



LONGVIEW

L I O N S

have

PRIDE

Purpose Respect Integrity Diversity Empathy

Parent/Guardian & Student Handbook

2021-2022

Longview Elementary School

Parent/Guardian and Student Handbook

Our Vision

Longview Lions have PRIDE
Purpose Respect Integrity Diversity Empathy



Our Mission

Longview Elementary is committed to providing a nurturing and inclusive environment that encourages all students to explore, learn, and succeed at rigorous levels.



Our Objectives

1. We will help students succeed by creating meaningful partnerships and connections with all students, families, and community stakeholders.
2. We will promote academic excellence by creating and maintaining student centered classrooms that support and motivate all students to reach their full potential.
3. We will develop, implement, and maintain systems of support based on best practices that address the academic and behavioral needs of our students, recognizing that cognitive and social-emotional skills must be taught to educate the whole child.
4. We will support all students as they gain proficiency in literacy, mathematics, and science by providing real-world connections and experiences to create well-rounded citizens.

School Colors: Red, Gold and White

Students are encouraged to wear the school colors, especially on designated Spirit Days.

School Mascot: Lions

Lions are loyal and courageous animals that, with their pride, demonstrate strength, justice and majesty.

NOTE: It is the policy of Murray City School District and Longview Elementary to provide and promote equal opportunity without discrimination because of race, color, gender, religion, national origin, age, or disability. The district provides reasonable accommodations to the known disabilities of students in compliance with the Americans with Disabilities Act.

STUDENT ATTENDANCE

Longview Elementary operates within a traditional nine-month calendar. A majority of students within Longview's boundaries walk, with bus services provided to students who live in the Murray Bluffs, James Point and a few other areas.

Office Hours: 8:00 AM – 3:30 PM (M, T, Th, F)
8:00 AM – 1:45 PM (Wed.)

School Hours: 8:30 AM – 3:15 PM (M, T, Th, F)
8:30 AM – 1:15 PM (W – Early Release/Teacher Planning)

AM Kindergarten 8:30 AM – 11:35 AM (M, T, Th, F)
8:30 AM – 10:30 AM (Wed.)

PM Kindergarten 12:15 PM – 3:15 PM (M, T, Th, F)
11:15 AM – 1:15 PM (Wed.)

Students should NOT arrive on school grounds before 8:20 AM. Breakfast students should head straight to the cafeteria; all other students should report directly to their classrooms. Students arriving after 8:35 AM are tardy and need to report to the office for a tardy slip.

Absences

Regular school attendance is vital to student learning, because learning is an on-going process with each concept solidly attached to those that preceded it and those that will follow. Therefore, to ensure that concepts and skills are consistently learned and gained, regular school attendance is necessary.

In the even of an absence, parents/guardians are requested to notify the school (call and leave a voicemail or email before 9:15 a.m.) and indicate the reason for the absence. Please schedule appointments after school hours. We discourage students from staying out of school for vacations, sporting events or babysitting activities. Habitual absences could cause the school to report such absences to Child Protective Services.

In accordance with State Compulsory Attendance Laws (53A-1 1-10 1) every school age child must be in school. The parents are responsible for their child's regular school attendance. It is a misdemeanor if you fail to have your child in regular attendance.

Tardiness

Promptness is crucial to a smooth start of each school day. When students are tardy it is disruptive to the teacher's teaching and the other students' learning time. It is also discouraging to the student who arrives late, because they are behind in instruction and many times have to make up the lost time by having additional homework or missing out on other preferred activities. Please insist that your child begin the school day on time. Student will be required to make up the class work they have missed. All tardies are recorded. Excessive absences and tardies may be reported as educational neglect. Parents/guardians will be notified regarding excessive tardies and/or absences before further action is taken. Any student arriving late to school must check in at the office to get a tardy slip before going to class.

Release during School Hours

It is imperative that children stay on the school grounds from the time of their arrival until school is dismissed. No child is to leave the school grounds during regular school hours for any reason. For a student to be dismissed early from school, parents/guardians are required to come into the office and sign their children out. Please do not checkout your student early to avoid waiting in traffic; this disrupts the teacher as he/she is giving their final instructions of the school day.

