

Phalen Leadership Academies @ Edward T. Davis Elementary School
A Montgomery Education Foundation Charter
3605 Rosa L. Parks Ave. Montgomery, AL 36105
Home of the Mighty Dolphins!



2025-2026
Parent-Scholar Handbook
Mr. Jamie Howard, Principal
Mr. Jeramie Foret, Assistant Principal

Montgomery Education Foundation
5950 Carmichael Place #101
Montgomery, AL 36117
Executive Director: Ann Sikes

Montgomery Public Schools
632 S. Union Street Montgomery, Alabama 36104
(334) 223-6700
Superintendent: Dr. Zickeyous Byrd

Mission, Purpose and Direction

We will engage, educate and inspire our students to succeed in college, career and beyond!

Vision

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

*Core Values Commitment to Achievement Passion for Learning
Integrity & Accountability Respect for Self and Others
Educational Equity Community Partnerships*

Phalen Leadership Academies @ E. T. Davis Elementary School
3605 Rosa L. Parks Avenue Montgomery, AL 36105
Office: 334-269-3662
Fax: 334-241-5392

Principal: Mr. Jamie Howard
Assistant Principal: Jeramie Foret

Mission

Our mission is to ensure scholars achieve their highest potential by providing a high-quality education in a nurturing environment.

Vision

Our school will equip scholars to think independently, become life-long learners, and college/career ready.

Title I School

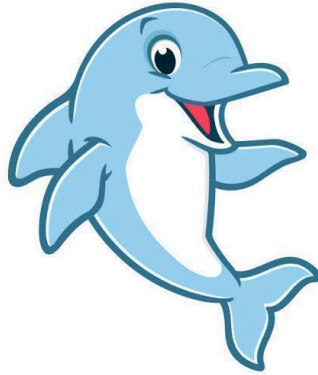
PLA @ E. T. Davis Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of Scholars who qualify for the free or reduced lunch program. The funds are used to provide additional support to all Scholars based on their needs.



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Home of the Mighty Dolphins!



I have a Scholar enrolled at PLA @ Davis Elementary School, hereby acknowledge by our signatures that we have received and read the Davis Elementary School Parent-Scholar Handbook. We understand that the procedures apply to all Scholars and parents at PLA @ Davis Elementary School.

Scholar Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Phalen Leadership Academies @ E. T. Davis Elementary School

3605 Rosa L. Parks Ave.
Montgomery, AL 36105
(334) 269-3662

Jamie Howard, Principal
Jeramie Foret, Assistant Principal

August 5, 2025

Welcome to the 2025-2026 School Year Dolphins!

Dear Davis Family,

Our children are our most valuable treasures, and it is our shared responsibility to ensure they receive the highest quality education. At Phalen Leadership Academies @ Davis Elementary School, our dedicated faculty and staff are committed to fostering educational values that uphold high academic standards and support your child's growth.

As society continues to evolve, so do the educational and emotional needs of our students. It is important that we proactively adapt to these changes, setting a positive foundation for their future success. Today marks the first step in a long and meaningful journey—one we hope will leave a lasting impact.

We invite you to stay connected by regularly visiting our website and following our social media channels for the latest updates and information. Thank you for your ongoing support in maintaining a safe and healthy school community. If you have any questions or concerns, please feel free to contact the school office at 334-269-3662.

Sincerely,

Jamie Howard, Principal

Faculty & Staff

Jamie Howard, Principal	Makhari McCary	Lori Russell
Jeramie Foret, Assistant Principal	Sheena Battle	Consquelo Bell
Lemetre Jackson, Secretary	Erishay Harris	Brianna Foye
Gregory Williams, Operations Manager, Bookkeeper	Michelle Beamon	Rosee Mason-Honsel
Dakota Harrison, School Enrollment Coordinator	Aliyah Bell	Brianna Foye
Tamekia Hamilton, School Nutrition Manager	Tevin Murry	Alexius Mose
Valerie Rainge, School Nurse	Patrice Williams	Nona McCormick
Willie Jackson, Dean of Culture/Climate	Kelsey Pate	Kimberly Taite
Sheena Thornton, Instructional Coach	Forest Williams	Laquesha Jiles
Faith Franks, ARI Coach	Avona Davis	Aundrea Fallin
Mary Gregory Carter OMI Coach	Kiara Myles	Casey Williams
Terrance Holloway, Counselor	Jonathan Trotter	Thomas Fant
Aaryon Island, Behavior Interventionist	Brittany Pierce	Kesha Haan, Head Custodian
Michelle Jackson	Lakeisha Gordon	Evangeline Honsu
Raven Provitt	Elexis Richardson	Paul Woodard
Sacorie Sherron	Kymmberly Morton	Ortessa Tate
Elboni Rogers	Crystle Osborne	Gloria Smith
Antoinette Olver	Sondra Williams	Ashley Wigfall
Alia Gordon	Amber Provitt	Tammy Robinson

Arrival

We request that Scholars should *NOT* arrive at school *before* 7:30 a.m. *Supervision of Scholars is not available before 7:30 a.m.* Breakfast will be served to Scholars between 7:30 a.m. and 8:00 a.m. Please assist us in making sure all Scholars are safe when on our campus by arriving when supervision begins. Should your child arrive prior to 7:30, an adult is expected to accompany them.

