors pass. To enter, you must buzz in at the security panel located in the foyer. Press the button to call and someone will ask you for additional information. All visitors must bring their license for the electronic sign in process. Visitors are not allowed to visit classrooms without prior consent.

Locked Doors

During regular school hours, all outside doors will be locked except for the main entrance. This provides additional security for students and staff and allows the school to monitor adults in the building.

Safety Drills

Fire drills are practiced at least nine times each year. Correct practice makes the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice fire drills in their homes. Take cover drills are practiced in the fall and spring and students are instructed on safety practices during tornado watches and warnings. Lockdown drills will also take place twice a year. A bus evacuation drill is held early in the school year and again in the spring. We have a full-time School Resource Officer on campus who monitors the building and its cameras routinely. Each staff member has an emergency alert button and walkie talkies to communicate a medical or safety need.

Dismissal Procedures

Pre-kindergarten and Kindergarten families have the opportunity to do early car pick up at 2:45 in the front circle. No older siblings will be dismissed at this time. Late car riders will be dismissed at 3:30 from the gym. Parents will line up in a double car line around the front circle of the school. Parents should enter the car line from highway 301. Due to early car rider dismissal, families should avoid entering the front circle for late car pick-up until 3:05 pm. Students that are dismissed via car riders should be picked up by 3:45 daily. Bus riders will be dismissed at 3:40 in the bowl. No cars will be allowed in the bus loading area.

Weapons Policy

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit or use any instrument that is considered a weapon or "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on buses, or at school events.

Harassment Policy

The Dade County School District prohibits discrimination, harassment or violence on the basis of sex, race, religion, age, disability, sexual orientation, marital status, or public assistance status.

SPECIAL SCHOOL SERVICES

EIP (Early Intervention Program) - a state program that targets students who need additional instruction in reading and/or math to increase achievement on grade-level standards- if you have questions, please contact Mrs. Barton - 706-657-6300.

MTSS (Multi-Tiered System of Supports) – A research based process is followed for students who a) fall significantly behind their peers in academic achievement, b) have significantly higher achievement than their peers, and/or c) have significantly more behavior issues than their peers. ***Please see MTSS* information on page 20 & graphic on page 21.***

Grade-level RTI Teams meet to recommend research based strategies or programs the teachers should try with their students. Student progress is monitored and the data is analyzed to determine whether to continue the current strategy or try another strategy. If little or no progress is noted after the use of multiple strategies/programs over several weeks, the grade-level RTI team makes a referral to the SST (Student Support Team). The SST, a committee composed of teachers, a counselor and an administrator, meets with the student's parents to determine further action.

Speech and Language services – a federal program for students who have problems with pronunciation, understanding the words and phrases they hear, or expressing themselves.

Special Education - a federal program for students who need specialized, intense instruction to promote achievement; an Individualized Educational Plan (IEP) is required to document plans and results.

Counseling Program-Our full time counselor is Courtney Lewis. Our counseling program promotes the social, emotional, and behavioral development as well as academic progress of our students. Mrs. Lewis is available for individual sessions. She also teaches classroom guidance lessons to promote good character, peer relations, decision-making skills, and career awareness.

504 Plans - A 504 plan spells out the modifications and accommodations that will be needed for students to have an opportunity to perform at the same level as their peers, and might include such things as wheelchair ramps, blood sugar monitoring, an extra set of textbooks, a peanut-free lunch environment, etc.

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

***Dade County School System
P.O. Box 188
Trenton, GA 30752
Phone: 706.657.4361***

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

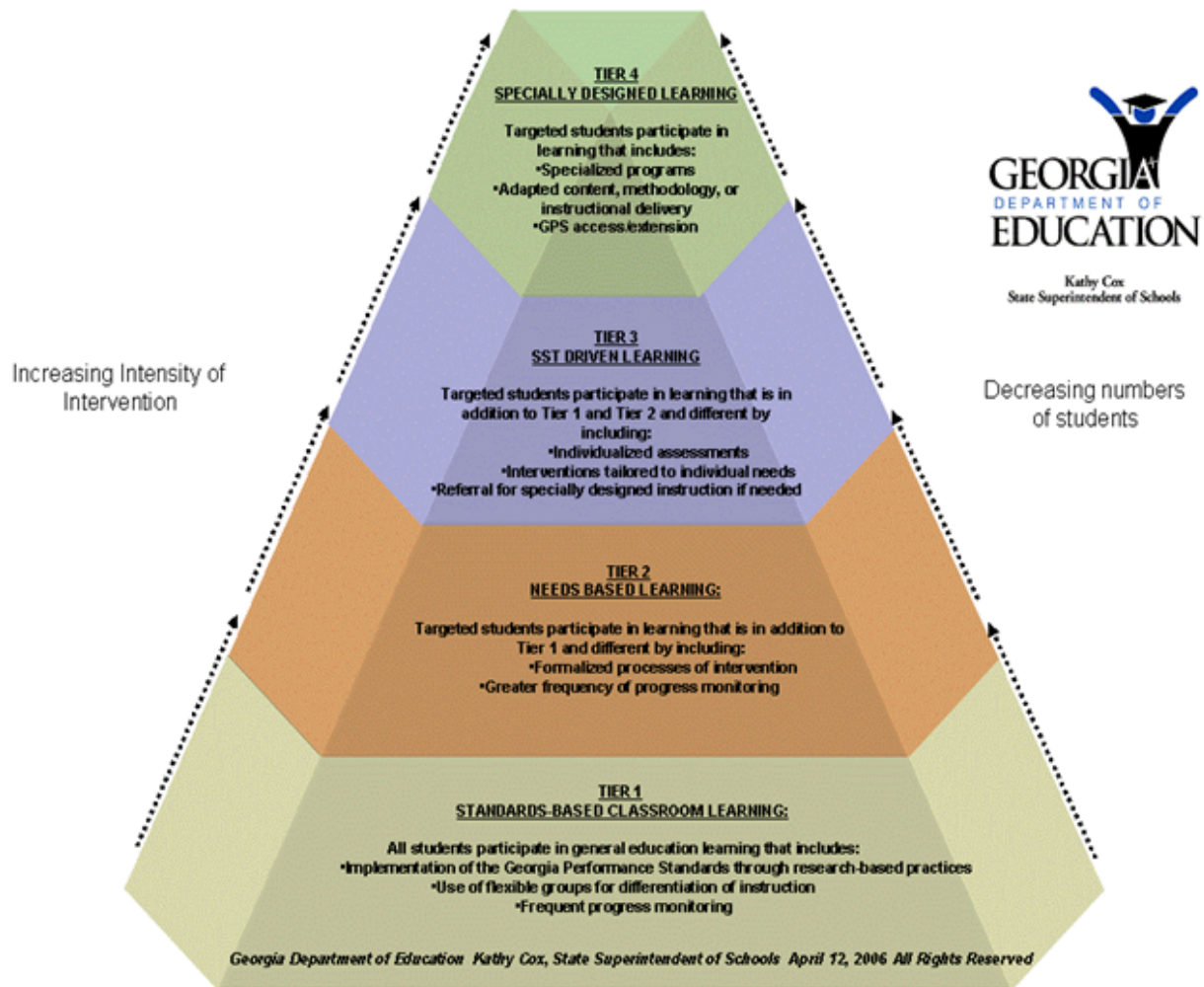
Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. Additional information on Section 504 Procedural Safeguards can be found at www.dadecountyschools.org under the Section 504 tab.