Staying after School

In accordance with Murray City School District Policy PS 419.1, parents will be notified in advance if students are asked to remain after school. On occasion, students may stay for special projects or extra help.

Visitors

For safety and liability reasons, all visitors must sign-in and wear a visitor sticker after they enter the school prior to visiting students or teachers. This will allow us to monitor who is in the building. Guardians are welcome and encouraged to visit the school. If you wish to do so, please contact your child's teacher in advance, as visits or interruptions during school hours without prior arrangements are disruptive to classroom activities. Your cooperation is greatly appreciated.

At Longview Elementary, our number one priority is to ensure that students are receiving optimal instruction time while here at school; therefore, guardians who need to get school supplies, lunches or other necessary items to their students are required to leave them in the front office. We will ensure that the student receives the necessary items at a time that is minimally disruptive to them and their class.

Students may not attend classes unless they are enrolled as full-time students at Longview Elementary School. Occasionally a child asks to bring a cousin or friend to spend the day with him/her. We are unable to grant permission to visit because of school liability reasons.

HEALTH

Students entering Kindergarten and all others new to Murray schools must be immunized for hepatitis A/B, varicella (chicken pox), diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, and rubella. Verification of birth date (birth certificate) is also required.

Any significant health problem of a student should also be reported to school personnel at the time of registration. It is critical that both the school secretary and the child's teacher be made aware of health problems to ensure the safety and welfare of each child.

Health Room

Longview has a Health Room where injured or ill students visit when necessary. A parent, or other person named on the Emergency Card will be contacted when necessary. **Please let the office know when there is a change in address or phone number.**

Student Medication

If children require medication during school hours, guardians and the student's medical provider must complete a medication release from the school office. No medications of any kind can be administered without the guardian and medical provider previously completing this form. All medications must be prescribed by a doctor (even if over the counter) and be in the original prescribed container. Students are not to have any medications-including cough drops, etc. in their possession. Students with asthma, diabetes or allergies may carry self-administered medication with them ONLY when a proper medical form, signed by the student's medical provider has been filled out, signed, and returned to the school office. A blank Self-Administration Form is available in our office. For more information, please refer to [Policy PS 437](#).

Contagious Diseases

Contagious diseases should be reported as soon as possible to the school to provide timely notification to health authorities and to the families of classmates. Exclusion from school is necessary for the period of contagion.

Vision and Hearing Screening

Student in Kindergarten through Sixth grade are given vision and hearing screenings at several different intervals during their elementary school years. If difficulties are discovered, guardians are notified via a notice or letter from the District Office. This notice may be taken to a doctor to complete more intensive examination.

DISCIPLINE/STUDENT SUPPORTS

Positive Behavior Intervention Supports (PBIS)

Longview is a PBIS school, which means that we try to be proactive in our approach to behaviors that naturally occur in schools. We do this through a variety of ways:

1. Social Skills Education in all classrooms
2. Mindfulness and Social-emotional instruction in all classrooms
3. Positive rewards and incentives for students individually, as a class, and as a school.

The school-wide expectations for behavior in different areas of the school can be found on the following page. In spite of proactive measures and teaching some students will choose to not follow these expectations.



