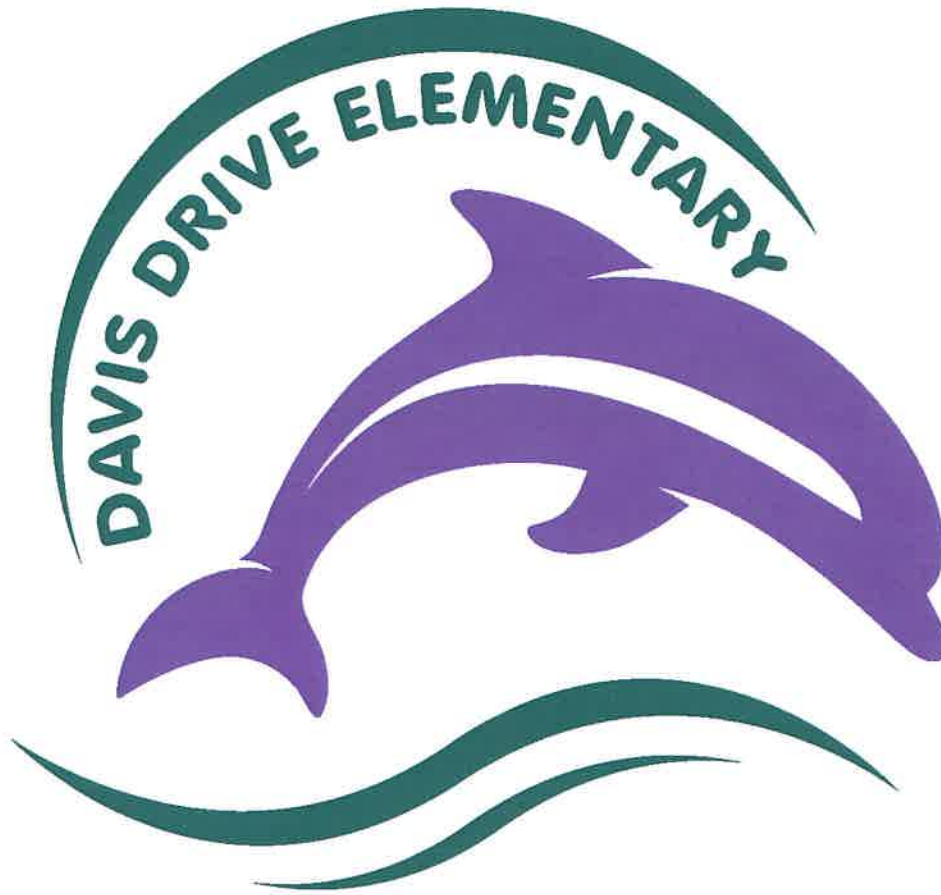


Davis Drive Elementary

Quick Reference Handbook



SWIM with the Dolphins

Self-Control

Winning Attitude

Integrity

Maintain Safety

Davis Drive Elementary
2151 Davis Drive
Cary, NC 27519
Main Office: (919) 387-2130
Fax: (919) 670-4305

www.wcpss.net/Davisdrivees

Welcome to Davis Drive Elementary School

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Student Conduct

(Wake County Schools Code of Conduct)

- All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct found in the WCPSS Student/Parent Handbook, distributed to all families at the beginning of each school year or upon enrollment. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the Wake County Public School Policies shall take precedence.
- Educating the whole child at Davis Drive Elementary involves social emotional health. This plays a vital role in our students' education. We utilize the following as part of our curriculum:

Social Emotional Learning (SEL) is emphasized and taught in all K-5 classrooms daily.

Positivity Project is a positive character education lesson taught in K-5 classrooms daily.

School-wide Behavior Expectations (PBIS)

Davis Drive Elementary is a PBIS (Positive Behavior Intervention and Support) school. PBIS is an effective and proactive process for improving social competence and academic achievement for all students.

The Davis Drive Elementary PTA is very active in our school community. We welcome parental involvement. Please visit the DDE PTA website at www.ddepta.org.

Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Details can be found in the WCPSS Parent/Student Handbook or on the WWW.WCPSS.NET website.

Davis Drive After School Program

After School Care is provided on a fee basis per month per child. (Rates are established by the Wake County Public School System and are subject to change). There is a non-refundable registration fee per child. Students have opportunities to participate in a variety of activities including arts and crafts, computers, games, outdoor activities, and study time. Snacks are included. Current information can be found at www.wcpss.net/Daviddrivees under the Parent tab.

School Hours 7:45 AM – 2:15 PM Students may enter building and go to classrooms at 7:15 AM.

Attendance

- Students are considered tardy unless they are in their classrooms by 7:45 AM.
- If your child is late to school (after 7:45), an adult must come into the office to sign in his or her child. The student will receive a tardy pass to go to the classroom.
- Our carpool line can be very long in the morning. Your child will be considered tardy if they are not in their classroom by 7:45am. In the morning, please make sure that students are ready to exit the vehicle so that we can keep the carpool line running smoothly. *If you need assistance, put your hazard lights on. Staff will not assist students getting out of vehicles otherwise.*

When your child needs to miss school...

