

Theron Jones ELC  
is Diving Deeper  
into **LEADERSHIP**



# Theron Jones

## EARLY LITERACY CENTER

**Melodie White**  
Principal

**Deborah Riles**  
Assistant Principal

**LaToya McGary**  
Counselor

**Allison Lee**  
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Receptionist

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2600 West 15th Street  
Texarkana, Texas 75501  
903.793.4871  
www.txkisd.net

**Dear Theron Jones ELC Family:**

**Welcome to Theron Jones Early Literacy Center!**

We are looking forward to a wonderful 2022-2023 school year. The staff is excited about working with you and your child/children on this journey to excellence. We have high academic and behavioral expectations for our students. We will provide a safe and secure learning environment that will allow students to become leaders in the school, community and society.

**Goals for this year are:**

1. Develop student and adult leaders by implementing the Leader in Me philosophy.
2. Increase literacy and math skills in all grade levels.
3. Increase parent and community partnerships.
4. Maintain a 96% or better student attendance rate.
5. Increase technology integration in our core subject areas.

**Want to join our Theron Jones ELC Family?**

1. Join your child for lunch.
2. Join Volunteers in Public Schools (MPS)
3. Volunteer to be a Room Parent
4. Communicate regularly with teachers to monitor your child's progress.
5. Participate in all activities throughout the school year.

Thank you for choosing to send your child to Theron Jones Early Literacy Center. We consider it an honor to serve their educational needs and help them reach their full potential. Please feel free to contact us with any questions or concerns you may have throughout the year.

**Melodie White, Principal**  
**Theron Jones Early Literacy Center**



# SCHOOL PRACTICES & PROCEDURES...

Students will receive information about the student handbook and code of conduct. The handbook contains detailed information about policies at elementary schools in TISD. It is also available on the TISD Website - [www.txkisd.net](http://www.txkisd.net). In addition, here are a few important things you will want to know about Theron Jones Early Literacy Center Center.

## SCHOOL DAY TIMES:

**Doors Open: 7:20 a.m.**

**First Period Attendance Recorded: 7:50 a.m.**

**Students Dismissed: 3:10 p.m.**

## MORNING ARRIVAL:

**7:20 - 7:50 a.m.**

Students should be dropped off at the front entrance on Smelser Street (the gated area) beginning at 7:20 a.m. and go directly to their classroom.

**Do not drop off students before 7:20 a.m.** There is no supervision for car riders or walkers before 7:20 a.m.

## DON'T BE LATE!

**The bell rings at 7:50 a.m. and students are marked absent from first period if they arrive after that time.** Students enter their classrooms at 7:40 a.m. and teachers are ready to begin class at 7:50 a.m. It is very important that your child be in class and ready to learn by 7:50 a.m. Children who enter class late are not prepared to begin work on time and often fall behind in their work.

## ABSENCES:

**When your child is absent, please call the school with an explanation, or write a note when he/she returns to school.** There are no tardies. Students are counted absent for first period after 7:50 a.m. If your child comes to school after 7:50 a.m., he/she is counted absent for first period. The state of Texas has very strict laws for absences, even if the absence is only for one period. Students may not be promoted to the next grade if they have more than 18 absences in a year. Parents will be summoned to court and possibly be fined for excessive student absences.

## DISMISSAL IN THE AFTERNOON:

**3:10 p.m.**

School is dismissed at 3:10 p.m. Students will not be allowed to leave before 3:10 p.m. unless it is for a medical appointment or a family emergency, and you must sign your child out in the office. Parents cannot go directly to their children's classrooms and take the child out of school.

**Car Riders and Day Care Riders** will be dismissed at the front of the building. Car tags are required to pick up students who are car riders. Please stay in your vehicle and a staff member will assist your child into the car. Please pull up as far as you can so that other parents can come onto the lot.

**Walkers** will be dismissed at the end of the building near the bus loading area. Walker tags will be required to pick up students who are walkers.

**School Buses** will pick up at the Theron Jones ELC bus area.

Parents of Kindergarten students MUST be at the bus stop to receive their students at the end of the day. If parents are not at the bus stop, these students will be returned to the campus. Repeated offenses may result in a loss of bus privileges.

## REMEMBER...

**There is no supervision for students after 3:30 p.m.** TISD has very strict guidelines about students who are not picked up on time and Child Protective Services will be called. If there is an unforeseen emergency, where you will not be on time, please call the school as soon as possible.

Also, please do not wait in the hallways to pick up your child in the afternoons. This is very distracting for students who are still in class. You should wait at the designated pick-up area outside the building until students are released.

## CHANGES IN PICK-UP ROUTINE:

**For the protection of your child, any changes in a child's pick-up routine must be submitted in writing to the child's teacher, or the office must be notified by phone before 2:00 p.m. This will give the office staff enough time to notify the teacher.** Keep in mind that a consistent routine is important for your child.

