Will Davis Elementary School

Exploring New Frontiers

Family Handbook
2026-2027

VISION

Together we cultivate curious, creative, and resilient learners and leaders in an inclusive community that celebrates diversity and inspires excellence.

MISSION

We prepare every student with the knowledge and skills to thrive in college, career, and life.

SHARED VALUES

Joyful Learning: We believe that learning should be a joyful and engaging experience for all, fostering a love for education that lasts a lifetime.

Teaching the Whole Child: We are committed to nurturing the physical, emotional, and social well-being of every student, recognizing that education extends beyond academics.

Flexible, Accessible, and Adaptive Learning: We provide flexible and adaptive learning spaces and curricula, encouraging collaboration and creativity, accommodating the diverse needs of our students.

Fostering Relationships: We value and prioritize the development of strong relationships among students, staff, and families, fostering a sense of community and support.

Setting Authentic and Meaningful Goals: We empower students to take ownership in their learning and set measurable goals that are relevant to their growth and aspirations, ensuring they are motivated to achieve their objectives.

Real-World Connections: We provide students with the opportunity to engage in real-world experiences, connecting classroom lessons to practical applications and cultivating leadership skills.

Evidence Based Practices: We use data to inform and drive our goals, ensuring that our decisions are based on evidence and aimed at improving student learning and outcomes.

Student Leadership for All: We believe in developing leadership skills in all students, regardless of age, empowering them to make a positive impact in their school and community.

MOTTO
Exploring New Frontiers

COLORS
Blue and Gold

MASCOT
Dolphin

SCHOOL SONG

Davis Dolphins, we are number one
Diving to new frontiers, makes learning so much fun
Working together, we grow wise and bold
We are the blue, we are the gold
Soaring higher just to reach our quest
D-A-V-I-S, Davis Dolphins, we're the best!

HABITS OF CHARACTER

Kindness
Responsibility
Empathy
Perseverance
Curiosity

THE WILL DAVIS ELEMENTARY GRADUATE PROFILE

Habits of Scholarship

- Knowledgeable
  - Demonstrates mastery of academic knowledge and skills necessary to succeed as a learner
  - Applies digital citizenship and technology skills
- Critical Thinker & Problem Solver
  - Thinks independently to design and implement solutions to complex problems
  - Collects, analyzes, and evaluates information to explore questions and curiosities
- Reflective & Compassionate
  - Communicates effectively and demonstrates respect and empathy toward others
  - Uses interpersonal skills to develop positive relationships
  - Regularly reflects to understand personal strengths, passions, and opportunities for growth
- Creator & Innovator
  - Imagines new possibilities and thinks in different ways to improve processes and products
  - Uses flexible thinking to explore multiple perspectives and solve open-ended challenges

- Culturally Competent Citizen
    - Respects and embraces own culture and the culture of others
    - Seeks multiple perspectives and cultural understanding
    - Contributes to inclusive and welcoming environment

THE DAVIS WAY

The Davis Way is the foundation of our school culture. It includes our Habits of Character and Graduate Profile Habits of Scholarship.

- Habits of Character: *Kindness, Responsibility, Empathy, Perseverance, Curiosity*
- Habits of Scholarship: *Knowledgeable, Critical Thinker & Problem Solver, Reflective & Compassionate, Creator & Innovator, Culturally Competent Citizen*

The Davis Way provides a framework for ensuring a safe, inclusive, and rigorous learning environment. All Davis staff model The Davis Way and work to empower students to develop and demonstrate The Davis Way every minute of every day. Students are recognized during class meetings and grade level assemblies for demonstrating behaviors and showing leadership that exemplify The Davis Way.

ABOUT DAVIS

Will Davis Elementary opened for the first time in August, 1992, as an elementary school serving kindergarten through fifth grade students in Northwest Austin. Neighborhoods served include Balcones Woods, Northwood, Angus Valley, Mesa Park, and areas of Great Hills. The school is named for Will Davis, who was a community leader, attorney, and State Board of Education member. Davis Elementary has distinguished itself in the Austin community as a school committed to student achievement through highly engaging, innovative instructional programs that focus on developing the whole child. Davis has attained the highest state and national recognition as well.

