



JENNIE DEAN ELEMENTARY SCHOOL

Communication, Collaboration, Teamwork & Patience

August 2025

Dear Dolphin Families,

It is with great pleasure that I welcome you to Jennie Dean Elementary School for the 2025-26 school year! Our dedicated staff members have been busy preparing for the first day of school on Tuesday, August 12th. This letter contains essential information to help you get ready for the year ahead.

We are pleased to share that **all enrolled students in Manassas City Public Schools will continue to receive a healthy breakfast and lunch at no cost to families** during the 2025–2026 school year. No meal application or additional steps are required—your child will automatically be able to participate in this program.

The **first day of school is Tuesday, August 12**, and we can't wait to welcome our Dolphins back!



Very important dates

- **Open House for Pre-K & Kindergarten** *Thursday, August 7 • 3:00–5:00 p.m.*
- **Open House for Grades 1–4** *Friday, August 8 • 3:00–5:00 p.m.*
- **First Day of School** *Tuesday, August 12*
- **Labor Day Weekend – No School** *Friday, August 29 & Monday, September 1*

School Hours & Visitor Check-in Procedures

Our doors open for students at **8:20 a.m.**, and instructional hours are from **8:35 a.m. to 3:45 p.m.** Students are marked tardy starting at **8:30 a.m.** On early release days, dismissal will be at **12:50 p.m.** Our school office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

To ensure safety for students and staff, all doors are secured during school hours. Visitors must push a buzzer and identify themselves to enter the building, then show a photo identification and sign in to receive a visitor pass or pick up their child before dismissal.



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PowerSchool Parent Portal

The **PowerSchool Parent Portal** is your online hub for school information such as grades, attendance, and other details. For details on setting up your account, linking your children, and exploring all the features, please visit the [PowerSchool Parent Portal Information Page](#).

Please ensure that your contact information is accurate in the PowerSchool Parent Portal system to receive important updates and communications. If you need assistance with setting up or accessing your PowerSchool Parent Portal account, please call our front office at **571.377.6300**. We're here to help!

Transportation Procedures

Kiss & Ride (Car Drop-Off & Pick-Up)

Morning Drop-Off: 8:20–8:35 a.m.

- Please follow posted signs and staff directions to enter the Kiss & Ride loop.
- Staff will be stationed along the sidewalk to assist students.
- Students should exit from the passenger side only and walk directly into the building.
- For safety, please remain in your vehicle. Parking and walking your child to the door will not be permitted.

Afternoon Pick-Up: Begins at 3:45 p.m.

To ensure a safe and efficient dismissal, we use a car and backpack tag system:

- Car tags are required to pick up a child in the car pickup line. Parents who do not have their car tag will not be permitted to pick up their child from school using this method.
- Parents of new students who plan to drive their children to school should visit the school's main office or the appropriate table during Open House to receive tags for their car and backpack tag(s) for each student.
- Each family will display their numbered car tag on their rear-view mirror.
- Each child will have a matching backpack tag with the same number.
- As cars arrive, staff will call the student's number and escort them to the correct vehicle.
- Please keep your car tag visible until your child is safely in the car.
- If you have lost your car tag, please contact the front office at **571.377.6300** or stop by during office hours (8:00 a.m.–4:00 p.m.).



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Bus Riders

For students who will be riding the bus, detailed bus routes and schedules will be made available on the school division website at the following link during the week prior to school: [MCPS Bus Schedules](#). If you have questions about your child's bus transportation, please contact our front office at **571.377.6300** or the Manassas City Public Schools Transportation Department at **571-377-6080**.

- Buses will unload in the designated bus loop beginning at 8:15 a.m.
- Staff will greet students and guide them safely into the building.
- In the afternoon, students will be escorted to their buses and supervised until departure.

Reminders & Safety Tips

- Please be patient during the first week as students and their families adjust to the new routines.
- Follow all posted signs and staff directions during arrival and dismissal.
- If your child's dismissal plan changes, notify the office before 2:30 p.m. that day.
- Please label your student's items (e.g. backpack, lunch bag) with their name, grade, and teacher and provide them with a card or note with this information.

Arrival on the First Day of School

The first day of school is exciting! Classroom assignments will be available during Open House and will be sent by regular mail. On the first day of school, our staff will be stationed throughout the building to greet students, guide them to their classrooms, and assist them in settling in. To ensure this process goes smoothly, parents and guardians ***will not be allowed*** to escort their children into the school building. We are committed to ensuring every child feels welcomed and knows exactly where to go.

While we understand parents' wish to bring their children to school on the first day, we strongly encourage parents of bus riders to help their child get used to their new schedule riding their assigned bus from day one.

Attendance

Consistent attendance is crucial for your child's learning. If your student is absent or tardy, please leave a message on our **Attendance Hotline at 571-377-6303**. Our school also offers an online reporting system for absences; a link to this system can be found on the navigation menu of our school website.



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We look forward to welcoming our students back on **Tuesday, August 12th**! We anticipate a year filled with discovery, learning, and growth for every child, and we are excited for all that we will accomplish together.

Please feel free to visit our school website at [Jennie Dean Elementary School Website](#) for additional information, or contact our front office at **571.377.6300** if you have any questions.

Sincerely,

Ed Stephenson, PhD
Interim Principal