

# **Longview Elementary School**

**2929 Commonwealth Drive  
Spring Hill, Tennessee 37174  
Phone: 615-472-5060  
[www.wcs.edu/lves](http://www.wcs.edu/lves)**

**School Hours: 8:35 – 3:35**



## **Parent/Student Handbook 2015-2016**

**Gabrina W. Charles, Ed.D.  
Principal**

**Bronwyn Rector  
Assistant Principal**

**Kathy Ball  
Assistant Principal**



Dear Longview Families,

*It is with great pleasure that I write to welcome you and your child to the 2015-2016 school year at Longview Elementary. I hope that your summer has been filled with fun family activities. It always amazes me how quickly summer concludes and our thoughts turn to eagerly preparing for the beginning of another school year. This is one of my favorite times of the year! Watching our school building transform from a building to a school as our students return from summer eager to meet their new friends and teachers always brings me so much joy. I look forward to working with all of our Longview families in service to our students and community.*

*Each year we have many events at Longview and I would like to highlight a few here. The first event is the Back to School Bash on Tuesday, August 4 from 5:00 – 7:00 pm. Parent Orientation Nights are scheduled for the following evenings from 5:00 – 7:00: grades 1 & 2– August 18<sup>th</sup> and grades 3-5 – August 20<sup>th</sup>. Kindergarten Parent Orientation will be held on August 7<sup>th</sup> from 9:00 – 11:00 a.m. The intent of these informational meeting is to give you the opportunity to hear the overall plans for the year from your administrative team and your new PTO board. You will also go to your child's classroom to hear about the expectations from your child's teacher. Establishing a strong partnership with every parent is vital to the success of our students.*

*Remember to check our school calendar, as well as your weekly and monthly newsletters for information regarding events happening at Longview. The school website – which also had a make-over – will also be a great resource for you during the school year. The staff and I are excited about the upcoming year and look forward to working with you.*

*Your Partners in Education,*

*Dr. Gabriela W. Charles  
Principal*

*Mrs. Bronwyn Rector  
Assistant Principal*

*Kathy Ball  
Assistant Principal*

# *Longview 2015-2016 School Calendar*

Dr. Gabrina W. Charles, Principal  
Mrs. Bronwyn Rector, Assistant Principal  
Ms. Kathy Ball, Assistant Principal

Day	Date	Definition
Tuesday	August 4	Back to School Bash 5:00-7:00 p.m.
Friday (Students ½ day)	August 7	First Day for Students (1/2 day) Early Childhood Open House 9-10 Kindergarten Open House 9-11 (Tissues and Tears)
Monday	August 10	First Full Day for Students
Friday	August 14	PTO Board Meeting (8:00 a.m.)
Monday	August 17	First Full Day for Kindergarten Students
Tuesday	August 18	1-2 Parent Orientation (5:00-7:00 p.m.)
Thursday	August 20	3-5 Parent Orientation (5:00-7:00 p.m.)
	August 24 - September 4	Universal STAR Screening (K-5)
	August 28- October 30	1 <sup>st</sup> Q Benchmark 3-5 (MIST) ELA & Math
Friday	August 28	LVES Night at Independence
Friday	September 4	PTO Board Meeting (8:00 a.m.)
Monday	September 7	Labor Day (System closed)
Thursday	September 10	PTO General Meeting 9:30
Monday-Friday	September 21-25	Book Fair
Friday	October 2	PTO Board Meeting (8:00 a.m.)
	October 5-16	1 <sup>st</sup> Q Benchmark (Skyward) 1-5 Sci & SS
Wednesday	October 7	End of First Quarter
Thursday	October 8	Fall Pictures
Friday-Monday	October 16 & 19	Fall Break (No School)
		Report Cards Issued
	October 19-30	Fall Screening STAR K-1 Required; 2-5 Optional
Friday	October 23	Trunk or Treat (6:30-8:30 pm)
Thursday	October 29	First Grade Music Program (6:00 p.m.)
Monday	November 2	Weigh In Treats for Troops 4:30-7:30

Day	Date	Definition
Thursday	November 5	Picture Retakes
Friday	November 6	PTO Board Meeting (8:00 a.m.)
Wednesday	November 11	Veterans Day (No Students)
Thursday	November 19	Kindergarten Music Program (6:00 p.m.)
Monday-Friday <b>(No School)</b>	November 23-27	Thanksgiving Holiday (System Closed November 26-27)
		Progress Reports Issued
Friday	December 4	PTO Board Meeting (8:00 a.m.)
Friday	December 11-18	2 <sup>nd</sup> Q Benchmark (Skyward) Grades 1-5 Science & SS
Monday-Friday <b>(No School)</b>	December 18	Winter Parties ½ day for Students End of First Semester
Monday <b>(No students)</b>	December 21- January 1	Winter Holiday (System Closed December 23-25, 30,31- January 1)
Tuesday	January 4- February 6	2 <sup>nd</sup> Q Benchmark (MIST) Grades 3-5 ELA/Math
Wednesday	January 5	District Wide PD
Thursday	January 6	Site Based PD
Thursday	January 7	Students Return
	January 7-12	2 <sup>nd</sup> Q Benchmark (Skyward) Grades 1-5 Science & SS
Friday	January 8	PTO Board Meeting (8:00 a.m.)
	January	Report Cards Issued
Monday <b>(No students)</b>	January 11-22	Universal STAR Screening (K-5)
Wednesday	January 18	Martin Luther King, Jr. Day (System closed)
Tuesday	January 20	PTO Teacher Provided Lunch
Monday-Friday	February 8-12	Book Fair
Friday	February 5	PTO Board Meeting (8:00 a.m.)
Friday	February 5	Super Bowl Breakfast with Dad
	February 8-12	TCAP Part I Grades 3-5 SS
Friday		Progress Reports Issued
	February 15	Site-Based Professional Development Day
Friday	February 15-19	TCAP Part 1 Grade 3 ELA/Math
	February 22-26	TCAP Part 1 Grade 4 ELA/Math
Thursday	February 25	2 <sup>nd</sup> Grade Music Program (6:00 p.m.)
Friday	February 29- March 4	TCAP Part 1 Grade 5 ELA/Math
Friday	March 4	PTO Board Meeting (8:00 a.m.)