All Scholars are to report to the cafeteria upon arrival. Third-Fifth Grade Scholars will enter the school through the side doors by the cafeteria. Kindergarten-2nd Grade Scholars will enter the school through the front doors of the school. Scholars should begin an orderly line and remain silent upon entering the building. When entering the building, scholars must choose if they would like to eat breakfast from the cafeteria. Once children enter their classrooms, they are not permitted to leave their classroom to go to the cafeteria. Parents will not be allowed to enter the building with their child.

Bell System

7:30 a.m. Supervision Begins – Teacher Work Day Begins 7:30 a.m.

8:00 a.m. Tardy Bell -- Scholars arriving after 8:00 a.m. must be signed in by an adult to obtain a check-in pass from the office before being allowed to enter class.

3:00 p.m. Dismissal Bell

Arrival and Dismissal Safety Guide for Parents-As Recommended by Safety Department of Montgomery Public Schools

Parents, we need your assistance in helping us provide safety and visual contact when Scholars enter and exit our building. We apologize if this is an inconvenience but we are requesting that you work alongside us to be proactive in keeping EVERYONE safe during the arrival and dismissal of Scholars. Our goal during dismissal is to have everyone safely with their loved ones by 3:20. Please help us make this transition smooth for everyone.

Guidelines for Parents

Parents will NOT enter the school building after 2:45 without permission from the front office. Early checkouts end at 2:45. Parents in need of assistance from the front office or classroom teacher will not be addressed until after 3:20.

Scholars are considered late for pickups if not picked up from the school by 3:35.

Types of Transportation and Description

Walkers – Scholars who walk to and from school

Bus Riders – utilize MPS buses to and from school

Van Riders – utilize after-school services through a daycare program

Car Riders – parents or guardians utilize personal vehicle to bring their children, family members, and/or friends of the family to and from school

Parent Notification

ALL parents must identify the type of transportation their child will be for the YEAR. Any changes to transportation *must be written in writing and submitted to the classroom teacher.*

Phone notification to explain change of a Scholar's transportation WILL NOT be accepted.

Parents or guardians are not permitted to park cars in faculty parking lot in order to pick-up Scholars.

Parents or guardians must remain in their vehicles. Should a parent have a scheduled conference, parking will be available within the front faculty parking lot after 3:30 or on the street curbs of Rosa L. Parks and Cullen St. *Parent conferences or a desire to quickly speak with teachers will not be addressed until after 3:30.*

Dismissal Procedures

2:55-Kindergarten - 2nd grade & 4th grade walker scholars will dismiss out of the secondary Rosa L. Parks entrance. Third grade scholars will dismiss out of the front door. Fifth grade scholars will dismiss out of the Anton Drive entrance.

3:00 - Car Riders and Day Care Van Riders are dismissed.

3:25- Remaining Scholars – All Scholars who have not been picked up will report to the front lobby, remain seated and silent, and wait to be picked up. Parents or guardians will enter through the front entrance to pick up their child.

Please note- Changes to the arrival and dismissal process may have to be adjusted based on safety concerns as they may arise.

Rainy Day Dismissal-Scholars who are walkers and do not walk home because of the weather will be directed to the annex to wait for pick- up through the annex. Individuals will need to be in the car pick-up line in the Annex to pick-up Scholars. All Scholars should be picked up *no later than 3:35 p.m.* *We do not have staff to supervise children on campus outside this time. Never leave your child at school without supervision. Failure to comply with this procedure will result in administrators contacting the proper authorities.* When there is a change in how your child will be picked-up each day, please notify the teacher and the office *in written form.*

Check-out, Check-in, and Tardy

Check-out Procedures - A picture ID is required when checking out Scholars. The adult's name must be placed on the checkout sheet to be able to pick up the school from school. Parents/Guardians must sign out Scholars at the front office.

The school day ends at 3:10 p.m. Scholars will not be called out of classrooms after 2:45 p.m. for checkout. To limit classroom disruption, as well as to ensure the safety and security of the Scholars during dismissal, please wait to pick up your child at the designated areas. Do not ask us to remind your children of routine dismissal options. These should be finalized prior to the school day. Make afternoon transportation arrangements before your child comes to school. In order to deliver messages to students, we interrupt instruction for the entire class. Sometimes more than one class is interrupted. While we have tried to accommodate these requests in the past some messages were not delivered for various reasons. For this reason, no transportation messages will be given to students during the day. We ask that you refrain from asking the office staff to deliver messages to students. Your child should know how he/she is getting home before arriving at school each day. Thank you for helping us protect valuable instructional time.

