

# **Longs Creek Elementary**

## **Mission Statement**

Longs Creek Elementary offers a safe and supportive environment that nurtures the growth of the whole child while providing the technological and academic skills needed to become lifelong learners and productive citizens.

## **Motto**

Longs Creek: Where Effort is the Beginning of Success!

## **Longs Creek Code of Conduct**

I will follow the directions given by all staff members.

I will walk in a quiet and orderly way.

I will be prepared for all school activities.

I will show respect for myself, others and property.

I will allow everyone the right to learn.

## **Six Pillars of Character**

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

## **Rewards**

Verbal Praise

Classroom Incentives

Campus Recognition

Administrative Recognition

Good News From School

## **Consequences**

Clarification of the Rule

Time Out

Loss of Privilege

Notification of Parent

Office Visit

**PHILOSOPHY** - Instructional Program

The faculty and administration of Longs Creek Elementary are committed to the establishment of a quality instructional program for all students. This school year we will continue to place emphasis on building community by emphasizing the Six Pillars of Character, providing a safe environment for everyone, and challenging every learner to excel academically.

Our language arts program integrates literature with language, phonics, reading, and writing skills and adds meaning to the learning process by connecting learning across the curriculum. In Kindergarten, teachers will use Building Blocks as the language arts framework. First, second, and third grade will continue with the Four Blocks reading program. Fourth and fifth grade teachers will use Guided Reading and Big Blocks techniques. Six Traits Writing has been implemented campus wide.

Critical elements of the math program, Math Investigations, includes helping students develop flexibility and confidence in approaching problems, fluency in using mathematical skills and tools to solve problems, and proficiency in evaluating their solutions. Students also should develop numerous ways of communicating their mathematical thinking.

All grade level teams work together in planning the instructional subjects for their students. Weekly planning meetings are scheduled to ensure consistency within the grade level. Each team member is assigned to a subject area that he/she feels is their strength.

Special services are available for students that qualify. These services are for the following areas: speech, special education, gifted and talented, bilingual education and pre-kinder (at cluster schools) and special instruction for dyslexic students.

Parents are always welcome to visit our classrooms and observe learning in action. We do ask that you call the office to schedule classroom visitations. Stopping by without an appointment breaks the flow and routine of instruction. We know that through a cooperative effort between home and school, our students will have a profitable experience this year.

## **CRITERIA FOR NINE WEEKS INCENTIVES**

Categories:

**A Honor Roll** – Student must have all A's and either an E or S in conduct.

**A & B Honor Roll** – Students must have any combination of A’s and B’s and either an E or S in conduct.

**Perfect Attendance** – Student has been present every day and has no tardies.

**“Golden Wrangler” Citizenship Award** – Student has an E in conduct.

**“Silver Spur” Outstanding Performance Award** – Student who has shown outstanding performance over a nine weeks period of time

## **PROCEDURES**

### **Absence from School**

When a student is absent from school, please call the school office. If a student misses instructional time due to a medical appointment, please bring a note from the attending physician.

### **Address and Phone Number Changes**

If you have a change of address or change of phone number (home or work number), please send updated information to the school data processor right away.

### **Administrative Step Process**

Prior to referring a student to the principal or assistant principal for disciplinary action, the teacher will contact the parent. There are exceptions to this process, of course, due to the seriousness of some offenses.

When students are sent to the office, administrator intervention will follow these steps:

1. Counseling and redirection
2. Time out in the office area
3. Parent contact followed by time out i.e. ISS in alternative classroom or ISS in office area
4. Suspension from school- remainder of day or up to three days.
5. ESRC - Elementary Student Reassignment Center

### **Arrival and Departure**

School Hours 7:45 A.M. - 2:45 P.M.

Students **should not arrive at school before 7:15 A.M.** There is not adult supervision until 7:15 A.M.

**The tardy bell rings at 7:50 A.M.**

**A student is counted absent from school if they arrive after 9:30 A.M.**

If a student is to be released prior to regular dismissal, please send a note. The person who is picking up the child must be listed on the emergency card. The person should come to the office to sign out the child and the child will be called from their classroom. ID is requested when school personnel are not familiar with the adult(s) signing the student out.

At Longs Creek we value instructional time, therefore we ask that parents not pick students up early unless there is an emergency situation. **Dismissal time is 2:45 P.M.** We also ask that you not interrupt instructional time by trying to visit with the teacher during the instructional day. Please set up a conference or leave a message for the teacher to contact you by phone.