As a Davis Dolphin family, we invite you to join us in 'Exploring New Frontiers.' With parents, teachers, and school administrators working in partnership, we know that every student's experience will include exposure to rigorous instruction, immersion into a rich blended learning culture, and a deep sense of ownership and belonging in our 'One World' school. As part of our home-school partnership, we ask that you support our efforts in three key areas. First, encourage your child to model The Davis Way both at home and at school. This will allow for building positive relationships with peers and adults, enhancing each child's self-confidence and leadership skills, and learning at the highest levels. Second, communicate to your child that effort creates ability. In putting forth the greatest amount of effort, students will see the results in the progress they make. Third, support your child's teacher in whatever way you are able to. This may include attending parent/teacher conferences, making a commitment to work with your child at home in areas recommended by the teacher, and helping to prepare materials or assisting in the classroom. With all of us working together, we know that 'Exploring New Frontiers' will take on a whole new meaning, as all students learn, grow, and blaze new trails at Davis.

SCHOOL HOURS

Drop off Begins: 7:10 AM Breakfast Available: 7:15-7:40 AM Office Hours: 7:00 AM – 3:45 PM
Instruction Begins/Tardy Bell Rings: 7:40 AM Class Ends: 3:10 PM

COMMUNICATION

<u>General Information</u>

- Class Dojo is the primary communication platform for school:parent communication. The Dolphin Digest, Davis website, and Davis PTA website are additional information sources that include upcoming events, opportunities for volunteers, and important dates.
- All communication should be handled in a positive manner. Preface all constructive criticism with positive references. Dialogue should be solution focused.
- A master calendar will be maintained on the Davis website for teachers, parents, and staff, with important dates published to parents in the weekly Dolphin Digest and through Class Dojo.
- Thrillshare is a messaging system that AISD provides for schools to communicate information to families through text, email and voicemail. Thrillshare will be utilized to alert families of school emergencies or short notice situations.
- Whenever there is a change of address, phone number or emergency contact, parents should notify the school in writing. It is very important that the emergency care information be complete and accurate. For change of address parents must bring proof - utility bills (water, gas, or electric bill), mortgage statement, or apartment lease.

Parent to Teacher Communication

- Parents are welcome to request a conference with the teacher at any time, and are asked to arrange meetings with the teacher by notifying the teacher via email, Class Dojo, or a telephone call.
- In order to avoid classroom interruptions, conversations with teachers and messages to students during class time should be limited to emergency basis only.
- When communicating to teachers, be mindful that teachers are on campus 7:30am-3:30pm. If messages are sent outside of these times, teachers may not receive them or respond to them right away.

Teacher to Parent Communication

- Back to School Night will be hosted at the beginning of the school year for parents to become familiar with the procedural information, instructional policies, and preferred communication methods.
- Teachers will use Class Dojo to communicate class information and to communicate with individual parents.
- Teacher/Parent conferences will be offered twice a year (fall and spring) on scheduled conference days. Parents may request additional conferences at any time.
- Teachers will notify parents if a student is consistently struggling to master grade level standards or manage behavior. Written information, including mid-nine weeks progress reports, will be forwarded to parents of children who are not making adequate progress toward mastery of standards. Report cards will be sent home at the end of each nine weeks.

Principal-Parent Communication

- Davis administrators have an "open door policy." Drop-in visitors are always welcome.
- Principal Coffees are held throughout the year and provide time for the principal to share information about Davis happenings and to hear from Davis parents in an informal setting. All parents are welcome and encouraged to attend.
- Parents are urged to share information or suggestions for addressing school concerns by communicating directly with a campus administrator, sharing information at a Principal Coffee, or by attending and communicating information at one of the monthly Campus Advisory Council (CAC) meetings.

Communicating Concerns

For concerns related to the classroom, parents should first contact the teacher involved. The teacher will have the most information about your child's school experience and progress as well as information about the instructional programs at Davis. Concerns that have not been resolved by meeting with the teacher should then be communicated to the principal, assistant principals, or counselor. Concerns related to school systems or procedures should be communicated directly to the principal or assistant principals. We welcome parent input, and are committed to addressing any and all parent concerns that arise. As we work to resolve issues, it is important to keep in mind that we are all working toward the common goal of each child's educational and personal success.

Parent Portal

The Parent Portal serves as the primary resource for all of the services provided online to parents/guardians. This site gives parents/guardians direct access to their child's classroom information, class grades, report card, district-wide information and links to other often used services. The AISD Portal provides a 'single sign-on' experience to district applications.

RESPONSIVE SCHOOL DISCIPLINE

Davis Elementary uses the Responsive School Discipline approach. The goals of this approach are to ensure that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

Our schoolwide rules are:

Safe Body
Respectful Communication
Responsible Actions

The adults at Davis take time to model and teach children how to translate these rules into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let children know what the expectations are and help them stay motivated to meet those expectations.
When children do not follow behavior expectations, the adults at Davis address the misbehavior firmly, while preserving the child's dignity. Our first step is to stop the behavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the child regain self-control, fix any problem caused by his or her mistake, and get back to productive learning.

