

**Dr. Henry H. Davis**  
**Family School**



**Parent and Student Handbook**  
**2023 - 2024**

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Camden, New Jersey 08105

(856)-966-8920

# DAVIS FAMILY SCHOOL

“Where Children Love to Learn”

## ~ MISSION STATEMENT ~

### Our Staff Members Are...

Developing self-sufficient learners  
Aligning with parents and the community  
Valuing honesty, respect, perseverance, and compassion  
Incorporating lessons gained from reflective practice  
**Safe. Supportive. Strong**

### Our Students Are...

Driven to do our best  
Respectful of self, community, and learning  
Appreciative of differences  
Growing our mindset  
Overcoming challenges and obstacles  
Networking with school members, families, community  
**Safe. Supportive. Strong.**

\*\*\*\*\*

## ~ VISION STATEMENT ~

Our vision is to provide a safe, clean and culturally enriched environment that supports every student with the opportunity to study, grow and explore. Every student will be a respectful and responsible member of their school and community as they assist in preparing themselves for college and career-readiness.

\*\*\*\*\*

## ~ STRATEGIC AREAS OF FOCUS ~

- ★ Student Safety
- ★ Instructional Accountability
- ★ School Pride
- ★ Parental Involvement/Community Engagement

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## Please detach and return the following contracts:

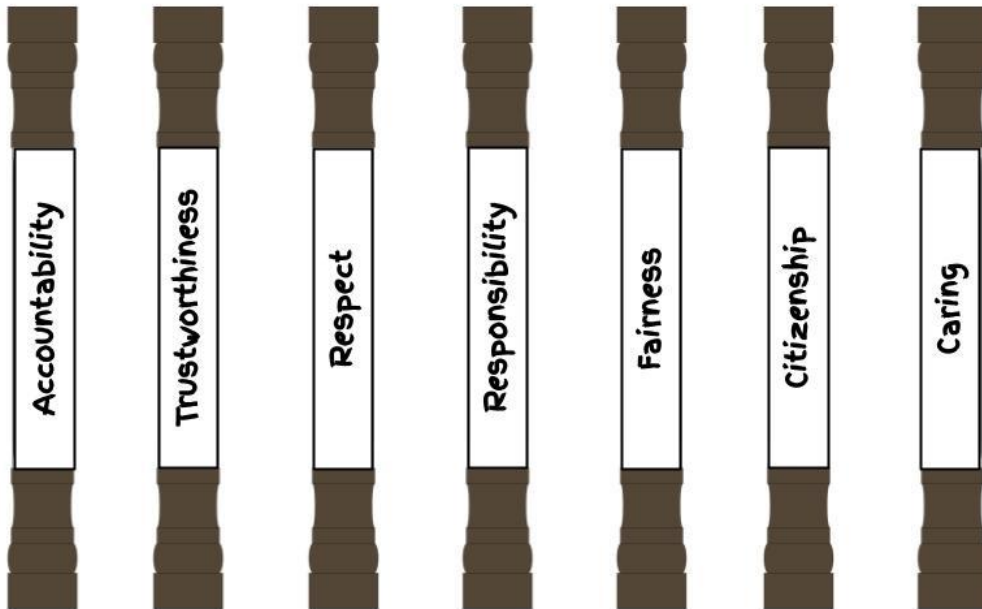
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# **1. Student Guidelines**

**Respect Yourself** – Be the best person you can be proud of at all times

**Respect Others** – Treat everyone with kindness and courtesy

**Respect Property** – Take care of all your possessions and items we share



## **2. Davis Family School: Non-Negotiable Rules**

- Hats, wave caps, hoods or scarves may not be worn in the building.
- Gum, soda, sunflower seeds, or candy are not allowed in school.
- Hall passes are not issued during the first or last 15 minutes of class.
- Due to an increase in the number of students with food allergies, outside food is not permitted.
- Respect your school—No littering or graffiti.**
- Respect yourself, your peers and all staff and visitors of Davis Family School.**
- Cell Phone usage in school is a privilege. **No recording or pictures of staff/students on cell phones without advance permission. If this privilege is abused cell phone usage will be banned.**

**Failure to comply with these rules will subject students to action in accordance with the disciplinary policy.**

### **3. Attendance and Lateness**

The following guidelines are issued to you so that you have an understanding of our attendance procedures.

Students are expected to attend school 92% of the school year. Perfect Attendance means **never absent** and **never late**. Parents/Guardians and students should be thoroughly familiar with this policy in order to avoid attendance problems. Please call the school office if you have any questions concerning attendance.