### **VVTS – Visitor and Volunteer Tracking System**

For the safety of our children, please have your drivers licenses scanned at the front office as soon as possible. On your next visit, we will look up your last name and print a visitor badge to be used while on campus.

### **Birthdays**

We know that students love to share their birthday celebration with their classmates. Due to the privacy act, teachers are not allowed to provide a class roster of phone numbers and addresses. Party invitations can be delivered at school **only if all** classmates are being invited.

Due to changes in state regulations, students can no longer have treats during the lunch period. You may send a birthday treat for your child and their classmates, which will be shared during the last thirty minutes of the day.

The Longs Creek office **will not accept deliveries of flowers, balloons, candy etc. for students.** Presents of any kind should be delivered at home. Please do not allow your child to deliver a birthday gift to another child at school.

### **Bus Transportation**

Texas law states that students who live two or more miles from school or live in a pre-determined hazardous area are eligible for bus transportation to and from school. **ONLY** those youngsters who are eligible may ride the bus. A student who is not eligible to ride the bus **may not ride home with another student who is eligible or be delivered to a day care provider.**

Bus conduct - students must...

1. Stay in the bus seat, facing forward.
2. Speak in a conversational voice, as in the classroom.
3. Keep feet off the seat and hands and feet off other students.
4. Keep all body parts inside the bus.
5. Remember that the school bus is an extension of the classroom.

Failure to abide by the above rules can result in the removal of a student's privileges.

### **Cafeteria**

All students may choose to have breakfast at school. Prices may vary from year to year but generally the cost will be broken into three categories: free, reduced and full price. The guidelines used to determine eligibility for the free lunch program will be used to determine the price a student will pay for meals. Each student will be assigned an account code. Parents or students may make account payments to the cafeteria manager.

AS AN OCCASIONAL TREAT, parents may want to have lunch with their children. This is perfectly acceptable, but we ask that you respect our daily routine. Please sign in at the office and wait for your child's class in the Commons Area. If you know in advance that you will be ordering a school lunch, please let the teacher know so that we can have an accurate hot lunch count for the day. The instructional assistants working in the cafeteria will direct you to the appropriate seating area. Please do not ask other students to sit with you and your child. Please do not ask to purchase soft drinks from the Faculty Lounge. Adults may purchase tea from the cafeteria. Due to our large enrollment and crowded conditions we ask that you limit your lunch visits.

### **Classroom Visitations**

Parents are permitted to visit in the classrooms. Please make arrangements for your visit ahead of time. Upon arrival you will sign in at the office. The visit must NOT take the form of a conference, as this takes the teacher's attention away from the students. Visitors to the building will receive a Visitor's Badge when they sign in through the office. Anyone without a badge will be reminded to clear through the office. Student safety is a top priority at Longs Creek, so we ask that you **always** check in at the office. Should you need to speak with a teacher prior to the start of the school day, please check in at the office and we will see if the teacher is available.

Students may not have other children visit as guests in the classroom. This request is made occasionally by parents when they have school age visitors in the home. School visits by minors are not permitted due to legal questions dealing with minors who are not enrolled in the school.

### **Concerns/Questions**

Longs Creek parents are asked to contact the person(s) directly involved when they have a question or concern. If it involves a teacher, courtesy suggests that the teacher be contacted first. If satisfaction is not achieved, then the principal (assistant principal or counselor in the principal's absence) should be contacted.

## **Dress Code**

### Philosophy and General Statement to Parents:

It is our professional belief that school performance and future success are enhanced by appropriate dress and grooming. Parents/guardians are strongly urged to work closely with the school to insure their child's adherence to the high standards of dress and grooming expected in the North East Independent School District. Parents are strongly urged to enforce moderate hair styles and high standards of dress for their students.

### Specific Rules:

The following specific rules are to be followed by all students in the North East Independent School district.

