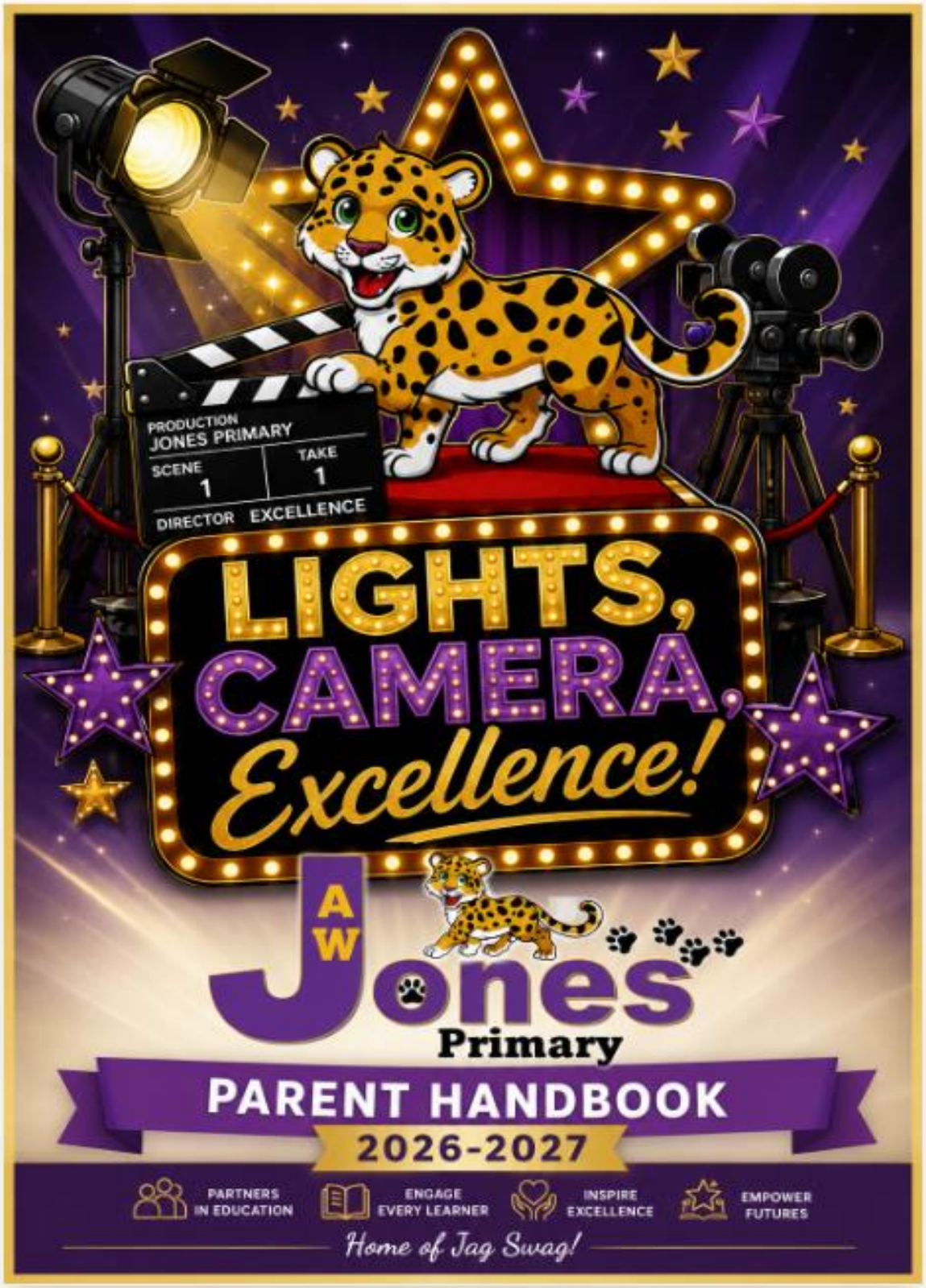

PRODUCTION
JONES PRIMARY
SCENE
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TAKE
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DIRECTOR EXCELLENCE
LIGHTS, CAMERA, Excellence!
A W
Jones
Primary
PARENT HANDBOOK
2026-2027
PARTNERS IN EDUCATION
ENGAGE EVERY LEARNER
INSPIRE EXCELLENCE
EMPOWER FUTURES
Home of Jag Swag!

Welcome to Jones Primary

We are excited that your child and family have joined our campus.

This packet will provide information about our school and daily procedures designed to maintain a conducive learning environment and ensure our students, staff, and parents' safety.

Administration and Leadership Team

Principal- Rosalind Burns
Assistant Principal- LaTasha Jones
Counselor- Fizza Butt
Instructional Specialist - Dalphne Harrison
Instructional Specialist - Angeliner Avington
Diagnostician - Tonya Washington

➢ Campus Hours

- Arrival
  - 7:35 a.m.- 8:0 5 a.m.
  - 8:00 Car Rider Ramp closes. Please do not go around traffic cones. After 8:00 a.m., students need to be walked to the main entrance and signed in by their parents.
  - Pre-K 3 Hours
    - Morning Session 8:05-11:00 AM
    - Afternoon Session 12:00-3:40 PM
- Tardy
  - 8:15 a.m.
- Instruction Daily
  - 8:05 a.m.- 3:40 p.m.
- Dismissal
  - 3:25 p.m.- 3:55 p.m.
- Late Pick-up (Must be picked up in the front office) Parents must provide a physical I.D. or parent tags. Copies of I.D.s on paper and on cell phones will not be acceptable.
  - 3:55 p.m.-4:15 p.m.