Day	Date	Definition
	March 7-18	3 <sup>rd</sup> Q Benchmark (Skyward) Grades 1-5 Science & SS
Tuesday	March 7-April 8	3 <sup>rd</sup> Q Benchmark (MIST) Grades 3-5 ELA/M
Wednesday	March 11	End of the Third Grading Period
Monday-Friday (No School)	March 17	3 <sup>rd</sup> Grade Music Program
	March 21-25	Spring Break (System Closed: March 24-25)
Thursday		Report Cards Issued
Friday	March 31	Spring Pictures
Friday	April 1	PTO Board Meeting (8:00 a.m.)
Thursday	April 4-29	Universal STAR Screening Spring (K-5)
Wednesday	April 7	PTO General Meeting-Elections (9:30 a.m.)
Thursday	April 13	PTO Teacher Provided Lunch
Friday	April 14	4 <sup>th</sup> Grade Music Program
Friday	April 15	Volunteer Breakfast
		Progress Reports Issued
Friday	April 18-22	TCAP Part II 3-5 SS
Friday	April 22	Reptile Ruckus (5:00-7:30 p.m.)
	April 25-26	TCAP Part II 3-5 Science
	April 27-May 3	TCAP Part II Grade 3 ELA/M
	May 3-9	TCAP Part II Grade 4 ELA/M
Friday	May 9-13	TCAP Part II Grade 5 ELA/M
Friday	May 6	PTO Board Meeting (8:00 a.m.)
Friday	May 6	Mother's Day Breakfast with Mom
Friday	May 9-13	PTO Teacher Appreciation Week
Wednesday	May 17	Awards Day
Thursday	May 18	Field Day
Friday (Students ½ Day)	May 19	5 <sup>th</sup> Grade Promotion 9:00 a.m.
	May 21	Last Day for students
		Report Cards Issued

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# Attendance

## School Hours

**8:35 a.m. to 3:35 p.m.**

8:15 a.m.	Students may enter and proceed to the gym
8:20 a.m.	Students enter classrooms
8:35 a.m.	Class begins
3:27 p.m.	Dismissal begins
3:35 p.m.	Car and buses may leave

\*\*\*Children who arrive after 8:35 a.m. are considered tardy. When this happens, an adult must walk the child into the building to sign in at the office.

**\*\*\*Please do not drop students off at the school until 8:15 a.m. as we do not have staff available to supervise children. If you need child care prior to this time, please contact School Age Child Care (SACC).** The SACC Site Leader is Joy Lucente ([joy.lucente@wcs.edu](mailto:joy.lucente@wcs.edu)) at 615-472-5079.

## Longview Elementary Attendance Policy

Based on TN state law and WCS Board Policy # 6.200 the following are the policies for Longview Elementary School. Attendance will be reviewed quarterly to monitor for excessive absences and tardies.

## Absences

- Any student who accumulates 3 or more unexcused absences will receive a letter outlining the state compulsory attendance law.
- These students will then be monitored closely and subsequent letters will be sent as needed.
- Students who have had 5 unexcused absences within the school year will have violated the attendance laws of this state. The name of any student who has accumulated 5 unexcused absences shall be submitted to the Attendance Department for proper disposition. In Williamson County this means a truancy petition or a dependent neglect will be filed with the WC Juvenile Court.
- After 10 absences a doctor's excuse will be required for each subsequent absence. Failure to meet this requirement will mean a truancy or dependent neglect petition will be filed with the WC Juvenile Court.

*Illnesses* – Please email or send in a note upon your child's return from an absence. Homework will be given upon the child's return to school or at the teacher's discretion.

Williamson County School System requires **written parental or medical documentation for all absences, tardiness, and early dismissals**. Excused absences include illness, death in family, recognized religious holiday, doctor or dentist appointment, principal approved emergency or exceptional circumstances. All absences are considered "unexcused" until a note is sent from home within 48 hours of the absence. E-mail notes to our secretary, Christy Burnham ([christinab@wcs.edu](mailto:christinab@wcs.edu)).

*Vacations* – Taking family vacations during periods of instruction is strongly discouraged. For families wishing to take a vacation during the school year, they must submit a vacation request to the office 2 weeks prior to the trip. Trip forms can be found on our website or can be obtained from your child’s teacher. Information will be gathered on your child’s current academic progress as well as current attendance. Vacations will not be approved for students demonstrating an academic need or who have excessive absences. Please note that February 1<sup>st</sup> – May 13<sup>th</sup> is our academic focus period and excused absences during this focus time will be granted only for illness or bereavement reasons. Excused absences will not be given for family trips during the academic focus period.

