



William R. Davie

ELEMENTARY SCHOOL

innovate • achieve • excel

STUDENT HANDBOOK

INSTRUCTIONAL DAY

The school day is from 8:10 a.m. to 2:50 p.m. **Students may arrive as early as 7:45 a.m. Parents who need to bring children before 7:45 a.m. and/or pick children up after 2:50 p.m. may contact the Davie Family YMCA to arrange childcare in the WRD gym.** If a student arrives after 8:10 a.m. or must leave before 2:50 p.m., a parent should sign the student in or out in the office. **Students who are absent for illness, medical/dental appointments or other reasons should bring a written note the following day. The note should state the date, student's name, teacher's name, and the reason for the absence.**

LATE ARRIVAL/ EARLY DISMISSAL, VISITOR AND VOLUNTEER PROCEDURE

1. The door leading from the car parking lot into the building will be locked at 8:15 am. Anyone needing to enter the school building after 8:15 will need to walk around to the front of the school and enter through the front door and go by the glass windows to get to the office area to sign in. This ensures that office personnel are aware of visitors entering the building. (The morning car rider drop off and afternoon pick-up will not change.)
2. All parents walking students to class in the morning must leave the classroom by 8:10 and clear the building by 8:15. Parents who linger after walking students to class in the morning make it difficult for class to start and for staff to know who is in the building.
3. Parents will not be allowed access to the classrooms after 8:10 without a prior appointment with the teacher. If your child is late or needs to leave early, you will need to stop by the office to sign him/her in or out. If students are signing in, they will go to their classrooms by themselves. If you are signing a student out, he/she will be called to the office from the classroom. Also, if you are bringing materials to your child during the day, you will need to leave them at the office. Our office staff will make sure it gets to your child in the classroom.
4. We still welcome volunteers to help with our different projects and programs. Volunteers will continue to sign in at the office and report to their volunteer stations/classrooms.
5. Our normal lunch procedure still applies. If you are coming for lunch, you can wait for your child in the office area. Special lunches/events will continue as they have been.

TRANSPORTATION

Students who ride in cars to school should be let off in the main parking area. Parents must not pull into either end of the bus parking lot. Car riders should report to the cafeteria and remain until dismissed to class. Student pick-up at dismissal will be on the paved portion of the track at the parking lot beginning no earlier than 2:30 pm. School personnel will direct traffic to the appropriate area to pick up students safely. It is important that all parents wait in the line to ensure student safety.

If a change from the regular routine for student transportation is needed (different bus stop, stay for parent pickup, etc.), parents should send a written note that includes the date, child's name, teacher's name, and the change. Parents should avoid calling in changes. Transportation changes are distributed to teachers at 2:00 p.m. Office personnel must be notified of transportation changes before that time.

MEALS

Breakfast and lunch are served daily. Breakfast is free to all school age children under the Universal Breakfast Program, \$1.95 for Pre-K lunch, and \$2.25 for K-5 lunch. Meals are available at a reduced price (\$0.40) or free, based on an approved application. Families who qualify for the free or reduced-price lunch program are strongly urged to complete the necessary forms and return them to the school. The program benefits both the students and the school, and federal law assures confidentiality. Students may pay for meals weekly or monthly. Those who bring lunch from home need to eat with their class in the cafeteria. Students must follow directions in the cafeteria. Those who misbehave may be asked to eat by themselves. Parents are welcome to join their child's class for meals. Adult lunch cost is a la carte.

VISITOR AND VOLUNTEER SIGN-UP

All visitors and volunteers must first sign in at the office and pick up a visitor or volunteer tag to wear. In our world today, it is important that we know at all times who is in our buildings. This ensures the safety of our students and staff. While this task may take a little extra time, it will assist the staff in maintaining a safe school.

TEACHER CONFERENCES

Teachers are generally available to talk with parents 7:45-8:00 a.m. and 2:50-3:15 p.m. They are available at other times by appointment or returned calls. **Teachers cannot conduct parent-teacher conferences during the instructional time of 8:10 a.m.-2:50 p.m.** unless by appointment. Formal parent conferences are scheduled after the first nine weeks. Report cards go home in all grades each nine weeks, with mid-quarter progress reports issued every four and one-half weeks.