P R I D E

Purpose

Respect

Integrity

Diversity

Empathy

Hallway	<ul style="list-style-type: none"> ▪ During class have a pass ▪ Walk – face forward 	<ul style="list-style-type: none"> ▪ Keep hands, feet, and objects to self ▪ Keep to the right 	<ul style="list-style-type: none"> ▪ Follow directions ▪ Stay quiet – classes are in progress 	<ul style="list-style-type: none"> ▪ Go directly to your destination ▪ Give others space to do what they need 	<ul style="list-style-type: none"> ▪ Set a good example ▪ Keep hallways clear and clean
Restroom	<ul style="list-style-type: none"> ▪ Go, flush, wash and throw trash away ▪ Exit 	<ul style="list-style-type: none"> ▪ Keep hands, feet, and objects to self ▪ Use kind words and actions ▪ Give others their space 	<ul style="list-style-type: none"> ▪ Report problems to an adult ▪ Use equipment and supplies properly 	<ul style="list-style-type: none"> ▪ Wait your turn patiently ▪ Use kind words and actions 	<ul style="list-style-type: none"> ▪ Give others their privacy ▪ Use time wisely
Classroom	<ul style="list-style-type: none"> ▪ Be ready to learn (come prepared) ▪ Participate ▪ Walk at all times 	<ul style="list-style-type: none"> ▪ Pay attention to the teacher ▪ Use kind words and actions ▪ Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ▪ Follow instruction ▪ Use classroom materials appropriately 	<ul style="list-style-type: none"> ▪ Try your BEST ▪ Raise your hand to speak ▪ Use kind words and actions 	<ul style="list-style-type: none"> ▪ Complete your work ▪ Stay on task ▪ Help others when appropriate
Playground	<ul style="list-style-type: none"> ▪ Use equipment appropriately ▪ Play by the rules ▪ Move and have fun 	<ul style="list-style-type: none"> ▪ Take turns ▪ Keep hands, feet, and objects to yourself ▪ Line up when you are called (bell rings) 	<ul style="list-style-type: none"> ▪ Set a good example ▪ Stay in designated area ▪ Report problems to an adult immediately 	<ul style="list-style-type: none"> ▪ Walk to and from the building ▪ Use kind words and actions 	<ul style="list-style-type: none"> ▪ Invite others to play ▪ Try to problem solve
Cafeteria	<ul style="list-style-type: none"> ▪ Use time wisely ▪ Use an indoor voice ▪ Raid your hand for help 	<ul style="list-style-type: none"> ▪ Respect other's space ▪ Keep hands, feet, and objects to yourself ▪ Wait to be excused 	<ul style="list-style-type: none"> ▪ Follow directions from adults ▪ Eat only your food 	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Use kind words and actions 	<ul style="list-style-type: none"> ▪ Leave a clean table, bench and floor ▪ Say "please" and "thank you"
Library	<ul style="list-style-type: none"> ▪ Make wise book choices ▪ Put things away in their proper place 	<ul style="list-style-type: none"> ▪ Respect others trying to read and learn ▪ Take care of books and equipment ▪ Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ▪ Follow directions from adults ▪ Use time wisely 	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Return materials on time 	<ul style="list-style-type: none"> ▪ Be quiet ▪ Stay on task
Bus	<ul style="list-style-type: none"> ▪ Watch for traffic when entering/exiting ▪ Listen to the bus driver ▪ Stay seated – face forward 	<ul style="list-style-type: none"> ▪ Keep noise down ▪ Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ▪ Report problems to an adult ▪ Keep track of your belongings 	<ul style="list-style-type: none"> ▪ Remember your bus number ▪ Keep your backpack closed 	<ul style="list-style-type: none"> ▪ Use kind words and actions ▪ No eating or drinking and leave it clean
Assembly	<ul style="list-style-type: none"> ▪ Participate ▪ Sit appropriately 	<ul style="list-style-type: none"> ▪ Keep hands, feet, and objects to yourself ▪ Eyes and ears on speaker 	<ul style="list-style-type: none"> ▪ Follow directions ▪ Stay in designated areas 	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Use appropriate voice level ▪ Enter and exit quietly 	<ul style="list-style-type: none"> ▪ Allow others to participate ▪ Use appropriate applause

Student Incentives & Rewards

- Lions' Cash aka Tokens – given often and frequently to students for any kind of positive tied to PRIDE (Purpose, Respect, Integrity, Diversity, Empathy). Please see next page for more details.
- Principal's Pride – one student from each class should receive this weekly. Students are nominated by the teacher for demonstrating one of the 5 PRIDE pillars (Purpose, Respect, Integrity, Diversity, Empathy). Mrs. Te'o will call the student down to the office sometime during the week and call home with the student to celebrate. The student will be given the little certificate, a treat, and have their picture taken.
- Cub of the Quarter – each quarter teachers will select 2-4 students who exemplify excellence. See list below for categories/ideas. Teachers will submit a little blurb (approximately a paragraph) for each student. These will be typed up and hung in the hall for others to read. Recipients will be announced and given their award during that quarter's rally. They will also attend that quarter's Lunch with the Principal.