## PARKING:

**Visitors should only park in legal parking spaces in the front driveway. Please do not park in the fire lane. This lane is painted a bright red color and should not be used at any time.**

## BUS RIDERS:

**TISD provides bus service for Theron Jones ELC students. You must fill out a bus service request in the office. All bus pick-ups and drop-offs will be on West 15th Street entrance.**

**Reminder:** Riding the bus is a privilege. If students do not follow the bus rules, they will lose their bus riding privileges.

## LEAVING DURING THE SCHOOL DAY:

**Because our instructional time is so valuable, we request that you not pick students up early except for medical appointments or family emergencies.** If your child has an appointment, you must call the front office to sign him/her out. Office personnel will escort your child to the front entrance in order for you to receive her/him and to verify identification.

## VISITING ON CAMPUS:

Visitors are welcome in our school. For the safety and protection of our students and staff:

- **All visitors must sign in at the front office presenting a valid driver's license or other official picture ID. A Visitor's Badge will be issued and must be worn at all times while on campus.**
- **Please use the front entrance since all outside doors remain locked during the school day.**
- **Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. These visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**
- **Visits will not be permitted during student assessments to ensure the privacy of students.**
- **Campus playground areas are restricted and visitors are not permitted.**

To protect and maximize learning time, we request that parents not engage the teachers in conversation during class time. We love to talk with parents, but parents should make appointments with teachers during their conference periods or speak with teachers after school.

## REPORT CARDS:

Report cards will be issued at the end of each grading period. Progress reports will be sent home every three weeks. An early dismissal parent conference day will be scheduled on October 7<sup>th</sup>.

## TUESDAY FOLDERS:

Each Tuesday your child will bring home his/her weekly work and other important papers. This is just one of the ways we keep you informed of your child's progress. Communication between home and school is extremely important in the success of all of our students.

## SCHOOL SUPPLIES:

School supply lists can be found in the office or on the TISD website - [www.txkisd.net](http://www.txkisd.net).

## PARENT INFORMATION:

Parents will receive a school newsletter periodically during the school year. Stay connected to school news and events via:

**Facebook – [facebook.com/TexarkanaISD](https://www.facebook.com/TexarkanaISD)**  
**Facebook – [facebook.com/TISD-Theron Jones Early Literacy Center](https://www.facebook.com/TISD-Theron-Jones-Early-Literacy-Center)**  
**Twitter – [twitter.com/TexarkanaISD](https://twitter.com/TexarkanaISD)**  
**Twitter – [twitter.com/Theron\\_JonesELC](https://twitter.com/Theron_JonesELC)**  
**Instagram – [instagram.com/texarkanaisd](https://www.instagram.com/texarkanaisd)**  
**Website – [www.txkisd.net](http://www.txkisd.net)**

## PARENT/TEACHER CONFERENCES:

If you would like a conference with a teacher, please send a note to your child's teacher, or call the school office at 903.793.4871 to schedule a time.

Teacher Conference Periods:

Kindergarten Team A .....10:10 - 11:10 a.m.  
(Bradshaw, Davis, Lowrie, Martinez)  
Kindergarten Team B .....8:10 - 9:10 a.m.  
(Henrichson, Nix, Scott, Walz)  
First Grade Team A .....12:40 - 1:40 p.m.  
(Chenier, Cisneros, Gellington, Matamoros)  
First Grade Team B .....9:10 - 10:10 a.m.  
(Braley, Hemby, McDonald, Stiger)  
Second Grade Team A .....11:10 a.m. - 12:10 p.m.  
(Clark, Diaz, Neal, Winfield)  
Second Grade Team B .....1:40 - 2:40 p.m.  
(Brown, Keith, Hanisco, Risky)

## MEAL INFORMATION:

As part of the Community Eligibility Program (CEP) for the National School Lunch Program (NSLP) and School Breakfast Program (SBP), Dunbar Early Education Center provides **FREE** Breakfast and Lunch for all students on their campus. **However, we do ask that you complete the Household Income Form in your student's First Day Packet and return to the campus for continuation in this program.**

For adults who wish to have lunch with their student, Breakfast is \$3.10 and Lunch is \$4.90.

No food deliveries for students will be accepted.

## BREAKFAST:

**Breakfast time: 7:20 - 7:50 a.m.**

Students who plan to eat breakfast must be on time. Students must be finished eating breakfast and go to their classrooms when the allotted time is over.

## LUNCH TIMES:

Kindergarten Team A ..... 11:50 a.m. - 12:20 p.m.  
(Bradshaw, Davis, Lowrie, Martinez)  
Kindergarten Team B .....10:30 - 11:00 a.m.  
(Henrichson, Nix, Scott, Walz)  
First Grade Team A .....11:10 - 11:40 a.m.  
(Chenier, Cisneros, Gellington, Matamoros)  
First Grade Team B .....12:10 - 12:40 p.m.  
(Braley, Hemby, McDonald, Stiger)  
Second Grade Team A .....10:40 - 11:10 a.m.  
(Clark, Diaz, Neal, Winfield)  
Second Grade Team B .....11:30 a.m. - Noon  
(Brown, Keith, Hanisco, Risky)