## **Tardies**

- Students that accumulate excessive tardies will receive a letter highlighting the importance of arriving to school on time.
- Excessive tardies will be evaluated on a case-by-case basis to determine the next appropriate action. Excessive tardies may result in a truancy or dependent neglect petition being filed with the WC Juvenile Court.

Students are tardy if they are not in their classroom by 8:35. Parent or medical documentation is required when a student is tardy. Students must receive a tardy pass to enter class after 8:35. It is recommended that all car riders be in their classrooms by 8:20. If school buses arrive late, students are not tardy.

## **Early Dismissal**

A note is required for early dismissal. Children must be picked up in the office and signed out of school by the parent, guardians or others designated on the registration form. **Parents should avoid checking out students before regular dismissal, unless it is an emergency. Between 3:00 and 3:30 PM students will not be dismissed.** Your child’s safety is the utmost concern to us. Dismissal during this time causes confusion and disruption, which results in an unsafe and disorderly environment.

# ***School Policies***

## **Arrival and Dismissal Procedures**

### **Arrival**

- **All car riders should be dropped off at the respective areas: K-1 back area drop off and Grades 2-5 front area drop off.**
- All vehicles should use the lane closest to the building for arrival.
- All children should exit on the SIDEWALK side of the vehicle.
- Once your child has exited the vehicle, please proceed so that traffic continues to flow.
- Staff members are present to ensure the safety of all children; their instructions must be followed. Students in Safety Patrol are there to assist with unloading students.
- Parking is not permitted in the drop off area.

## Dismissal

- Bus riders will be dismissed from the classrooms and will go directly to the buses.
- Car riders will be dismissed to appropriate area for pick up. K-1 will exit the back hallway and grades 2-5 will exit the front hallway.
- All students in grades 2-5 who have Kindergarten or 1<sup>st</sup> grade sibling will dismiss from the back hallway on first day of school.
- Each family will be given a car rider placard with your child's last name on it. This placard will be collected by our dismissal staff and your child will return it to you when they load in the vehicle. Cars without this placard will be asked for identification. We do this for the safety of all children and thank you for your cooperation.
- Students will wait quietly in the building until notified by a staff member to load into their car in the car rider lane.
- Parents are to form two lanes of traffic to pick up students.
- Loading will be limited to cars in the loading zone only. Once stopped, please turn your engine off and stay with your vehicle. A staff member will ensure that the name on the placard is called so that students can be called for loading.
- Once all students are loaded and the staff has cleared all areas, vehicles will be released.
- The second wave of cars will pull forward for loading and the process repeats itself.
- If the child is late to the loading zone and causes a parent to wait, the parent will be instructed to park so that other cars may continue with dismissal. Leaving your car in the driveway to come into the building is prohibited at all times.
- For the safety of the children and to ensure efficiency of pick-up, children will not be released to walk to parking lots. We ask that all parents use the designated car rider line.
- Walkers will be escorted to the corner where the crossing guard is present. This will help to alleviate congestion outside of the front entrance and to ensure the safety of all students exiting the building during dismissal. All walkers must have a walker permission form on file with the school prior to walking. This form can be picked up in the office or from your child's teacher. A walker pass will be issued once the form is completed.
- **All students must be picked up by 3:45 as teachers are only on duty until this time. Students that are picked up late 3 times will be asked to register with SACC so children may be supervised the entire time.**

The safety of the children is our biggest concern. Thank you in advance for complying with these procedures and the directions of the staff on duty. **Car riders should be picked up from the car rider lanes only.** Your patience and consideration for the safety of the students is appreciated.

## **Bring Your Own Technology (BYOT) Policy (Grades 3-5)**

Longview Elementary teachers are working to incorporate BYOT for instructional purposes and will specifically notify students when devices and technology such as Nooks, Kindles, iPads, netbooks, laptops and such can be brought to school. All other electronic games, toys, trading cards, MP3 players, virtual pets, non-smart cell phones, hand-held electronic games, etc. are highly discouraged **AND** should not be seen or heard during the school day. If any of these items are seen or heard during the school day they will be taken up and returned only to a parent/guardian. Teachers may allow students to use their smart phone for instructional practices and they should only be used for that purpose during the school day. Smart phones and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes only. All items in backpacks are the responsibility of the student and the school is not liable for **ANY** loss or damage incurred. **We**

are working to keep students focused on learning.

The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring electronic devices from home. Technology used for instructional purposes that meets the WCS guidelines will be allowed upon parent/child agreement to follow the board policy and the Acceptable Use Agreement for Digital Devices. **District information about BYOT and the Acceptable Use Agreement for Digital Devices**  
**Form for grades 3-5 must be signed and returned to the school prior to use in the classroom.**

## **Bully-Free Policy**

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for young students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process.

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time..The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and create a pattern of harassment or abuse.

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 the student, and the student's history of problem behaviors. Remedial measures shall be designed to:

- Correct the problem behavior
- Prevent another occurrence of the behavior
- Protect the victim of the act
- Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

## **Cell Phones**

Students will not be allowed to access or use their personal cell phones during the academic school day. If your child brings a cell phone to school, he/she will be required to turn it off and leave it in his/her backpack and/or cubby during the school day. Teachers will confiscate phones if students are using them or if they have them out during the day. The phones will remain in the possession of the school administrators until a parent comes to retrieve them. Please note that Longview faculty is not liable for

any lost or stolen cell phones, thus we ask children to leave them at home.

