

# The Leader in Me

## LONGBRANCH ELEMENTARY

### Parent Handbook 2018-2019

School Hours: 8:00am-4:30pm daily

384-4500

384-2945 (fax)

[www.longbranch.boone.kyschools.us](http://www.longbranch.boone.kyschools.us)

District Office Phone: 283-1003

District 3 Bus Garage: 384-8384

Superintendent	Randy Poe
Chief Academic Officer	James Detwiler
Chief Operations Officer	Eric McArtor
Assistant Superintendent	Jenny Watson
Executive Director of Student Services	Kathy Reutman
Director of Elementary Schools	Linda Black
Director of Special Education	Pam Eklund
Manager of Food Services	Barbara Kincaid
Director of Transportation	Bob Barrix

Longbranch Elementary School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated by the Boone County School District to handle inquiries regarding the non-discrimination policies: Kathy Reutman, Executive Director of Students Services.

**My child may need **academic assistance**. In what ways do you help children who are struggling academically?**

**212 Time** (aka Differentiated Instruction or Personalized Learning and a part of our Response to Intervention/RtI program) RtI is a national program used in Boone County to remediate and bring all kids to proficiency in reading and math. Students are assessed the second week of school based on nationally-normed assessments and then again 2-3 additional times per school year. Students performing below the 40<sup>th</sup> percentile of the nation are considered to be a student in need of remediation. Students performing below the 20<sup>th</sup> percentile of the nation receive more intensive interventions to help them catch up with their same-age, same-grade peers.

**Extended School Services (ESS):** ESS is our before and after-school student assistance program that operates during the school year. Through this program, we are able to offer extra assistance in mathematics and/or reading for students who are scoring significantly below their peers. Students are invited to this program.

**Who are the **administrators** at Longbranch?**

Our principal is Stephanie Stambaugh. Our assistant principal is Jeff Jackson. They comprise our administrative team. Our leadership team Lori Maddux, Lauren Ward, Robin Jones, Jordan Johnson, Candace Heinze, Brittany Pendleton, Jack Steele, Chris Bolanos, as well as our instructional coach, Rachel Wilcox, and our school counselors, Heather Bushelman and Olivia Ballou.

**What are the rules in the state of Kentucky regarding compulsory **attendance** and what are the school's requirements?**

Regular school attendance in Kentucky schools is mandatory per KRS 159.010.

**Daily Reporting of Absence**

*Please call school each morning your child will be absent and send a note for our attendance auditors on the day your child returns. This can be a parent note or a doctor's note. We do send robo-calls as a reminder to send a note to school.*

**Early Dismissal**

*It is very helpful if you send a note to the teacher informing him or her of your child's early dismissal from school.*

**Educational Enhancement Opportunity (EHO)**

*If you will be taking a trip that you believe will enhance your child's educational experience and is not simply a vacation, please request an EHO form from our attendance secretary. These should be completed one week in advance of the opportunity for approval by the administration. These days will be marked as excused absences until the child returns and submits a travel journal for review by the administration. At that time, the absence will be changed to EHO. An EHO reflects "in attendance" at school. A maximum of 10 EHO days are allowed per school year.*

**Excused Events**

*Each child is permitted ten (10) absence events (tardies, early dismissals, and/or full-day absences) excused by a parent note. Subsequent absence events will require a doctor's note or will be considered unexcused. (See Unexcused Absences for additional information.)*

**Tardies**

*Children are tardy if they arrive after 8:40am daily. **All students must be walked into the building and signed in if they are tardy to school.***

**Truancy**

*According to Kentucky law, any child with three or more unexcused tardies or absences is considered truant. At three days, you will receive a truancy notification letter from school. At four days, you will receive a second truancy notification letter from school and parents may also receive a home visit from our district truancy team. At six days, a third letter will be sent and it is likely truancy charges will be filed with the county attorney by the administration. Parents will be notified by the county attorney of their required truancy court date.*

**Unexcused Absences**

*Students exceeding 10 parent notes in a school year will accumulate unexcused absences without a doctor's note. Please see Truancy.*

**Vacations**

*Please make every effort to schedule vacations on scheduled "off" days for school. It is often difficult for students to catch up from a vacation. Staff will provide missing work after the child returns to school, not before.*

**School Funding**

Our school funding is based on attendance. Of our 850 students, we typically have a 97% attendance rate. This means we lose money when children are absent from school. For this reason, we encourage children to be at school every day they are physically able.

