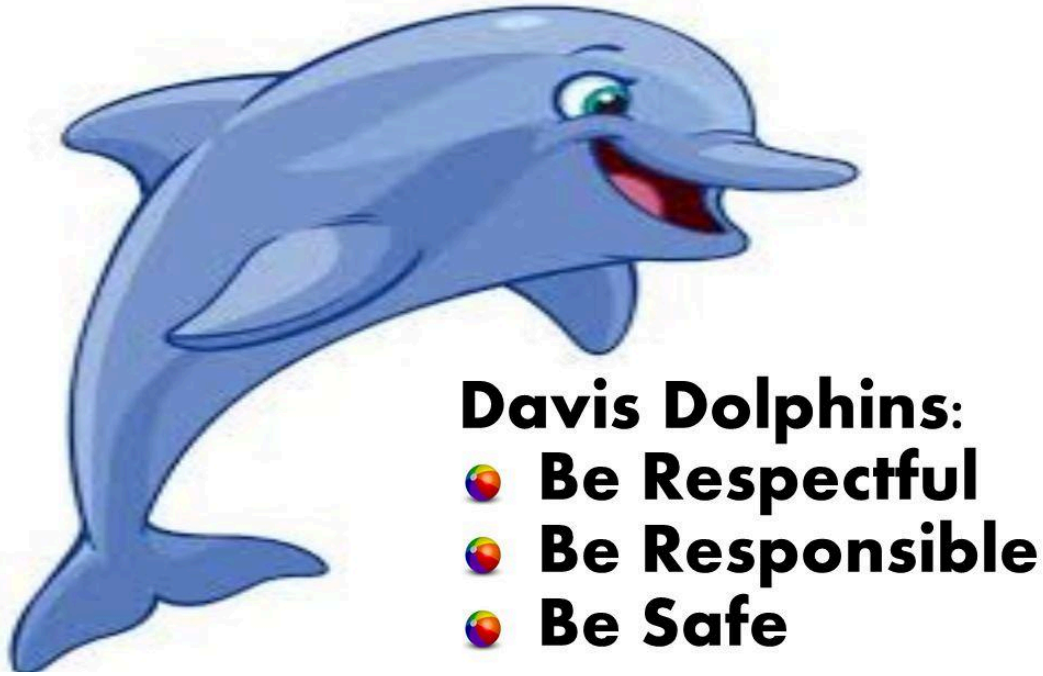
Davis Elementary School Handbook 2026-2027

Centennial School District Elementary Schools

Handbook for Students & Families

Davis Elementary: Promoting the academic and social success of all students within a respectful, responsible, and safe learning community!



Davis Elementary

475 Maple Avenue
Southampton, PA 18966
215-441-6000, ext. 15010
Principal, Ryan Oessenich

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DAVIS ELEMENTARY SCHOOL
475 Maple Avenue
Southampton, PA 18966
PHONE 215-364-5970 ♦ FAX 215-332-2387
www.centennialsd.org

WELCOME INFORMATION

The staff of Davis Elementary School would like to welcome you to our school family for the 2026-2027 school year. We prepared this handbook for your information and use throughout the year. We want our students to be successful in school and in life. Understanding the expectations and procedures of school life will help our students reach their academic potential. We also stress character education, which not only increases student safety and achievement, but also helps the students become kind and responsible classmates who are integrally involved in our school community.

The information contained in this handbook answers the most frequently asked questions about the operation of our school. We ask that students, parents and guardians read the handbook carefully at the start of the school year. This will help everyone navigate interactions with our school staff and support each other in following school expectations.

Additional information can be found on the Centennial School District website, the Davis Elementary School webpage, the bi-weekly principal's newsletter and on the district cable channel. This year we'll continue our goal to be eco-friendly. Parents should expect to utilize our webpage as the first means of communication for school guidelines and activities.

We want you to feel free to contact the office, building administrators or teachers whenever you have a question or a concern about your child. Teachers are usually able to return your phone calls within 48 hours. Since teachers often have meetings and responsibilities before and after school, teachers are given time to return phone calls and emails. If you have not received a return phone call or email response after 48 hours, please call the main office and speak to one of our secretaries or building administrators.

We encourage you to get involved with the many school activities, programs and community organizations in the Centennial School District. We welcome the opportunity to discuss any concerns so we can work towards a solution. Here at Davis, we view parents as partners and it is through this joint effort that we can achieve our common goal…the best possible education for our students.



Best wishes for a healthy, successful 2026-2027 school year!

MISSION STATEMENT

The Centennial School District will build intellect, forge partnerships and engage students to be Future Ready by implementing a coordinated and articulated academic, athletic, and arts program that provides instruction aligned with Pennsylvania Academic Standards.

VISION

The Centennial School District will ensure students are prepared for post-secondary education, career, and life readiness.

SCHOOL COLORS & MASCOT

Blue and Silver ~ Home of the Dolphins

SCHOOL HOURS

Office Hours ~ 8:00 a.m. - 4:00 p.m.
Student Hours ~ 9:05 a.m. to 3:35 p.m.

Early Dismissal Hours

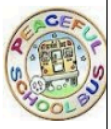
Refer to the school or district calendars for scheduled early dismissal days.
Office Hours
Student Hours ~ 9:05 a.m. - 11:45 a.m.

Unscheduled Closings

All information will be shared via e-Alerts along with local media outlets.

Dolphin Pledge

As a Davis Dolphin, I will be Respectful, Responsible, and Safe. I will follow all Expected Behaviors at my school. I will be the best I can be at Davis Elementary.

EXPECTED BEHAVIORS	CLASSROOM	BUS	CAFETERIA	HALLWAYS	RECESS	BATHROOM	DISMISSAL
							
BE RESPECTFUL	Listen to Others and Use Kind Words	Treat Others With Care	Include Others	Be Considerate of All Displays	Include Others and Be a Good Citizen	Be Considerate of Property and Privacy	Be Courteous While Traveling
BE RESPONSIBLE	Follow Directions and Persevere	Talk Quietly	Talk Quietly and Eat Neatly	Walk Quietly and Use Silent Greetings	Play Fairly	Be Trustworthy and Return to Class Promptly	Wait for Announce-ments
BE SAFE	Honor Personal Space	Stay Seated	Stay Seated	Honor Personal Space	Control Your Hands and Feet	Wash Hands	Line Up and Follow Safeties

Davis

Expected Behaviors

Be Respectful, Be Responsible, Be Safe

ARRIVAL



- **All students are expected to arrive at school by 9:00 AM** each day. If your child eats breakfast here at school, please drop them off by 8:50 AM. Morning classes begin promptly at 9:05 AM, and we want students to be at their desks and ready to participate at that time.
- Students who use private transportation, walk, or ride bicycles to school should not arrive before 8:45 AM. *There is no supervision for students before this time, unless the child is in the before and after school care program.*
- Provisions for child care prior to 8:45 AM and after 3:35 PM are the responsibility of the parents and guardians.
- Students who ride the bus should enter through the bus entrance at the front of the building and go directly to their classroom unless they are having breakfast.

"**WALKERS**" can enter the building from 8:45 to 9:00 and should access the school grounds using one of the designated walking paths.

- Walkers crossing Maple Avenue should do so at the crosswalk staffed by a crossing guard located at the intersection of Willow Street and Maple Avenue.
- Once on school property, walkers should use the designated crosswalks to travel through any parking lot zones.
- Walkers should enter the building through the Side (Bus) Entrance Door.

"**BICYCLE RIDERS**" should access the grounds using the same route as walkers.

- A bike rack is available adjacent to the bus platform.
- After locking their bike at the bike rack, bikers should enter the building via the Side (Bus) Entrance Door.

"**CAR RIDERS**" are students who arrive by private transportation and are dropped off at the **side of the building**.

- For safety reasons please have your child exit the passenger side doors only and directly onto the sidewalk. Drivers are asked to remain inside the vehicle.
- Parents/guardians who need to help their child unload or carry instruments, projects or other items are asked to park in the visitor lot and enter the building using the Main Entrance Door.
- **NO private vehicle may enter the bus zone at the side of the building at anytime.**

Late Arrivals

- Students arriving after 9:05 AM are considered late and must be escorted into the building by a parent or guardian. Parents/guardians arriving after 9:05 AM may park in the visitor parking in the front of the building and escort the student(s) to the main office to sign in.