If your child needs to make a call while at school, he or she must notify a teacher, administrator or staff member and place the phone call through the school's phone system.

## **Custodial or Primary Care Parents and Guardians**

*We must give both parents equal access to their child and that child's records unless you have provided us with a copy of a document signed by a judge and stamped "filed" with a court stating otherwise. Please provide us at the start of the school year with a copy of any Court Order, Marital Dissolution Agreement, Parenting Plan or other legal document which affects these issues. If any changes occur during the school year, please provide us with a copy of the new document which has been stamped "filed" with the Court.*

## **Dress Code**

- All clothing must be appropriate and conducive to a learning environment. Students should dress appropriately for comfort, weather, and learning. All students are expected to dress in a safe, healthy, and non-distracting manner that respects the rights of others.
- Tennis shoes with non-marking soles are required for physical education. Since students participate in recess or physical education each day, **it is strongly recommended that they wear tennis shoes every day.** Instructional time is lost if students change shoes at school.
- Shoes with wheels are not permitted at any time.
- Hats/ball caps are not to be worn inside the school, except for special occasions like Hat Day.
- Students may not wear clothing that exposes the torso (midriff or back). They may not wear see-through garments, halters, backless dresses, tube tops or spaghetti strap shirts without over-shirts, bare midriff outfits, shirts tied at the midriff, clothing not properly fastened or that has tears causing inappropriate or indecent exposure of the body or skin.
- Clothing may not display any offensive language, alcohol and tobacco advertisements, or clothing that is associated with gangs.
- Shorts, dresses, and skirts are required to be no more than 6 inches above the knee (fingertip length).
- Visual body piercing is limited to ear lobes.
- No unnatural hair colors (green, blue, magenta, etc.) which distract from student instruction.
- The appropriateness of student dress is at the discretion of the teacher or principal.

## **Emergency Information**

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. Please be sure to return a completed emergency card with contact information. If there are any changes through the year, you must notify the office immediately. In the event of an early dismissal during the school day (such as inclement weather), we will follow the instructions as provided by you on this form.

## **Expectations**

The staff at Longview Elementary School follows specific guidelines for establishing an atmosphere throughout the school in which children feel safe, secure, happy and have the maximum opportunity to learn. We are concerned with the conduct and character development of our students as much as academic achievement. To facilitate this, we have established the following Longview Expectations:

- Listen Respectfully
- Learn through Best Effort
- Lead Responsibly

Consequences for poor student choices will be related to the misbehavior and serve as a solution or restitution for the offense. If classroom rules are severely or persistently broken, parents will be contacted.

## **Head Lice**

Head checks for pediculoses (head lice) will be conducted upon principal's request after a confirmed case of lice in a classroom. Should your child have it, prompt treatment will be necessary. Please remove all nits to prevent re-infestation and read all precautionary labeling on the treatment package. According to school board policy 6.4031, students must be lice and nit free to remain at school.

## **Internet and Acceptable Use**

Children at Longview Elementary have the opportunity to access the Internet under close supervision. Before children are allowed access to the Internet, both the child and parent must read and sign the Acceptable Use Agreement form.

## **Lost and Found**

Please be sure clothing is marked with your child's name. Lost and found is located in the cafeteria. Items not claimed by the end of the each nine weeks will be donated to charity.

## **Medication**

Medication procedures are consistent with the State of Tennessee Law 49-5-415 and are implemented in our schools countywide. The intent of this legislation is to assure the safe administration of medications to children in school who require them. Please be aware of the following:

- The school must have an authorization form completed by the physician and the parent. These forms are available in the office.
- Parents or legal guardians must bring their child's medication to school. Students are not allowed to bring in their own medication. This includes prescription as well as non-prescription medication.
- No medication will be given unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly. If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school and at bedtime. DO NOT send the antibiotic to school.
- If you are supplying over-the-counter medication, you must fill out the authorization form available in the school office. All non-prescription drugs need to be in the original manufacturer's bottle with the child's name affixed to the bottle.

- The school is required to designate school personnel to give students medications on field trips. However, if you do not want your child to receive medication on a field trip, you will need to put that in writing.

All medicine should be picked up on the last day of school or medication will be disposed per district policy. You may stop by the clinic to retrieve your child's medication.

## **Money Collection**

Longview is a check or money order only school. It was determined that the best way to ensure that money sent in by parents is delivered most efficiently is to accept checks or money orders only. This is for all money events – fees, field trips, and yearbooks. We also strongly encourage all families to use the Myschoolbucks.com system for lunches.

## **Family Access**

All families of students in grades 3-5 are strongly encouraged to sign up for Parent Portal at the start of each school year. Parent Portal gives parents opportunities to view their child's performance on assignments and assessments. In a nutshell, it gives you direct access to the teacher's grade book. Don't forget the 2<sup>nd</sup> step in the process. Go to <http://wcs.schoolnet.com> to register. You will need your child's student ID number. If you do not have your child's student ID number, please ask your child's teacher for it and have it in hand when registering.

