

## Attendance

Students are marked tardy if they are not in class at 7:40. If a student is absent from school, parents must send a note signed by the parent describing the reason for the absence and include the date of the absence. A doctor's note is required for absences more than three consecutive days. Please see the student handbook for more information.

## Party Invitations

Invitations to parties are not allowed to be distributed at school.

## Birthday Celebration on Campus

Students may bring birthday cupcakes to share with their classmates after 2:00 pm. For the safety of all students, parents may not deliver cupcakes to the classroom. Cupcakes can be dropped off in the front office.



## VISITING

We highly encourage and welcome parents and community members to visit Dunaway throughout the year. You may park in the front or on the north side of the school by the gym. You must enter through the main secured front entrance.

All others doors will be locked during school hours. DO NOT KNOCK on side doors for entrance or ask a student to open the doors for you.

For the continued safety and security of everyone, you must be signed in at the main office. You must have a government issued ID for every visit to our campus.

All WISD campuses encourage visitors to register to be a VOLUNTEER at <https://waxahachie.ezcommunicator.net> if you or any adult family members plan on volunteering in classrooms or attending school-sponsored field trips.

Please call 972-923-4646 with any questions.

## IMPORTANT CONTACTS

Counselor – Michelle Anderson  
EXT 43412 [manderson@wisd.org](mailto:manderson@wisd.org)

Principal's Secretary– Lori Murphey  
EXT 43402 [lmurphey@wisd.org](mailto:lmurphey@wisd.org)

Registrar/Attendance – Jeanet Hernandez  
EXT 43410 [jhernandez@wisd.org](mailto:jhernandez@wisd.org)

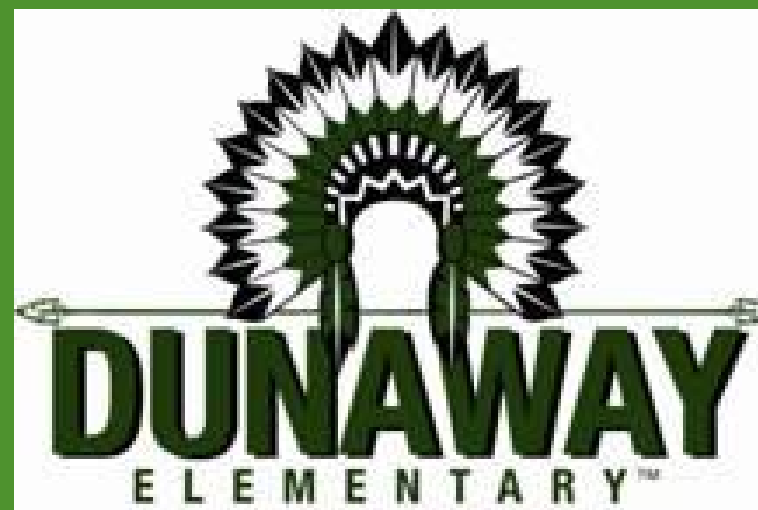
Attendance/Office – Rosie Monge  
EXT 43400 [rmonge@wisd.org](mailto:rmonge@wisd.org)

Nurse – Tina Masten Mitchell  
EXT 43403 [tmitchell@wisd.org](mailto:tmitchell@wisd.org)

TRANSPORTATION  
972-923-4632

CHILD NUTRITION  
972-923-4633

WISD ADMINISTRATION BUILDING  
972-923-4631



## WELCOME TO DUNAWAY ELEMENTARY

Principal: Ginger Alemán  
Assistant Principal: Sonia Champion  
[www.wisd.org/Dunaway](http://www.wisd.org/Dunaway)

600 Dallas HWY 77 South  
Waxahachie, TX 75165

Phone 972-923-4646  
Fax: 972-923-4752



# School Hours

**7:10 am** School is open

**7:40 am** Tardy Bell

**3:10** Dismissal

## ARRIVAL

You may begin dropping off students at 7:10 am as there are no staff members available before then.

Student are to be dropped off curbside on the north or south sides of the building. **The front drive is for buses only.**

Students arriving after 7 :40am are considered tardy and must be signed in at the office by an adult. Do not drop your students off on the north or south side if a staff member is not on duty.

Student safety and timeliness is extremely important to us!



## BREAKFAST / LUNCH

Breakfast is served daily from 7:15 am -7:35 am  
Student are expected to be in the class by 7:40 am

The cost of breakfast is \$2.25 and \$3.00 for lunch per student.

You may qualify for free/reduced school meals. Please visit <https://www.myschoolapps.com>

You may deposit money into your child's meal account @ <https://login.myschoolbucks.com> or you can send money to the cafeteria.

We welcome visitors at lunch time in the cafeteria. If you would like to eat with your child, you must have your government issued ID (drivers license or passport) to check in.

Parents are welcome to bring outside food for lunch for their children only. To ensure the health and safety of our students, food may NOT be offered to any child but your own

Please wait for your student in the cafeteria at the designated table. Do not wait in the main hallway or go to the classroom.

We hope you enjoy lunch with your children at the designated table.

To maintain the safety of our students, no other classmates may join you and your child during lunch.

## LUNCH TIMES

Kindergarten 10:40 - 11:10

First 11:15 - 11:45

Second 11:30 - 12:00

Third 11:45 - 12:15

Fourth 12:00 - 12:30

Fifth 12:15 - 12:45

## DISMISSAL

We ask that you do not come to the classrooms or enter the building during dismissal time. It is important that your child has a stable dismissal routine. Students must be picked up by 3:25 pm. After 3:25 pm, students will have to be checked out from the front office. If your child's transportation home changes, please call and notify the front office before 2:00. The front office staff will notify your child's teacher and any other staff who helps with your child's dismissal.

Kinder-First car riders +siblings must be picked up on the south side, while 2-5 car riders + siblings are picked up on the north side. Parents, please remain in your car and we will send the student to a numbered pickup spot.

**YOU MUST HAVE YOUR STUDENTS PICKUP CARD EVERYDAY.** This is for the safety of your student and helps staff members identify parents and students.

If you must pick up your student before school ends, they must be picked up before 2:15.