DISMISSAL

We have three primary student groups at dismissal time:

- Bus/van riders
- Walkers
- Car riders

An announcement will be made indicating when each group should be dismissed from the classrooms. Here at Davis, a select group of Grade 5 students serve as the Davis Safety Patrol. The Safety Patrol assists with the dismissal procedures.

If you need to change your child's dismissal plan…

- Write a note to be given to the teacher in the morning.
- Email daattendance@centennialsd.org making the front office aware of the dismissal changes.
- Your child will not be released to any individual who is not listed on the Student Information Sheet or identified in a written note from you.
- Individuals picking up your child will be required to show proof of identity.
- Students are not permitted to ride other buses aside from their assigned bus route.

Dismissal

Dismissal is a very busy time in the school office. We cannot guarantee that a last minute phone call to change your child's dismissal plan will be picked up and implemented in a timely manner.

Bus/Van Riders	Dismissed from classrooms to a staging location inside the building where they meet their designated Safety Patrol member. Students should follow their Safety to the bus. Bus Riding Students are **not permitted to ride a different bus** to another child's home for a play date. Centennial buses typically operate at capacity and cannot accommodate additional riders at will.
Car Riders	**Car riders** will be dismissed from classrooms to the cafeteria where they will await their ride. Drivers picking up students should enter the front parking lot; please use the main driveway and NOT the bus entrance. When you arrive in the queue a member of the Davis staff will collect your Davis Valet form number (p. 25). This number will be used to call students from the cafeteria when their car has arrived in the loading zone. Please have your placard displayed on your dashboard each day when picking up your child. The wave of cars will be dismissed when all students have safely entered their vehicle. Please await the signal from school staff before exiting the loading zone. Please follow the directions of the traffic control staff. This will ensure a safe flow of traffic off of school property and onto Maple Avenue. **Use of cell phones** during dismissal time poses a significant safety risk for students; please refrain

	while driving on Davis property. Please ensure the children are **properly buckled in an age and weight-appropriate child safety seat.** **Picking up a child(ren) other than your own child(ren)** requires prior written permission communicated in advance from both parties (the driver and the parent/guardian of the child to be picked up).
Walkers	**Walkers** will also be escorted by the Davis Safety Patrol to the library School staff in the library will dismiss walkers. Walkers will exit the building via the Orange Door (by bus lanes). Parents/guardians meeting their children are asked to please wait on the Cold Spring Road side of the driveway. Walkers should remain on the sidewalks and designated walking paths; please respect our neighbors and do not cut across their yards.

Bus Behavior

The bus can be a place of bonding among students. To be safe, all bus rules of conduct and behavior must be followed. All students who ride the bus will sign a behavior contract at the beginning of the year agreeing to display positive behaviors on the bus. Students who violate the safety regulations may be given an assigned seat and/or be excluded from riding the bus. Parents/guardians are responsible for transporting students to and from school if an exclusion is required.

The Way To Be On the Bus	Loading and Unloading	While The Bus Is Moving
 **BE SAFE**	Go directly to your seat Stay in the seat until the bus comes to a complete stop Keep the aisle clear so the driver can see out the back	Sit safely with your back to the back and your bottom to the bottom Voice level – 2 Conversation level (Only a small group around you should hear you) Keep body parts inside the bus Only talk to those around you
BE RESPECTFUL	Allow for personal space Respect the property of others Keep hands and feet to self Keep interactions "G" rated Use language appropriate for all ages	
BE RESPONSIBLE	Clean up after yourself	Keep all belongings in your backpack and in the seat with you (including food and drink) No electronic devices
	Take care of the bus and each other Share your seat	

Child Care Forms

Child Care Arrangement forms must be submitted **or renewed** each year. If your child is going to a Child Care provider before and/or after school (regardless of whether it is a neighbor, relative or child care business), you must have a Child Care Arrangement form on file in our office. This includes students who are enrolled in both before and after school programs at the local providers who bus children to Davis, (Kiddie Academy and Schoolhouse Learning Center, Warminster) as well as the on-site provider (A Child's Place). **If we do not have that form on file, we will assume no child care arrangement is in place and we will board your child on the bus which services your residential area.** If you need a form, please call the office at 215-441-6000 x15012, and we will be happy to send you one.

SCHOOL DISTRICT POLICIES

All of our School District policies can be found on our website. The following policies are especially important reading for parents/guardians:

Policy 127AR –Assessment System Assessment Exempt Form
Policy 146 - Student Services
Policy 204 – Student Attendance
Policy 204.1 – Family Trips Scheduled During the School Year Request Form
Policy 210 – Medications
Policy 216 - Student Records
Policy 218 – Student Discipline
Policy 218.1 -- Weapons
Policy 219 – Student Complaint Process
Policy 221 - Dress and Grooming
Policy 222 – Tobacco Use
Policy 227 -- Controlled Substances/Paraphernalia
Policy 233 – Suspension and Expulsion
Policy 235 – Student Rights and Responsibilities
Policy 238 -- Child Custody
Policy 249 – Bullying/Cyberbullying
Policy 351 – Drug/Alcohol
Policy 810 – Transportation Video/Audio Recording
Policy 815 – Acceptable/Responsible Use (of Technology)
Policy 815.1 – Social Media
Policy 824 - Maintaining Professional Adult/Student Boundaries
Policy 907 -- School Visitors
Policy 916 - Volunteers

SCHOOL VISITORS

Our doors are locked at 9:05 AM. Visitors to the school must ring the doorbell at the main entrance (black doors) and be admitted by an adult.

1. Visitors must obtain a visitor's pass from the main office.
2. All visitors to the building will have his/her photo identification card scanned through the Raptor system to ensure everyone's safety.
3. We are always happy to have parents visit our classrooms, but we do ask that arrangements be made in advance with the building principal and classroom teacher. (Policy 907 Classroom Visitation)
4. Students are requested not to bring guests to school unless permission is granted in advance by the principal.
5. Parents have access to appropriate school personnel to discuss problems needing immediate attention.
6. Forgotten books, lunch money, lunches, etc. should be left in the office. We will see that they are delivered to the student.

SCHOOL SAFETY & SECURITY

Safety of students and staff is an important concern in our school. Parents and visitors are asked to abide by the following:

1. Between the hours of 9:05 AM and 3:35 PM, our building security system restricts access. Visitors and parents must enter through the main entrance (black doors), ring the bell and identify themselves and the purpose for the visit. Please be advised that our staff will ask for a photo ID, especially if an adult is taking a child from school (nurse, appointment, early dismissal).
2. Upon admission, visitors and parents are required to register in the office and obtain a visitor's pass.
3. It is expected that visitors or parents will go directly to their room where their business or volunteer work is being conducted.
4. All staff members are required to wear Centennial School District ID badges.
5. Students may not leave class without teacher permission and a pass.
6. Students may not bring any items that can be thought of as weapons. Please refer to CSD Policy 218.1.
7. Students should NOT bring valuable items to school. The school staff cannot be responsible for keeping such items secure.
8. Students are not to use cell phones during the school day. If a student needs to contact a parent during the day, he or she will be able to use a supervised phone. In the event that a student does bring a cell phone, it is not allowed to be on or used during the school day.
9. Students are discouraged from loitering before or after school. The playground is not to be used unless a parent/guardian is on hand to supervise this activity.

ATTENDANCE

Children who attend school regularly make the best progress. If your child is going to be absent, please call the school to let us know or e-mail the school @DAAttendance@centennialsd.org.

Following an absence, a written note of excuse needs to be provided within three (3) days indicating the reason for the child's absence. Failure to do so requires the school to count the absence as unlawful. (See policy 204. Attendance)

Pennsylvania state law requires that schools treat all absences from school as unlawful until the school receives a written excuse explaining the reason for the absence. This information must be provided within three (3) calendar days of the absence. Failure to do so requires the school to count the absence as unexcused. All absences beyond ten (10) cumulative days require a note from a physician. Students who miss ten (10) consecutive days shall be dropped from active membership unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution (Policy 204 - Attendance).