Davis Elementary MTSS Pyramid of Interventions

Grade-level MTSS Teams meet to recommend research based strategies or programs the teachers should try with their students. Student progress is monitored and the data is analyzed to determine whether to continue the current strategy or try another strategy. If little or no progress is noted after the use of multiple strategies/programs over 25 – 30 weeks,

the grade-level MTSS team makes a referral to the SST (Student Support Team). The SST, a committee composed of teachers, a counselor and an administrator, meets with the student’s parents to determine further action.

GEORGIA STUDENT ACHIEVEMENT PYRAMID OF INTERVENTIONS



TESTING SECURITY

Dade County Schools wants to assure parents that test security is a high priority. For information on the guidelines we use when handling tests, please check the district web site at www.dadecountyschools.org. To report a suspected violation, please call County Test Coordinator Chris Davis. 3rd-5th graders will take the Georgia Milestones in the spring of each year. 3rd-5th grade students are required by state law to take the Georgia Milestones. Students who do not meet the required achievement level on their first performance will be required to do a retake before determining their readiness to move on from 3rd and 5th grade. For more information about testing email our school testing coordinator, jessicahoward@dadecs.org

TRANSPORTATION

Your child's usual means of transportation must be written in his or her purple folder. Home and emergency phone numbers must also be listed. Any changes in transportation should be sent via note to the front office by the morning of the change. Written communication ensures that your request is clearly communicated to your child's teacher.

Bus Expectations

Be Respectful

- of the school bus
- of the school bus driver
- of yourself
- of others



Use Self-control

- waiting for the bus
- loading the bus
- during the bus route

Safety is PRIORITY

- for yourself
- for the bus driver
- for ALL students on the bus

Possible Consequences for Bus Misconduct

- Warning
- Parent/guardian contact by bus driver / Director of Transportation
- Parent/guardian conference with bus driver, Director of Transportation, and/or school administrator
- Reassigned seating as prescribed by bus driver / Director of Transportation
- Behavior contract signed by student, parent/guardian, bus driver, Director of Transportation, and/or school administrator
- Short term removal from the school bus
- Long term removal from the school bus

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require the use of a student bus behavior contract.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

School Administration is not limited to the above actions. School Administration may utilize other disciplinary measures to ensure bus safety and proper conduct. All school rules apply on the bus and will be disciplined in accordance with school and board policy. School Administration will take into account the best interest of the student and the school system in considering all disciplinary actions.

Car Riders

Pre-kindergarten and Kindergarten families have the opportunity to do early car pick up at 2:45 in the front circle. No older siblings will be dismissed at this time. Late car riders will be dismissed at 3:30 from the gym. Parents will line up in a double car line around the front circle of the school. Parents should enter the car line from highway 301. Due to early car rider dismissal, families should avoid entering the front circle for late car pick-up until 3:05 pm. Students that are dismissed via car riders should be picked up by 3:45 daily.

No student will be released from the gym to parents who walk up to the doors. Students' names will be called, and they will exit the gym and make their way to their vehicle with the assistance of the line monitors. For the safety of EVERYONE, please follow the afternoon car riding procedures.

Field Trips

- Field trips are educational in nature and are extensions of classroom study.
- Parents will be notified in advance of a field trip and must sign a permission form for their children to go on the trip.
- Funds are requested to defray the costs of the trip. Although no child will be denied attendance on a field trip due to financial need, sufficient funds must be collected to cover the costs of the trip. Otherwise, it may be canceled.
- Students who pose safety concerns for themselves or others or who have been displaying chronic misbehavior may not be allowed to go. In certain cases, attendance with the supervision of the parent or guardian may be allowed. Students who are not allowed to participate in a field trip must come to school that day and will be given alternate assignments that achieve the objectives set for the trip.
- The supervision of students on the field trip is the first priority of all chaperones. They are expected to participate as individuals and will not be allowed to bring along other children or companions on the trip.

