

# Davis Drive Elementary

## Student/Parent Handbook

### 2022-2023



## **SWIM** with the Dolphins

**S**elf-Control

**W**inning Attitude

**I**ntegrity

**M**aintain Safety

Davis Drive Elementary School  
2151 Davis Drive  
Cary, NC 27519

Main Office: (919) 387-2130  
Fax: (919) 670-4305

School Hours: 7:45 AM - 2:15 PM  
(Students may enter the building at 7:15 AM)

<https://www.wcpss.net/Davisdriveees>

# Welcome to Davis Drive Elementary School

**Principal: Barbara S. Fair**

**Assistant Principal: Rozanne Todd**

Davis Drive Elementary School will foster an inclusive, welcoming, and supportive environment where students are treated and educated equitably while celebrating achievements.

***We educate the whole child at Davis Drive Elementary School.***

**Positive Behavior Intervention and Support (PBIS)** is an effective and proactive process for improving social competence and academic achievement for all students.

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

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

## ARRIVAL AND DISMISSAL PROCEDURES

We appreciate your help in making our morning afternoon arrival and dismissal process as safe and orderly as possible. With over 800 students, we need 100% parent cooperation to ensure the safety of our students. Thank you for your support as we adhere to the following guidelines:

- During morning arrival, between 7:15 AM and 7:45 AM, there will be no parking and walking your child into the building. You must follow the carpool line and drop your child off at the designated locations.
- When the second bell rings at 7:45 AM, your child will need a tardy pass. A parent will need to come to the office to check your child in.
- At dismissal, please do not park in the school parking lot or the DDMS school parking lot and pick up your student as a walker.
- If you are checking out your student from the office, please make sure to have a photo ID for our school safety protocols. **Our students will only be released to the people listed on the Contact Verification Form. Please make sure to keep this form up to date.**
- All walkers must be picked up in the designated walker locations. All parents must arrive on foot. Please do not park your car and walk to the walker locations. This can create a potentially unsafe environment during the arrival and dismissal times.

## **Morning Carpool**

Please take a moment to review our morning carpool procedures.

- [Carpool Information](#)
- [Morning Carpool - Main Entrance](#)
- [Morning Carpool - Collins Rd. Entrance](#)

## **Afternoon Carpool**

- Students will be dismissed to carpool from their classrooms.
- You will receive (2) numbered transportation tags for this school year. These tags should hang from the car's rear view mirror.
- Please help your child learn their transportation number. It will be different each year.
- Carpool is single line only, following the directional arrows in the parking lot.
- Do not pass cars that are stopped in front of you.
- After your child gets in the car, if you need to stop, pull up to where you will not stop the carpool flow.
- For the safety of all parents, students and staff members, please remain in your car during afternoon dismissal.

Please take a moment to review our morning carpool procedures.

- [Carpool Information](#)
- [Afternoon Carpool Video](#)

## Bus Riders

### **DDE school contact for bus transportation: Rozanne Todd, Assistant Principal**

The WCPSS Transportation Department assigns students to buses and bus stops. To change a bus stop, request transportation or if you need assistance, go to [wcpss.net/transportation](http://wcpss.net/transportation) website and click on "Questions or Concerns". All requests for assistance need to be done electronically.

Parents can also enroll for bus alerts via the Here Comes the Bus app. To enroll, you will need your child's student ID number (lunch number) and the county code, which is 67500.

### **A few reminders:**

- Students can only ride their assigned buses. Your child will receive a bus tag from school which will be attached to their book bag. The bus driver will not permit a student to board the bus without the tag.
- If your child does not ride the bus for 10 consecutive days on either the morning or afternoon route, they will be removed from the bus roster for that run, and you will need to resubmit a request for transportation.
- Know your child's bus route number.
- Show your student their assigned stop.
- Changes cannot be made to accommodate social situations.
- **Be on time.** K/1 students must be met by a parent/guardian at the bus stop. Bus drivers will not release Kindergarten or 1st grade students at a bus stop unless a parent/guardian is present at the stop for that child. The bus will bring the student back to DDE and a parent will need to pick them up from school.
- If a bus route is canceled, a school text will be sent by School Messenger to all families and students will need to be picked up by parents.  
**Please make sure that contact information is always current so that you are able to receive messages from school.**
- Students should behave on the bus and follow the rules for their safety and the safety of other students.

- Bus transportation is a privilege and if rules are not followed, transportation privileges can be denied or suspended.

Please take a moment to review our bus information [Bus Information](#)

## **Walkers/Bike Riders**

Please take a moment to review our walker/bike rider information

[Walker/Bike Rider Processes](#)

## **Early Dismissal**

- Loss of instructional time can affect student learning. Please do your best to have your student in school for the entire instructional day.
- If you must check your child out early, please do so by 1:30 PM. We are unable to accommodate requests for early dismissal after that time.
- To protect instructional time, your student will be called for dismissal when the parent/guardian arrives at school and has completed the checkout process.

