



# **Dyess Elementary**

## **CAMPUS GUIDE**

**2016-2017**



## Directory Information:

<b>Main Office</b>		<b>(325) 690-3795</b>
Principal	(Mr. Newton)	325-690-3795
Secretary	(Mrs. O’Meara)	Press 0
Attendance	(Mr. Scott)	Press 1
Cafeteria	(Mrs. Romo)	Press 4
Counselor	(Mrs. Clemmer)	Press 2
LRC (Library)	(Ms. Wylie)	Press 5
Nurse	(Mrs. Chamness)	Press 3
FAX		325-794-1355
AISD Transportation		325-698-1628
AISD Central Administration	241 Pine Street	325-677-1444

**Address:** Dyess Elementary School  
402 Delaware Road  
Abilene, Texas 79607

**Office Hours:** 7:30 a.m. – 3:45 p.m. Monday-Friday

**Absences:** Please call the Dyess Elementary attendance clerk at **690-3795 Press 1** if your child is going to be absent. If an absence is not reported to the office, a call will be placed to your home or work during the school day.

**NOTE:** Attendance is reported at **9:30 a.m.** each day. In order for a student to be counted present, he/she must be in school **at the time attendance is taken.** If your child should miss part of a school day due to a doctor’s appointment, he/she will not be counted absent **if you bring a note from your doctor upon your child’s return to school the day of the appointment**—this applies to children who are in attendance at least part of the day. Doctor’s notes should be turned in to the office and will be kept on file. Students who miss three or more consecutive days may need a doctor’s note to return to school.

**After School Programs:** Dyess Elementary does not currently have any after school care programs on campus. The following are programs that have provided pick up of students on our campus in the past:

Dyess Air Force Base Youth Center	696-4797
Kids of Faith Learning Center	695-8654
Small World of Learning	692-7391

**Arrival:** We understand that some students need to report to campus early, but for the safety and security of your child we ask that students not be left on campus before **7:15 a.m.** Students who must arrive on campus before 7:50 a.m. are to report to the gym and sit in an assigned location or go to breakfast. Entry into the school should be through the east cafeteria hallway doors. The students will be dismissed to go to their classrooms at 7:50 a.m. by the adults on duty. The school cafeteria will be open at **7:15 a.m.** each day. Parents and students are asked to **not** enter the hallways prior to 7:50 a.m. The time prior to 7:50 a.m. is for teachers and staff to prepare for the school day. If you need to talk to your child's teacher, please do so during their scheduled conference time. Please allow your child to walk into the classroom and put up his/her belongings as your child will be encouraged to do this and will be proud to have this responsibility.

**Backpacks with Wheels:** Students with wheeled backpacks are asked to carry them from the outside doors of the school building to their classrooms for the safety of other students. Rolling backpacks present a tripping hazard to other students. **Note:** Wheeled backpacks will not fit inside classroom lockers.

**Bicycles, Scooters, Skateboards and Wheelies:** Bicycles, scooters and skateboards should not be ridden on the campus at any time. For safety purposes, children are asked to walk their bicycles, scooters and skateboards across the campus when coming to and from school and wear a safety helmet. Skateboards are not allowed in the building. Shoes with wheels are not allowed to be worn at school.

**Children of Military Families:** Children of military families will be provided flexibility regarding certain district requirements including:

- Immunization requirements
- Grade level, course, or educational placement
- Eligibility requirements for participation in extracurricular activities

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian who has been called to active duty for, is on leave from, or is returning from deployment of at least four months will be excused by the district. The district will permit no more than **five excused absence per year** for this purpose. For the absence to be excused, the absence must occur no earlier than the 60<sup>th</sup> day before deployment or no later than the 30<sup>th</sup> day after the parent's return from deployment.

**Dismissal:** To help ensure the safety of all students being dismissed at 3:00 p.m., the following dismissal plan is used.

Kindergarten – first grade students will be dismissed from the classroom outside door or through the front door while second through fifth grades will be dismissed out the east door (cafeteria) of the middle hallway. In the event of bad weather, kindergarten and first grade will be dismissed through the front doors. Second through fifth grades will be dismissed through the east door next to the cafeteria. Bus students will meet the bus in the parking lot located at the east end of the building. Day Care students will meet their vans on the east end of the building in the loading zone of the north end of the parking lot. Dyess Youth Center students will meet in the cafeteria.

**Flowers and Balloon Bouquets:** Flowers and/or balloon bouquets will not be delivered to students in the classroom, gym or cafeteria. Please refrain from bringing such items to campus during school hours.

**Messages:** We do our best to hold classroom interruptions to a minimum during the school day. Morning announcements over the P.A. system are made shortly after the 8:00 a.m. bell. Last minute calls to school to give after school messages are very disruptive to classroom instruction. Messages will be given to children during the class time only on an **emergency** basis. Request for messages to the classroom must be made prior to **2:00**.

**Pets:** Because of potential allergic reactions and possible physical injury, pets of any kind are not allowed on school property.

**Radios, CD Player, Cell Phones, Electronic Devices and Games:** Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Such items will be taken up and the principal will determine whether to return the items at the end of the day or if parents will need to pick them up from the office. Students may possess cell phones, but they must be tuned off and out of sight during the school day. Cell phones that are taken up will be handled in accordance to district policy. The school is not responsible for lost or stolen items.

**Recess:** Recess is an optional activity that is determined by the teacher regarding length and time. Teachers are encouraged to include a time during each school day for recess but it is not required. Recess may be used as an incentive for good behavior. Students can be required by the teacher to use recess time for detention, to make up missed work, or to complete class work. Recess lengths are not to exceed 20 minutes each day.

**Release of Students During the School Day:** Students will ***not*** be called to the office to wait on a parent or guardian for any reason; please allow time to process the student out of school. Students who need to leave during the school day must be signed out in the office by a parent, guardian or someone who is listed as an emergency contact person with AISD. The parent, with

the proper release slip, will then be able to get the student from the classroom teacher. Students will not be released by the teacher without the proper slip from the office. Unless the principal grants approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day at 3:00. Because class time is important, doctor's appointments should be scheduled, when possible, at times when the student will not miss instructional time.

**Traffic Issues:** The Delaware Gate has been designed to be a pedestrian walk-through gate by Dyess Air Force Base. Typically, the gate is open from 7:00 to 8:45 in the morning and again from 2:30 to 3:30 in the afternoon. Parking on campus is limited and is dedicated for staff use. Adjustments in the flow of traffic will take place after school starts and we have a better understanding of the issues. The DAFB Youth Center students walk to their vans on base weather permitting. During inclement weather they will be parked in the east parking lot along the north curb. AISD buses will be parked at the end of the walkway next to the cafeteria. Parking on both sides of Jennings Street is allowed. Please avoid using the front drive.

Please discuss with your child (children) your plan for afternoon pick up. Safety in and around vehicles is a major concern. Remember to be courteous to students and parents as they move around the campus. Cell phone use in a school zone is prohibited by city ordinance.

**Visitors:** Parents and others are welcome to visit Dyess Elementary School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and pick up a visitor's pass and go through a security check prior to going on campus. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

***NOTE:*** Parents needing to pick up their children during the school day must first **stop at the main office** to sign the child out. As a safeguard for our school children, the students can not and will not be allowed to leave with anyone not on the approved adult contact list. The adult must show identification and sign the student out.

**All visitors must present a photo ID (Driver's License) to the office and wear a visitor's pass at all times while on campus.**