- Please call the office at 387-2130, if your child is ill and will not be present. When he/she returns to school, please send a note with an explanation of the absence.
- Planned absences from school due to religious observances are excused and should be approved prior to the event. Please send a note to your child's teacher informing him/her of these events. Consult the WCPSS handbook for further guidelines.
- All absence requests due to travel, must be submitted for prior approval.
- Teachers are not expected to provide assignments for a child going on vacation.

Early dismissal

- Loss of instructional time can affect student learning. Please do your best to have your student in school for the whole instructional day.
- If you must check your child out early, please do that before 1:45pm to avoid problems with dismissal.

Parking & Transportation

- No Parking in the bus parking lot.
- Please follow directional arrows in our parking lot.
- Do not leave cars unattended in our carpool line.
- For bus route concerns please visit the transportation website at www.wcpss.net/transportation.
- All changes of transportation require a written note or email from a parent at the start of the school day. No changes by phone unless it is an emergency and must be received by 1:45 PM.

Visits & Volunteers

If you wish to visit your child's classroom, please arrange this with the teacher prior to your visit. Please understand unannounced visits during the day takes instructional time away from your child and others. All visitors must sign in at the office and wear a visitor badge. If you have an urgent situation, please come to the office, and we will assist you. Please do not walk directly to the classroom to drop off supplies. Until further notice, there will be no visitors or volunteers allowed in the building due to COVID until WCPSS lifts restrictions.

Security Clearance

All volunteers must register (or re-activate) for security clearance annually. Please complete the volunteer registration by the end of October. You must be an approved volunteer to chaperone field trips or to work independently with children. At this time, we will only have essential volunteers in the building until after COVID regulations are lifted.

Fire, Intruder, and Tornado Drills

Fire drills are conducted monthly during the school year. Evacuation routes are posted in each classroom. We also conduct an Intruder Drill and a statewide tornado drill each year.

Inclement Weather

Watch the media for information about Inclement Weather. Please keep the "Inclement Weather Plan" form up to date. On late opening days breakfast will not be served. Make-up days will be determined by WCPSS.

Communication

- Teachers will contact you at least twice during the school year to schedule conferences to discuss your child's progress at school. If you wish to conference with the teacher at other times, e-mail your child's teacher requesting a convenient time. The teacher will contact you as soon as possible.
- Conferences are scheduled before and after the instructional day and sometimes during the teacher's planning time.
- To make an appointment with an administrator or a counselor, call the school office at (919) 387-2130 or e-mail the individual.

Cell Phone Use

Students are not permitted to use cell phones on our campus unless they receive permission from staff.

Lost and Found

- Students are responsible for taking care of all personal property and are asked to bring only items that are related to school activities.
- There is a Lost and Found rack outside of the Media Center for retrieval of missing items.
- Please put your child's name on all personal items including lunch boxes.
- Students should not bring electronics, personal sports equipment, or games to school unless they have permission from a staff member.

Food Related Activities

After COVID restrictions are lifted: Classrooms may sponsor activities, once per quarter, during the school day that involve food. Any food item must be commercially prepared and individually wrapped. We do not allow **HOMEMADE** food to be served to students. Birthday celebrations must be coordinated with your child's teacher to be distributed during classroom lunch time. Any item that is brought for a birthday celebration must be commercially prepared and individually wrapped.

Medications

- Over the counter medications cannot be administered at school without a form **1702-Parent Request and Physician Order for Medication** signed by a parent and physician.
- All prescriptions (example: Ritalin, inhalers, antibiotics, Benadryl, Tylenol etc.) must have form **1702-Parent Request and Physician Order for Medication** complete and the medicine in the original prescription bottle.
- Prescription medication must be **brought to School by Parent** in the original prescription bottle/packaging. If this presents an undue hardship, please contact the school office so that other arrangements can be made.

Always inform the school of any change in phone numbers for home, work, or emergency contacts

Injuries

Limited first aid is provided to injured children and parents are notified when necessary. If an injury requires immediate emergency medical attention, 911 will be called first, then parents will be contacted. If the child is taken to a hospital, a staff member will accompany the child if the parent has not arrived. Emergency contacts may include family members, neighbors, or friends that would be able to locate you. Davis Drive has a school nurse assigned from the Wake County Health Department who is on campus one day each week. The school nurse provides vision and hearing screening for students referred by teachers.

Illness

We will be adhering to all WCPSS COVID protocols. Specific information can be found on the www.WCPSS.net website.

If your child becomes ill at school, we will check for a fever and contact you. Students are encouraged to stay in class unless a fever of 100.4 or other symptoms are apparent. A child must be fever free, without fever reducing medication, for 24 hours before returning to school.

Curriculum

All public schools in the state are responsible for teaching grade level objectives as out-lined in the Common Core State Standards and the NCDPI Essential Standards Curriculum.

At Davis Drive Elementary School, we value our instructional time and try to limit interruptions as much as possible during the school day. Music, Art, Physical Education, and STEM classes are provided to all students at Davis Drive Elementary. Several cultural enrichment activities are sponsored by the PTA throughout the year. Please join the PTA to support our school and students.

Media Center

- The Media Center is open Monday – Friday 7:45 – 2:15. Students are welcome to check materials in or out during those hours.
- Students are required to pay full price for lost or damaged books. There is no charge for overdue books.
- Parents may volunteer with appropriate volunteer clearance to work in the Media Center by contacting our Media Specialist (SFiedler@wcpss.net).

School Campus

Skateboarding and in-line skating are not permitted on school property.