## **Transportation Changes**

- All Transportation Changes must be received by 1:30pm on the day of the change. To make the change, please call the Front Office at 919-387-2130.
- Do not contact your classroom teacher via Talking Points or email to communicate a Transportation Change. You must call the Front Office.
- If the Front Office does not receive a phone call about a transportation change, then all students will go home their usual way.

- For late or canceled buses, we must ensure security of student pick up. Only adults with a student's Transportation Tag or those granted approval on the Contact Verification Form will be permitted to pick up a student.
- In the event of a School Bus Route cancellation or inclement weather, you will be contacted by School Messenger via text with necessary information about how to pick up your student.

## Attendance

- Students are considered tardy if not in their classroom by 7:45 AM.
- If your child is late to school (after 7:45 AM), an adult must come into the main office to sign the student in. The student will receive a tardy pass to go to their classroom.
- If your child arrives at school after 11:00 AM, they will be marked absent for the day.

## When your child needs to miss school

- Please call the main office (919) 387-2130, if your child will be absent. Upon return to school, please send a note with the 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. You may consult the WCPSS handbook for further guidelines.
- Teachers are not expected to provide assignments for a child who will be missing school for a vacation.

## Food Related Activities/Birthday Invitations

- Any food item must be commercially prepared and individually wrapped.
- We do not allow **HOMEMADE** food to be served to our students.
- Please coordinate with your child's teacher if you plan to send in birthday treats they will schedule when to distribute during the instructional day.
- Classroom teachers will not distribute birthday invitations to their students or share contact information. . Please contact your child's Room Parent for student contact information.
- Your child's classroom teacher will provide a Google Form sponsored by The DDE PTA that will collect your family's contact information. If you have more questions about sharing student information for a social event, please contact the Front Office.

## Curriculum

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

## Homework Policy

Homework provides students the opportunity to practice and apply previously taught skills and concepts. All students will read 20-30 minutes each night either with a parent/guardian or independently. Grade level teachers will determine the homework for their grade level.

## School Lunch

Information regarding school meals can be found under [School Meals](#) on the WCPSS website. Forgotten student lunches, snacks or water bottles may be placed in a designated bin at the main entrance of the school. They will be



brought to the cafeteria by 10 AM each day. If lunch is delivered after that time, your student will not receive it. We will not interrupt class for meal deliveries. Students may buy lunch in the cafeteria if they have forgotten their lunch.

## Illness

**Please do not give your child medication and send them to school.**

**Children should be kept home from school if:**

- They have a fever of 100.4 or higher. *Students must be fever free for 24 hours without medication before they may return to school.*
- They have nausea, vomiting, or diarrhea. *Students should be free of these symptoms for 12 hours before returning to school.*
- They have red, watery eyes with yellow drainage.
- They have an undiagnosed rash.
- They have an undiagnosed rash.
- Inability to attend to learning activities.
- Change in student's typical medical status.
- They have live lice.

## Medications

- Over the counter medications cannot be administered at school without a form 1702-Parent Request and Physician Order signed by a parent and physician.
- All prescriptions (ie: Ritalin, inhalers, antibiotics, 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 BY THE PARENT** in the original prescription bottle. If this presents an undue hardship, please contact the school office so that other arrangements can be made.

## 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 a child is taken to the hospital, a staff member will accompany the child if the parent has not arrived.
- Emergency contacts may include family members, friends or neighbors that will be able to locate you. It is very important that contact numbers are current and that phone numbers are able to receive messages.
- DDE has a school nurse assigned to our school 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.

## Visitors/Volunteers

- All visitors and volunteers will need their photo identification when arriving on campus to check in. To help ensure the safety of our students and staff, we ask that any visitor or volunteer sign in at the main office and wear their visitor/volunteer sticker visibly at all times.
- Registered volunteers may attend field trips, assist in classrooms and at school events. If you are not a registered volunteer you must complete the volunteer registration form for the Wake County Public School System, which includes an approved criminal background check.
- The volunteer registration must be completed on a WCPSS campus (cannot be done from home).
- Volunteer Registration takes place in the Front Office and can be completed after August 30th from 8:00-1:00pm each day.

## **Lost & Found**

- Please label your student's clothing, lunch boxes and water bottles. We have many students to instruct and although every effort is made to keep track of personal items, it is the student's responsibility to take care of their things.
- Any items that are not picked up by the end of each month will be donated to a charity chosen by the school.
- Please do not send your child to school with valuable items. The school cannot be held responsible for lost, stolen or damaged items.