In deciding how to help students be successful with following our school rules, we take into account how severe the behavior is and how likely it is to happen again. We may:

- Simply give a reminder or tell the child to do something different.
- Have the child sit closer to the teacher or other adult (often just being closer to an adult helps children remember what they're supposed to do).
- Use "take a break" (the child goes to a distraction-free space in the room for a little while to regain self-control).
- Limit the child's choice of activities for awhile (for example, small playscape area only at today's recess; try field games again tomorrow).
- Guild the child in fixing problems caused by his or her mistake (for example, helping the custodian clean up if she or he made a mess in the bathroom or cafeteria).

When a student needs additional supports, we may:

- Use buddy teacher "take a break" (the child goes to a distraction-free space in another teacher's room for awhile to regain self-control).
- Use private "take a break" (the child goes to a supervised non classroom place, such as the principal's or assistant principal's office, for awhile to regain self-control and/or complete work).
- Have the child stay for a longer period of time in the supervised place (in-school suspension).
- Meet with the child and parents to find other solutions.

We at Davis Elementary strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and feel good about going to school.

CAFETERIA MEALS & PROCEDURES

Breakfast & Lunch

The cafeteria is open for breakfast each morning from 7:15 - 7:40 a.m. Students may purchase a lunch and are also welcome to bring their own lunches. Daily cafeteria lunch options include choice of a meat or vegetarian entree, milk, and side dish choices that include fruits and vegetables. For more information about cafeteria meals, visit the AISD Meal Programs page.

Menus & Meal Accounts

Breakfast and lunch menus may be accessed at schoolcafe.com/austinisd. Parents may set up a lunch account on this site for their child for automatic payments. Money may also be deposited into a student's account. No checks will be accepted. Free and reduced price breakfast and lunch is available to students who qualify. Visit the AISD Applications, Payments, and Meal Prices page for information on how to apply for free/reduced price meals.

Monitors

Cafeteria monitors supervise students eating lunch and are available to assist students as well as maintain courteous student behavior.

Parents/Guardians Eating Lunch with Students

Parents are always welcome to join their child for lunch. We encourage parents to take their child outside to one of the picnic tables for lunch. We also have a visitor table set up in the cafeteria for this purpose. When visiting for lunch, parents must check in and get a visitor badge before proceeding to the cafeteria. **Please note that parents may only take their own child (no friends) to a different table for lunch.**

ATTENDANCE

Research shows that attendance is the single most important factor in school success. A child who misses a day of school misses a day of learning. The school also loses funding when your child is absent. Being late for school hurts a child's learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Children can copy notes or make up assignments, but they can never get back what's most important: the discussions, the questions, and explanations by the teacher and the thinking that makes learning come alive. Here's how you can help:

- Talk with your child about the importance of attending school regularly.
- Avoid scheduling family trips or doctor appointments during school hours.
- Make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise.
- Don't accept excuses for why your child "must" miss or be late for school.
- Discuss with your child what happened at school each day.
- Show your child why education is important. Give specific examples of how education helps people succeed.

The Texas Compulsory Attendance Law is very clear about expectations for students to attend school for the entire day every day that

school is in session. The state's attendance policy for all students places a limit on the number of absences a student may have in class in order to receive credit for that class. A student may not be given credit for class unless the student is in attendance for at least 90% of the total number of days the class is offered. Please let us know if we can do anything to support you and your child in your efforts toward arriving at school before 7:40 a.m. and attending school every day.

Absences & Late Arrivals/Early Departures

Attendance is taken at 9:45 a.m. daily. According to state guidelines, if a student is not present at 9:45 a.m., they are considered absent for the entire day. If the absence occurs due to a medical appointment, a note from the medical provider is required to avoid being counted as an unexcused absence. If the student is absent due to illness, a note from the parent is necessary to explain the absence. If the student is absent due to a funeral, a funeral program is required to excuse the absence.