If a student accumulates 4 or more unexcused absences, the assistant principal and school social worker will collaborate with the parent to create a Student Attendance Improvement Plan (SAIP). The goal of the SAIP is to reduce/eliminate future unexcused absences.

Parents should be aware that the attendance record of each student is reviewed on a regular basis. If in the opinion of the teacher, in consultation with the principal, a student has been absent an excessive number of days, a letter will be sent to the family. The purpose is to keep parents informed of the accumulating absences and to allow for home/school communication to discuss any academic or health concerns. Chronic absences will be reported to the appropriate social services and may lead to a citation from the District Magistrate.

FAMILY TRIPS

Family trips during the school year are discouraged for academic reasons and must be approved by the principal. Parents should refer to Policy 204.1 on the district website. The principal may approve student trips of up to, but no more than five (5) school days during a school year. Attendance history is taken into account when granting permission for educational trips. While students may easily make up any written assignments, the instructional time lost is valuable. Requests for approval of a student's absence because of a scheduled family trip shall be submitted in writing to the principal prior to finalizing arrangements three days before the trip. We recommend that parents try to arrange family trips around regular scheduled school holidays.

The student shall be responsible for securing from the teacher(s) the required assignments prior to the period of absence. Upon the return to school the student is responsible for the submission of completed assignments. The student shall make arrangements for the make-up of any additional assignments and test/quizzes within five (5) school days of return.

There is a Family Trip Request form in the back of this handbook for your convenience. The office shall notify parents in writing of approved trips within one (1) week of receipt of request.

MOVING

Please report any change of address, phone number or emergency contact in writing to our school office. Office staff will make the necessary changes to our records and notify the classroom teacher. If you are moving outside the district, the office staff will provide you with a withdrawal form; this will facilitate the transfer of school records to your new school. If you are relocating within the District, please provide four proofs of residency (for your new address).

When moving, it is important to check with our school office regarding residency in the Davis zone. Requests to attend any one of the elementary schools "out of zone" must be in writing and addressed to the Administration Building.

EMERGENCY CLOSINGS

The Superintendent makes the decision to close school. It is never an easy choice. It is made in the interest of safety for all of our students, staff, and parents. Closings and/or delays are communicated on our website, and through our e-alert system.

Parents should develop an emergency plan for impending bad weather. Children become anxious if they think they are going home to an empty house. Prepare your children in the event you cannot be reached or are not at home when bad weather strikes and school is dismissed. They should know what to do and where to go in order to be safe until you arrive. The phone numbers on file in the office become very important on these days. Please be sure to update your phone numbers (home, work, and cell phones) in Skyward.

ASBESTOS REGULATIONS

The Centennial School District conducts regular asbestos inspections of all district facilities. In compliance with EPA regulations, School Rules – (4 CRF Part 763 – Subpart E) all public and private elementary and secondary schools are required to inspect for friable and non- friable asbestos. Further, each school entity is to develop asbestos management plans and where required, implement response actions in a timely fashion. The EPA regulations require the school district to annually inform parents, teachers and employee organizations about the availability of the inspection reports and Management Plan. All of the buildings in the Centennial School District are inspected per EPA regulations and a Management Plan for Davis Elementary School. The Management Plan is maintained in the main office of the school district and is available for inspection Monday through Friday, 8:30 AM to 4:00 PM.

NOTIFICATION OF PEST MANAGEMENT TREATMENTS

Act 36 of 2002 provides for the use of integrated pest management programs and establishes requirements for schools concerning notification of pesticide treatments. The Centennial School District uses an integrated pest management program and will use pesticides only when necessary and when children will not be in the building for at least 12 hours. Any parent who wishes to be notified in advance of any pesticide application should make this request in writing to the Facilities Department, 48 Swan Way, Warminster, PA 18974.

CRISIS RESPONSE PLAN

The Centennial School District has a comprehensive Crisis Response Plan. All staff members maintain a copy of this plan and it is reviewed regularly. Various drills are conducted with the students and staff to assure a quick, accurate response to emergencies. The Crisis Response Plan is available for your review in the school office.

HEALTH SERVICES

First aid services are provided when accidents or sudden illnesses occur at school. Following examination by the nurse, a decision is made on whether or not to contact the parent for further medical treatment or have the child return to class. If necessary, the nurse will contact the parent to arrange for dismissal from school. Therefore, it is imperative that we have updated emergency contact information. Your child's health, as well as the other students he/she may come in contact with, is our primary concern.

Parents are valuable partners in helping us keep children healthy. If your child had a bad night, please let the nurse know so that she can assess a child's condition when he/she appears the next day in the health suite. Parents also need to be vigilant in checking for head lice, ticks, and communicable diseases, such as pink eye and chicken pox. Pediculosis (head lice) is seen frequently in elementary school-aged children. Sharing hats, combs, pillows, etc. accounts for the spread of the head lice from one child to another. If a student is found to have live head lice, the school would follow the current recommendations from the PA Department of Health: 1) The parent would be notified and provided with instruction to treat the student, any affected family members and the home environment, 2) the student would be sent home, and 3) the student would return to school after confirmation of the first treatment. A student undergoing treatment will be restricted from activities that may promote the spread of head lice. As a preventative measure, all students will be instructed on how to reduce the chances of spreading/getting head lice. Our school nurse can be reached at 215-441-6000 x15025.

MEDICATION POLICY

If prescription or non-prescription medication must be administered during the school day, a medication form must be completed and signed by the physician and parent. All medications must be in the original container and delivered to the nurse by the parent. Students may not carry medication to and from school. Medications may not be delivered via the bus driver.



MEDICAL APPOINTMENTS

We encourage parents to try and schedule appointments outside of school hours. When this is not possible, please use the following procedure:

1. Submit a written request to the teacher on the morning of the early dismissal. Forms for Parent Requests for Early Release are provided in the back of this handbook for your convenience.
2. Report to the office to check your child out of school. For safety reasons, no child is dismissed directly from the classroom.
3. Students may not sit in the office and wait for your arrival. They need to be in class for instruction, so please allow extra time for your child to be sent to the office.
4. If the appointment is scheduled early in the day, students are expected to return to school to finish their classes.

5. In order to be excused, an appointment card or doctor's excuse is expected when the child returns to class.
6. To facilitate the dismissal process at the end of the day, **we request that early dismissals are scheduled by 3:00 PM**. Parent pick-up lines will begin to form at 3:00 PM.

LOST AND FOUND

Lost and found items are stored in the cafeteria, unless it is of significant value. Items of value are taken to the main office. If your child has lost an item, s/he must notify the classroom teacher who will allow time for the student to search the Lost and Found area or check at the main office. Please feel free to browse through the Lost and Found collection whenever you are visiting the building. Students and families are responsible for items brought to and from school. While there is a lost and found, please know that the District is not responsible for items that are left behind or misplaced.

LUNCH

Our school operates a breakfast and lunch program. This year, all breakfast is free to the students. Any a la carte menu will be at an additional cost. The menu & pricing are available online on the district website (Menu and Menu Pricing). Parents/guardians can provide payment for extra snacks and manage your student's account through the School Cafe system (details may be found on the Nutritional Service section of the Centennial website). Parents/guardians may also add money to a student account via check made payable and mailed to: CSD Cafeteria Account, Davis School, Attn: Cafeteria Manager, 475 Maple Avenue, Southampton, PA 18966. When children forget their lunch or lunch money, they may charge lunch in the cafeteria. Payment is expected the next day.

Lunch	$3.05

Centennial Schools participate in the USDA Lunch Program. Families qualify for either free lunch status based upon family income on a year-to-year basis. All information submitted to the school is kept confidential. New applications **must be processed before October 1st annually**, at which date meals become full price. Meals cannot be made Free retroactively, so it is important to return the applications before the cutoff date. Please look for the new application with the information that will be sent home on the first day of school. Parents/guardians may communicate directly with the principals, cafeteria manager or school counselor for more information about this program.

All students eat lunch in the cafeteria with their class. We are fortunate to have monitors to assist the children during the lunch period. There is an expectation that students show respect for these adults at all times.