**Attendance Awards**

At the conclusion of the school year, students will receive certificates for perfect attendance (every minute of every day).

**It's my child's birthday. Can I have a party at school? Can I hand out party invitations?**

School is not the place for a birthday party, however we do allow children to bring store-bought, packaged and labeled treats, one per child in the class. Homemade treats will not be distributed due to allergy concerns. Please do not send drinks, games, favor bags, etc.

Birthday party invitations, or any invitation for that matter, cannot be distributed at school unless one invitation will be distributed to every child in the class. If your child's teacher distributes a class directory, please use this as a means for distributing invitations.

**Do you have book fairs at Longbranch?**

We have two Scholastic book fairs at Longbranch yearly, one spring and one fall. Our media specialist runs our fairs and we have a parent leadership action team who assists.

**Are there policies about riding the bus?**

We offer bus service for all 800 of our students and encourage parents to take advantage of this opportunity. School policies and rules are in effect on all school buses. If you have a concern about bus safety or behavior, please contact our bus garage at 384-8384. The school administration stays in contact with the bus garage and assigns behavioral consequences as necessary which may include a warning or a 1-10 day bus suspension.

All children are assigned one bus pickup location and one dropoff location. The district policy does not allow for students to ride with friends or disembark at various stops throughout the week. Please keep this in mind when arranging your child's transportation.

**Can you tell me more about my child's breakfast and lunch experience at Longbranch?**

Lynn Payne is our cafeteria manager and can be reached directly at 384-4500 if you have any concerns about your child's lunch account balance, limits to an account, or nutritional information.

**Breakfast**

Breakfast is served daily at Longbranch between 8:15am and 8:50am. The fee is \$.75. Adults are welcome to eat breakfast with their children any day at a charge of \$2.00.

**Extras**

The cafeteria sells "extras" such as baked chips, granola bars, frozen gogurt, or low-fat ice cream or sherbet daily. Children can purchase these items above and beyond their normal lunch items. **You can limit the purchase of extras to certain days or certain items.** Simply call or e-mail our cafeteria manager to flag your child's account and limit extras.

	<u>Lunch</u>	<u>Breakfast</u>
Elementary Schools	\$2.00	\$.75
Boone County Employee Adults	\$3.50	\$2.00
Non-Employee Adults	\$3.50	\$2.00
Reduced Students	No Charge	No Charge

**Lunch Visitors**

We will allow lunch visitors at Longbranch Elementary as long as it does not become a distraction and as long as our space allows it. Please bring an ID with you for lunch. **Please no fast food or carbonated beverages. We will begin the lunch visitor program on August 29, 2018 this year. The kids need a week or so to adjust to cafeteria procedures and then we will welcome you to join us for lunch.**

**Free/Reduced Lunch Program**

Longbranch Elementary participates in the federal school lunch program. If you would like for your child to receive free or reduced-price lunch, please obtain an application from our school office or apply online through the Boone County Schools website. Students are permitted to charge lunch and/or breakfast three times. Lunch charges must be paid the following day unless arrangements have been made with a principal. If you wish to help cover lunch charges for another student, please send in an envelope addressed to Lynn Payne, Cafeteria Manager and indicate "Lunch Charge Assistance for Any Student".

**I have heard you are a **BYOT (Bring Your Own Technology)** school. What does this mean?**

Cell phones and electronic devices that attach to the wireless network are permitted **and may be used when directed by a certified staff member**. Students must sign and adhere to the Boone County Schools Acceptable Use Policy. Students must connect to Boone County Schools wireless network and not connect to personal data plans. When not in use, all cell phones and electronic devices should be turned off and put in backpacks. Please refer to BYOT policy for full details.

**I want to help my child's school. Do you have **committees** parents can serve on?**

Yes, yes, yes, yes, yes!!! We'd love to have you working with our staff to create a rich, family environment at Longbranch. We have over 20 parent leadership action teams you can volunteer for. Parents have the option to serve in many different capacities at Longbranch Elementary. Contact our Leader of Parent Leadership, Amanda Scroggin, at [Amanda.scroggin24@gmail.com](mailto:Amanda.scroggin24@gmail.com) for more information about our opportunities.

**How do you all **communicate** with your families?**

Effective communication is a priority for us at Longbranch Elementary. We want all of our parents/guardians to have accurate and timely information. For that reason, we have several methods of getting information to you.