When your child is late arriving, or leaves school early, they MUST be signed in/out at the office through the online Raptor system (an ID is required). If your child has a doctor's appointment during the day, a note from the doctor is necessary in order for it to be excused. Allow plenty of time when picking up your child. Classrooms and the office are busy places and it may take a few minutes for your child to be released. **Students will only be called to come to the office once the parent arrives at campus and is cleared with their driver's license. Students will not be allowed to wait in advance of the parent's arrival.** For the smoothest transition, we also ask for students leaving early to be picked up prior to 2:45. **Parents arriving after 2:45 will need to wait until dismissal at 3:10 for pick up.**

Attendance Notes: Following your child's absence, this Absence Note should be submitted to explain the reason. Please note that sending a note to explain the tardy/absence does not guarantee that a tardy or absence will be excused. AISD attendance policy will be followed when determining if a tardy/absence is excused or unexcused.

Make-up Work

Students are responsible for completing make-up work following absences. Parents who want to pick up work should make the request through the school office. When the request is made before 10:00 a.m., work could then be picked up at the end of the school day in the office.

HOMEWORK

General Information

The purpose of homework is to assist students to develop responsible work habits, increase their skill level for subject matter being taught during the day, and to engage parents in their child's learning. Students should participate in homework that is meaningful, purposeful, and appropriate, reinforcing that learning occurs at home, school, and in the world around them. An important part of student health includes rest and "unscheduled" down time. Teachers and parents on a regular basis should monitor a balance between school, extracurricular activities, family commitments, and other obligations.

Homework for all Grades

Types of homework may include practicing a skill or process, elaborating on information that has been addressed in class to deepen students' knowledge, reading materials ahead of time to prepare for instruction, and providing opportunities for students to explore topics of their own interest. Students will be assigned homework with the skills necessary to do the work. If a student is not able to do the work, parents are asked to inform their child's teacher so they can work as a team to support homework expectations.

Grade Level Guidelines

- Homework will be checked for completion, but never used as a grade.
- Grade level teams work together to ensure consistency of length and difficulty, and timing of major projects and tests.
- In the primary grades (K-2), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
- At the upper grades (3-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
- Amount of homework:
    - K: 15-20 minutes of homework per night, reading included
    - 1: 20-25 minutes of homework per night, reading included
    - 2-3: 25-30 minutes of homework per night, reading included
    - 4-5: 30-35 minutes of homework per night, reading included
- **Students should not routinely work beyond the allotted homework required times. If a student consistently works beyond the allotted time, the parent should communicate this to the teacher and a modified homework plan will be developed collaboratively.**
- Students may be assigned homework that involves completing tasks on a web-based computer program, which requires internet access. If a student does not have internet access, an alternate activity will be assigned.

TECHNOLOGY

According to the AISD Responsible Use Policy, access to the district's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to all students for instructional purposes. In the event a student engages in inappropriate use of technology, parents will be notified and consequences will be applied in accordance with district policy.

HEALTH/ILLNESS

We have a full-time registered nurse on campus. Our nurse provides a variety of health care services and prevention activities, and is available to answer parent questions.

Symptoms of Illness & Returning to School After Illness

Take time to check your child for contagious conditions each morning before school. Students should be kept home if they have a fever (100°F or more) or vomiting and/or diarrhea (loose, frequent bowel movements). A child must be fever free without the use of fever reducing medicine for 24 hours before returning to school. Additional contagious conditions need immediate care before a child can attend school. Pink Eye and any rash with fever, especially if a sore throat is present, need to be checked by a doctor. Other problems that need treatment before attending school are ringworm, impetigo, and scabies.

COVID Policy

If a student tests positive for COVID, they must stay home until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication).

Lice Policy

Head lice are common for children ages 3-12. Head lice are not a health hazard and are not responsible for the spread of any disease. If live lice are found in a child's hair, the child can remain in the classroom. The parent will be notified and told to treat the student that evening. The child can return to school the next day and should stop by the nurse's office first to check in. It is not an excused absence for children to be kept at home for head lice.

Medications

DO NOT SEND MEDICATION OF ANY KIND TO THE SCHOOL FOR YOUR CHILD TO "TAKE ON THEIR OWN." All medication must be kept in the office. Medications include prescription and over the counter medicines. When medicine must be given at school, Texas law requires that it be furnished in its ***ORIGINAL, LABELED CONTAINER***. The over the counter medicine or a labeled prescription container must accompany a signed and completed Medical Administration Permission Form.

Immunizations

Our school enforces the state law for requiring updated records of mandated immunizations or proper exemptions. **Children without records of mandated immunizations or exemptions will be excluded from attending school.**

Emergency Contact

Parents must provide telephone numbers for themselves and emergency contacts in the event of illness or injury. If a child needs emergency care and we cannot reach parents/guardians or emergency contacts, school staff will call EMS. Parents are responsible for paying any medical bills from EMS and the hospital they use.