- \* Halter tops, exposed midriffs, strapless tops or exposed backs, see-through blouses, tank shirts and excessively worn and frayed jeans are not permitted. Clothing with inappropriate advertising or statements that are offensive or inflammatory (alcoholic beverage, sex, tobacco, drugs, gang, satanic, etc.) are also prohibited. Pants, skorts, and shorts shall be worn securely at the proper height around the waist.
- \* Clothing not specifically designed to be worn in public cannot be considered appropriate school attire.
- \* Appropriate foot wear is required. Footwear that has toes reinforced with steel, hard plastic or similar materials are specifically prohibited.
- \* Shorts, skorts, culottes and split-skirts will be permitted provided they are neatly hemmed, conservative and modest in length and appearance. Specifically prohibited are cutoffs, frayed-hem shorts, bicycle shorts, gym shorts, wind shorts, form fitting, skin-tight shorts or pants of lycra, spandex or other similar materials.
- \* Dresses and skirts shall be modest in length and appearance.
- \* Shorts, dresses, culottes, skorts and skirts shall not be shorter than mid-thigh.
- \* Shirts and blouses shall be tucked in at all times, unless they are specifically made to be worn outside (tunics, etc.).
- \* Body piercing ornaments shall only be worn on the earlobes.
- \* Parents/guardians are encouraged to enforce moderate hair styles. Please, do not allow students to use colored hair products as they can be distracting to instruction.

A review of dress and grooming policies will be made periodically and changes will be made as needed.

While it is inevitable there will be differences of opinion as to the appropriateness of dress and grooming, the final determination will be in the judgment of the building principal. The student who does not comply with this code will be removed from the regular school setting until the student complies with this code. In addition, the dress code rules and regulations will be more restrictive in an alternative educational program.

### **Field Trips**

Longs Creek students ride buses for field trips; they **DO NOT** ride in private cars. A field trip permission form will be sent home to get parent signature before a child will be permitted to leave campus for any field trip. Please use the district field trip form provided rather than hand written notes.

### **Homework**

Homework helps develop responsibility and has a definite place in the instructional program. Teachers are encouraged to make homework assignments each night during the school week, not on weekends. Assignments should be reasonable, have a specific purpose and cover material which has been taught in class and with which students can be successful. If it seems your child has excessive homework please check with the teacher to see if this is due to work not being completed during the day.

### **Money Collections**

Any time you are sending money to school, make certain it is in a sealed envelope clearly marked with student's name, teacher's name and purpose for sending money.

Students should not bring money to school unless it is for a school project, school meal, field trip, fundraisers or picture money.

### **Religious Holy Days**

Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, provided a written request is sent by the parent or guardian **prior to the absence.** Students absent from school in observance of religious days should be counted present for the purpose of calculating the average daily attendance. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the child will observe the holy days.

### **Student Parties**

District policy says that each school may have two parties each year. At Longs Creek they will be held at Winter Break and one during the spring semester. **The early dismissal schedule will be observed on these days in order to have the last hour of the day free to have the parties.** On these two days the lunch schedule will be altered. The PTA room mothers will plan the parties in cooperation with the homeroom teacher. The only grade level celebrating with an end of year party is fifth grade graduating to middle school.

Students who are not allowed to celebrate classroom parties due to religious reasons may be picked up prior to the party by their parents or they may remain at school and be sent to the library with a book, game, puzzle or other things to do during that time.

### **Substitute Teachers/Assistants**

If you are a Longs Creek parent who substitutes at Longs Creek we ask that you abide by the following rules: In the morning your child should report to the regular grade level area. They **should not accompany you to the room where you are substituting**. At dismissal, they should be instructed to wait for you in the Commons Area. Your children should not accompany you into the Faculty Lounge or office area. Please respect confidentiality.

### **Volunteers**

The Longs Creek faculty and staff welcome parent and community volunteers. We believe that educating our students is a partnership. Due to confidential paper work and conversation, we ask that school age children not be allowed in the office work area or in the Faculty Lounge. Also, in regard to confidentiality, please use the back door to the office workroom. We want to respect the privacy of students/parents who are visiting the office. If you have a pre-school age child with you, we ask that they remain in your constant supervision. It is not safe for children to be in the office workroom due to machinery, i.e. large paper cutters, laminator, etc. When you are volunteering, we ask that you not stop by to visit your school age child's classroom; instruction is in progress. If you are assisting with a class project, it is distracting to instruction to have pre-school children accompanying you.

### **All Volunteers**

The District requires that all potential volunteers undergo a background check before volunteering on campus or being a chaperone on a field trip. You will find the online form at **[www.neisd.net](http://www.neisd.net)**. Once you are on the NEISD Home Page you will go to the left and see a choice called **QUICK LINKS**. Use that drop down menu to select **Volunteer and Mentor Program**. Now you are ready to select "**On Line Volunteer Form**" where you will follow the directions and fill out the form. You will only do this **once** and receive a number. The system will update you every three years automatically so do not submit an additional request.