The Silver Spoon Award is a school-wide initiative to reward classrooms that demonstrate expected behaviors in the cafeteria. This monthly award is given out to one classroom per grade in K-5 that best exemplifies the three cafeteria expected behaviors listed above. The winning classrooms, announced at the end of the month, are given a special treat at lunch sponsored by the Davis Home and School Association.

STUDENT ATTIRE

Guidelines: Inappropriate items for the school day include but are not exclusive of the following:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol, tobacco, or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, sexual persuasion, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso or undergarments.
- Any clothing that is excessively tight, or loose, is of transparent material, see through material, material that is ripped, contains holes, torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.
- Outerwear such as coats, hats and jackets. Exception: coats may be worn when the teacher determines the room is extremely cold.
- Spikes, dog chains, chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents.
- Nonprescription sunglasses (inside school facilities).

In addition:

- Shorts, skirts and dresses cannot be shorter than two inches above the knee. Shorts worn for physical education class will be at the discretion of the teacher.
- All pants or slacks must be worn to the hip level.
- Footwear must be worn at all times. Slippers and rubber flip flops are strictly prohibited.

Students should “dress for success.” Attire or other accessories that cause a disruption to the educational environment are not permitted. Inappropriate items for the school day include but are not exclusive of the following: clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol, tobacco, or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, sexual persuasion, national origin, or disability. The following fad clothing styles are discouraged: torn or baggy jeans, short skirts, backless and midriff tops, heels over 2 inches, and any tee shirts that contain phrases with lewd or offensive language. Due to the buildings being two levels and having stairs, flip-flops or shoes without backs present a safety issue and are not permitted. Children should be neat, clean and ready for a great day at school!

RECESS

Recess period is scheduled for 30 minutes daily. One grade level is at recess at any given time. Recess may occur before or after the lunch period, and is supervised by monitors. Children can play 'organized' games, use the playground equipment, use the grassy fields, or sit and talk to friends. However, students wearing flip flops or shoes without backs will not be able to play on the playground equipment or play organized games like soccer. Our Home and School Association has generously provided the children with a variety of play equipment. We expect the children will treat the equipment respectfully and share with others.

The expectation is that all students will go outside for recess on a daily basis unless we receive a doctor’s note to excuse the student from recess. Students need to come to school dressed appropriately for the weather. In cases of extreme cold weather (below 32 degrees) the principal or assistant principal shall have the discretion to restrict recess to indoors.

Please remind your child that school behavior extends to the playground and fields. We will not tolerate bullying, foul language, and physical violence during this playtime. Students who make poor choices may be sent to the office to speak with the assistant principal or principal. Please review the following recess rules with your children:

- Be Respectful means: Include Others and Be a Good Citizen.
- Be Responsible means: Play Fairly.
- Be Safe means: Control Your Hands and Feet.

SCHOOL PHOTOGRAPHS

All students in school have their picture taken in the fall. You are not required to purchase a photo package. However, all students have their picture taken since this photo becomes part of our student information system, and is used in the student yearbook.



SCHOOL PROPERTY

Our students are provided with quality textbooks, library books, electronic devices, and instructional aids. In the event of their loss or destruction, the student is responsible for replacement. We ask that textbooks be covered at all times. Chromebooks and iPads should be treated with care, and must not get wet (i.e., not be in a backpack with a water bottle).

Students responsible for destruction of school property due to malicious mischief will be required to make restitution.

SCHOOL SUPPLIES

The Supply List is available online with hard copies in the office. However, teachers may ask for additional supplies throughout the school year.

Parents are urged to purchase items that are necessary for good organization of schoolwork and avoid purchasing expensive items not included in the teacher's supply list. The Home and School Association provides all students in Grades 2, 3, 4 and 5 with an agenda book, and all students in grades K and 1st Grade with a folder for bringing papers back and forth from school. Other school supplies are available at our school store, which is open every Tuesday and Thursday morning.



TRANSPORTATION

The Centennial School District takes seriously its responsibility to provide safe transport for all students. Parents are asked to reinforce with their children the need to obey all safety rules. In view of the fact that the school bus is an extension of the classroom, student conduct should resemble classroom conduct. Riding the school bus is a privilege and students who misbehave may jeopardize that privilege. Bus drivers are authorized to generate written reports of poor bus behavior which may result in assigned seats or the suspension of bus riding privileges.

Behavior expectations for students who are "**Bus Riders**" are:

- Follow all bus rules (or parent rules if riding/walking) and the instructions of the drivers at all times.
- The driver is the authority at all times.
- Use good manners to the driver and each other. Say good morning, good afternoon, please and thank you.
- Do the right thing and encourage others to do the right thing; refuse to horseplay.
- Take care of the bus: don't damage it; keep it clean.
- Solve disagreements peacefully; respond to insults without violence; never use profanity; refuse to spread gossip, use put-downs or hurt anyone with words.
- Remember that loud, rowdy behavior distracts drivers and creates very dangerous situations.
- Make sure you have everything you need before leaving home; leave a few minutes early so that you are on time for the bus.
- Board/leave the bus you are assigned at the stop to which you are assigned.
- Walk in front of the bus if you must cross the street.
- Wait your turn to enter and exit the bus.
- Form a line for getting on/off the bus.
- Use the handrail on the bus.
- Do not be "territorial" about seats; Kindergarteners ALWAYS ride in the front.
- Go directly to your seat.
- Keep arms, heads, and objects inside windows of buses.
- Stay seated until the vehicle stops.
- Keep aisles clear on buses.
- Do not eat or drink on the bus.
- Take all belongings with you when you leave the bus.

Behavior expectations for students who are "**Walkers**" or "**Bike Riders**" are:

- Walk or ride on safe parts of the street.
- Use crosswalks if you are walking.
- Use bike paths if you are riding.
- Be careful about balancing objects on bikes.
- Come directly to and from school.

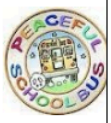
We hope all Davis students will make us proud when they are outside of school. However, be aware that walkers and bikers may have privileges suspended for repeated or serious misbehavior and neighbors have every right to call the police for misbehavior in the neighborhood.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The students of Davis School are generally well-behaved, caring, responsible young people. The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment. In working with students, conversations will often focus on expected behaviors.

All students are expected to assume personal responsibility for their behavior, develop appropriate self-control, and accept the responsibility and consequences of inappropriate behavior. Below you will find a summary of the expected behaviors for some special areas and activities at school. Your assistance in reinforcing these expectations is very much appreciated.

Our goal is to develop the social and emotional skills of students in a safe, trusting and caring environment. To that end, we have implemented a School-Wide Positive Behavior Intervention and Support (SWPBIS) program to ensure that potential student misbehavior is treated as an opportunity for social and emotional growth. The expected behaviors for different areas of our school are listed on the following chart:

EXPECTED BEHAVIORS	CLASSROOM	BUS	CAFETERIA	HALLWAYS	RECESS	BATHROOM	DISMISSAL
							
BE RESPECTFUL	Listen to Others and Use Kind Words	Treat Others With Care	Include Others	Be Considerate of All Displays	Include Others and Be a Good Citizen	Be Considerate of Property and Privacy	Be Courteous While Traveling
BE RESPONSIBLE	Follow Directions and Persevere	Talk Quietly	Talk Quietly and Eat Neatly	Walk Quietly and Use Silent Greetings	Play Fairly	Be Trustworthy and Return to Class Promptly	Wait for Announce-ments
BE SAFE	Honor Personal Space	Stay Seated	Stay Seated	Honor Personal Space	Control Your Hands and Feet	Wash Hands	Line Up and Follow Safeties

When misbehavior does occur, teachers and administrators try to focus on the behavior being the result of poor choices. We will work with children to teach replacement behaviors, and to make restitution with unexpected behaviors. Often, parents are contacted for additional insight and assistance. However, if situations develop where a student's behavior is so disruptive that it interferes with the learning and safety of others, immediate actions will be taken.

Consequences for unexpected behaviors may include:

- Reflection time in the classroom
- Reflection time in another setting
- Referral to the counselor
- Referral to the building administration
- Restitution (i.e., cleaning up graffiti, written and/or verbal apologies)

Loss of recess privileges
Loss of school privileges such as classroom parties, assemblies, club privileges, field trips
Assigned seat at lunch or on the bus
In or out-of-school suspension

Acts of bullying, fighting, harassment, foul language, and disrespect towards adults and children will not be tolerated. Serious infractions and their consequences are noted on the website and parents are asked to review these policies carefully.