DRESS CODE

In order to maintain a safe and respectful learning environment, students should attend school dressed in clothing that is appropriate to the school setting and weather conditions. The intent of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent share the responsibility for age appropriate dress and grooming.

- The student's dress and grooming shall not lead school staff to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
- Emblems or writings that are obscene or that may reasonably be expected to cause disruption of, or interfere with normal school operations should not be displayed on clothing.
- Students should wear closed-toe shoes, preferably tennis shoes/sneakers, so that they can participate fully in PE, daily recess, and other physical activities.

The AISD Dress Code includes additional dress code guidelines.

Dress Code Procedures

All students are expected to abide by the AISD dress code. If an administrator judges a student's dress to be out of compliance, the following steps will be taken:

- 1st infraction- change clothes (clothing provided by school) and parent notification
- 2nd and subsequent infractions- parent phone call to bring a change of clothes

Spirit Days

Every **Thursday is College, Career, and Military Spirit Day**. Students are encouraged to wear college or military shirts on these days. Every **Friday is Davis Spirit Day**. Students are encouraged to wear a Davis t-shirt or a shirt that is Davis school colors, blue/gold, on these days.

BRINGING ITEMS TO SCHOOL

General Guidelines

To help maintain a safe and focused learning environment, students should leave personal items at home and not bring them to school. This includes toys or trading cards (like Pokémon cards), valuable or sentimental belongings, and any items that could pose a safety risk. No toy weapons should be brought to school. Parents and Students are not to bring animals to school without prior permission from the teacher.

Personal Wireless Communication Devices

Texas House Bill 1481 prohibits students from using personal devices on district premises during school hours. It requires all Texas school districts to prohibit the use of "personal wireless communication devices"—defined as any wireless electronic communication device, other than one issued by the school for instructional purposes, that is capable of transmitting or receiving data. Items that must now be turned off and put away on all Austin ISD campuses from bell to bell: personal cell phones, tablets, gaming devices, smart watches, bluetooth headphones or earbuds, fitness trackers that can send or receive messages, personal (non-district-issued) computers (laptops and Chromebooks), two-way radios, and any other device capable of digital communication. Devices must be turned off, stored out of sight, and not used during school hours. Exceptions will be made for documented medical needs and special education accommodations. Violations will result in the confiscation of the item and parent notification.

Buying, Selling, or Trading Items

Students may not buy, sell, or trade items at school. Pokémon cards should never be brought to school.

SCHOOL AND CLASSROOM VISITS

School Visits

All visitors must press the call button outside the front door, then state their name and the reason for their visit. Upon entering the building, visitors must sign in at the reception desk using the *Raptor* system and wear a visitor badge in order to enter other areas of campus. **This requires a driver's license or a state issued I.D. card every visit.** Visitors must come into the office to sign out before leaving. These procedures are essential for the security of our campus.

Classroom Visits

If parents/guardians would like to visit their child's classroom during instructional times, the visit must be arranged with the principal or assistant principals so it may be scheduled at a time that avoids disruption to the learning environment.

FOOD IN THE CLASSROOM AND HEALTHY SNACKS

Foods of Minimal Nutritional Value (FMNV's) and Candy

Parents or staff may not distribute, provide access, or give FMNV or candy to any students on campus during the school day. This does not apply to food items brought from home for the sole consumption by the student.

Birthday Celebrations

While we highly value the special occasion of every child's birthday, school based celebrations should be kept to a minimum in order to avoid distraction from learning. Parents may NOT bring food items to share with other students in order to celebrate their child's birthday; however, special non-food treats (such as pencils, stickers, etc.) may be sent as part of a birthday celebration.

Food in the Classroom for Instruction Purposes

Food will not be used for instructional purposes, unless the food is for teaching students about nutrition or foods of different cultures. The food given during a classroom lesson is for a taste only and will not be in place of a meal.

Food Allergy/Food Sensitivity Considerations

When planning school events that involve touching or ingesting food, parents and teachers will work closely to consider students with food allergies and food sensitivities. In any case where food will be introduced at school, teachers will inform all parents in the class in advance of the event.

LIBRARY

The Davis library features a print rich environment for students to select books for pleasure and to conduct research. The library is available throughout the day for students, teachers, and parents. The librarian works closely with the teachers and staff to schedule instructional visits. Students may check out books before, during, or after school, as well as during their assigned library checkout time. Students can check out one book in K – 1st grade, and two books in 2nd - 5th grade. Books must be returned in order to check out new ones. Special assignments can dictate checking out more books as necessary. There are no fines for overdue books, but please encourage your child to return his or her book each week. Students with an overdue library book have a block on their account and are unable to checkout any additional books until the problem is resolved. Sometimes accidents happen. If a library book is lost or damaged while checked out to your child, the book must be replaced. This is done in two ways:

- A library bound copy of the original book can be purchased from any retail source.
- The book can be paid for through School Cash Online for the original retail price.

