

Dunaway Elementary School

Established in 1987

Dear Parents,

We have created this Parent/Student Handbook to give you information on many of our policies and procedures at Dunaway Elementary.

We are so pleased to have your child(ren) here with us. Our greatest treasure is our children. We want only the very best for them and intend to "grow" them academically, socially and emotionally.

Dunaway Elementary has a rich heritage of high academic standards. We continue those standards today. We have intentional procedures here for all to follow to enable us to educate students to this level. These standards do involve parental support. Students need you to discuss their day with them, sign papers, be sure they read each night, meet deadlines, etc.

Our expectations include attendance and tardies as well. Our goal this year is to achieve a 98% attendance rate. Thus, we will be actively monitoring student attendance, time of arrival and time of departure. Students leaving early are missing a "perfect attendance day," and a tardy student misses valuable instructional time.

We welcome you and your child(ren) to Dunaway and hope that your experience here exceeds all your expectations.

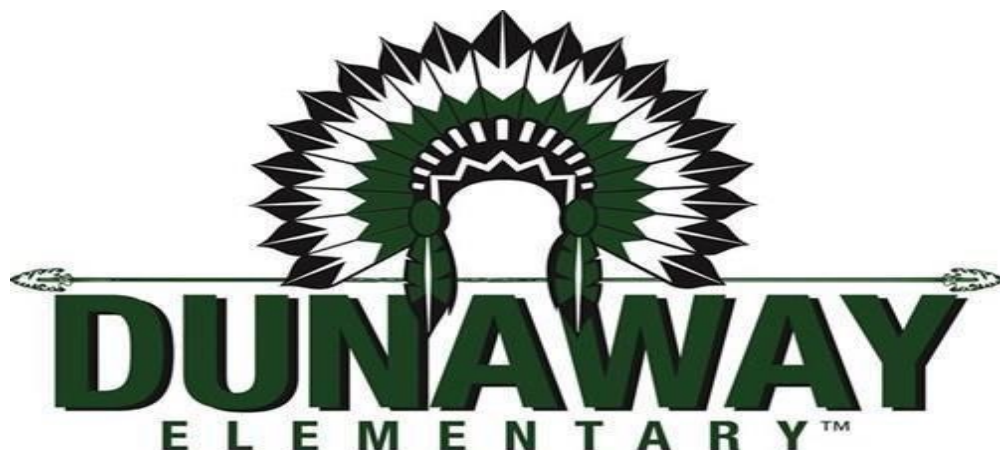
Please call or email if you have questions or concerns.

Sincerely,

Ginger Alemán, Principal

Samatha Morgan, Assistant Principal

Shelly Anderson, Counselor



Dunaway Handbook

Our Staff

Administration	
Principal	Ginger Alemán
Assistant Principal	Samatha Morgan
Counselor	Shelley Anderson
Instructional Coach	David Kinney

Office Staff	
Campus Secretary	Lori Murphey
PEIMS/Attendance	Jeanet Hernandez
Receptionist	Sanjana Arreola
Nurse	Tina Masten-Mitchell
Security	Richard Gonzales

Classroom Teachers	
Kindergarten	Teresa Bravo
	Angela Grimes
	Erica Pritchett
	Rosa Salinas-Sletmoen
1st Grade	Karen Duran
	Amanda Grammer
	Griselda Navarro
	Greta Pruitt
2nd Grade	Cynthia Barron
	Kymberli Burkett
	Megan Pacheco
	Kaley Rodgers
3rd Grade	Gabriela Vasquez
	Rebecca Bartolo
	Cindy Delgado
	Michele Gerhard
	Rocio Martinez
4th Grade	Melanie Riggs
	Veronica Winchester
	Cynthia Hernandez
	Leeon Juarez
	Susan Walden
5th Grade	Halston Waishes
	Gina Wilson
	Brenda Alvarez
	Tiffany Huneke
	Holly Webb
	DawnRene Woodyatt
Leidiana Villanueva	

Life Skills/SLE	
Teacher	Myranda Nalley
	Rosalba Monge
	Monica Medina
	Jocelyn Tovar

Interventionists	
Diagnostician	Vanessa Mora
Speech	Cynthi Streicher
Dyslexia	Eloisa Rodriguez
	Shanna Thomas
	Jennie Mendoza
Reading	Becky Hill
Bilingual	Stephanie Cornejo