Each classroom teacher has established a list of expectations for behavior, which are shared with parents and reviewed with the children on a regular basis.

Offense/ Unexpected Behavior	Examples	Consequences
Level 1: Any unexpected behavior that interferes with instruction, orderly operations, and/or regular functions of the day on the bus, walking to/from school, in school, and/or on school property. Any staff member may handle this type of misconduct. Administration may be involved.	One or more of the following: ● Disruptive behavior ● Disrespect to oneself and/or others ● Violate the dress for success guidelines ● Inappropriate language ● Cheating	One or more of the following: ● Lose recess ● Lunch detention ● Confiscation of item ● Loss of privileges ● Parental/Guardian Contact ● Student Conference ● Reprimand ● Refer to MTSS ● Restorative Conference ● Restore the environment to its original state ● Inform IEP case manager ● Reflection Page/Behavior Contract
Level 2: Level II offenses can be defined as unexpected behaviors that seriously disrupt the environment for learning and/or repeated Level 1 offenses without repair. Administrative action is needed at this level.	One or more of the following: ● Repeated Level 1 offenses without improvement ● Failure to follow reasonable direction from a staff member/ Insubordination ● Defiant/disruptive behavior ● Endanger self/others ● Damage of school/another student's property ● Theft ● Physical altercations (punch)	Any Level 1 consequences, plus: ● Extended detention ● In-School Suspension ● Out-of-School Suspension ● Police contact ● Referral to MTSS ● Restitution ● Serious Incident Report SIR) ● Inform Special Education Supervisor ● Social Skills Instruction

Level 2 (cont.):	● Verbal/Sexual harassment including language, gestures, or symbols that others find offensive including, but not limited to profanity, racial, ethnic, religious, gender, or sexually derogatory terminology ● Threat ● Bullying	
Level 3: Level 3 offenses are those that involve serious incident reports (SIR). This misconduct is serious in nature and usually involves local law enforcement.	One or more of the following: ● Unchanged or accumulated level 2 offenses ● Violation of security (physical or computer related) ● Damage to property ● Threaten to seriously harm another person/self ● Vandalism ● Possession or use of any controlled substance/paraphernalia ● Possession or use of any weapon ● Lewd, indecent behavior/sexual acts ● Major theft ● Aggravated assault	Any Level 1 or 2 consequences, plus: ● Out of School Suspension (3-10 days) ● Serious Incident Report (SIR) required ● Police Contact required for all VRs ● Mandatory reporting when applicable ● Pre-expulsion hearing

BULLYING INFORMATION

Bullying is commonly defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning by one or more individuals against another. Bullying happens when a person with greater power repeatedly takes unfair advantage of a less powerful person.

Some Characteristics of a Bully

- Desires power and control over others
- Lacks empathy
- Is good at hiding their behavior from adults
- Lacks guilt
- Likes to win in all situations
- Is skilled at appearing innocent and talking one's way out of difficult situations
- Values the rewards that aggression can bring

Some Characteristics of a Target

- Lacks the social skills their peers readily exhibit
- Tends to be overly insecure and anxious
- Are unable to defend themselves physically, verbally or emotionally
- May have poor self-esteem
- Doesn't think adults can or will help
- Is often alone, excluded from peer group

Let your children know that they can take some measures to stop or prevent bullying. Encourage your children to try some of these things:

- **Avoid Bullies**
- **Act confident**
- **Tell a friend**
- **Tell an adult**
- **Walk away**
- **Say, "Stop it"**
- **Say, "Leave me alone"**
- **Travel in a group**
- **If you are in danger run**

Below are actions that are implemented to prevent bullying at Davis Elementary School:

First Offense Interventions – (The classroom teacher handles first offense)

- **Verbal warning**
- Apology (written or verbal)
- Time-out/ Removal from group
- Redirection (teacher models alternative communication methods)
- Inform student of the rule broken and future expectation

Second Offense Interventions – (The classroom teacher handles the second offense)

- **Teacher notifies the parents**
- Loss of privileges (playground, classroom, bus)
- Conference with counselor
- Develop behavior/responsibility plan

Third Offense Interventions – (The classroom teacher will complete a "Discipline Report" form and refer the student to the principal/assistant principal)

- **Student will have a meeting with the building administration**
- May result in the assignment of a detention or further disciplinary action

The Centennial School District has developed a policy about Bullying 3.17, which is available on the district website.



HOMEWORK GUIDELINES



Homework is an extension of skills taught in class and is assigned to maintain mastery of those skills. Most assigned homework is designed to be a daily review of the classroom experience and can be completed with little assistance. Repetition is essential for young children to gain mastery. In the intermediate grades, teachers often require special projects or research. These assignments require extended time for completion and teachers may ask for a parent's signature as an indication that you are aware of the requirements and the timeline for completion.

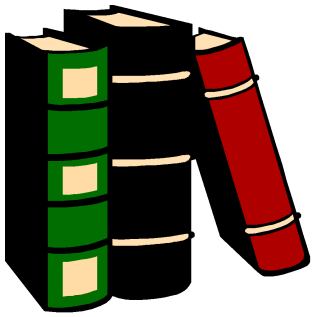
Homework times vary according to grade level and ability of each child. Homework should be monitored and reviewed by parents, but **NOT DONE** by parents. A regular time and place should be designated for homework. There is a need to instill in children the understanding that homework is the child's responsibility and involves more than just written assignments. Homework is linked to indicators on your child's report card.

Centennial School District expects that elementary students will read on a daily basis. With that in mind, reading for at least 15 minutes each night can become part of the scheduled homework time. Centennial School District standards also require that students add, subtract, multiply and divide on timed facts tests at a 90% proficiency level. Therefore, practicing math operations (using flashcards, dice, math games and worksheets) can also be a daily homework requirement.

Parents and students can expect that teachers will provide clear guidelines regarding homework assignments and that the homework will be corrected/collected in a timely manner.

Centennial School District has established the following suggested daily time guidelines (Policy 130) for assigned homework:

- Kindergarten — Up to 15 minutes
- Grades 1 and 2 — 15 - 30 minutes
- Grades 3 and 4 — 30 - 45 minutes
- Grade 5 — 45 - 60 minutes





SCHOOL SERVICES & SPECIAL PROGRAMS

Literacy (Reading, Writing, Grammar, Spelling, Handwriting, and Critical Viewing)

Our building reading specialists coordinate the literacy program throughout the school by working with students, staff, and parents/guardians. A student who is experiencing difficulties in literacy acquisition may be referred for assistance by his/her teacher or parent/guardian. Parents may contact our reading specialists, Ms. Infanti and Ms. McArdle at 215-441-6000 x11559.

Multi-Tiered System of Supports (MTSS)

A Multi-Tiered System of Support (MTSS) is a whole child approach that provides a framework of targeted interventions and support to students in multiple areas. MTSS supports academic growth and achievement (specifically targeting reading & math), behavior, and social-emotional needs. Through the MTSS framework, student needs are able to be targeted with specific, research-based interventions and a collaborative approach to student support. Through this tiered approach and ongoing review of multiple data points, school staff is able to make the best recommendations and determinations in regards to what the student might need to find success. All students receive universally designed and implemented instruction & practices (Tier 1) and many will find success at grade level, while some may need additional methods of instruction in order to help them to achieve mastery of standards and skills. This additional instruction may be provided at Tier 2 (targeted and remedial) or Tier 3 (individualized and intensive).

Student support within the MTSS framework is provided in a number of ways:

- **WIN (What I Need)** - students will be grouped with peers to receive support based on their needs in Reading and Math. All students will receive Tier 1 SEAL Curriculum through Character Strong during SEAL WIN days. During Math & Reading WIN days, students may receive extension of the core curriculum, reteaching and remediation of targeted skills using research based support and intervention tools, or targeted groups with Reading or Math Specialists using research based intervention programs and progress monitoring. Students may not be placed with their homeroom teacher during Reading and Math WIN days.
- **Small Group Instruction** - all students will receive additional support with the Tier 1 curriculum as needed during small group instruction in Math and Reading.
    - Students receiving support at Tier 3 may receive additional targeted instruction with a Reading or Math Specialist during this time.