Once either of the above options is completed, your child's account will be cleared and they may resume library checkout.

SCHOOL SUPPLY LISTS

School supply lists for each grade level are available in the school office in early May for the following year and may also be found on the Davis website. The PTA sponsors a program where parents may order school supply kits instead of shopping for individual items. Ordering information is typically available in late spring, and orders must be placed by the deadline, which is typically in July.

SCHOOL PARTIES

The number of school/class parties each year is limited to three: winter holiday, Valentine's Day, and end of the year. PTA homeroom parents will coordinate the parties with the classroom teacher and contact families regarding the details of parties. Invitations to birthday parties outside of school should be sent through U.S. mail or distributed to every child in the class.

PLAYGROUND USE

Playground areas are available exclusively for student use during school hours. School groups use the playground areas after school hours during the week, so access is not available to others during those times. Outside of school and after care hours, parents and community members are welcome to visit the playground and field areas. The gate on the east drive near the main building will be left unlocked after hours and on weekends for Davis family and community members to access.

According to AISD policy, athletic teams that wish to use the school playground for practice sessions must schedule with the Davis office. Parents are asked to communicate this to coaches and managers.

MEADOW USE

We are delighted to share *The Meadow* with our school families as a place to explore, discover, and enjoy nature together after school hours. As you visit with your child(ren), we invite you to help us care for this special space by encouraging respect for the plants, wildlife, and natural surroundings. To protect *The Meadow* for everyone, please supervise children closely and make sure they stay on the concrete labyrinth and designated pathways. Our native wildflowers are delicate, so please help children avoid running through the grass. We also ask that rocks, plants, sticks, flowers, and other natural treasures remain where they are so wildlife can thrive and every family can enjoy discovering them.

TEXTBOOKS

State-approved textbooks are provided free of charge to every student. Students and parents are responsible for the cost of damage to or loss of a textbook.

LEVELING

In spite of advance planning and forecasting, actual enrollment does not always match projected enrollment. In the case of overcrowding and under-enrollment, AISD may have to add or drop staff to accommodate these fluctuations. **Overcrowding** occurs when the student: teacher ratio exceeds that allowed by state guidelines. In this case, AISD will create a "new" classroom and hire an additional teacher. When **under-enrollment** occurs, the school must "dissolve" a class by redistributing students among the remaining classes within that grade level. In either case, students will be placed using a random selection process. In order to maintain a balance in terms of student ability, ethnicity, and gender, parent requests cannot be considered during this process. As

soon as leveling options are a possibility, the school will notify parents of a class that could be leveled. A "Leveling Advisory Committee," under the direction of the principal, will be formed to assist in planning for the transition process.

CHANGE OF EMERGENCY CONTACT INFORMATION

Whenever there is a change of address, phone number, parent's place of work, or any other information included in on registration documents, parents should notify the school in writing by note or email to the child's teacher or office staff. The same written notification is required to add or change emergency contacts for a student. It is very important that emergency contact information be complete and accurate.

STUDENT WITHDRAWAL FROM DAVIS

If a student is moving to another school, the parents should notify the teacher and the office several days in advance. This advance notice ensures the teacher and registrar time to complete the necessary withdrawal procedures. Prior to withdrawal, students must return all library books and textbooks.

AFTER-SCHOOL OPPORTUNITIES

Several after-school care programs, many of which pick up and transport students from Davis to the after-care location, serve Davis. Information on these facilities can be obtained from the office. Information regarding after-school educational opportunities offered on campus will be forwarded to parents throughout the year. Students in various grade levels are invited to participate.

CAMPUS ADVISORY COUNCIL (CAC)

Teachers, parents, and community representatives work as a team with the principal to set campus goals and provide advice to the principal regarding curriculum, goal setting, budgeting and staffing. CAC meetings are held monthly, typically on a Thursday from 3:30-4:30pm. CAC meetings are open to the public. Each August, an open invitation is sent for parents to sign up to be a member of the Davis CAC. Monthly CAC information is communicated to all families.