1. **Friday Folder:** This is a maroon plastic folder that is sent home each Friday with your child's graded papers and all of the many handouts from school and outside agencies. Kindergarten and First grade students may ring the maroon folder home every night.
2. **Weekly Newsletter:** The purpose of this communication is to update you about school events and happenings. We send the newsletter.
3. **School Website:** Please access our website at <http://www.longbranch.boone.kyschools.us>.
4. **Teacher Newsletters**
5. **Twitter** You can find us under the handle @LongbranchElem
6. **Facebook** You can find us listed as Longbranch Elementary School
7. **Mass Phone Messages:** This is an automated telephone system that allows us to contact all of our Longbranch families within just a few minutes.
8. **Mass Text:** You can sign up for text notifications from Longbranch by texting @longbr to the number 81010.
9. **Bloomz:** Connect with Longbranch Elementary on the Bloomz app.

**Do you offer opportunities to **conference** about my child's progress at school?**

You may request a conference with a teacher at ANY time. We love working together with our parents in the best interest of our students. Our scheduled parent teacher conferences will be held this year on October 2nd<sup>th</sup> and 4<sup>th</sup> between 4:30 and 7:30pm. Additionally, we will have student-led conferences this year the first week of May. Teachers will schedule all conferences individually.

**My child may have a need to see the school **counselor**. Is that possible? What do they do?**

Our school guidance counselors are Heather Bushelman and Olivia Ballou. They meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by students, teachers or parents. In addition, they schedule and facilitate all Admissions and Release Committee, Preschool Program, and 504 Plan meetings.

**What is the **daily schedule** at Longbranch?**

8:15	Parent dropoff begins at side parent dropoff loop, breakfast begins.
8:30	Students are dismissed from buses to breakfast or classrooms.
8:40	School day begins
10:45	Lunch period begins (rotation of 1 <sup>st</sup> through 5 <sup>th</sup> grade)
12:00	AM Kindergarten and AM Preschool dismisses
12:30	PM Kindergarten and PM preschool begins
1:40	Lunch period ends

3:35	Parents may enter the cafeteria for parent pickup
3:40	Students dismissed from school

**Do you have an in-house daycare for before and after school?**

Children Inc. offers before school and after school care at Longbranch. To enroll, call Children Inc. at 431-2075.

**What if it snows and there is a delay of school...how does that affect dropoff and pickup?**

If school is delayed one hour, children may be:

- Dropped off at 9:15am
- Dismissed from buses at 9:30am
- Are tardy at 9:40am

If school is delayed two hours, children may be:

- Dropped off at 10:15am
- No breakfast is served
- Dismissed from buses at 10:30 am
- Are tardy at 10:40am
- The lunch schedule will be pushed back 15 minutes for ALL students.

In the event of a delay, school will still dismiss at the normal time, 3:40pm.

**What is the dress code at Longbranch?**

Students are expected to abide by the dress code as indicated in the Boone County School District Code of Conduct. Please note the following items are not permitted:

- Flip flops
- Shorts or skirts that are too tight or too short
- Pants that are not the appropriate size
- Shirts that rise above the pants' waistline
- Tank tops
- Clothing that is see-through
- Clothing that promotes ideas or substances inappropriate for the school atmosphere.
- Shorts are permitted at parent discretion throughout the year. Please be apprised of the weather when sending a child to school in shorts. If it is too cold outside for shorts, students will be kept in for recess while the rest of the class proceeds outdoors.
- Headwear may only be worn when approved by the administration or on designated spirit days.

Shorts may be worn at the discretion of the parent. Please note if shorts are worn in the winter and it's too cold for a child to go outside for recess, the child may be kept inside. Please always send a child with a jacket or hoodie if it is chilly. We try to go outside every day it's above 40 degrees.

**Do you have fire drills, tornado drills, earthquake drills, and lockdown drills?**

We hold 2 fire drills in the first 30 days of school and one per month thereafter. We hold two tornado, two lockdown, and two earthquake drills yearly as well.

**What extracurricular activities do you offer at Longbranch?**

The district pays for funding of sponsors for Academic Team, Cheerleading, and Girls and Boys Basketball. The school pays for funding of an in-school club coordinator (new for this school year), and a leadership teams coordinator. We also pay for the chorus sponsor for the school. Our PTA runs our Odyssey of the Mind and Lego League programs, although the school is required to stipend a sponsor for each. Two of our teachers run our Girls on the Run program without compensation.