Excellence in Acceptance	Bucket Filler Award	Cafeteria Behavior Excellence	Excellence in Caring
Certificate of Character	Excellence in Citizenship	Classroom Behavior Excellence	Excellence in Fairness
Hallway Behavior Excellence	Excellence in Honesty	Excellence in Integrity	Excellence in Leadership
Library Behavior Excellence	Excellence in Organization	Excellence in Perseverance	Playground Behavior Excellence
Excellence in Respect	Excellence in Responsibility	Ruler of the Rules Award	Excellence in Safety
Excellence in Sportsmanship	Excellence in Trustworthiness		

- Lions' PRIDE Award – this award is given to students who go above and beyond to help their own learning and growth, along with being contributing members of the school community and community in which they live. Students and parents will be given a list at the first PT Conferences so that they know what items students can be working on throughout the year to receive this award. MOST of the items are to be completed at home, with some supported at school.

Lions' Cash

What is it?

Staff members give Lions' Cash (tokens) AND words of praise to students when they are demonstrating any of the 5 pillars of PRIDE (Purpose, Respect, Integrity, Diversity, Empathy). Tokens are given in classrooms along with any common areas (hallways, lunch, recess, assemblies, etc.). The tokens are collected by the classroom teacher and converted into points. These points are then traded in for privileges from a menu of options. About every 6 weeks, students can count and cash in their points for a privilege at the Lions' PRIDE Party.

When is it given?

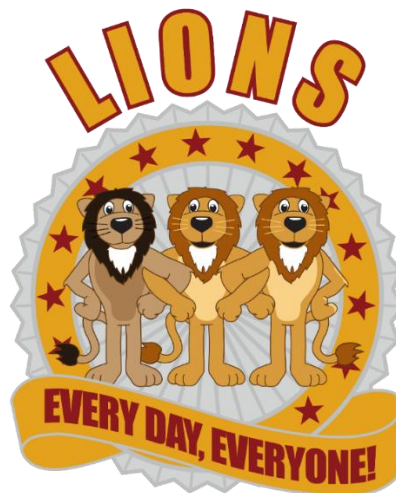
Lions' Cash is given each time a staff member sees a student demonstrating Longview PRIDE. Not to be given for academic tasks such as homework or class assignments. Strictly for behavior.

Where is it given?

Staff can give Lions' Cash at any point during the day, to any student in the school, and in any area of the school.

Why is it given?

Lions' Cash are a tangible way of recognizing students who are meeting our behavior expectations for the school. It is a way to identify and encourage the **positive** behaviors we see at school every day.



Discipline Plan

Inappropriate behaviors at Longview fall into different categories – incidents and direct office referrals.

Example of Incidents

Incidents

- Not following directions
- Running in hallways
- Excessive talking (disrupting peers)
- Inappropriate laughing/sneering
- Derogatory notes/pictures
- Teasing/put downs
- Inappropriate language
- Back talking/arguing
- Inappropriate gestures/language
- Taunting
- Open defiance
- Dress Code violations
- Eye rolling
- Interrupting
- Consistent tardiness
- Name calling
- Misuse of materials
- Wandering
- Mocking
- Refusing to work
- Cheating/lying
- Throwing objects
- Hitting/jockeying for position in line
- Sent back from specials classes

Incidents are handled by:

- Classroom teacher, or administration with documentation of behavior and action.
- Parent/guardian contact is required via ParentSquare or phone call for first offense.
- Parent/guardian contact is required via phone for 2nd incident or ongoing offenses.

Possible Consequences:

Parent/guardian contact, restorative justice conference/circle, principal conference with student, written assignment, think sheet.

Examples of Direct Office Referrals

Direct Office Referrals

- Multiple Incidents
- Fighting – Play Fighting
- Obscene gestures
- Inappropriate touching
- Damaging property
- Bullying
- Ethnic slurs
- Threatening bodily harm
- Stealing
- Use of profanity
- Pulling fire alarm
- Harassment, includes sexual harassment

Zero Tolerance

- Drugs
- Weapons/facsimile of a weapon/dangerous instrument
- Leaving school without permission
- Assault with intent to fight with another student

Direct office referrals are:

- Handled by the administration
- Parent/guardian contact will be made via email or phone depending on severity

Possible Consequences:

Parent/guardian contact, restorative justice conference, principal conference with student, principal and parent conference with student, written assignment, behavior contract created, in-school suspension, out of school suspension, intervention plan discussion.