## **Parent Volunteers**

We welcome and appreciate parent volunteers at Longview! We ask that parents adhere to the following procedures in order to protect the students and classroom instructional time. Williamson County has a three-tiered volunteer guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. The three tiers include:

- **Tier 1**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by Williamson County Schools personnel will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school field day or fundraising or making an occasional classroom visit.
- **Tier 2**-Regular volunteers with student contact under constant supervision of Williamson County personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent, class readers, front door reception, and front office volunteers. A new application must be completed each new school year.
- **Tier 3**-Volunteers who have unsupervised contact with students on or off campus will be required to complete a volunteer application and confidentiality agreement and have a criminal background fingerprint check through the Williamson County Schools Human Resources Department. The fee for the background check will be paid by the volunteer. A volunteer fitting this example would be someone providing one-on-one tutoring or a field trip chaperone. All elementary field trips are considered Tier 3.



## **Procedures**

- Please complete the volunteer application and turn in to the office. If you intend to go on field trips or volunteer in a Tier 3 capacity, please get your background check completed early.
- When you come in to volunteer, please sign in with the main office and obtain your Longview sticker.
- If you are interested in volunteering in the copy room, please contact the PTO Copy Room Coordinator, Cristy Densman. **Due to the use of sharp cutting devices and other equipment, children are never allowed in the workroom.**
- Volunteer hours are from 8:35 – 3:00 daily.
- Classroom volunteers should schedule work dates and times with individual teachers. When volunteering in the classroom remember to encourage, praise and compliment students, supervise students carefully at all times and enjoy this precious time of learning and growing with our students. Please note that younger siblings are not allowed to be in the classroom with classroom volunteer.
- Please observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.

## **Pet Policy**

Due to allergies and potential safety concerns, pets are not allowed in the school building without permission from administration. Likewise, animals are not allowed on school campus.

## **Period of Silence or Prayer – Tennessee State Law – (TCA 49-6-1004)**

In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

## **Playground Safety**

We strive hard to put safety first at Longview. To that end we have established common playground rules. Please review these rules with your children.

- **Listen Respectfully:**
  - Respect other people's personal space
  - Respond immediately when teacher/adult calls
  - Stay calm and controlled with adults and peers
- **Learn through Best Effort:**
  - Use equipment appropriately
- **Lead Responsibly:**
  - Use kind words and actions
  - Line up when the bell rings
  - Stay in established area
  - Report problems or unsafe behavior to teacher

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior. Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Playing on the playground can be hazardous for students wearing flip flops or sandals.

## **Pledge of Allegiance – Tennessee State Law – (TCA 49-6-1001)**

As required by our School Board and TN State Law, students will recite the Pledge of Allegiance to the flag each day at a designated time. Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student will be compelled if the student or the student’s parents or legal guardians object on religious, philosophical or other grounds to the student participating in such exercise. Students not participating will remain quietly standing while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

## **PTO**

Information on the Longview PTO can be found at <http://longviewpto.org/>. When sending in money or notes to PTO, please have information sent in an envelope with “PTO” written on it. Board policy prohibits teachers from collecting money on behalf of our PTO.

## **School Age Child Care - SACC**

Longview’s before and after school care program offers morning child care beginning at 6:30 a.m. and after school care until 6:00 p.m. SACC also has a summer program and is open on staff development days. The SACC calendar follows the WCS calendar. SACC will be closed on the same days the entire system is closed. For information, call the Site Director, Joy Lucente ([joy.lucente@wcs.edu](mailto:joy.lucente@wcs.edu)) at 472-5079.  
Joy Lucente

## **School Safety**

Longview adheres to the Williamson County’s Crisis Intervention Plan. School safety policies have been established as follows:

- All visitors must enter the building through the office door; all other doors remain locked during the school day.
- Parents, visitors and volunteers must sign in and out in the office and wear a LVES visitor sticker or your volunteer badge.
- Parents and volunteers must schedule appointments to visit classrooms.
- School personnel escort visitors touring the school.
- Parking is only allowed in designated parking places.
- Ten fire drills, four tornado drills and two lockdown drills are scheduled for the year.
- A State Fire Marshall inspects the school to ensure fire safety policies are followed.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate, in writing, the permission for someone other than the parent to pick up student.
- Students are expected to follow safety guidelines established by the school and teachers.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.

- The custodial and maintenance staffs work to keep the school clean and free from hazards.
- A student information form is on file in the office with the student's updated emergency information. This form is sent home at the beginning of the school year for parents to complete. Please notify the office immediately if there are any changes to this plan.

## **School Bus Safety**

Students are expected to behave in a safe and respectful manner on the bus and to follow the directions given by the bus driver. Children riding the bus to or from home will receive a policy statement and behavior guidelines brochure. Please read this together with your child and include signature if necessary. Bus riding is a privilege which may be revoked. Specific questions about bus routes and times should be addressed to the school system transportation department at 472-4950. To confirm bus routes go to the WCS Internet site: [www.wcs.edu](http://www.wcs.edu).

Students riding the bus will arrive and be dismissed through the front and cafeteria doors, as assigned. Students are to ride their assigned bus and are to be picked up and delivered only to their assigned bus stop. All students will participate in a bus evacuation drill to ensure they understand this procedure.

## **School Immunization Law, Chapter 76, Section 15**

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against hepatitis B and chicken pox (or physician-documented history of disease) NOTE: Children exempt from physical examination and immunizations must present a statement signed by the parent or guardian upon enrollment.