➢ Transportation Information

- Modes of Transportation
  - Buses
  - Car Riders
  - Daycare
  - Walkers

- To ensure that students have a safe and consistent routine for dismissal, students can have **only one** form of transportation for the p.m. dismissal.
    - We do not allow alternating schedules for pick up (EX. -Monday- bus, Tuesday- daycare, Wednesday-Friday- walker)
- BUS ROUTES: Request are made through your HAC Account. Please contact the Jones Primary Front Office once you receive your email about your route assignment.

➢ Changes to Student Transportation

- Permanent Change
    - Parent/Guardian must come in person to change transportation
- Temporary Change (Must be completed by 12:00 p.m.)
    - Parents/guardians must notify the school in person or by email with a copy of your ID notifying the school that there will be a change for the day.
    - The school must be notified by 12:00 p.m. to request a change in transportation.

➢ Attendance

- Attendance is taken daily at 9:30 a.m.
- If a student arrives after 9:31 a.m., the student will be marked absent.
- Truancy Letters will be sent out for one of the three reasons
    - 3 unexcused consecutive absences
    - 3 unexcused absences within 28 school days
    - 10 unexcused absences within 6 months

➢ Returning from an Absence

- When returning to school from an absence, students must have an excuse note.
- After 3 consecutive absences, a doctor's note must be provided.
-

➢ Early or Late Pick-up

- Parents are able to pick up their children early from school; however, early pick-up ends at 2:30 p.m. as the school begins building-wide processes for dismissal.
- Students must be picked up prior to 4:00 pm. If there is a delay, you must contact the school and speak with an administrator.

➢ School Dress Code

- Students are allowed to wear any school-appropriate clothes to school. Students may not wear inappropriate clothing or clothing that expresses information or items that should not be in the primary school setting (ie.-drugs, violence, or alcohol)
- Send extra clothes in your child’s backpack in case of emergencies.

- Students must wear student identification tags each day. Do not change the color of the lanyard (each color represents a different hallway.) The replacement fee for identification tags is $5.

➢ Celebrating Birthdays

- Parents may choose to celebrate their child's birthday by purchasing store-bought cupcakes for the class. These items should be dropped off at the front office and will be given to the classroom teacher to distribute to the class during the last 30 minutes of the day.
- Pizza and other foods are prohibited
- Parents are not able to participate in the distribution.

➢ Classroom Celebrations

- At Jones Primary, we have classroom celebrations during specific times of the year.
  - Winter Party
  - Valentine's Card Exchange
  - Egg Hunt/ Spring Party
- Due to limited space in the classroom, teachers have the option to ask for one parent to volunteer to support during the winter and spring parties.

➢ Field Trips

- To extend the learning experience from our high-quality curriculum to real-world experiences, students in Pre-K 4 and Kindergarten have the opportunity to attend off-campus field trips. Permission slips will be sent out before each field trip.

➢ Student Information

- Parents can update their child's information anytime in the Home Access Center (HAC).
- Parents must notify the school when a student's address or parent/guardian contact information has changed. This is to ensure that in an emergency a parent or guardian can be reached by the school.

➢ Parent Engagement Activities

- Monthly Parent Meetings
  - An event for parents to attend a monthly meeting that is filled with campus information, hands-on workshops, and community parents.
- Academic Nights
  - Opportunities for parents to come to campus after school to learn about the skills students are learning in class. During this time, parents will receive activities that can be completed at home as extra support academically.
- Campus Volunteers
  - Schools cannot be successful without the support of amazing volunteers. Parents have the ability to volunteer and support our campus as we work to support student's growth.

➢ Home Access Center

- The Home Access Center is utilized to give parents access to student information such as attendance, grades, and contact information.
- This can be completed using the QR code



- https://www.aldineisd.org/student-parent/parent-resources/home-access-center/

➢ Completing Volunteer Background Check

- To ensure the safety of all students, parents, and staff, all volunteers must complete a district background check.
- This must be completed each year, and we strongly encourage parents to complete it as soon as possible.
- The background check can be completed using the QR code below



- Or this link
  - https://www.aldineisd.org/community/criminal-background-check/

Jones Primary
Arrival/Dismissal Flow Map



AM Drop-Off

Two lines will be open, parents may enter the shorter line. When you arrive in the unloading area, please remain in your car and have the student prepared to exit-(unbuckled and backpack ready). Staff will remove student from car and ensure they are safely entered in the school. The line will close at 7:55 am. Please do not go around cones, students will not be unloaded.

PM Dismissal

Two lines will be open. PK and Siblings Car Riders will enter on the **LEFT** and Kinder Car Riders will enter on the **RIGHT**. Ensure your number is displayed and you enter slow enough so the staff can capture your number. Your child will be loaded by staff. If you don't have the tag, you will have to go to the front office after 4:00 pm to present your ID. **No pictures of tags will be accepted for the safety of your child.**

The line will close at 4:00 pm, and parent will need to park and retrieve student from the front entrance.