Discipline Procedures

Classroom

- Incidents are handled by the teacher.
 - ✓ The teacher will follow individual classroom hierarchies of behavior management.
 - ✓ At least 3 interventions/strategies (one must be a parent/guardian two-way communication) must be implemented.
 - ✓ Documentation and data collection are required for records and for administration involvement.

School Administration

- Direct Office Referrals handled by the administration.
 - ✓ An administrator will contact student's parent/guardian
 - ✓ An appropriate consequence in accordance with state and district policy will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted, and an administrator will come to the classroom and remove the student or evacuate the classroom.

Prior to an Office Discipline Referral (except when situation is unsafe):

1. Parents/guardians and students must know teacher expectations and procedures.
2. Parents/guardians and students must know the classroom teacher's discipline plans, procedures, and hierarchy.
3. Teacher must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. Parent/guardian two-way communication must take place before an office referral is made.
4. Create BIP (Behavior Intervention Plan) with teacher, student and other stakeholders

Suspension/Expulsion Protocol

Certain offenses require an immediate office referral (e.g., sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an out-of-school suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to District Student Services.

Students facing suspension/expulsion will be provided due process as outlined in district policy.

Specialty Classes

The specialty teachers (Library, Computers, P.E and Music/Art) will follow the same level system of behaviors as the classroom teachers. Specialty teachers will give students one warning to follow the rules of the special, after the warning, students will be sent to the office and then back to their homeroom teacher.

Bullying

Although included above, bullying often becomes the focus at school and we feel it is important to be very clear about what bullying is and how it is addressed within the school. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time.

Specific acts of bullying may include, but are not limited to, name calling, physical abuse (e.g., hitting, pushing, punching, kicking), threats, taking of personal possessions, sending abusive messages (texts, direct/instant, e-mail, or phone), forcing others to hand over money or possessions, forcing others to do things against one's will, and attacking others in any way.

Such behavior is considered harassment or bullying whether it takes place on or off school property including but not limited to:

- Any school building or on school premises before, during or after school hours;
- On any bus or other vehicle as part of any school activity;
- Waiting at any bus stop;
- Any school function, extracurricular activity or other activity or event;
- Any time or place when the behavior has direct and immediate effect on maintaining order and discipline in the schools.

Disciplinary Action

It is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and consequences of their behavior. Disciplinary actions will encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, Longview Elementary prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Longview Elementary will ensure both the appropriate consequences and restorative responses are given to a student who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by the school administrator and staff in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, disability and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences

Consequences and appropriate restorative actions for a student commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Restorative measure shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. The consequences and restorative measures may include, but are not limited to, the examples below:

Examples of Consequences

- Temporary removal from the classroom
- Loss of privileges
- Referral to disciplinarian
- In-school suspension during the school week
- Out-of-school suspension

Examples of Remedial Measures

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive intervention, including participation of an intervention and referral services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Student Support Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling, treatment or therapy
- Parent conferences

Reporting

All individuals may report bullying, cyberbullying, harassment, or intimidation without fear of harmful consequences. Students, parents, close adult relatives, and/or staff may complete an electronic Bullying, Harassment, or Intimidation Reporting Form. This form may be obtained on the Longview website at <https://longview.murrayschools.org>. Once submitted, this report goes directly to the email of the school principal. A paper form can be obtained from the principal, the principal's designee, or downloaded from Longview's website. Completed forms should be given to the principal or principal's designee. Students can safely report to any adult in the building. The adults are responsible for directing all reports to the proper school designees.