## **Snacks**

In keeping with our WCS Wellness Policy, individual healthy snacks are encouraged each day. You will be notified at the start of the school year if your child has been placed in a allergy-free classroom, at which time a snack list will be recommended. Water bottles are permitted throughout the day. Whole class snacks are discouraged due to health and allergy concerns.

## **Teacher Workroom**

Children, regardless of age, are not allowed in the workroom area at any time due to safety concerns. The teacher workroom is a very busy place and must be able to support a working environment conducive to completing work assignments in a safe, timely and efficient manner.

## **Toys, Electronics and Items from Home**

Students are not allowed to bring computer games, cell phones, Game Boys, CD players, iPods, MP3 players, toys, virtual pets, trading cards, etc. to school. We are working to keep students focused on learning. Any exceptions to this policy will be communicated to the parents from the teacher. Electronics that are brought to school will be taken up by the teacher and will be given to the office. They will remain in the possession of school administration until a parent comes to retrieve them. Please note that Longview faculty is not liable for any lost or stolen cell phones or electronics, thus we ask children to leave them at home.

## **Transportation Changes**

Children's schedules have become more complicated in recent years, often resulting in multiple destinations during a given week. In addition, the mode of transportation and the person responsible each day often varies. These are the realities of our increasingly complex lives. In an attempt to work most efficiently and ensure that every child is going home the correct way, we are asking help from parents. Changes in transportation arrangements are most effective when we receive them in writing at the beginning of the school day. This allows ample time to communicate all changes to the appropriate people. Because we cannot guarantee the safety of the child when a request comes in late in the day, **we will no longer take changes to transportation after 2:30 p.m. Please communicate ALL transportation changes to the front office, Christy Burnham ([christinab@wcs.edu](mailto:christinab@wcs.edu).)** This will allow the teachers and office staff the ability to get each child to the proper place for transportation home. Please help us to keep all children safe by following these expectations.

## **Weapons**

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

## **Withdrawal Procedures**

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

# ***Curriculum/Instruction***

## **Assessments**

**Tennessee Comprehensive Assessment Program (TCAP)** – This standardized achievement test is given each year. Children in grades 3 – 5 participate in testing. The test measures higher order thinking skills plus such basic skills as spelling, language usage and mathematics computation. The total time for all components of the comprehensive test is approximately five hours; the test is broken into segments for children to take over several days. The results are used in structuring the best possible education for each child to allow them to reach their academic potential.

- **TCAP and Grades** Per state law and WCS School Board policy 4.700, students' TCAP scores will comprise fifteen percent (15%) of the final second semester grade. The Tennessee Department of Education will calculate the TCAP conversion on a 1-100 scoring range based on how the State's students perform on these assessments in the spring. The State will then submit a score to the district for each third through eighth grade student for each of the content areas.

- **TCAP and 3<sup>rd</sup> Grade Retention** Per state law 3<sup>rd</sup> grade students who do not demonstrate a basic understanding of the subject of reading as demonstrated by the student's grades or standardized test scores must be retained in 3<sup>rd</sup> grade. The law does permit promotion if the student receives a research-based intervention prior to the start of the next school year.

**TCAP Constructed Response in Math** – This standardized achievement test will be given three times this year to students in grades 3-5. This assessment requires students to answer open-ended questions in math and to explain their thought processes in writing. This year will again serve as a benchmark year to determine how we do as a state.

**TCAP Writing** – This test is administered to students in grades 3-5 in February each year. Students will be required to write one essay. The genre for the Writing Assessment could be any of the following: narrative, persuasive or expository. This assessment will be on-line.

**Universal Screener Testing** – Every student will be assessed three times annually using Renaissance STAR reading and math assessments appropriate for their grade level. These assessments are used to screen students to determine general reading and math achievement. These tests are only a small indicator of how well a child may be reading or able to perform in math, other teacher assessments are used to further understand the students as readers and mathematicians.

**Benchmark Testing** – Students in grades 1-5 will be assessed at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> nine weeks using these benchmark tests. The results from these assessments help teachers determine the level of mastery of the nine weeks standards.

- **Click link for State and WCS testing dates/windows:**  
<http://www.wcs.edu/wp-content/pdf/testingdate.pdf>

## **Child Find**

Williamson County Schools wants to make sure every child in Williamson County gets the help they need to learn and grow. Do you know a child who is between the ages of birth and 22 years, growing or learning slower than other children the same age and has a hard time learning? If so, call the Student Support Services of Williamson County Schools at 472-4130 to inform us of the child's name and address. The sooner Student Support Services knows of the needs of a child, the sooner they can get help!

## **Counseling Program**

The counselor works with all students and emphasizes that the classroom is their first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success. Our counselor serves as an advocate for your child within four program areas:

### Responsive Services

- Personal and crisis counseling
- Small groups (divorce, grief, interpersonal skills, etc.)
- General Education Intervention Team and Section 504 Team Coordinator and

### Member Life Skills Curriculum

- Classroom Lessons
- Group Activities
- Newsletters

#### System Support

- Parent education
- Staff and community relations
- Character Education

#### Coordination Individual Planning

- Test interpretation
- Academic planning
- 504 Plan support

### **English Language Learners (ELL)**

The mission of our ELL program is to provide an educational bridge for international children to the standards expected of all American children. The program’s objective is to educate and acculturate Williamson County children while respecting and celebrating their individual diversity. English language skills are taught to ensure that children can meaningfully participate in the academic and special programs offered by the school. These skills are taught in small pull-out groups or inclusively in the classroom by certified teachers.