**\*\*\*Please keep your child home if he/she is experiencing illnesses such as diarrhea, vomiting and or fever.\*\*\***

### **4. Arriving Late to School**

- All students are to report to school by 8:40 a.m.
- Students arriving after 8:55 a.m. are marked late.
- When arriving late to school, students should stop at the security desk to obtain a late pass. Recurring lateness will necessitate a parent conference.
- The attendance policy has been updated. *Effective for the SY 22-23*

### **5. Absence from School**

Attendance is important. Students should attend school on-time daily. Students returning to school after being absent **should be accompanied by a note, email or ClassDojo message requesting the absence be excused**. Absences of **five (5) days** or more **require a Doctor's note**. Missed days assignments should/must be completed within 2 days of returning.

***Absences of three or more consecutive days will warrant a truancy referral.***

## **6. Leaving School Early**

Students leaving school early, must be signed out by a parent or guardian at the Main Office. Students will not be called down before a parent/guardian arrives. Students are responsible for any and all missed assignments. Incomplete assignments should/must be completed within 2 days of returning.

## **7. Cutting Class Policy**

Students are expected to attend all classes daily. Failure to attend class will result in receiving a 0 for incomplete work as well as a Genesis write-up.

## **8. Homework**

Homework is required Monday – Thursday and is graded. Students are expected to hand in all assignments on time in the designated format. Upon returning to school after an illness, it is the student’s job to request missed assignments. Students must submit missed assignments within the time designated by the teacher.

## **9. Hall Pass Policy**

Students must have a hall pass at all times when walking through the hallways unescorted. Students found in the hallways without a pass will be sent back to their classroom and will be subject to action in accordance with the disciplinary policy.

## 10. Cafeteria Procedures

The following procedures are to be followed by students during their lunch period:

- Students are to enter the cafeteria quietly, in an orderly manner and sit at their class' designated tables.
- Students will quietly walk over to the lunch line, when signaled, and return to their assigned tables when lunch is received.
- Running, loud talking, throwing food, or eating while walking or standing is unacceptable behavior and will not be tolerated.
- Students may use the restrooms during lunch when necessary. Students must obtain a hall pass, or be escorted by a staff member to the restroom.
- Students are required to follow directions given by **all** lunch duty staff.
- Tables must be cleared of all paper, food, and drinks before students are dismissed for recess.
- All food is to be eaten in the lunchroom. **Food and drinks are not to be consumed in any recess area or hallway.**
- Students must have a signed pass from a teacher if they are to go to a classroom during the lunch period.
- Students are permitted to bring their own lunch, not snacks. It is district policy that sweet or salty snacks which have sugar or high fats as their ingredients are not permitted. Glass bottles are prohibited.

## 11. Holiday Celebrations

In an effort to be inclusive and respectful to all beliefs and cultures, we will be celebrating the change of seasons. Davis Family School will host seasonal events. Birthday celebrations will not be observed in any classroom. This means no balloons, cupcakes, cakes, candy, or any other treats. Snacks that



are not provided by the district are not permitted, per district policy. Balloons are a choking hazard and some students may be allergic to them.

## **12. Assemblies**

Assembly programs are intended to be educational and enjoyable. Student cooperation is required if programs are to be successful. All students should adhere to the following:

- Move quickly and quietly to and from the Auditorium when signaled
- Give the utmost respect and your undivided attention to all speakers and performers
- Follow all directions and instructions given by speaker

WHEN EXITING THE BUILDING DURING FIRE  
DRILLS OR SCHOOL EMERGENCIES, OUR MOTTO  
IS:

Silence

Order

Speed

Maintaining order during an emergency is paramount!

## Davis Family School Uniform Compliance Code

In an effort to meet the Camden City School District's goal of 100% daily uniform participation, we will strictly adhere to the District's file code on this subject. Administrators and building staff take an active role in recognizing those students that are consistently in uniform, as well as following up with our district's Policy under Conduct and Discipline code for violation of uniform policy (file code 5132).