MTSS teams meet on a weekly basis to review student progress within the core curriculum and any provided intervention support. Throughout the year, as student progress is reviewed, their level of support may be adjusted. This team includes the Principal, Assistant Principal, Reading and Math Specialists, Counselors, psychologists, and classroom teachers.

Notice of Special Education Services

The Centennial School District believes that all students can and must have an opportunity to reach their full potential. To this end, the District will provide free, appropriate public education to children with disabilities who need special education and related services and will identify, locate and evaluate all students with suspected disabilities for such special services using all applicable laws. If at any time, parents or guardians think that their child may be eligible for special education and related services they may request that the District conduct a multi-disciplinary evaluation. Such a request should be made in writing to the Executive Director of

Student Services, Centennial School District, 248 Swan Way, Warminster, PA18974. All such requests will be addressed within 10 days of receipt from the parent or legal guardian.

Supports for Students Who Qualify Under the McKinney Vento Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, the Centennial School District attempts to identify any children within the district that may be experiencing homelessness. Please contact the Social Worker assigned to your neighborhood school if you believe that you may qualify for under the McKinney-Vento Act. Additional information regarding this act can be found on the District's website under the Student Services department.

Social, Emotional, Academic Learning (SEAL)

Social, Emotional, Academic Learning (SEAL) refers to the **skills** we all develop throughout our lives to manage emotions, form healthy relationships, and make responsible decisions. The Pennsylvania Department of Education calls these skills "Career Ready Skills." Children, adolescents, and teens practice and develop these skills at *home*, in their *communities,* and in *school and classroom* settings.

In school, SEAL also refers to the **features of the educational setting**, like *how* students learn, and the *climate and culture.* In CSD, elementary schools use the following programs and practices to support the development of students' SEAL/Career Ready skills:

- Schoolwide Positive Behavior Supports
- Morning Meeting, Quiet Time, and Closing Circle
- Character Strong's Purposeful People Program

For more about CSD's approach to SEAL, please visit our SEAL webpage.

Character Strong

We have adopted the Responsive Classroom approach to teaching which focuses on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Counselors

Davis Elementary School has two school counselors who support Centennial School District's goals to meet a diverse learning community where all students have the ability to succeed through academics, athletics, and the arts. Additionally, the counselors support students' academic, career, and social/emotional development to ensure a successful K-12 through post-secondary pathway. Counselors serve as leaders, advocates, facilitators, and collaborators with parents, students, administration, faculty/staff, and the Centennial School District community. Counselors meet with students on an individual and/or group basis and provide the following services:

- Academic Advising
- Social/Emotional Support
- Career Exploration
- School and Community Resources/Referrals

The counselors are located in the Counselor's Suite. Should you have any questions regarding services or support for your son/daughter, please contact your son/daughter's school counselor at your earliest convenience.

- Christina Ward - Counselor for 2nd, 3rd, and 4th grades
- Robert Immerman - Counselor for kindergarten, 1st, and 5th grades

Nurse

The Health Suite is staffed five days a week by the school nurse. They provide services such as administering medication, screenings for vision, hearing, height, weight, etc. and care for sudden illness or accidents. They do not diagnose illness. You may contact Ms. Valerie Breiner by calling 215-441-6157 ext. 15025.

Homebound Instruction

Students who have been diagnosed as having either a medical or psychiatric condition that prohibits school attendance for a minimum of 20 school days may qualify for homebound instruction. Requests must be made to the principal and include: diagnosis, anticipated duration of the absence, and a physician's or psychiatrist's recommendation.

Special Subject Areas

In addition to core curriculum subjects, our students are provided with certified teachers in the areas of art, music, health, physical education, digital literacy and library.

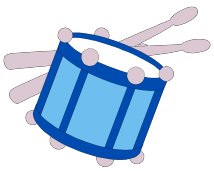
It is important that students are prepared for physical education classes each week. Please review these guidelines with your child:

1. Wear sneakers. Lace and fasten sneakers correctly. Remember to bring sneakers to school on bad weather days when you might be wearing boots or shoes.
   Sneakers with high heels or no support in the back are not permitted.
2. Wear comfortable clothes. Your outfit should allow you to bend, sit, or lay on the floor. Girls who wear skirts should wear shorts underneath.
3. EXCUSE NOTES should be sent to the teacher if a child is unable to participate due to illness or injury.

Chorus

The vocal music instructor sponsors a chorus for all fourth and fifth graders. The chorus performs at school concerts in the winter and spring. Please contact Ms. Nicole Duchene (215-441-6000 x11207) with any questions about the chorus program at Davis.

Instrumental Music



Instrumental teachers provide lessons in most standard instruments except piano and guitar. Instruments can be rented on a yearly basis. A beginning band and an advanced band perform in the Spring Concert. Stringed instrument lessons (violin, viola, cello) begin in Grade 3. All other instruments are offered in Grade 4 and Grade 5. Please contact Ms. Kathy Divine-McCaffrey (215-441-6000 x11296) with any questions about the instrumental music program at Davis.

TV Studio

Fourth and fifth grade students have the opportunity to broadcast the morning announcements live each morning. These announcements are streamed to each classroom and projected on the board.

OTHER PROGRAMS

PBIS Promise

In the Centennial School District, we believe all people deserve to be treated equally. Please see our promise that helps guide us.

I promise to treat everyone as I would like to be treated.

I will be accepting of people from all backgrounds and show them respect.

I promise to learn about other cultures and develop an appreciation for everyone's uniqueness.

Technology



The primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications. Each classroom is outfitted with technology at a 1:1 student to device ratio. Each classroom has technology devices with laptops and/or tablets. The technology programs in use are curriculum-oriented. Students will also have access to the Internet for research purposes.

In order for students to participate in any computer activities, parents/guardians should review the district's "acceptable use policy." If you do not wish your child to have access, please provide a written notification. Teachers will provide an alternate assignment. Students who violate any aspect of the acceptable use policy or misuse/vandalize equipment risk losing their privileges.

Field Trips

Field trips are provided as an extension and reinforcement of the classroom and will be curriculum oriented. They are not a requirement. Students who fail to comply with school/classroom guidelines may lose this privilege.

Students will be required to obtain parent permission before attending a field trip. Classroom teachers will send home the permission slip and details of the trip.

Parents are often asked to chaperone field trips. Please keep the following in mind:

1. The classroom teacher is in charge and will provide an itinerary.
2. The trip venue may set limits on the number of chaperones.
3. Parents are expected to assist with the supervision of a small group of children.
4. Parents are asked to provide a good example to children by not smoking or using inappropriate language.
5. For behavior or health reasons, a parent may be required to accompany his or her own child on a field trip.
6. Younger siblings are not permitted to attend school trips.
7. Family members traveling to the trip location will be responsible to pay the regular admission fees.

8. Home and School subsidizes many of our field trips. To ensure timely payment to the field trip venue, please make your payment by the requested due date.
9. Please see Policy 916 for clarification on our volunteer policy and clearances required. Our school website also has a link with more information.

Bag Lunches for Field Trips

If your student is going on a field trip, school packed lunches are available. Please send a note to the cafeteria at least the day before, so it can be packed and ready to go on the morning of the trip. Students can pay for the meal when they pick it up and free and reduced prices apply.

American Education Week

Parents and guardians are invited to visit our school during American Education Week in November. This is an opportunity to observe your child as a learner and gain an understanding of the curriculum and how the staff delivers it.

Student Activities

Davis students may participate in many activities and annual events, as well as activities planned. These include but are not limited to: Bucks County Reading Olympics, Book Fair, Winter Concert, Spring Concert, Fall Parade and parties, Holiday Shop, Valentine's Day parties, Class Field Trips, March Madness and Field Day.