In the past and into the future, we have held or may hold the following activities for students: FFA Pals, German Club, French Club, Spanish Club, STEM Club, Coding Club, Minecraft Club. If you have a suggestion for a club or would like to sponsor an activity for our students, please contact us. We'd love to include you in our planning for the future.

Additionally, we run in-school clubs all year once a month. Students are able to choose their clubs and each staff member at our school coordinates a club.

### **How much fundraising does the school do?**

The school administration has collaborated with the PTA Board to be certain fundraisers are purposeful, have limited commitment by you as the parent, and are spread out throughout the school year. Our current fundraising plans include:

- Otis Spunkmeyer Cookie Dough Sale in the winter.
- Boosterthon in the spring
- Tentative Golf Outing in the fall
- Fall Festival in the fall OR Spring Carnival in the spring
- Boxtops for Education, Campbells Soup Labels, Coke lid collections, Family Fun Nights at local restaurants or fun family locations (Chipotle, Skyline, Fundome, etc.), and spiritwear sales throughout the year.

### **What is the grading scale?**

Our primary program uses an ungraded skills-based report card. Unified Arts classes (Art, Music, PE, Spanish, PBL, and Library) will issue conduct grades only. Our intermediate grades (4 and 5), will use the following alphabetic/numeric system for core content classes.

A	90-100
B	80-89
C	70-79
I	69 and below

Students who score below 70% on any standard will complete remediation until the standard is mastered.

Report cards for all grades K-3 will be issued every 12 weeks. Report cards for grades 4 and 5 will be issued every 9 weeks. 4<sup>th</sup> and 5<sup>th</sup> graders receive mid-terms at 4.5 weeks of each quarter.

### **Some schools have a holiday shop during December. Do you guys have one?**

We do as long as we have a parent to lead the team. If you can help, contact Amanda Scroggin at [Amanda.scroggin24@gmail.com](mailto:Amanda.scroggin24@gmail.com). The Holiday Shop will be offered during December. Children will be able to shop in private for gifts for the whole family. Participation is not mandatory and many volunteers are needed for this event.

### **Do you have a homework policy?**

We do. Please refer to the Homework Policy located in the policy book accessible from our school website. It's too lengthy to detail here.

### **How will I find out if school is closed or delayed due to inclement weather?**

- The school will send a mass text and mass phone call.
- The district will post a notice on the district Facebook page, post a notice on both the district and school web pages, and post a notice on the district Twitter page.
- Local news and radio stations will report the information timely.

If we dismiss early due to weather we will notify you via mass phone call and text. We will plan to send your child home from school in the manner in which they would typically go home on that day unless we hear from you otherwise.

### **How do I know what my child is learning in class or what homework my child has?**

All teachers are asked to correspond with parents weekly in some form. This may be through an electronic newsletter, a paper newsletter, a blog, a mass e-mail, or a website. Teachers will let you know at the start of the year how they communicate with parents. In this correspondence weekly should be an update regarding the information that will be taught during the week.

### Do kids still have **parties** in school?

Yes we sure do. We work very hard, but in accordance with Habit 3, we work hard...and then we play hard too. Celebrations and parties should be a regular part of people's lives to sharpen the saw (Habit 7)!

Our students typically have three parties per year. A fall celebration is held the end of October, a winter celebration is held the day before Winter Break, and a friendship/Valentine celebration is held as close to February 14<sup>th</sup> as possible. Some teachers have parents assist with parties and some do not. Please respect your teacher's wishes regarding parties.

Please only bring packaged and labeled food to parties, no homemade snacks due to allergies. If money is collected to purchase items, it cannot be handled by a teacher.

Please do not bring babies, toddlers, or middle/high school students to your child's party. Teachers may have a maximum of 5 volunteers per classroom per party.

### Do you have **pickup and dropoff** procedures?

#### What do I do when I want to **drop my child off** at school in the morning?

Enter the main campus entrance, proceed straight up the middle of campus to our furthest entrance on the left. This is our parent dropoff loop entrance. Pull along the side of the building. Staff members will be available from 8:15am-8:40am to open car doors and greet your children. If you arrive after 8:40am, you must park in the school lot and walk your child into school to sign in as they are tardy.

#### What do I do when I want to **pick my child up** from school in the afternoon?

##### **Kindergarten – 5th Drop Off:**

- Turn onto Campus Drive from Longbranch Road. Follow the arrows located on the map above.
- Please have your student(s) exit your vehicle between the two pairs of yellow triangles "unloading zone".
- Please exit via Campus Drive.