Specials	
Art	David de la Cruz
Music	Karla Jones
PE	Roger Wells
PE Aide	Lucy Thompson
Technology	Orfa Guajardo

Library	
Librarian	Tammy Jo Hill

Resource	
SpEd Teacher	Jennifer Dunn
	Pam Moore
SpEd Para	Cristina Gonzalez
	Tamara Davis
	Jennifer Fira

Title I Paras	
	Mary Howard
	A'sharian Frazier

Bilingual Paras	
	Ingrid Ochoa
	Jennifer Crespin
	Laura Villarreal

Support Services	
Café Manager	Alma Pineda
Custodian	Maria Martinez

ABC's of Dunaway Elementary

Academics

The grading policy is available on the district website. Please note that report cards will be posted every 6 weeks.

Board Policy (WISD School Board)

WISD district policies are available on the district website. The website address is www.wisd.org.



Chain of Command

If you have a question or concern about your child, the classroom setting or a teacher concern, please set up a conference with the teacher. Teachers are available for conferences most days.

Communication

Communication between the campus and parents comes in various ways. Teachers have their emails, Seesaw, notes home, and more. Be sure to learn how your child's teacher(s) communicates with parents. We also change our marquee regularly and send notices through School Messenger. Because there are so many activities going on at Dunaway, we ask that you regularly read all communication from teachers and administration.

Dress Code

The student dress code is found on the WISD district web page. Our students, for the most part, dress very appropriately each day. Here are a few items to watch out for when sending your child to school.

- Tops - no spaghetti straps and they must have backs. (No halters, no T-Backs, no crisscross backs)
- Shorts, skorts, skirts must be the length of the child's fingertips when held at their side.
- Fitted bottoms such as: leggings, leotards, yoga pants, or hosiery worn with only a blouse, sweater, or dress cannot be shorter than fingertip length with arms in normal position (i.e. arms hanging naturally as the student is standing straight and upright).
- For PE - Tennis shoes are encouraged. Your child knows their PE schedule.
- No hair dyed any unnatural color (pinks, greens, blues, purples, etc.). No Mohawks or other disruptive hair styles.

Spirit T-Shirts



Every Friday we encourage students to wear a Dunaway or Waxahachie spirit shirt. We love to show our Hachie Pride!

Drop-Off and Dismissal

Drop-Off

Each morning you may begin dropping off your students at 7:15 at the South side doors. Staff are on duty to supervise your children. It is advantageous for your child to be in the building by

7:55 each morning allowing him/her to be settled before the tardy bell rings at **8:05**. Thank you for your assistance in getting your student to school on time.

From 8:05 AM and later, an adult must walk them in the front of the building and sign them in. Please note our driveways run one way. The speed limit in our driveways is **10 mph**. Please adhere to the speed limit for the safety of our students. For the safety of all students, **please do not pass cars in the driveway**.

Dismissal

Kindergarten & First Grade and older siblings

Students are dismissed at 3:40. Parents are to enter the driveway from the south side of the building. Cars will line up along the curb. Please be aware that a small group of students will be dismissed at a different gate on the south side. Please do not block or hinder the bus driveway in the front of the school.

Second, Third, Fourth, & Fifth Grade

Students are dismissed at 3:40. Parents are to enter the driveway from the north side of the building. Cars will come down Sunnyside Dr., and line up along the curb. The line will continue down the Sunnyside Dr. curve (along our back fence). We line up in a one car line.

- For the safety of all students, **please do not pass cars in the driveway**.
- **The driveway in front of the school is for school buses and daycare vehicles only from 7:15-8:00 am and 3:15-4:00 pm**. Please do not park in front of the building during these times.

Walkers

Please do not pick a child in a car from the walking line. If you are in a car, please go through the pickup line. Cars will *not* be able to pick up walkers at the intersection next to our crossing guard. This is a safety hazard, and you will be redirected to the car pick up line.

Lost and Found

Lost and Found items can be found in the cafeteria. It is a good idea to **put your child's name inside all their coats, jackets, and lunch boxes**. Then, if found we can return the item to them rather than placing it in the Lost and Found.