Birthdays

Parents may wish to recognize the child's birthday by sending in a treat for the class. Please understand that many children have food allergies or may be on special diets for health purposes. Please check with the homeroom teacher to determine what foods may/may not be shared with the class. Healthy birthday treats may be secured at a reasonable cost by contacting our food service department. Please understand that birthday celebrations are low key affairs in the classrooms. Students typically sing "Happy Birthday" and then munch on their treat while they continue their schoolwork. Our primary goal is to maintain a focused learning environment during the instructional day. Invitations to birthday parties may be distributed during recess but only if every child in the class is invited to the party. Schools are not permitted to release home addresses of students.

In addition, the Centennial School District has created a Wellness Committee to evaluate common best practices for our students and their health and wellness.



HOME-SCHOOL COMMUNICATION

Contacting Teachers
Communication with teachers and staff is encouraged. If you have questions or concerns, send a note or email to the teacher requesting a conference via phone, email, or in person. Indicate the dates and times you are available and a phone number where you can be reached. The teacher will respond to your request within 48 hours. Requesting to speak to a teacher within the framework of the school day is very difficult. Because of teaching and supervision requirements, teachers are not readily available before and after school without prior notice. All of our teachers have voicemail for non-emergency types of messages. Formal conferences will occur in November and March.

All school flyers are posted to the eFolder and available online.

Communication
The Davis Dolphin Newsletter is electronically sent to parents biweekly. Information is also available, including our school calendar, on our school website at www.centennialsd.org. Click on the school link for Davis.

Back to School Night
At the start of the school year, parents/guardians are invited to Back to School Night. This is a night for parents/guardians to meet their child's teacher and to gain an insight into the instructional program for the school year. This is a general meeting for all parents/guardians and not a night for individual conferences.

Parent-Teacher Conferences
Conferences are held in November and March. Parents are urged to take advantage of this opportunity to consult with the teachers.

Wednesday Express
Every child will receive a large envelope. The envelope will be distributed each Wednesday and will contain informational materials from the district, school office and classroom teacher that cannot be placed in the eFolder. Wednesday Express will also include assignments/assessments that will be reviewed by the parents and returned to the teacher. Parents are requested to sign the outside of the envelope as an indication that they have received and read the contents. It is due back to the classroom teacher the following day. Where possible, flyers will be distributed to the youngest child in each family to save paper. The replacement cost is $1.

Volunteers
Davis Elementary School welcomes parents/guardians who volunteer during the school year. We always need adults who are willing to work with children. If you are interested in becoming a volunteer, please contact the district administration building at 215-441-600 ext. 11035. For more information on requirements for volunteers please review Policy 916 and Policy 916 AR.



Home and School Association

The Davis Home and School Association works with the staff to enrich our school program. All parents and guardians of Davis students are encouraged to join the Home and School Association, attend H&S meetings and participate in H&S activities.

All committees need volunteers to make them work and often the time required can be completed after school and/or at home. Please read through the H&S Information and complete the membership form. It is another opportunity for you to be actively involved in your child's school experience. Check the website for dates and times of Home and School Meetings.

2025-2026 Home & School Executive Board:

- President: Traci Sandler
- Vice President: Erin Gorman
- Treasurer: Christina Cassetti
- Corresponding Secretary: Jaime Shall-Crossen
- Recording Secretary: Victoria Winslow

Parent Concern

As part of our commitment to promoting a respectful environment, here at Davis we recognize the importance for the adults in our community to listen to and address the student concerns. It is equally important for students to learn how to communicate a concern and seek redress in a responsible manner. As outlined in CSD Policy 219 the intent of the Student Complaint Process is to secure an equitable, prompt and satisfactory conclusion for all parties at the lowest possible administrative level. Please review policy 219 AR for details on the process.

CENTENNIAL SCHOOL DISTRICT

204.1-AR-0. FAMILY TRIP REQUEST FORM

Although the scheduling of family trips during the instructional year is not encouraged, the Centennial School Board recognizes that students may benefit educationally by accompanying their parents on trips (see Policy 204.1). Parent(s)/guardian(s) requesting approval of a student's absence because of a scheduled family trip shall provide the information below and submit this form to the building principal prior to finalizing arrangements but at least three (3) days before the trip.

Student Information

Student Name: _____ Grade: _____ School: _____
Address: _____
Email: _____

Sibling Information: please list the name/grade/school of other siblings for whom a family trip request will be made. Note: A separate trip request form must be submitted to the principal of other schools.

Sibling(s) Name, Grade and School: _____
_____

Trip Information

Start Date: _____ End Date: _____ Total School Days: _____

Destination: _____

Educational Benefit of the Trip: _____

Adults Accompanying the Student: _____

Signature of Parent/Guardian: _____

Guidelines for Trip Approval

- The principal may approve no more than five (5) school days during a school year for student absences for a family trip.
- The principal shall consider the achievement and attendance of the student when reviewing a request for a family trip.
- Days approved for a family trip count toward the total of ten lawful days permitted per Policy 204. Attendance. The student shall be responsible for securing from his/her teacher(s) the required assignments prior to the period of absence.
- Within five (5) days of the return to school, the student is responsible for the submission of completed assignments.
- Within five (5) days of the return to school, arrangements for the make-up of any additional assignments and tests/quizzes shall be made.

School Use Only

Date Received: _____
Attendance to Date: Days Absent: _____ **Days Tardy:** _____
Principal's Action: ☐ **Request Approved** ☐ **Request Denied**

Reason, if not approved: _____

Principal's Signature: _____ **Date:** _____

☐ **Parent/Guardian** ☐ **Homeroom Teacher** ☐ **Office**

Page 1 of 1

DAVIS ELEMENTARY SCHOOL
STUDENT ABSENTEE FORM

Student _____ Teacher _____

Date(s) of absence _____

Reason for absence _____

NOTE: Absence of three or more days requires a doctor's certificate

Signature of Parent/Guardian _____

DAVIS ELEMENTARY SCHOOL
STUDENT ABSENTEE FORM

Student _____ Teacher _____

Date(s) of absence _____

Reason for absence _____

NOTE: Absence of three or more days requires a doctor's certificate

Signature of Parent/Guardian _____

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DAVIS ELEMENTARY SCHOOL
STUDENT ABSENTEE FORM

Student _____ Teacher _____

Date(s) of absence _____

Reason for absence _____

NOTE: Absence of three or more days requires a doctor's certificate

Signature of Parent/Guardian _____

DAVIS ELEMENTARY SCHOOL
STUDENT EARLY RELEASE FORM

Student _____ Teacher _____

Date(s) of EARLY RELEASE _____

Reason for EARLY RELEASE _____

NOTE: Releases for medical appointments require a doctor's card or note confirming the appointment.

Signature of Parent/Guardian _____ Date: _____

DAVIS ELEMENTARY SCHOOL
STUDENT EARLY RELEASE FORM

Student _____ Teacher _____

Date(s) of EARLY RELEASE _____

Reason for EARLY RELEASE _____

NOTE: Releases for medical appointments require a doctor's card or note confirming the appointment.

Signature of Parent/Guardian _____ Date: _____

DAVIS ELEMENTARY SCHOOL
STUDENT EARLY RELEASE FORM

Student _____ Teacher _____

Date(s) of EARLY RELEASE _____

Reason for EARLY RELEASE _____

NOTE: Releases for medical appointments require a doctor's card or note confirming the appointment.

Signature of Parent/Guardian _____ Date: _____

DAVIS ELEMENTARY SCHOOL
STUDENT EARLY RELEASE FORM

Student _____ Teacher _____

Date(s) of EARLY RELEASE _____

Reason for EARLY RELEASE _____

NOTE: Releases for medical appointments require a doctor's card or note confirming the appointment.