### **Homework**

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. With the understanding that children will work at different paces when doing homework, the following homework time frames have been developed:

1 <sup>st</sup> Grade	10-20 minutes
2 <sup>nd</sup> Grade	20-30 minutes
3 <sup>rd</sup> Grade	30-40 minutes
4 <sup>th</sup> Grade	40-50 minutes
5 <sup>th</sup> Grade	50-60 minutes

#### Parent Do’s:

- Provide your child with a quiet place to work.
- Set a regular time for doing homework each day.
- Check the assignment book (grades 2-5) to see that assignments are clearly written down.
- Make sure that your child’s homework is done independently.
- Offer encouragement and praise for effort and hard work.
- Have your child pair up with a homework buddy to call if an assignment is not clear.
- Help your child to see the value and purpose of homework assignments.
- Plan assignments in advance to help your child prioritize.
- Contact the teacher if your child is consistently taking longer than the above stated times to complete homework.

## Parent Don'ts

- Never complete assignments or projects for your child.
- Never feel your child must have homework every night.
- Never use homework as a punishment/consequence.

## **Library**

The Longview Elementary School Library will provide access to materials and resources to support the instructional curriculum as well as encourage a lifelong love of reading while providing students with the tools necessary to become effective users of information. In addition to scheduled class times, individual students may come to check out books throughout the day with teacher permission.

### **Checkout Procedures**

Students in Kindergarten may check out one book at a time. Kindergarten students who begin taking AR tests during the year will be able to check out one additional "AR" book. First grade students may check out two books at a time. One of these books will be a free choice books, and one book will be an "AR" book. Students have daily access to the library and may come each day for a new book with teacher permission. Students in grades 2-5 are allowed to check out up to three library books. Two books are to be within each child's individualized reading range: one fiction and one nonfiction book. The third book is optional and is a free choice book: meaning that it can be any reading range or genre. (Please note that A.R. tests can only be taken on books in assigned reading ranges.)

### **Damaged Books**

Please return damaged books to the library for repair. Accidents can and do happen. Pets chew books, younger siblings color in them, water bottles leak, etc. Books damaged while checked out to a student will be assessed by the librarian to determine whether repairs can be made. A damage bill with replacement costs will be sent home for books damaged beyond repair. Should a page accidentally rip, please return the book to the library and the library staff will repair the page with special tape.

### **Overdue Books**

There is not a fine for overdue books. However, if a student has an overdue book, checkout privileges may be denied until the book is returned.

### **Lost Books**

Books that have not surfaced in 30 days are presumed to be lost. An overdue bill with the replacement cost of the book will be sent home.

## **Student Support Services**

The vision of the Williamson County Special Education Department is to provide inclusive education and learning communities. The mission is that all children leave our school with the skills, knowledge and attitude necessary to be productive members of society.

*Gifted Education* – In Tennessee, gifted education is a special education service – it is not an enrichment program. We meet children’s needs through an individual education plan for identified children. Before identification can take place, a need for special education must be established, such as a child must be performing at such a high level that the general education curriculum at the child’s grade level is not appropriate. Children who require services can qualify at any elementary grade level, please contact your child’s teacher or the counselor for additional information. Various and multifaceted data will be collected in academic, cognition, performance, motivation and creative thinking. Gifted consultants work with general education teachers to differentiate the curriculum for intellectually gifted students. Gifted teachers may also provide small group and individual assistance to gifted students.

*Resource Education* – Our resource services are available to provide assistance for children with special needs who need additional support to experience success in the general education curriculum. In order to receive these services, students must be identified as needing the services based on their academic performance and abilities. These services are provided in general education classes in consultation with general education classroom teachers, inclusive education classes or in the resource room.

## **Protecting Instructional Time**

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. Please help us to ensure that this valuable time is protected and honored as a time free of distractions and interruptions. The following are ways parents can help protect and honor instructional time:

- Check to be sure students have needed items for school each day.
- Ensure that students arrive to school in time to be in their classrooms before 8:35.
- Do not schedule appointments for students during the school day, if possible.
- Plan family vacations when school is not in session.
- Classroom visits should be scheduled in advance with the teacher.
- Meet your child at the cafeteria when having lunch at school and say goodbye in the cafeteria.
- Do not go to classrooms during arrival and dismissal times.
- Avoid early dismissal whenever possible.
- Keep all electronic games/devices and toys at home.

## ***Lunch Time***

### **Lunch Program**

School lunch is \$2.50 for students (adults are \$3.50). Every child has a lunch account where parents may deposit money. You may deposit money by sending a check to school or using the online account – mynutrikids.com. This online service allows parents to deposit money, view a child’s eating history report and receive notification for a low balance. Deposits through mynutrikids.com may be made with a credit card or debit card for a small convenience fee of \$1.75 for each transaction. Williamson County School district does not profit from use of this site – it is provided as a service for parents only. You



may sign up for this service at [www.Myschoolbucks.com](http://www.Myschoolbucks.com) with your child's web access login. The login consist of the first five letters in the last name, first three letters in the first name, followed by three zeros. (For example: John Longview's web access login: longvjoh000).