Only individuals listed on a Scholar's registration card will be allowed to check-out a Scholar.

If a Scholar returns to school the same day after checkout, he/she must be signed-in at the front office.

Check-in Procedures –All Scholars must be signed in at the front office **ONLY** by an individual whose name appears on the registration card. The Scholar will be given a pass to class. (See tardy procedures for more information)

Tardy - Any Scholar who arrives at school at or after 8:00 a.m. is tardy. A parent or guardian is required to sign the Scholar in at the front office. The Scholar will be given a pass to class. In order for a tardy to be excused, the parent must immediately present to the office worker a written excuse explaining the reason for being tardy.

Tardiness is excused for the following reasons. *Traffic problems or car trouble is not a valid excuse.* Illness of self or an immediate family member, death in the family, emergency or exceptional situations as determined by the administration; If a Scholar is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy will be considered excused.

Parents and Other Visitors

Parents/Guardians and community members are invited and encouraged to visit PLA @ Davis Elementary School. For safety and precaution, when entering the building, you MUST sign-in at the front office, present a valid form of a government issued I.D. and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway.

Visitors will only be allowed to visit the specific designation on the visitor badge. Parents/Visitors may not enter the building before 8:15 a.m. to ensure that school day starts smoothly and Scholars remain safe. Parents/Visitors may enter the building from 8:15 a.m. until 2:00 p.m. These times are set to ensure that the arrival and dismissal processes are carried out safely, smoothly, and orderly for our Scholars. In order to protect the safety of all Scholars, Parents/Guardians or Visitors should refrain from including other Scholars in pictures that are taken at any school sponsored events (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other Scholar on any non-PLA media platform.

All visitors' cell phone calls should be completed prior to entering the building. When visiting your child's classroom, we ask that no more than two visitors for each child report at a time in order to minimize classroom distractions. Additionally, the Principal must approve and set max time spent in the classroom. Other children are not permitted to report to the classroom with parents because they may distract Scholars and hinder the learning process. Parent conferences can be scheduled with the teachers or in the office. All conferences require a 24-hour notification prior to scheduling as well as for cancellation when possible. As part of our safety plan, parents should enter and exit through the front of the building and receive a visitor's pass and wear it at all times. Parents'/Visitors' specific location will be written on the pass and are only permitted to visit the designated area on the pass. Again, this is to ensure that Scholars are kept safe.

Parental Concerns

Parents and guardians of our Scholars may have a concern about a program or a teacher decision. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When reporting a complaint or expressing a concern:

First, contact the teacher responsible for the classroom or other setting where the situation took place. If you inform an administrator first, you may be redirected to the teacher. If you do not receive a response or the issue remains unresolved, you may contact the principal or assistant principal. During all conferences, the group norms below will be followed. If a meeting becomes disruptive, the PLA's Disruptive Visitors procedure will be enforced.

SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors. All visitors are required to present a valid ID source.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration. ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
6. Disruptive Visitors - Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for

assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order. Once security asks the visitor to leave, and they refuse, it becomes a trespassing charge.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students. All electronic devices should be left in their car or placed in designated magnetic pouches. No airpods are permitted.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

9. In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events(on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform. This includes any live videos.

Be respectful of the views of others. Be willing to share your views. Welcome questions for clarification. Be open to ideas and views presented. Honor time limits and stay on task. Refrain from the use of the cell phone. A parental complaint form will be available at the front office for your use when registering a concern. The principal or the principal's designee will contact you regarding your concern.

Telecommunication Devices

The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form.

Confiscating, Securing and Returning Electronic Devices

Scholars are NOT permitted to use a cell phone or any electronic device in school unless prior authorization has been given by the building principal for instructional purposes only.

School officials accept *no responsibility for safeguarding* confiscated items or for loss or damage to confiscated property.

PLA @ Davis Elementary School's procedures for *confiscating*, securing and returning devices are:

First Offense: Teacher will confiscate device (documenting Scholar's name, date and time confiscated, and description of device), store in a locked area of the classroom, and contact parent. The device may be returned to the Scholar the same day if successful contact has been made with the parent. Therefore, the length of time of confiscation will be based upon the teacher's ability to contact the parent.

Second Offense: Teacher will confiscate device and turn-in to principal. The receiving principal will secure the device in a locked file cabinet in his/her office where the items will be logged in indicating Scholar's name, date and time confiscated, and description of device. The infraction will be upgraded to a Class B and a face-to-face parent conference is required before the device will be returned.

Third Offense: An *Out of School Suspension* will be imposed, and the device will be returned the same day of suspension to the parent.