PARENT-TEACHER ASSOCIATION (PTA)

Davis is very fortunate to have an active Parent-Teacher Association (PTA) that provides tremendous support to our school community by coordinating community building events, funding campus initiatives, and in several other ways. Executive board meetings and general meetings are usually held the third Thursday of the month in the evening. All parents are invited and encouraged to join the PTA.

SAFETY PATROL

Students in 5th grade have the opportunity to serve on Davis Safety Patrol. Students in this leadership role receive special training to assist with safety procedure during arrival and dismissal times. Davis staff work with Safety Patrol students during these times to ensure safe arrival and dismissal for all students. It is extremely important for all parents to follow the directions of the Safety Patrol students and staff at all times.

TRAFFIC SAFETY: ARRIVAL AND DISMISSAL PROCEDURES

GENERAL PROCEDURES

- Obey Safety Patrol students and school staff at all times.
- Before 7:30am, students should proceed to the cafeteria (PK-2nd), hallway outside the library (4th) or blue tables outside near portables (3rd &5th). After 7:30am, students may go directly to class.
- Never leave your car unattended in the fire lanes or along the curb.
- While dropping off, parents must remain in the car and have students exit on side away from traffic.
- The back (east drive) parking lot is for staff parking only. Parents should not park in these spots, even if they are empty.
- Parents are permitted to park in designated spaces in the front lot and ***WALK*** their student to the building. **The front lot is not a curbside drop off location for any students.** Parent/visitor parking is also available in the Austin Taiwanese Presbyterian Church lot adjacent to Davis (Do NOT just drop your student in parking areas – walk with them). We recognize that walking students in after parking only takes a couple of minutes, but there are some areas where parents should not park:
    - Reserved STAFF parking spots in the back row facing Duval or the two designated RESERVED spots in the front row facing Davis.
    - Medical/retirement complex lot or in the William's School lot across Duval.
    - Two handicap designated parking spots in front of school, unless a permit is displayed in the car.
    - Two reserved spots adjacent to the handicap parking spots.
- Use of cell phones in a school zone while driving is against the law. Do not use cell phones when in your car on campus.

- If your student is going to be picked up by someone different or going home a different way, a Dojo message or note needs to be sent in the morning to your child's teacher. If it is an emergency change in pick-up arrangements, you must call the office and speak with someone before 2:30pm to allow time for this change to be communicated. Do not leave a message on the classroom or office phone. We are not able to accommodate last minute pick up changes after 2:30pm.

ARRIVAL PROCEDURES

Front Lot (Bus Drop-Off, Parent/Visitor Parking)

- Parents driving into the front parking lot with their student MUST park in a designated spot and WALK students into the building. Parents of all students wishing to drive and drop off at the curb MUST use Bull Run/East Drive, NOT the front entrance.
- At NO time should parents pull behind parked cars in the front lot and let a student out of the car to walk in to school on their own. This creates an extremely unsafe situation with other cars driving through the parking lot.

Back/East Drive Lot (PK, 1st-5th Drop-Off, Staff Parking)

- ***THE BACK LOT/EAST DRIVE IS FOR CURBSIDE DROP-OFF FOR ALL STUDENTS.***
- There are two incoming lanes upon entrance to campus from Bull Run. The right and left lane are both used for drop off. Cars in the right lane may drop off students along the drive where safety patrol students are stationed and students will walk along the sidewalk to enter the building. If proceeding in the middle lane, parents may drop off their student along the median where safety patrol students staff are stationed.
- Follow Safety Patrol directions to pull all the way forward (even if you have a 4th/5th grader and you have to pull up to the Kindergarten wing).
- All students should exit their cars on the side away from traffic. Students should exit ALL AT ONCE (even students who are stopped far from their classroom wing) when cars have come to a stop. Safety Patrol students and staff will make sure your students arrive safely at their destination.
- No parking is available in the back/east drive lot. This lot is reserved for staff.
- All exterior doors are locked at 7:40am. If dropping off students after this time, parents should drive to the front parking lot, park, and walk children to the front door.

DISMISSAL PROCEDURES

Bus Pick-Up

- ***THE FRONT LOT (DUVAL) CURB IS RESERVED FOR BUSES ONLY.*** No parent pick-up is allowed along the front lot curb.
- Parents driving into the front parking lot must park in a designated spot and walk to the designated area to meet their student.

Parent Pick-Up

THE BACK LOT/EAST DRIVE (BULL RUN) IS FOR STUDENT PICK-UP BY CAR.