SAFETY

Traffic Safety

- Heavy traffic in school areas necessitates careful observance of driver and pedestrian safety rules.
- Obey all traffic rules
- Obey proper traffic flows. Adults needing to drop-off or pick-up children should cooperate with the school by using its designated location. Drop off and pick up your children only in the designated loading areas following the one-way only direction.
- Do not call children to come across the parking lot or drop-off area to you. They need to be escorted by an adult.
- Urge children to refrain from running or pushing other children into streets in front of cars. Please drive slowly and watch out for children who might run in front of your car.
- Please be considerate of other drivers and park only in the parking stalls provided, regardless of how long you plan to be in the building.
- Please see the Student Pick-Up and Drop-Off Map for more information (next page)

Bus Safety

All parents should receive a copy of the Murray City School District Bus Safety Policy during online registration. Please read this information and go over it with your student.

Walking Safety

- Crossing Guards will assist student in crossing major intersections. The crossing guards are present from 8:05-8:50 AM and from 3:10-3:40 PM (1:10-1:40 on Wednesdays). Please encourage your children to walk on the sidewalks or designated crosswalks for their protection. For their safety, children should not leave the sidewalk until all traffic has stopped.
- Rollerblades, roller shoes, scooters, skateboards, and bikes are not to be used on school ground for the half-hour before or half-hour after school and during school hours.
- Scooters that do not fold and bikes should be locked (provide your own chain and lock) in the bike rack located on the Northeast side of the school.

Bicycle Safety

A bicycle parking area is located on the northeast side of the school. The bicycle area is not secured. Bikes should be placed in the bike racks and securely locked with person locks. Review with your children the bicycle safety rules. For safety reasons, please walk bicycles while on school ground. Bicycle riders must follow the directions of the Student Council members and traffic crossing guards. The school and district are not liable for stolen bicycle, scooters, etc.

Playground Safety

Teachers and Playground Aides supervise recess activities. Rules governing playground conduct are frequently reviewed. Our lunch and morning/afternoon recesses offer a variety of games and free play where all playground equipment is provided. Personal playground equipment is not allowed at school.

We feel it is important for students to go outside during recess time. We ask adults to see that their children are appropriately dressed for the weather conditions. On most days students will be expected to go outside. However, on inclement weather days when air quality is extremely poor or air temperature is extremely cold, they will be allowed to stay in. We realize at times a child may be required to stay in because of an illness or an injury. For an illness that may require your child to stay inside for an occasional school day, send a note to the teacher for each day that the child needs to stay indoors. If your child has had a serious illness or injury requiring him/her to remain indoors for more than three consecutive days, a doctor's note will be needed. If this is the case, please call the teacher to make special arrangements.

1. Longview students are expected to be recess R.I.C.H. (Respect, include everyone, community, healthy play). In order to do that there are specific rules that help students remain safe and ensure a RICH recess. Some of those are:
 - a. Only do down slides
 - b. Use monkey bars appropriately (this includes not climbing on the top of them)
 - c. Stay in proper boundary/area
 - i. Stay off of handrail
 - d. Line up promptly when the bell rings/teacher blows the whistle
2. Recess supervisors provide feedback to students during recess.
 - a. Positive feedback
 - b. Corrective

Longview Elementary Student Drop-Off & Pick-Up Map

Our main goal is to keep all who come to Longview safe; please abide by the following guidelines so we can accomplish that goal. Our parking lot is divided into two sections, a drop off & pick up area and a parking & busses area

Drop Off & Pick Up

- Turn **right** when you enter the parking lot
- Drive all the way to the end of the lot and then turn into the unloading zone
- Stop as far forward as possible to drop off or pick up
- Exit the parking lot, yielding to all other traffic

Parking & Busses

- Turn **left** when you enter the parking lot
- There is no dropping off or picking up students on this side – stay out of the bus zone
- You can park and walk in/out with child
- No parking or waiting in your car against the East fence; this is a bus zone
- Exit the parking lot, making sure to stop at the stop sign to yield to pedestrians and all other traffic



Please be patient and follow the rules. This plan is designed for the safety of all who come to Longview. Take the time and patience to assure your children, and all others, are safe as they are being dropped off and picked up.

Emergency Drills and Information

- Fire and disaster drill rules and procedures are reviewed with students each August/September. Drills are held throughout the year.
- In case of an imminent storm or hazardous forecast occurring around dismissal time, that would put students in danger, students are not released until the danger has passed. Guardians may come to school to pick up their own children at such times. Children will not be released into the care of a neighbor or friend unless their guardians have sent a written request or that person is listed on the student's emergency card.