Dress Code Violations/Consequences

The uniform guidelines of the school coincide with the school dress code, but in a more detailed and school specific form. All Scholars will be in proper standard school attire. Students will receive ID badges after school starts. **Badges are a school procedure not policy. Clear Book Bags Only**

<u>Bottoms:</u> khaki, black, or navy	Scholars are to wear clothing that fits properly. Pants must be worn at the waist (no sagging). Only one belt may be worn with attire; shorts, skorts, skirts should not be less than 2 inches above the knee. No Cargo Pants or Cargo Shorts permitted
<u>Tops:</u> white, red or blue	Plain pullover preferred <i>without</i> logos, emblems or markings
<u>Shoes:</u> tennis shoes	Scholars must wear shoes that cover their feet. Athletic shoes are preferred. No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, crocs, etc.

On special occasions, the principal may designate days when dress for Scholars may be adjusted. The principal shall be the final arbitrator of appropriate school dress.

First Violation/Consequences-- Parents will be notified. (Documented on Parent Log)

Second Violation/Consequences-- Parents will be contacted and requested to bring appropriate apparel/shoes.

Third or subsequent offenses will be upgraded to B10: Persistent/Willful Disobedience, and consequences will be issued accordingly.No

General Information

Change of Address or Phone Number - Parents are asked to inform the school office *in writing* of any change or enter in changes in the MPS PowerSchool Parent Portal in address or phone numbers so that we have accurate, up- to-date information for all Scholars in the event of an emergency.

Child Nutrition Program (CNP)

New standards for school meals were implemented July 1, 2012, which resulted in healthier meals for Scholars across the nation. These new meal requirements are a key component of the Healthy, Hunger-Free Kids Act, which was championed by First Lady Michelle Obama as a part of her Let's Move! Campaign and signed into law by President Obama. New meal standards include fat-free flavored and 1% unflavored milk choices, increased offerings of fruits and vegetables, more whole grains, "right" size aged appropriate portions, and less sodium in our meals.

The legislation requires meal prices to be in line with federal subsidies for Scholars who receive Free and Reduced Price Meals. All school districts are required to gradually increase their meal prices. Our children are worth this financial investment.

Medication

If your child needs to take medication at school, please refer to the Medication Permission Form. There are special guidelines concerning students with asthma. Please be sure to read those pages. Feel free to call the nurse if you have questions concerning medication to be given at school.

Photographs of Scholars

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school-sponsored events (on or off-campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform. (Reprinted from MPS Student Conduct Manual).

Visitation and Conferences

Parents are always welcome at school. We ask that you follow the system and school rules to ensure that teacher attention is not taken away from the primary job of instructing students. Parents must complete the request to visit classrooms form provided in the front office. All requests are approved at the principal's discretion. All visitors must come to the office, present a proper photo ID, then sign in to receive a visitor's pass before going to a classroom for any reason. When visiting a classroom, enter and leave as quietly as possible. Remember this is not a time for a conference. Teachers cannot have a conference during instructional hours.

Conferences may be scheduled before 8:30 A.M. or after 3:30 P.M. on Tuesday, Wednesday, or Thursday. You may call the school office for assistance in scheduling conferences. In some cases, the administration may attend at the teacher's request. Do not walk students to class; it is disruptive to the flow of traffic in the hallway and disruptive to the beginning of the instructional day. When students arrive late, parents may not go to the classroom with them. This will disrupt the instructional program. At the end of the day, parents are not to go to the classroom to meet students or teachers. Teachers will escort students to the dismissal area. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Visitors who are disruptive will be asked to leave the premises. If the visitor refuses to cooperate then law enforcement will be called and visitation privileges will be suspended for this individual or individuals.

Family Engagement Opportunities and Volunteers

Parents, guardians, and grandparents are an important part of our school program. We believe that each parent can and should contribute something to enhance the educational process of his/her children. We encourage you to become a volunteer and give some of your time each day or week to assist in performing the many tasks needed for the smooth operation of our school. No job is so small that it can possibly be considered unimportant.

- In order to volunteer a Background Check Request form must be submitted prior to

volunteering.

- Volunteers should sign in and out through the office and should wear a “Visitor’s Pass” while working.
- Due to safety concerns do not bring young children with you while volunteering.

Behavior Expectations

School-wide Discipline Plan

The school-wide discipline plan has been developed to promote positive Scholar interactions through Positive Behavior Intervention and Support (PBIS) as directed by Montgomery Public Schools. We are committed to building a learning environment where Scholars are equipped with strategies to help them become respectful, responsible, and reliable citizens.

