

# PARENT INFORMATION



School Hours 8:00am - 3:30pm

Phone: 972-708-2500

Fax: 972-708-2525



Principal Erin Frye

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Assistant Principal Candice Griffin

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Counselor Deborah Floyd

[dfloyd@duncanvilleisd.org](mailto:dfloyd@duncanvilleisd.org)

## Grading Periods

Look for updates on your child's grades in class at the following times of the year

Progress Reports Sept 12, Oct 3

Report Card-1st 9 Wks Oct 19

Progress Reports Nov 7, Dec 5

Report Card-2nd 9 Wks Jan 11

Progress Reports Jan 30, Feb 20

Report Card-3rd 9 Wks Mar 22

Progress Reports Apr 10, May 1

Report Card-4th 9 Wks May 22

View Skyward Parent Portal anytime!



## DAILY ATTENDANCE

Regular attendance and being on time in the morning is ESSENTIAL for student success in school. Students can be dropped off at the main entrance no earlier than 7:30am. When students are absent, please provide an excuse note to the school within 2 days. To preserve a safe dismissal process, students are not allowed to be checked out from the office after 3:00pm. Changes in a student's afternoon transportation must be communicated to the office via note or phone call by noon.

## 2018-2019

## SCHOOL & CLASSROOM COMMUNICATIONS

We encourage and appreciate open dialog between school and home. Teachers may be contacted via voice mail on classroom phones, email, or by leaving a message with the front office. To preserve a teaching focus, classroom phones are not answered during instructional hours. Please allow 24 hours for a response. School-wide communications are sent home with students on Fridays and mass emailed to parents as well. Behavior progress charts will be updated daily. Please contact your child's teacher to set up a parent conference or to schedule a classroom visit. Duncanville ISD parent conference night is Oct 9.

## LET'S EAT!

Breakfast: 7:30-7:55am

Lunch: varies by grade level

Please send lunch money with your child or via the online payment system. Parents are welcome to have lunch with their student on **FRIDAYS ONLY**.

Parents may bring outside food/drink for their child only - no sharing with others.

## Parties & Celebrations

There will be 3 school parties this year: Winter Break, Valentine's Day, and end of the year. Individual birthday parties at school are not allowed. Parents may bring store bought cupcakes (no cakes) to the office no later than 2:45pm to be distributed to your child's class at the end of the day. The school does not provide napkins or utensils.



## SAFETY FIRST

1. All visitors are required to report to the office to sign in and get a visitor badge. An official gov't ID is required every visit.
2. Parents must drop students off at the front door and are not allowed to walk students to class.
3. Student information dashmat is required to be displayed in all cars picking up students. No walk-ups released at front entrance.
4. All parents who wish to chaperone or volunteer MUST have a completed background check on file in advance.
5. Parents must remain in the cafeteria during Friday lunch visits.

## CELL PHONES & TOYS

Cell phones/electronic devices are not advised and are not to be on during the school day. Toys should not be brought to school. The school is not responsible for stolen or missing items.



Join PTO!  
Only \$5  
Contact the front office for more info

## Sick Child?



Should your student become ill or hurt, the nurse will contact a parent. Clinic staff will determine if a student must be sent home due to illness. We cannot keep seriously ill or contagious students on campus. Students must be fever-free and unmedicated for 24 hours before returning to school. Students who are required to take medications at school must provide all prescription and dosing information to the clinic staff, and clinic staff will administer all medications. No medication of any kind should ever be sent with a student to take on their own.