All students will have their own individual 4 to 5 digit ID number that they will enter into an electronic keypad each time they make a purchase. This number remains the same for their entire Williamson County Schools' career. Milk is \$.50. Lunch menus will be posted electronically for you to access each month. There are other alternatives besides the daily menu. Fresh salads are offered daily. Special sale items are also for available. If you would like for your child to purchase these items (such as fruit roll-up, chips...) please indicate the amount designated for their purchase on your child's lunch money envelope. The indicated amount will be placed in your child's special sales account. If your child has food allergies, please provide the school nurse a doctor's note explaining the allergy. Lunch charges are discouraged. There is a no charging policy for "Special Sales."

Carbonated drinks are not allowed in the cafeteria. Please send items in your child's lunch that can be easily managed by the child, as there is not sufficient staffing to assist each child individually. Sharing of food is not allowed because of possible food allergies. No outside vendor lunches (McDonald's, Burger King, Sonic, etc.) are allowed to be brought in. This will eliminate any dissatisfaction, disappointment, hurt feelings, etc. of students while dining with friends/fellow students and will also protect our students with food allergies.

We welcome parents to come and eat with their children. Please be reminded that seats are at a premium for some classes and students have first priority for seating at lunch. Any questions or concerns can be directed to our Cafeteria Manager, Emmitte Collins at 472-5069.

## **Lunch Behavior**

Children are expected to use proper dining manners. Those expectations include:

- **Listen Respectfully:**
  - Follow directions the first time
  - Use an inside voice
  - Use your table manners
  - Stay calm and controlled with adults and peers
- **Learn through Best Effort:**
  - Follow or exceed expectations
- **Lead Responsibly:**
  - Use kind words and actions
  - Clean up after yourself
  - Know your lunch number
  - Raise your hand for help
  - Respond appropriately to conflict
  - Report any problems to an adult

# ***Celebrations/Special Events***

## **Birthdays**

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the WCS Wellness Policy as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Longview staff feels strongly that by following these guidelines, we are promoting a healthy life style and maximizing student learning:

- Bring in non-food items for classmates such as pencils, erasers, bookmarks, etc.
- Donate an educational game or book to your child's classroom in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our morning broadcast – LV-TV (Longview TV) and they will receive a birthday pencil from the office. Again, the emphasis is on honoring your child on their birthday without a focus on food.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class. There is no need to put student names on these invitations as there will be enough for one per child. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home. Thanks for your help with this process.

## **Class Celebrations**

Two class or grade level parties are held during the year. The approved parties are winter holiday (December 18) and Valentine's Day (February 12). Please park in the parking lot for all parties and programs. Our emergency lanes may never be blocked. These parties are for the children in the classrooms. Siblings may not attend these parties.

## **Field Trips**

Field trips are part of the regular academic day. However, the school must have written permission from the parent on file for a student to go on a field trip. Teachers will notify parents of time and dates of field trips. Permission forms will be sent home for parental signatures. Williamson County Policy directs that all students must ride the bus with the class, to and from all field trip locations. **For the safety of the students, no siblings are allowed on field trips.** Many times prepayments must be made to a venue as well as transportation costs being determined based on grade level enrollment. For these reasons no refunds will be issued if your child does not attend a field trip. Payment for field trips must be made with a check or money order only (no cash payments). Any chaperone must be a Tier 3 volunteer, meaning they must have completed their background check.

# *Longview Communication*

## **Parent-School Communication**

On-going communication between school and home is essential to working together as partners in providing excellence in education for all children. Your ideas, questions and concerns are important to us. We welcome notes, calls, and visits. Listed below are some of the ways we work to communicate with parents:

Parent Orientation Night -These will be held as follows: Kindergarten (August 7<sup>th</sup> 9:00 -11:00 a.m.) 1<sup>st</sup> and 2<sup>nd</sup> Grades -August 18<sup>th</sup> and Grades 3-5 August 20<sup>th</sup> from 5:00 – 7:00 p.m.

Classroom Newsletters – Teachers and/or grade level teams send home newsletters weekly.

Longview Elementary School website – The school website can be visited at [www.wcs.edu/lves](http://www.wcs.edu/lves).

E-mail – Members of our school faculty and staff have email addresses. This information is available on the school website.

Parent/Teacher Conferences – Conferences are in the fall as well as year round when needed.

PTO Meetings

School Messenger – Telephonic communication from the principal, typically once monthly.

## **School Closing**

Cable Access Channel 3 will broadcast weather-related school closings and early dismissals. **Please check this channel and/or other television and radio channels before calling the school.** Also, you may check the district's website at [www.wcs.edu](http://www.wcs.edu). In addition, you will receive a phone call through Connect Ed. The school will follow the dismissal plan on each child's emergency dismissal card on file in the office if school is dismissed early due to weather or emergency conditions.

# ***PARENT/STUDENT HANDBOOK AGREEMENT***

**2015-2016**

We have been made aware of and understand the policies and procedures contained in the Longview Elementary School Parent/Student Handbook.

By signing this agreement form, the student and parent(s) acknowledge receiving the handbook and agree that they both, parent(s) and student, understand this document and agree to abide by it.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**PLEASE RETURN THIS AGREEMENT FORM TO YOUR HOMEROOM TEACHER.**