Expectations	Classroom	Hallway	Restroom	Lunchroom	Grounds
Be Safe	Enter & exit quietly Raise hand to speak or leave seat Use inside voice Be Kind	Remain in line Keep hands & feet to self	Keep your eyes in your stall Wait your turn Use quiet voices	Wait your turn Use quiet voice last 10 minutes Chew with mouth closed	Walk quietly when entering or exiting building Use quiet voice Comply with all directives given by adults
Be Responsible	Bring pencil, paper, and homework daily Keep up with textbooks & personal belongings	Follow directives Report inappropriate activities	Keep restroom clean Report maintenance issues	Dispose of all trash after eating Bring lunch money or personal lunch	Pick up litter Report inappropriate activities Leave promptly when exiting the campus

Be Respectful	<p>Arrive on time</p> <p>Complete all assignments</p> <p>Help others when appropriate</p>	<p>Exhibit positive behavior</p> <p>Only go where you are instructed to go</p>	<p>Enter and exit in a timely manner</p> <p>Flush toilet after each use</p> <p>Wash hands</p>	<p>Use lunch time for eating only</p> <p>Stay inside the lunchroom unless given permission to leave</p>	<p>Exhibit appropriate behavior</p> <p>Report problems to the nearest adult</p>
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Class “A” Behavioral Infractions

Classroom Management Plan

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child’s teacher will reach out to you to get you started and set-up.

Class A Offense	Procedures for Consequences
1 st Offense	Verbal Warning
2 nd Offense	Teacher-Scholar Conference
3 rd Offense	Deduct Class Kickboard points Work with Behavior Interventionist
4 th Offense	Contact Parent (telephone or written notice, LiveSchool) with corrective strategy Work with Behavior Interventionist
5 th Offense	Parent Conference Required (School-Wide Conference Form) Work with Behavior Interventionist Work with Culture & Climate Specialist
6 th Offense	Refer to Counselor and/or MTSS Tier 2 Referral Office Referral Work with Behavior Interventionist Work with Culture & Climate Specialist

Bullying - Davis Elementary School strives to provide a positive educational environment that prohibits any type of intimidation or bullying of Scholars. *Intimidation or bullying should be reported to any staff member*, who must report the incident to the principal. The principal will take prompt action to prevent future harm. Guidelines for conducting investigations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

Guidelines for Conducting Investigations

Principal or designee will hold a conference with the reporting Scholar to collect all information including names of other Scholars. The reporting Scholar will be asked to complete a Bullying and/or Harassment Complaint Form.

Principal or designee will conference with each Scholar individually and have each to give a verbal and written description of the behavior.

Principal or designee will hold a group conference with all Scholars ONLY if the reporting Scholar feels comfortable to meet with the other Scholars.

All parents will be notified of the allegation and a required group parent conference may be held with all the parents and Scholars depending on the severity of the situation as part of the resolution.

At no time, will any parent be permitted to speak with another Scholar without that Scholar's parent being present.

STUDENT BEHAVIOR

Students at Davis Elementary are responsible for their own actions are expected to:

- Walk quietly in the halls without disturbing fellow scholars or classes.
- Respect their classmates and themselves and cooperate with those in charge.
- Use appropriate restroom behavior. This includes using the nearest or assigned restroom, flushing the toilet when finished, washing hands when finished, and helping keep the restrooms neat and clean.
- Keep language and gestures respectful and free of profanity or obscenities.
- Use appropriate lunchroom manners. This includes talking quietly with permission, remaining seated until dismissed, not taking food from the lunchroom, keeping the area clean, and using “inside” voices
- Follow the dress code as stated in our Scholar Conduct Manual
- Follow the classroom discipline plan of the teachers.

Each teacher has an individual classroom discipline plan to encourage good behavior and a positive learning atmosphere. In addition to this plan, within each classroom and on field trips, scholars are expected to:

- Come to school prepared.
- Follow directions the first time they are given.
- Stay on task.
- Enter and leave the room and or building quietly.
- Leave toys and valuable items at home
- Talk only at appropriate times.
- Keep all areas neat and clean.
- Treat others as they wish to be treated.
- Try their best at all times.

These items are subject to confiscation:

- Toys or items that can be considered as toys.
- Fidget spinners or other types of devices.
- Accessories hanging from the backpack.
- Cell phones or other devices that ring or make noise during class.

Special Education and 504

All schools must comply with the Americans with Disability Act, Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act. A scholar may be both gifted and have a disability, including but not limited to, attention-deficit/hyperactivity disorder (ADHD or ADD), depression, a specific learning disability, diabetes, epilepsy, or a vision/hearing impairment. If you think or suspect your child may have a disability, please notify the principal. Your child may be eligible for an evaluation and additional services from the school.

Other Important Information

Delayed Openings/ Inclement Weather - Remember to always check the radio or television to find out about school closings during inclement weather. Please do not drop off your child early on a delayed school opening day. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well-being of staff members so no one will be available to supervise Scholars.

In cases of advance warnings, parents will receive a call from the school's Messenger System notifying you of the current situation relative to closings and delays. However, your information must be accurate in the school's database in order to receive the call.