##### **Preschool Drop Off:**

- Please park in the main parking lot and walk your child to the front bank of doors (Do not enter the main office).

##### **Preschool (AM and PM)/Kindergarten (AM) Pick Up:**

- Please park in the main parking lot and walk to the front bank of doors (Do not enter the main office).
- **Please make sure to have your State ID available.**

##### **Kindergarten (PM) – 5th Pick Up:**

- If you have an assigned rear-view mirror tag, please enter onto Campus drive from Longbranch Road. Follow the arrows located on the map above. A staff member will write down your number and your child will be notified of your arrival.
- Once your child is buckled, please exit via Campus Drive.
- If you do not have an assigned rear-view mirror tag, please park in the main parking lot and walk to the front bank of doors. **Please make sure to have your State ID.**

### My child likes to bring **personal property** to school (games, toys, cards, etc.)

We strongly discourage this practice as it subjects your child's items to theft or loss.

### Do you have schoolwide **procedures**?

We facilitate PBIS (Positive Behavior Intervention Systems) in our common areas and as our classroom behavior management systems. This encourages the positive reinforcement of students' appropriate behavior while at school. Our PBIS acronym is L.E.A.D., which stands for L: Lead with the 7 Habits, E: Exhibit Safe Behaviors, A: Act Respectfully, and D: Demonstrate Responsibility. These procedures are adjusted for our hallways, restrooms, cafeteria, serving lines, assemblies, and playground areas.

### Do you have a **parent organization** at Longbranch?

We are in the process of transitioning to more of a Leader in Me type of parent leadership group. This involves having an elected board and action teams that lead school events. If you would like to become involved with our parent leadership team please

contact Amanda Scroggin, our PTO president, at [Amanda.scroggin24@gmail.com](mailto:Amanda.scroggin24@gmail.com) . If you would like to volunteer at our school, we say YES!!! Our PTO sponsors many events each year and would love to have your assistance at any, some, or all of them.

**What is the School-Based Decision Making (SBDM) Council and how can I be a part of it?**

The SBDM Council focuses on decisions regarding student achievement. The SBDM Council is comprised of one principal, three teachers, and two parents and is a cooperative decision-making body. Our membership includes Casey Siebert and Reanna Dunn (parents), Lauren Ward, Ellen Steele, Beth Cahill (teachers), and Stephanie Stambaugh, principal. The SBDM policies, by-laws, meeting agendas and minutes are all posted on our school website. The agenda for the upcoming month is always posted next to our main office door.

**When will the children have school pictures taken this year?**

LifeTouch is our school photographer and they take both fall and spring photos. If you miss photo day, we will have makeup sessions or school or you can visit LifeTouch's studio to schedule an appointment. To contact Life Touch, call 578-0110.

**Does Longbranch have a School Resource Officer (SRO)?**

All Boone County schools have a School Resource Officer, SRO, assigned to the building. Deputy Ben Booher of the Boone County Sherriff's Department will supervise and oversee any law enforcement needs for Longbranch Elementary. Please do not be alarmed when you see Deputy Booher at the school. He will be in the and around the building throughout the day to check on things and become familiar with the students.

**Which specials classes will my child attend at Longbranch?**

Each week, your child will attend two Special (aka Unified Arts) class per day. Your child's teacher will inform you of your specials schedule as well as your child's daily schedule.

**My child's transportation switches often. How do I let you know?**

Probably one of the tasks we do that is most crucial is to ensure student safety in regards to their transportation. It's vital that we know how your child is getting home from school each day. Please complete a Transportation Card at the start of each school year and call Adrienne Jamison or Mary Ellen Vollet at 384-4500 if this information changes even slightly.

If you will pick your child up from school occasionally, please make sure you reserve a number for parent pick up.  
<https://goo.gl/forms/NCbMo16l2cqm1veV2>

If someone besides a guardian will be picking your child up from school, we need written notification of this, not a phone call. This is not negotiable.

**I'd like to visit school. What's the procedure?**

Please prearrange a visit with the school. Teachers, by contract, are to be given 24-hour notice when visitors will be in their classrooms. Arrange visits with the school administration.

**I'd like to volunteer at school. What's the procedure?**

Yeah! We're so happy about your interest. You will need to complete a criminal background check and complete our online volunteer training. Information is accessible from our school website in the Parents section.  
<http://www.longbranch.boone.kyschools.us>