Signature of Parent/Guardian _____ Date: _____

Davis Elementary School Car Rider

DAVIS
ELEMENTARY
SCHOOL

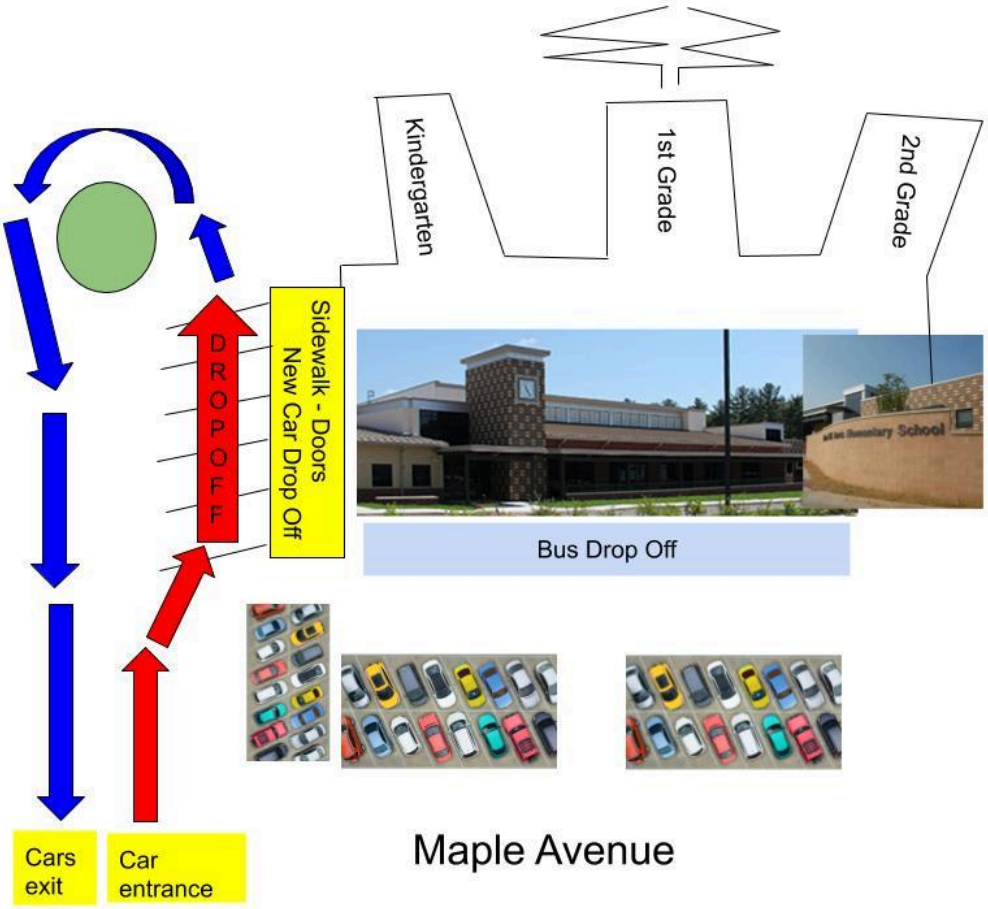
CAR # 166

Student Last Name

First Name 4th – Teacher
First Name 2nd – Teacher

PLEASE ATTACH THIS TO YOUR WINDSHIELD.
THANK YOU FOR YOUR HELP!
#DavisProud
#WeAreBetterTogether

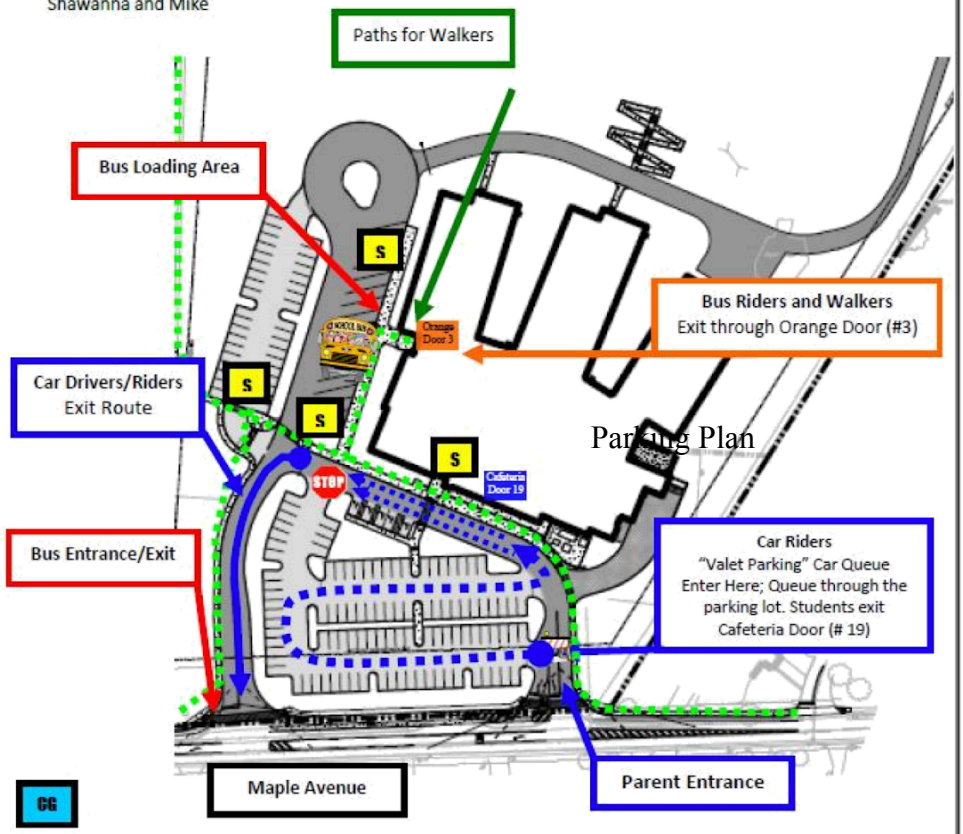
Traffic Plan Morning



Davis Elementary – Traffic Plan PM

Of all the many important responsibilities at a school, the safety of our students is paramount. The traffic plan outlined below is designed to provide for a smooth dismissal at the end that also ensures the safety of our kids. We know that you, too, share this goal. Your patience, especially in the opening days of school, is very much appreciated.

Respectfully,
Shawanna and Mike



Parking Plan

Dismissal Procedure – Overview

We have three primary student groups at dismissal time: Bus/van riders, walkers and car riders. A PA announcement will be made indicating when each group should be dismissed from the classrooms. Here at Davis, a select group of grade 5 students serve as the Davis Safety Patrol. The Safety Patrol assists with the dismissal procedures.

Bus/Van Riders

- *Bus/van riders will be dismissed from classrooms to a staging location inside the building where they meet their designated Safety Patrol member. Buses are then dismissed one-at-a-time to the bus loading platform. Students should follow their Safety in a single-file, orderly line to the bus.*

Car Riders

Note: Given traffic/parking limitations we are encouraging parents to car pool or use district bus transportation.

- *Car riders will be dismissed from classrooms to the cafeteria where they will await their ride.*
- *Prior to arriving at the school, drivers should please prepare a "Davis Valet" form. This form, available on the Davis home page, should list the name(s) of the child(ren) who you will picking up from school. Note: Picking up a child other than your own child requires prior permission communicated by the other child's parent/guardian to the school.*
- *Drivers picking up students should enter the front parking lot; please use the main driveway and NOT the bus entrance. Cars should 'queue' through the parking lot as indicated by the **dashed blue path** on the PM Traffic Pattern map. The roadway immediately in front of the cafeteria/main entrance serves as the car rider loading zone. Drivers are asked to form two lines of cars in this zone.*
- *When you arrive in the queue a member of the Davis staff will collect your Davis Valet form. This form will be used to call students from the cafeteria when their car has arrived in the loading zone. Your child will return the Valet Form back to you when they enter the car; you may then reuse the form on subsequent days.*
- *The first wave of **cars** will be dismissed when all students have safely entered their vehicle. Please await the signal from school staff before exiting the loading zone. Vehicles will be exiting via the bus lane; please follow direction of traffic control staff. This will ensure a safe flow of traffic off of school property and onto Maple Avenue.*
- *After the first set of car riders has departing school staff will direct the next wave of vehicles in the loading zone.*

Walkers

Walkers will also be escorted by the Davis Safety Patrol to the library

- *School staff in the library will dismiss walkers. Walkers will exit the building via the Orange Door (#3).*
- *Parents meeting their children are asked to please wait on the Coldspring Road side of the driveway.*
- *School staff will monitor all crossing areas on school property; a township crossing guard will direct crossing at the intersection of Willow Street and Maple Avenue.*
- *Note: Walkers should remain on the sidewalks and designated walking paths; please respect our neighbors and do not cut across their yards.*

Davis Elementary – Parking Plan