The following summary is provided for you in order that you may be acquainted with our procedures and so that you can assist in providing your children with instructions that they will need if such a situation occurs:

Emergency Where School is NOT Dismissed

In case of an emergency in which students remain at school, the principal will be responsible for giving warning and instructions to faculty, coordinating with local authorities, and maintaining contact with Murray City School District officials. Teachers will be well acquainted with the school's emergency preparedness plan and take appropriate measures to ensure the safety of all students. In case of a building evacuation teachers will take their students away from the building out the far area of the field, account for each child, and report to the principal. Students will remain with their teacher at all times. When local authorities give their clearance, the students and staff will return to their classrooms.

In case of a situation in which the local authorities and district office find it inadvisable to re-enter the building or dismiss the students, teachers will escort their students away from the building to the designated place (The Church of Jesus Christ of Latter-day Saints building at 6410 South 725 East), account for each child, and report to the principal. Students will have the responsibility of following the instructions of their teachers quickly and completely. Students will remain with their teacher at all times. At which point reunification and emergency evacuation procedures will be followed and guardians will be able to pick up their students from this location.

Emergency Where School IS Dismissed

When communication has been received from the Superintendent that our school will be closed, the school will try to notify parents/guardians through ParentSquare, radio, television broadcasts, the district website, social media and telephone. For this to happen during a school day would be a last resort under extreme conditions. No student will be sent home without prior notification to the parent/guardian directly.

Please discuss with your children the steps they would need to take in case this had to happen and ALWAYS make sure the school has your most current contact information and at least two other adults (and contact information) who your child could be released to in such an emergency.

Safe and Orderly Schools

All parents received a copy of the Murray City School District Safe and Orderly Schools Policy during online registration. Please read this information and go over it with your student.

Dress Code

Experience indicates that there is a real and reasonable connection between proper dress and grooming, and the maintenance of school discipline. Dress should not interfere with the learning environment of a school or prove hazardous to the student's safety or the safety of others. Therefore, the following standards have been set:

1. School dress should be comfortable and clean at all times
2. Hats and visors are not permitted inside the school building. Bandanas are not permitted at all.
3. Clothing and hairstyles which are conspicuous, and extreme are not allowed. For example:
 - a. Spiked clothing, chains
 - b. Clothing with obscene or suggestive images and/or depicting favorable attitudes toward drug and alcohol use
 - c. Clothing (such as sagging pants), badges, jewelry, or mode of appearance that denotes gang involvement or affiliation
4. Student will not be allowed to wear clothes that are mutilated or revealing, such as short shorts, mini-skirts, bare midriffs, halter-tops, tank tops, or other similar attire. Shorts which are of a length (arms extended to the side of body – bottom of short must match or be longer than extended fingertips) that allows for all movement required of elementary children may be worn.
5. In the interest of good hygiene, proper footwear (shoes) are to be worn at all times. To prevent injuries to the feet, flip-flops or loose sandals are highly discouraged.

Student dress and grooming will be the responsibility of the individual and his/her parents/guardians.

Lost & Found

Please label all jackets, sweaters, coats, lunchboxes, water bottles, etc. your child brings to school. We would like to prevent as much clothing loss as possible. All found items are placed in the lost and found located by the office. Student missing any personal items should check there. We donate many unmarked items to a charitable organization when we no longer have space to store them on a regular basis. This usually happens at winter break, spring break, and end of each school year.

Textbooks and Supplies

In case of loss or damage to school textbooks, library books, or other supplies and equipment furnished by the school, students will be expected to pay a replacement fee. The [Library Materials Agreement](#) is found at the end of this packet.

Bringing Items from Home

Please do not bring weapons (including facsimiles) of any kind, fireworks or caps, toys, electronics and video games, etc. to school. These items are a distraction from the learning environment and become a nuisance for the teachers and other staff to deal with. The school is not liable for theft of personal items brought to school and will not use school resources or manpower to locate lost and stolen items. If these items are brought to school they will be confiscated and not returned except to parents or guardians.