### Dress Code



The Camden City Schools District is a uniform school district. As such, Davis Family School is a uniform school. In an effort to meet the Camden City School District's goal of 100% daily uniform participation, students attending Davis Family School must adhere to the following dress code:

- Navy, light blue, or white long or short sleeve style shirts
- Tan/khaki or navy blue pants for young men
- Tan/khaki or navy blue jumpers, pants, or skirts for young ladies
- Appropriate footwear. No flip-flops, slides, bedroom slippers or open toe shoes. **Only Davis labeled or navy blue sweatshirts, sweaters will be permitted.**

The issue of noncompliance will be addressed as follows:

### Consequences for Violation of Uniform Policy (File code 5132):

- o 1<sup>st</sup> Offense:
  - Parent/guardian will be notified
  - Administrative conference with student
  - Letter will be sent home to parent/guardian restating District Policy
- o 2<sup>nd</sup> Offense:
  - Parent/guardian will be notified
  - Administrative conference with student
  - Letter will be sent home to parent/guardian restating District Policy

o 3<sup>rd</sup> and Subsequent Offenses:

- Parent/guardian will be notified
- Administrative conference with student
- Letter will be sent home to parent/guardian restating District Policy
- Student will receive an Administrative detention

In addition to the consequences outlined above, repeated dress code violations **will** result in:

- Student being given a uniform shirt for the day from the uniform shirt bank, if available
- Student conferencing with SBYS
- Student being excluded from school sponsored activities, including, but not limited to; Intramural sports, school safety patrol, school assemblies, class excursions, and elected class officer positions

**\*\*If you have any questions or concerns regarding the handbook please contact the school at 856-966-8920.**

**Davis Family School Cell Phone Compliance Code**

***Cell phone use is regulated at Davis Family School. It is expected that all students and families adhere to these guidelines to maintain a schoolwide cell phone privilege.***

Cell phone usage:

- 1- Students are permitted to use cell phones responsibly at designated times of the day. These are: upon arrival and dismissal.
- 2- Students are to keep cell phones concealed while in classrooms and adhere to each teacher's cell phone storage plan.
  - a. Cell phones are only permitted during instruction, when teachers specify that they are to be used as an instructional tool.
- 3- Cell phones are not to be visible in hallways (during transitions or individual travels.)
- 4- Cell phones are not to be used in the rest rooms.

**When these criteria are not followed, the following will result:**

1st offense – cell phone/item is confiscated immediately and returned to the student at the end of the school day.

2nd offense – the phone will be confiscated immediately and will be returned only to a verified parent or guardian at the end of the school day.

3rd offense – phone/item will be returned at the end of the school year. On the last day of school the phone/item will be returned to the student or a verified parent.

**Please be reminded that:**

- There is a telephone in every room in our school building. Additionally, there are two phone numbers to our Main Office. If parents must contact a student they should call the Main Office directly. Parents should never call a student on a personal cell phone during the school day for any reason. **It will be confiscated.**
- Cell phones have been associated with sexting and cyberbullying, resulting in immediate posts to Facebook and Twitter etc. **(criminal offense)**
- All students are included in this policy, **no one is exempt.**
- Any student who refuses to relinquish a phone, upon request, will face administrative disciplinary action
- School staff are not required to hold students' phones. Phones can be stored in student's lockers.
- Strong consideration was given to completely instituting a ban of ALL electronics. However, this policy includes cell phones at this time. In the event it is necessary to ban electronics you will be notified. Our goal is to provide students with a great learning environment. This policy pushes us closer to our goal.

**Davis Family School Uniform and Cell Phone Compliance Code**

**Parent Contract**

Please add your initials on the line to indicate that you have read and understand the Davis Family School Compliance Codes, including the consequences for violating the Davis Family School cell phone and uniform dress code.

\_\_\_\_\_ I understand and will ensure that my child follows the non-negotiable rules.

\_\_\_\_\_ I understand and will comply with the attendance policies, including keeping my child at home when he/she is sick.

\_\_\_\_\_ I understand and will help ensure that my child complies with the Davis Family School uniform compliance codes.

\_\_\_\_\_ I understand and will help ensure that my child complies with the Davis Family School cell phone compliance codes.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Child's Name

**Davis Family School Uniform and Cell Phone Compliance Code**

**Student Contract**

Please add your initials on the line to indicate that you have read and understand the Davis Family School Compliance Codes, including the consequences for violating the Davis Family School cell phone and uniform dress code.

\_\_\_\_\_ I understand and will follow the non-negotiable rules.

\_\_\_\_\_ I understand and will comply with the attendance policies, including staying at home when I am sick.

\_\_\_\_\_ I understand and will comply with the Davis Family School uniform compliance codes.

\_\_\_\_\_ I understand and will comply with the Davis Family School cell phone compliance codes.

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Student Signature

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Date