Lunches (Breakfast, too)

The cafeteria food is excellent here at Dunaway. Our Food Service Department follows all nutritional requirements. Lunch is \$3.25. Breakfast is \$2.50. We would like everyone to fill out the online lunch application that will help you if your child qualifies for free or reduced lunch. If you qualify for free lunch, you will qualify for free breakfast at [My School Apps](#). Of course, your child is also welcome to bring their lunch from home. **Note:** We do not have resources to "heat" lunches for your children. Please provide "ready to eat" lunches.



Eating with your child

Parents/grandparents are welcome to eat lunch with their child any day you so desire (except for state testing days in the spring). You must provide a photo ID and be on the student registration form to be allowed to do so. You may bring lunch in for your child or enjoy a cafeteria lunch with them. Adult meals are \$5.25. When you eat with your child it is a "date" between the two

of you, and you and your child will enjoy this special time on our stage. Friends of your child and/or neighbors are not allowed to join you. Parent and child only. Thank you.

Paying for your child's meals

Your child may send cash or a check to the cafeteria manager any day. If you would rather pay online go to www.myschoolbucks.com

Every Seat, Every Child, Every Day

Perfect Attendance

As mentioned previously, our goal is always to maintain a 98% attendance rate. It is the best way to ensure our students are learning – having them at school, in their seats, every day. We appreciate their presence by 7:55 AM, but students will be tardy at 8:05 AM. Students who are tardy miss valuable instructional time. If your child must leave early, please bring the office an excuse from the doctor or dentist if that is why the child is late or leaves early. We will be rewarding students with perfect attendance at the end of each semester and at the end of the academic year.

PTO

The Dunaway PTO is an organization made up of the parents and teachers of our Dunaway community. Please help the PTO by becoming a member and by volunteering for one of the many committees available. There are volunteer opportunities for as much or as little time as you have to give. To contact the PTO, please email dunawaypto@gmail.com.



Specials

Our children enjoy Art, Music, PE, and Technology each week. The teachers have innovative lessons that they teach every day. There are a few procedures that must be followed while in "Specials" classes.

- **Art** - Mr. De La Cruz teaches many different art techniques each year. Some of these involve paint, clay and other materials that could be messy. Students should wear clothes on Art days that are easily washable.
- **Music** - Mrs. Jones not only teaches music including vocal, recorders, drums and more, but she is the director of our programs each year. Every grade level presents an evening performance for parents and friends. Please watch for information on your child's performance and ensure they will be able to participate in the evening event.
- **PE** - Coach Wells sees most students twice per week. Due to the nature of the PE activities, it is imperative that students wear tennis shoes every day they are in class. Students are aware of which days they go to PE.
- **Technology** - Ms. Guajardo engages students in the computer lab with different activities including online programs, coding, and Google apps.

Tardies

If a student arrives after 8:05 AM, an adult must walk them in front of the building and sign them in.

Toys, video games, or other expensive items

Unless specified for special days, these items are not allowed at school. We cannot be responsible if they are lost, stolen, or broken. Confiscated items may be returned only to parents. Cell phones and other electronic devices are not to be used during the instructional day. *However, in our current behavior system, some classes may bring electronic devices on specific reward days. You will receive a note from your child's teacher if they are allowed to bring one of these items.* Students in violation of these guidelines will have the item confiscated and only returned to the parent. Collectible items (including trading cards) are not allowed at school.

Visitors

Parents are always welcome to visit the school to eat with their child or to attend events. A photo ID and your name on the registration card is required. If you wish to visit with a teacher, a conference needs to be set up in advance.

Volunteers

Our active PTO is always looking for new members and parents to volunteer for events. You could assist with creating teacher bulletin board materials, make games for classrooms, help decorate the stage for PTO meetings, assist with all PTO committee activities. The opportunities are endless. Please email dunawaypto@gmail.com to get information about volunteering.

Miscellaneous informational items

1. If there is a change in the way your child will be going home from school, please send a written note to the school with the student or call the front office. Communicating with the teacher only may cause confusion and delays in dismissal.
2. Reminder: Parents, it is against the law to talk on your phone in a school zone. Please refrain from doing so, as we do not want to see you ticketed on campus.
3. Parents may check out their child(ren) early from the office before 3:15 PM.
4. Please make emergency student transportation changes (for dismissal) prior to 2:30 PM.