Emergency Drills - Fire and inclement weather drills are conducted monthly during the school year. Escape plans are taught and reviewed by teachers and Scholars. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, Scholars will not be released from school until parents have been contacted.

Field Trips - Field trips are planned in conjunction with learning objectives. All Scholars are expected to attend each field trip. It is hoped that all Scholars will participate unless stated otherwise by parents or the administration. Some field trips will be at cost to parents. The teacher, school, or sponsor in charge of arranging the activity cannot assume the cost of the trip. Parents are asked to understand that payments submitted for field trips are non-refundable. The school's overall objective is to facilitate optimum learning experiences through educational field trips.

Hall Passes-Scholars are not permitted to leave the classroom unless they are accompanied by a teacher or have a HALL PASS from a teacher or administrator. No Scholars are allowed in the building before or after school unless they are under the direct and personal supervision of an employee of the school. Scholars found in the hall will be returned to the teacher for a pass. A Scholar is considered in violation of the school's procedures if he/she is found in any area without a pass. Disciplinary action will follow.

Homework Procedures-Teachers will assign homework Monday-Thursday to reinforce the skills taught in class. Please work with your child nightly to ensure he/she completes all assignments given. Please see your child's teacher to discuss homework procedures.

Make-up Work-Make-up work shall be provided for any excused absence from a class or school. On the day of the Scholar's return to school, the Scholar/guardian will arrange with the teacher a timeline for the make-up work to be completed. If the Scholar fails to turn in the missed work by the deadline, the Scholar will receive a zero for the missed work. If the absences are for more than five (5) consecutive days, a reasonable timeline will be established for submission of make-up work.

Parties and Birthday Celebrations Two parties will be held during the school year for the following holidays: Winter Celebration and Valentine's Day. A Scholar will not be required to participate if it conflicts with moral or religious convictions. Please let the teacher know so that alternative options can be arranged. *All treats brought into classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Classroom Birthday Parties are NOT permitted. Any food or beverage that has sugar or high fructose corn syrup listed as the first ingredient CAN NOT be served on the school premises until after 2:30 p.m. Birthday treats are usually served at the end of the day or during snack time. Parents must receive approval from the principal *at least two days before activity. All treats brought into classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Promotion/Retention--A copy of Curriculum Guide can be obtained from Instructional Support Services.

Instructional Technology/ Textbooks-are resources that are available for Scholars' use. Our teachers use a variety of resources to prepare your child for mastery of College and Career Ready Standards. Therefore, some classes may not use the adopted textbooks as part of your child's learning experience. However, state owned textbooks are furnished by Montgomery Public Schools. "...*The parent, guardian, or other person having custody of a child to whom...textbooks and instructional technology are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks*" (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly and covered with book covers furnished by the school. Scholars will be charged for books that are lost or damaged. It is very important for Scholars to write their names on the book cover in the proper place so that books can be returned if found. *Books & Instructional Technology will not be issued unless Scholar returns the Textbook Forms & Technology Acceptable Use Form.*

Textbooks & Instructional Technology will be checked at the end of each nine (9) weeks. Scholars with missing books will be charged a lost textbook fee. A fee sheet will be sent home with report cards.

Transfer and Withdrawal Procedures

Transfer and Withdrawal Procedures--Parents MUST complete a written withdrawal request form and give the school at least 24 hours to process the request. The Scholar's official records will be forwarded to the new school upon that school's request.

Withdrawal for Non-Attendance: Scholars under age six (6), who accumulate more than 10 consecutive or 15 days total unexcused absences during a single semester, may be withdrawn from school.

SCHOOL ATTENDANCE / TRUANCY POLICY

A. Compulsory School Attendance Laws

State law requires that all children between the ages of six (6) and seventeen (17) attend school. Children may attend public schools, private schools, or church schools. Children may also be instructed by a competent, private tutor or an authorized home school. State law requires that children attending public schools conduct themselves in accordance with the policies listed in the Student Conduct Manual.

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction,

B. Truancy Definition (Alabama Administrative Code, 290-3-1-02(7) (C))

A parent, guardian, or legal custodian having charge of any child enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three school days following his/her return to school. The parent's note will enable the child to make up any work missed or prevent charges from being led against the parent, guardian or legal custodian when a child is absent. Failure to furnish an explanation shall be evidence of the child being truant each day he/she is absent. Seven unexcused absences within a school year constitute a student being truant. Affidavit may be led with the Juvenile Court with 10 unexcused absences during the academic school year.

C. Truancy Intervention Program (TIP)

Early Warning/Truancy Intervention Program is a joint effort by Montgomery Public Schools, the Montgomery County District Attorney and the Juvenile Court to address truancy and enforce the Alabama Compulsory School Attendance Law. It is designed to improve school attendance, reduce the dropout rate, increase the graduation rate, and provide parents with information that their child is habitually absent from school and the school system has made reasonable efforts to address the student's non-attendance. The District Resource Officers (DRO) are employees of Montgomery Public Schools and are responsible for all attendance investigations. They are assigned to the Office of Student Support Services. DROs may be contacted at (334) 223-6850.