SCHOOL HEALTH

William R. Davie has a part-time nurse; however, parents should not send children who are ill to school. **Students with a fever at or above 100 degrees Fahrenheit will be sent home.**

Medicine, including nonprescription drugs, can only be given in school with proper forms signed by a physician. Forms and other information are available in the office. Parents should deliver medications and forms to the school nurse; medications cannot be transported by bus.

ARTICLES OF VALUE

Parents should label coats, sweaters, and other clothing that might be lost. Bookbags, wallets, and purses should include identification. Lost items are turned in to the office for parents/students to claim.

Students should not bring large amounts of money, valuable jewelry, or other property of value to school. Parents should use checks whenever possible to pay for fees, purchases, etc. **Rolling bookbags, cell phones, electronic games, and pagers are prohibited.** Students should not bring items to school to trade or sell. Trading cards, such as Pokemon, Digimon, and Yu-Gi-Oh, cause frequent disturbances and will be confiscated and held in the office until picked up by a parent. The school will not be responsible for replacing articles of value if they are brought to school and become lost or missing.

INSTRUCTIONAL PROGRAMS

Physical Education-Physical education is a part of the regular instructional program. Participation is required unless excused by a physician. Students may be excused from PE infrequently with a parent note. Tennis or basketball-type shoes are needed for safety in the gym.

Technology-WRD students have regular access to computers in the classrooms and in the computer lab. Students are taught computer skills at each grade level. Computers are also used as a resource to support instruction with Internet access available. Parents must sign the appropriate form granting permission for student Internet use.

Media Center-Students, parents, staff, and the community are invited to donate books to the media center identified in honor of or in memory of someone. Books are on hand for this recognition. Students are responsible for materials checked out from the media center. Lost books and other materials will be billed to the student's parent.

BIRTHDAYS

We recognize student birthdays with stickers and monthly celebrations. Parents may choose to arrange special snack items with the child's teacher. **State regulations prohibit serving homemade food to students.** Invitations are not to be passed out in the classroom. Balloons and flowers are disruptive in the classroom and cannot be taken home on the bus.

BEHAVIOR EXPECTATIONS

Davie County Schools Student Handbook.-All Students should behave appropriately on campus and on buses. Davie County Schools has a uniform student code of conduct. Your child will receive a student handbook. Please read the handbook and review it with your child. In the back of the handbook you will find a verification of receipt and review. Please sign it and return it to your child's homeroom teacher.

Notification of Law Enforcement-New laws requires notification of law enforcement officers when weapons, explosives, or drugs are found on campus or when assaults occur. Parents should know that possessing a weapon in a vehicle on the school campus is a misdemeanor.

Staff Authority-Students are expected to follow reasonable directions and requests of any staff member. All staff members are obligated to correct any student at any time. Students are never more than a few feet away from a staff member. Students should immediately report harassment or assault to a staff member.

PBIS Program-WRD has instituted a Positive Behavioral Support Incentive Program. This program is designed to reward exceptional student behavior in classrooms, hallways, bathrooms, cafeteria,

assemblies, car rider lines, buses, etc. You will be receiving a PBIS program description for you to review with your child.

School Procedures-Each teacher develops procedures, rewards, and consequences for classroom behavior in conjunction with the school's PBIS program. Teachers will contact parents when classroom behavior is preventing teaching or learning. Teachers refer students to the office for major problems and habitual misbehavior. Administrators will contact parents about problems and actions taken.

Bus/Safety Guidelines-Students are expected to be visible at the bus stop before the bus arrives each morning. Students must follow safety and behavior rules on buses. Rules for the bus are:

- Obey the driver.
- Stay seated properly.
- Have no prohibited items (food, toys, games, audio equipment, animals, etc.) on the bus.
- Talk quietly and politely.
- Keep hands, feet, and objects to self.

During a route, the driver will respond to violations of general rules with the following steps:

1. Correct the student verbally.
2. Correct the student and have the student change seats.
3. Correct the student and then confer with the student after others have gotten off the bus in the morning or before beginning the route in the afternoon. The driver may also assign the student to sweep the bus.
4. Refer the student to the office. Severe misbehavior will require automatic referral.

Office Response to Bus Misbehavior-In general, a student's first referral to the office for a bus problem will result in a written discipline note home. A second offense may result in a one-day suspension from the bus; third offense/three-day suspension; fourth offense/five-day suspension; fifth offense/ten day suspension; sixth offense/suspension from the bus the remainder of the school year.