- At the end of the day, Bull Run often gets backed up with cars waiting to enter campus for pick-up. Bull Run is a two-lane street, with only one lane of traffic going each direction. If you are picking up a PK-2nd grade student, you should take Cow Path to Bull Run, which will allow you to turn right into the right lane for pick-up. If you are picking up a 3rd-5th grade student, you should take Mustang Chase to Bull Run, which will allow you to turn left into the through lane for pick-up. If you arrive for pick-up and have to wait on Bull Run, **DO NOT form a second lane going the same direction into the Davis drive.** There is a solid yellow line to serve as a reminder of this.
- There are two incoming lanes upon entrance to campus from Bull Run. The right lane is for pick up of PK-2nd grade students. The left lane is for pick-up of 3rd-5th students.
    - **Students in grades PreK, K, 1st, and 2nd** grade will be picked up from the right lane, along the sidewalk adjacent to the school building. **Families with multiple students, or families who carpool, will pick up all students who ride in their car at the designated waiting area of the youngest student.** For example, if a family has a student in fourth grade and a student in first grade, both students should be waiting to be picked up with the first grade student's class. All cars should continue to pull all the way forward (even if you have a second grade student and have to pull up to the kindergarten wing). As cars proceed through the drive, students and teachers will be watching for their ride, and students will be instructed to walk and follow the car until it stops. At that time, they will enter the car.
    - Parents picking up **students in 3rd, 4th, and 5th grade** should enter in the middle lane at Bull Run and proceed to the designated pick-up location on the median. Parents should pull all the way forward, to the end of the 'loading/unloading' zone. Students will be directed by teachers to walk to their car and enter on the left side.
    - The two pick-up lanes merge into one outgoing lane after going around the curve in the drive.
- **Student first name, grade, and teacher's name should be displayed prominently on the passenger side of the dashboard on the sheet provided by the school.** This helps to expedite the dismissal process.

- Remain in your car at all times. At dismissal time, refrain from leaving your car to visit with another adult or to look for your child. If you do not see your child and you are asked to pull forward in line, you should pull forward then ask an adult on duty or safety patrol member to let your child know you are in line.
- Refer to this document for helpful reminders and photos regarding curbside pick-up procedures.

THE FRONT AREA IS FOR STUDENT PICKUP FOR PARENTS/CAREGIVERS WHO WALK ON CAMPUS.

- Parents who park and walk on campus to pick up their child should proceed to the following designated grade level pick-up areas, all near the front entrance at Davis:
    - **PK**: As you approach the front of the school building, go to the right through the gate of the fenced meadow area. Walk all the way through to the exit gate and PK students will be waiting there with their teacher.
    - **K:** As you approach the front of the school building, go to the right through the gate of the fenced meadow area. You will see the K pick-up door on the left.
    - **1st & 2nd:** Walk to the area just outside the main front entrance. If facing the building, 2nd grade students will be dismissed out of the left door and 1st grade students will be dismissed out of the right door. Make sure to have a paper with your child's name and their teacher's name ready to hold up for your child to be released.
    - **3rd, 4th & 5th:** As you approach the front of the school building, turn left and walk along the sidewalk to the edge of the building. You'll see the 3rd-5th grade pick-up area on the right.
- All teachers are on duty during dismissal time. Parents should not approach teachers to engage in conversation during this time. If you need to talk with a teacher, wait until all students have been safely dismissed before approaching the teacher.
- For students with siblings and those who carpool, all students will wait for pick-up with the youngest student.

Bike Rider Procedures

- ***ALWAYS WEAR A HELMET.***
- Parents and students should map out a safe route that addresses how to safely cross all intersections.
- Dismount and walk bicycles around pedestrians and on the sidewalks around the Davis campus.
- Dismount and walk through crosswalks.
- When entering the East Drive from Cow Path, students must use the sidewalk along the west side of the drive, just outside the fence. When entering the East Drive from Mustang Chase, students must use the trail along the wood fencing, then cross at the crosswalk near the school building to get to the bike rack.

Bus Rider Procedures

- Bus information can be obtained at the Austin ISD Transportation site.
- Parents should review all bus rules with their students. Failure to follow the Austin ISD Code of Conduct while on a school bus may result in suspension of bus privileges. All students and parents will sign a Bus Contract at the beginning of each school year.
- Students should stay seated, use classroom level voices, and respect the bus driver, bus property and other students at all times.
- Eating is not allowed on the bus.
- All heads, arms and legs are to be kept inside the windows.
- Students should be cautious when entering or exiting.

Due to the number of students riding Davis buses and the limited capacity of the buses, we will not be able to accommodate student guest riders. A guest rider is a student who rides a bus other than the one they are assigned.