### **Weather Procedures**

On rare occasions we have unscheduled early or delayed dismissal due to hazardous weather conditions, such as rain storms, floods, etc. When the weather is such that releasing children to walk home might be dangerous, the students will not be released, and will be supervised at school until they are picked up or until the danger has passed.

If the weather conditions are hazardous, please feel free to pick up your child early, through the office. It is also important that we have names of alternate adults who have permission to pick

up your child.

### **Walkers**

Students should use the safest walk path to and from school. Extra precaution should be given when walking on any street, particularly along O'Connor road. You may call NEISD Transportation Department Routing Office (657-8805) for any further inquiry. There will be a San Antonio city crossing guard to assist walkers on O'Connor Road. When coming to school, students should proceed down the sidewalk, cross the front driveway, and enter the building through the front entrance of the school. After entering the school, they should proceed to their designated areas and wait quietly until they are sent to their class. Students walking home from school will be dismissed through the front entrance.

### **Bike Riders**

Children riding their bikes to school will follow the same pattern as children walking to school. When children reach O'Connor Road, they must walk their bike across the street and down the sidewalk. They will continue walking their bike down the sidewalk until they reach the bike rack on the side of the school. Bicycles should be locked. After securing their bikes, they should proceed to their designated morning areas. After school dismissal will follow the same pattern. Please encourage the use of bike helmets.

Students should not bring skate boards, roller blades, or scooters to school for any reason. This is due to safety and lack of storage space for these items.

### **Car Drop offs /Pick ups**

Parents dropping off or picking up children will go to the back entrance. The curb lane, behind the cafeteria, will be used for parents driving their children to and from school. In order to allow room for our NEISD buses, parents waiting to transport their children must stay behind the traffic cones. Parents, please place a large sign in the passenger window of your car with the name and grade level of the child/children you will be picking up.

**The front parking lot will be used for Daycare transportation and Registered Carpools of 3 or more students.**

### **Directions for Obtaining a Carpool Pass**

To obtain a carpool pass, you must have 3 or more students in your carpool. Please come by the office to submit the name of the carpool and the name of who the driver(s) will be. List the names of the students and their teachers. We will also need a note from each student's parents stating that they will be in your carpool.

**Supervision for students will begin at 7:15 A.M.**

**Students need to be picked up at 2:45 P.M.**

**For safety purposes, all visitors must check in with the office and receive a visitor's badge.**

**The front doors will be unlocked from 7:15 A.M. - 3:45 P.M. The cafeteria doors will be unlocked from 7:15 A.M. - 7:55 A.M. and from 2:30 P.M. - 4:00 P.M.**

**DO NOT USE THE FRONT DROP OFF AREA IN THE MORNING OR AFTERNOON, UNLESS YOU ARE REGISTERED AS A LONGS CREEK DAYCARE OR CARPOOL.**

## **Parent Portal**

### **What is it?**

The NEISD Parent Portal is a secure Web site that gives parents more information about their child's daily performance at school. Through the Internet, parents can access information about their students any time, anywhere. The goal of the Parent Portal is to create a better partnership between NEISD parents and teachers. This new tool will help parents to be more involved with their child by providing a vital window into the classroom.

### **What can I use it for?**

The Parent Portal is like having a daily progress report from each teacher. Parents can **currently** use the portal to:

- Email teachers,
- Check grades,
- View attendance and
- Monitor food service accounts.

Additional options will be added periodically to improve the Parent Portal's usefulness.

### **How do I register for access?**

1. Visit <http://portal.neisd.net>
2. Select **Register** under the Account Login section.
3. Complete the information fields and select **Register and Sign in Now**.
4. Click on the **My Account** tab and follow the instructions to add your child.
5. Select **Add** and your child's name will appear in the list. (Repeat for additional children.)
6. If you are the legal parent or guardian, an access key will be mailed to your home in an unmarked envelope to ensure security.

7. Once you receive the access key by mail, return to the portal, login and click on **My Account**.
8. Click on the **Enter Access Key** link. Enter the access key for that child and click submit. (Repeat for additional children.) This changes your access to unrestricted, but you can also select to restrict access under my Account.
9. You can now view information about your child by selecting the **Grades, Attendance and Food Service** tabs.
10. Make sure you **Logoff** the portal each time you end the session (upper right corner).

For assistance, review the Tips column on the right side of every page or call the NEISD Help Desk at 210-805-5315