Truancy Intervention Procedures

1. Following the unexcused absence, a call will be made to the number that is provided by the parent during enrollment and a notice of absence letter will be sent to the parent/guardian at the address provided during enrollment.
2. Following the second unexcused absence, the District Attorney's (DA's) Office will send an Attendance Alert Letter to the parent/guardian. The school will monitor the student's absences.
3. Following the unexcused absence, the student is referred to the Truancy Intervention Program. Parents/guardians will be mailed a letter to attend a mandatory meeting with the District Resource Officer.
4. The meeting will be held at MEF/MPS School or office. The parent/guardian will meet with the District Resource Officer and efforts will be made to link them to services in the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.
5. Targeted students will be referred to Early Warning (EW) Meetings that are held at the Montgomery County Phelps-Price Justice Center with representatives from the school, Montgomery County Courthouse, Juvenile Court, and the DA's once parent/guardian and student must be present at the EW Meeting.

D. Excused Absences

Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:

1. Personal Illness
2. Serious Illness in the immediate family verified by the principal or District Resource Officer (not to exceed three (3) school days.)
3. Death in the immediate family (not to exceed three (3) school days)

4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions

For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) school days of the student's return to school to be counted as an excused absence.

- A faxed or emailed note from the parent or doctor's office is not acceptable
- If a student is absent three (3) consecutive school days, a doctor's excuse may be required.
- Parental excuses are limited to eight (8) days per school year. Once exhausted, any additional parent notes will be unexcused with the exception of a chronic ailment statement on le, signed by a physician verifying the medical condition. (Must be on doctor's office letterhead)

Chronic Ailment Statement/Physician's Statement of Illness (If there is a need for this information to remain confidential, please speak with the school nurse)

The parent/guardian of any student who has a chronic illness or condition that may cause the student to miss school can provide a Physician's Statement of Illness verifying the child's condition and that the absences are necessary. The Physician's Statement of Illness must be provided to the school at the beginning of each semester. The Physician's Statement of Illness will automatically expire at the end of the semester. A copy of the Physician's Statement of Illness should be forwarded to the teacher and school nurse. The original should be placed in the cumulative folder. When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician's Statement of Illness, the parent may simply write, "See doctor's letter". Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation, referral to Truancy Intervention Program and referral to Juvenile Court.

The Physician's Statement of Illness/Chronic Ailment Statement should include but not be limited to:

- Written on the physician's/medical office letterhead to include the signature of the physician
- List the diagnosis, over anticipated number of absences (i.e., 3-4 school days)
- Inform the school district of requirement for returning to the physician's office (i.e., after three (3) absences)
- Provide a list of any physical limitations the student may have in getting to school, (i.e., late or absent on cold days below 40 degrees).

E. Unexcused Absences

Any absence not listed above in the Excused Absence section or otherwise excused by the Regional Director, Principal, or the Principal's Designee will be considered unexcused. Examples of unexcused absences include, but are not limited to

1. Missing the school bus
2. Transportation Issues
3. Birthdays or other celebrations not religiously observed
4. Any absence for which a written excuse was not provided within three (3) school days from return of absence.

F. Make-up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three (3) school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work.

G. Check-Ins

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. Only an individual whose name appears in the contact portal of PowerSchool can check-in the students unless the school verifies permission with the parent/guardian. Check-ins are excused for the same reasons as absences. Check-ins for any other reason are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. Students who are 18 years of age may not check themselves in without following the same guidelines. Valid picture identification is required.

H. Attendance Appeal

When a student's unexcused absence is based on extenuating circumstances, the parent/guardian shall have the right to submit an appeal letter to the Office of Student Support Services requesting an attendance appeal. It must be done within three (3) school days of the student's return from the absence.

J. Withdrawal for Non-Attendance - See Board Policy issued on 02.26.2019, Section 6.2.2

No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the superintendent. Students who are absent 15 consecutive days will be withdrawn after a home visit and certified letter is mailed to the parent with no response.

Schools will use addresses on file in PowerSchool

STUDENT DISCIPLINE

Davis Elementary School has placed an emphasis on school-wide systems of learning support that include proactive strategies for supporting appropriate student behaviors. Two fundamental frameworks used by Davis are Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RTI). PBIS is a research-based, multi-tiered approach to improving student behavior and creating a positive climate and culture that enhances student learning. PBIS provides behavioral strategies to address psychological, social and emotional needs. (RTI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk of, or who are already underperforming. The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective. In some instances, restitution may be required.

Elementary school students are less mature than secondary school students. Generally, when an elementary student behaves inappropriately, the behavior should be handled differently. Every emphasis should be placed on using corrective strategies to teach appropriate behavior in positive ways.

PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of the school's Code of Conduct.

The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, the school has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law, parents will be notified of such interviews as soon as practicable.

Montgomery Public Schools **will Not** offer summer school promotion for the 2023-2024 school year to support students acquisition of grade level skills before moving to the next grade.

Moreover, effective with the 2023-2024 academic year, the Alabama Literacy Act states **"if a student does not demonstrate sufficient reading skills on one of the three options listed below and does not qualify for a good cause exemption, the student may not be promoted to fourth grade."**

- Alabama Literacy Act - Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade.
- Students shall be provided all of the following options to demonstrate sufficient reading skills for promotion to fourth grade
- Scoring above the lowest achievement level, as determined by rule of the State Board of Education, on a board approved assessment in reading
- Earning an acceptable score on an alternative standardized reading assessment as determined and approved by the State Board of Education.
- Demonstrating mastery of third grade minimum essential reading standards as evidenced by the reading portfolio. The State Superintendent of Education and the task force established criteria for minimum essential standards and the student reading portfolios and a definition of what constitutes mastery of all third grade state reading standards. (Alabama Act 2019-523).

2025 - 2026 School Calendar

[2025-2026-calendar-proposal.html](https://www.calendarpedia.com/2025-2026-calendar-proposal.html)

2025/26 School Calendar Board Review

Calendarpedia
Your source for calendars

July/August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
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26	27	28	29	30	31	

November 2025						
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23	24	25	26	27	28	29
30						

December 2025						
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28	29	30	31			

January 2026						
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25	26	27	28	29	30	31

February 2026						
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March 2026						
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29	30	31				

April 2026						
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26	27	28	29	30		

May 2026						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Federal holidays 2025/26

Sep 1, 2025	Labor Day	Nov 27, 2025	Thanksgiving Day	Jan 19, 2026	Martin Luther King Day	Jun 19, 2026	Juneteenth
Oct 13, 2025	Columbus Day	Dec 25, 2025	Christmas Day	Feb 16, 2026	Presidents' Day	Jul 3, 2026	Independ. Day (obs.)
Nov 11, 2025	Veterans Day	Jan 1, 2026	New Year's Day	May 25, 2026	Memorial Day	Jul 4, 2026	Independence Day

Color Key

	Professional Development
	Student Start/End Days
	Breaks
	Asynchronous Days

Data provided 'as is' without warranty

Assessment Testing Dates for 2025-2026

Assessment Testing Dates for 2025-2026 Tests Testing Dates (Windows)

PreACT Secure (Grade 10)	September 29-October 24, 2025
ACT WorkKeys Paper Testing (Grade 12) – Initial	October 15, 2025
ACT WorkKeys Paper Testing with Accommodations/Supports – Initial	October 15-17, 20-24, & 27, 2025
ACT WorkKeys Online Testing	October 15-November 10, 2025
ACT WorkKeys Paper Testing (Grade 12) – Makeup	October 29, 2025
ACT WorkKeys Paper Testing with Accommodations/Supports – Make-up.....	October 29-31, November 3-7, & 10, 2025
NAEP (Selected Schools and Grades Only)	TBD
ACCESS for ELLs (Online).....	January 12-March 13, 2026
Alternate ACCESS for ELLs	January 12-March 13, 2026
ACT WorkKeys Online Retest (Grade 12)	February 25-March 9, 2026
ACT WorkKeys Paper Accommodations Retest (Grade 12)	February 25-27, March 2-6, & March 9, 2026
ACAP Alternate (Grades 2-8, 10 and 11)	March 2-April 3, 2026
ACT with Writing Paper Testing – (Grade 11) Initial	March 10, 2026
ACT with Writing Paper Testing with Accommodations/Supports – Initial.....	March 10-13 & March 16-20, 2026
ACT with Writing Online Testing – Initial	March 10-13 & March 16-20, 2026
ACAP Summative (Grades 2-8) ***	March 16-April 24, 2026
ACT with Writing Paper Testing - (Grade 11) Make-up.....	April 7, 2026
ACT with Writing Paper Testing with Accommodations/Supports – Make-up	April 7-10 & April 13-17, 2026
ACT with Writing Online Testing - Make-up	April 7-10 & April 13-17, 2026
ACAP Supplemental Reading Test - Window 1	June 22-26, 2026
ACAP Supplemental Reading Test - Window 2	July 13-17, 2026

***Districts are required to test all second and third grade students on the ACAP Summative English Language Arts assessment during the first four weeks of the ACAP Summative Testing Window (March 16-April 10, 2026).

*****Districts are required to test all second and third grade students on the ACAP Summative English Language**

Arts assessment during the first four weeks of the ACAP Summative Testing Window

(March 16-April 10, 2026).

Dates are Subject to Change