

# Daulton Elementary

## Helpful Information

### 2006-2007



Erwann D. Wilson  
Principal

# Who Can Help?

If you have questions about your child's school day, we are always happy to help you. The following school personnel will be able to address specific concerns:

Title	Concern	Phone
Your child's Homeroom Teacher	Always a good first contact for any school situation	(817) 299-6640
Attendance Secretary/Registrar	Student registration, transfers, attendance records, bus information	(817) 299-6642
Receptionist	School information, phone messages to teachers	(817) 299-6640
Principal's Secretary	School information, phone messages to principal	(817) 299-6646
Counselor	School adjustment concerns, State testing program (TAKS), parent groups, coping with family problems	(817) 299-6651
School Nurse	Student illness, student medications, immunization records and requirements	(817) 299-6650
Librarian	Lost library book, book fair for the library, and library concerns	(817) 299-6652
PTA	Volunteer information, membership, PTA fundraiser, spirit wear, Spring school supply sale	(817) 299-6640 Message will be forwarded
Nutrition Manager	Lunch ticket information, food services concerns	(817) 299-6655
Mansfield ISD Transportation	Bus transportation concerns	(817) 299-6060
Principal	General concerns	(817) 299-6640

# School Information

School Name: Anna May Daulton Elementary School  
School Principal: Erwann D. Wilson  
School Address: 2607 N. Grand Peninsula Dr.  
Grand Prairie, Texas 75054  
School Phone: (817) 299-6640  
School Fax: (817) 453-6570  
School Colors: Hunter Green and White  
School Mascot: Dragons  
School Dress: Students will follow the district's Student Dress and Grooming Guidelines. For additional information go to [www.mansfieldisd.org](http://www.mansfieldisd.org)  
School Hours: 7:30 a.m. - Doors Open  
7:45 a.m. - Students report to class  
8:00 a.m. - 3:15 p.m. - Grades PK-4  
8:00 a.m. - 11:00 a.m. - PK (A.M.)

## Lunch/Recess/Enrichment Schedule 2006 - 2007

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>	<u>Enrichment (PE/Music)</u>
Kindergarten	10:30-11:00	11:00 - 11:30	1:00 - 2:00
First Grade	11:00-11:30	11:30 - 12:00	2:00 - 3:00
Fourth Grade	11:30-12:00	12:00 - 12:30	10:30 - 11:30
Second Grade	12:00-12:30	12:30 - 1:00	9:15 - 10:15
Third Grade	12:30 - 1:00	1:00 - 1:30	11:30 - 12:30

## SCHOOL POLICIES

### ADDRESS/PHONE CHANGES

In case of emergencies, it is very important to keep student records up-to-date. Please remember to call the school or send a note to the front office when an address or phone numbers need updating. One note will change our nurse's emergency procedure card and all school records. You may also add persons to your child's emergency call list by sending a note to the school.

### ATTENDANCE

Daily attendance is marked by the homeroom teacher at 10:00 a.m. Students in attendance at that time are counted present for the day. If students are not physically present at the time, they must be counted absent for the entire day. State funding is allocated in accordance with student attendance, so accuracy in accounting is mandatory.

A written excuse from parent/guardian is required for student absences. The note should be brought to the homeroom teacher on the day the student returns following an absence. Notes from physicians are not usually required but can be required by the school if excessive absences are a concern of the school.

Students who leave from or return to school because of a doctor's appointment may be counted present if they meet the following criteria:

1. They furnish a note from the doctor confirming their appointment.
2. They satisfactorily complete any schoolwork missed.

A student may not receive credit for a course unless he/she has been in attendance for at least 90% of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in the Mansfield Independent School District Student Handbook and Code of Conduct. Parents will receive a court warning letter if a student has 3 or more unexcused absences in a 6 week time period. Parents will also receive written notice from the registrar following their child's tenth absence.

### TRANSPORTATION CHANGES

If a parent/guardian requests a change of transportation for their child, it must be in writing. Please have your child bring a note to their teacher first thing in the morning. A reminder will be sent to your child to come to the office at the designated time. Parents will need to come to the front office to pick up your child and sign them out. Students will only be released to their parents or persons listed on their emergency card. If you forget to send a note, please call and fax a note to the school before 2:30 p.m. Changes requested after 2:30 p.m. can only be made in cases of extreme emergency.

### VISITORS AND VOLUNTEERS

Parents are a vital part of Daulton Elementary. When you visit during the school day and at lunch, please check in at the front desk and receive a visitor's pass. Adult restrooms are located in the front office and near the library and workroom. Please refrain from using student restrooms.

### CLINIC PROCEDURES

Medication: All medication (prescription or non-prescription) must be brought to the clinic by a parent/guardian. All medication must be in the original container labeled with student's name, name of medication and dosage directions.

Illness at School: If you receive a call from the nurse to pick up your child, go to the clinic to check them out. In case of an emergency you cannot be reached, the nurse will call the person(s) on your child's emergency card authorized by you to pick up your child.

**Daulton Elementary School**  
**Home + School Working Together = Success**

Thank you for being a partner in your child's education. We truly value and need your input and participation in our school-wide activities. To keep you informed, on Tuesday's we will continue to send home the Daulton Dragon Digest and other important school papers. In addition, we will send home a monthly Dragon Tales, Daulton PTA newsletter. Please read all of this information carefully to keep you informed.

*Mark your calendars for the following first semester upcoming events:*

- |                    |   |
|--------------------|---|
| ✓ September 4      | Labor Day - Student Holiday   |
| ✓ September 7      | Progress Reports Go Home  |
| ✓ September 7 - 19 | Daulton Fundraiser  |
| ✓ September 11     | Curriculum Night - Kindergarten: 5:30<br>3 <sup>rd</sup> Grade: 6:30          |
| ✓ September 12     | Curriculum Night - 2 <sup>nd</sup> Grade: 5:30<br>4 <sup>th</sup> Grade: 6:30 |
| ✓ September 18     | Curriculum Night - 1 <sup>st</sup> Grade: 5:30                                |
| ✓ September 25     | Daulton Family Dinner/Bookfair Night/PTA General Mtg.                         |
| ✓ September 28     | Report Cards Go Home  |
| ✓ October 2        | ACCEL Parent Meeting  |
| ✓ October 6 - 9    | Fall Break - No School  |
| ✓ October 9        | Parent Conference Day - Student Holiday                                       |
| ✓ October 10       | PTA Fundraiser Kick-off   |
| ✓ October 10       | Progress Report Go Home   |
| ✓ October 19       | Picture Day   |
| ✓ October 21       | Daulton Dads Golf Charity (Tentative date)                                    |
| ✓ October 23-27    | Red Ribbon Week   |
| ✓ October 30       | TAKS Reading Night  |
| ✓ November 8       | Donuts for Dads   |
| ✓ November 9       | Report Cards Go Home  |
| ✓ November 13      | TAKS Math Night/PTA Food Drive  |
| ✓ November 22-24   | Thanksgiving Holidays - No School   |
| ✓ November 28      | Progress Reports Go Home  |
| ✓ December 6       | Fundraiser Party  |
| ✓ December 15      | Winter Parties  |
| ✓ Dec. 18- Jan. 2  | Winter Break - No School  |
| ✓ January 3        | Classes Resume  |
| ✓ January 4        | Report Cards Go Home  |

*\* Please read your newsletter and monthly calendars to stay current with school events. Some dates listed are subject to change. Thank you for your support.*