Cell Phones/Smart Watches & Other Mobile Devices

All elementary schools in Murray City School District follow the [Murray School District Elementary Schools Privately Owned Device Policy](#), which was also shared during online registration. Schools do not assume responsibility for privately owned electronic devices at any time.

STUDENT SERVICES

Breakfast and Lunch Programs

A nutritious school breakfast and lunch are served daily. Students may also bring a lunch and purchase milk separately. Parents are encouraged to pay for lunches on a weekly or monthly basis. Please keep your child's lunch account up to date. Subsidized lunches are available to families with qualifying incomes. Inquire at the office for more information.

NOTE: for the 2021-2022 school year under federal funds set to help with the impacts of covid-19, breakfast and lunch will be provided to ALL students FREE of charge if they choose to participate. **If you feel that your family would normally qualify for free or reduced lunch we would ask that you still complete the that form as it helps to provide additional funding from both the state and federal level to our school and district.**

Homework

In our shift towards mastery grading/competency-based learning (CBL), we are also shifting our understanding of homework to encourage mastery. Research from John Hattie shows that homework in the traditional sense has minimal effect on student learning. While a reasonable amount of individual study at home is beneficial for most elementary students, especially those in upper elementary grades, parents can expect homework to become more meaningful (special projects) and much less frequent. It is the expectation of all Longview teachers that students will read every day, during which it is recommended that adults read with their children and/or engage in conversations about their child's reading. In addition to reading at home, parents can expect meaningful projects and small practice assignments from time to time to assess students' level of unit retention.

Student/Family Needs

Many students and families find themselves in time of need and support for emotional wellbeing in addition to providing basic needs such as food, clothing, school supplies, etc. If you or your child are in need of some assistance please reach out to either our school principal Mrs. Te'o or our school social worker Miss Gile. If we are not able to help they can assist in connecting you with resources to help.

SCHOOL-HOME COMMUNICATIONS

Parent-Teacher Conferences

Conferences are designed to provide parents/guardians and teacher the opportunity to discuss achievement levels, academic learning, and personal growth. Should you need to meet with your child's teacher more frequently, please contact him/her directly. We encourage and welcome parent involvement and healthy communication between the school and home.

Written Reports of Progress

Report Card, based on a student's growth in relation to ability, are distributed to parents at the end of each term, four per year. These reports are now sent using a secure feature of ParentSquare. The report form reflects all areas of the curriculum as well as citizenship marks. The expectation for each student is determined through a systematic program of school ability testing, performance on given tasks in school, and through the professional judgements of teachers. For students with an IEP and additional progress report will be sent home at the end of each term in conjunction with Report Cards from the specialized teacher who provides those services.

Home Newsletter

School to home communication is an important part of student success and an ongoing commitment at Longview Elementary. Teachers will communicate on a regular basis to students and families regarding classroom activities, important dates, learning goals for the week and schoolwork updates. School administration will communicate with all families on an ongoing basis regarding general school activities, calendar items, school to home tips, and other information. The primary mode for this communication will come via ParentSquare. Utilization of this district provided tool has become helpful in reducing waste/trash while allowing faster communication and translation abilities for all of our families.

ParentSquare

If you have not already setup your ParentSquare account please do so. Directions have been sent with each child at the beginning of the year and are also linked here:

<https://www.murrayschools.org/parentsquare/>

School Community Council

The School Community Council has representation from the parent/guardian and school employee groups. The purpose of this council is to work on plans related to school improvement. Council members are responsible for creating a plan for the expenditure of state granted Trustland funds, bringing community concerns about school to discussion, and reaching out and representing the Longview community. Members are selected on a rotating schedule (approx.. half each year). If you would like to be part of the council, or would like more information, please speak with the principal.

PTA (Parent-Teacher Association)

Longview Elementary is honored to have a highly effective PTA. Their efforts over the years have increased the stability of the school-community connection and communication. Through their many hours of hard work and great insight, the number of activities and supplies for students has increased dramatically; while at the same time helping teachers to feel supported and appreciated. No matter how much time you have to offer there is always a way you can help, even if it is simply by joining PTA. You too can join PTA at:

<https://longviewschool.memberhub.com/store>

