

# **Longfellow School Family Handbook**



**2017-2018**



Eau Claire Area Schools

***Longfellow Elementary***

500 Balcom Street  
Eau Claire, WI 54703  
715-852-3800

September, 2017

Dear Families,

Welcome to Longfellow Elementary and the 2017-18 school year! It is sure to be a year of growth and learning for students, staff, and parents. As partners in your child/children's education, it is important for you to have as much information as possible at your fingertips for easy reference. This handbook is designed to provide you with the information you will need throughout the school year and is in addition to the District Parent/Student Handbook [http://www.ecasd.us/ECASD/media/District-Site/PDFs/Board/Parent-Student-Handbook-2017\\_1.pdf](http://www.ecasd.us/ECASD/media/District-Site/PDFs/Board/Parent-Student-Handbook-2017_1.pdf) . Therefore, please read through it and keep the handbook in a convenient place so it is available when you have a question regarding school expectations, procedures, and policies.

Student success is greater with parental involvement and support. Your involvement begins at home by asking questions, helping with homework, and maintaining a regular routine so that students are rested and ready to learn at school. However, your participation at school by attending parent/teacher conferences, becoming an active member in the PTA, volunteering in the classroom, and participating in after school events and programs is encouraged and will contribute greatly to the school community and your child/children's education.

Longfellow serves approximately 270 students and we are proud of our students' success as indicated in many ways, including higher test scores, participation in after school programming, and the welcoming smiles of staff and students throughout the halls. I am looking forward to a successful year working with you and your children. Please feel free to contact me at any time to answer your questions and help you to support your child/children's success.

Sincerely,

Sarah Lynch  
Principal

# **“Learning for Life!”**

**OUR MISSION: At Longfellow, we prepare ALL students today for success tomorrow.**

The Longfellow staff works hard to ensure that each child is successful at their learning. Each staff member views ALL students as their responsibility. Several different staff members may work with your child throughout the day. Our goal is for all students to succeed at learning. Therefore, the Longfellow Leadership Team oversees school improvement efforts and uses available resources (Title 1, AGR, ECASD, and CLC funds) to provide a quality program for students. Longfellow School offers the following program elements to support student learning:


- A positive and nurturing environment where students and families are valued.
- Daily small group reading instruction to meet students at their level.
- A variety of student support services including Title 1 reading and math, K-2 intervention, special education services, G/T programming, speech and language services, and EL programming.
- Family Nights for families to eat together and participate in family oriented activities.
- Our after school program to support student achievement and enrichment.

In an effort to achieve Longfellow goals and to continue providing a quality program, expectations for students include for them to:

- Be Safe
- Be Kind
- Be Ready

Your support is very much appreciated by your child, the Longfellow staff, and other families. Together we can help all children to learn and grow.

## **Longfellow School Calendar 2017-18**

|              |  |
|--------------|--|
| Sept 4       | NO SCHOOL - Labor Day  |
| Sept 12      | Grades K, 2 & 4 Vision Screenings  |
| Sept 12      | Family Picnic 5-6 pm   |
| Sept 18      | Picture Day!   |
| Sept 25      | First Day of CLC   |
| Oct 13       | No School – Professional Development Day   |
| Oct 19       | LF Family Night 5:00-7:30 - Tentative  |
| Oct 20       | Picture Re-Take Day  |
| Oct 26       | No School/CLC – Parent/Teacher Conferences   |
| Oct 27       | No School – Fall Break   |
| Oct 31       | No CLC - Halloween  |
| Nov 3        | Gr K & 1 Hearing Screenings  |
| Nov 20-24    | No School/CLC – Staff Work Days & Thanksgiving Break   |
| Dec 7        | Holiday Music Program 2:00 p.m.  |
| Dec. 14      | Last Day for CLC for 2017  |
| Dec 22-Jan 1 | No School - Winter Break   |
| Jan 29       | First Day of CLC for 2018  |
| Feb 22       | No School/CLC – Parent/Teacher Conferences   |
| Feb 23       | No School – Mid-Winter Break   |
| Feb 26       | No School/CLC – Professional Development Day   |
| Mar 13       | LF Night of the Arts 5:00 - 7:00 p.m.  |
| Mar 19-23    | No School/CLC - Spring Break   |
| Mar 30       | No School - Break  |
| Apr 20       | No School/CLC – Professional Development Day (Possible snow<br>make-up day if needed)                |
| April 21     | Longfellow Puddle Jump @ Phoenix Park!   |
| Apr 27       | Class Picture Day & Individuals that WANT them.  |
| May 10       | Last day of CLC for 2017-18 yr.  |
| May 17       | LF Family Night 5:00 – 7:00 - Tentative  |
| May 18       | No School/CLC – Professional Development Day   |
| May 24       | Moving Up Day  |
| May 28       | No School - Memorial Day   |
| Jun 7        | Last day for students  |

# **Longfellow School Staff**

## **2017-18**

**Principal**  
**Secretary**  
**Office Assistant**

**Sarah Lynch**  
**Brenda Wallace**  
**Michele Hazen**

**Kindergarten**

**Heidi Horvat**

**First Grade**

**Katie Myers**  
**Hope Schotz**  
**Sarah Hundt**  
**Missy Robertson**  
**Angela Steinmetz**

**Second Grade**

**Erin House**

**Third Grade**

**Jason Krista**  
**Karla Harings-Post**  
**Angie Printz**

**Fourth Grade**

**Carrie Gee**

**Fifth Grade**

**Scott Gee**  
**Samantha Curtis**  
**Ryan Werner**

**EL Teacher**

**Leslee Cruz**

**Gifted & Talented Teacher**

**Paul Froelich**

**Media Specialist**

**Margaret Nord**

**Special Ed. Teachers**

**Kathy Anger**

**Sarah Duerre**

**Christine Wickland**

**Speech/Language Teacher**

**Tiffany Leighton-Giffey**

**Title 1 Teachers**

**Kristin Knox - Math**

**Heidi Myers – Reading**

**Literacy Coach**

**Michelle Beauvais**

**Instructional Partner K-3**

**Nan Coubal**

**Art Teacher**

**Jenae Werner**

**Music Teacher**

**Laurie Newman**

**Phy. Ed. Teacher**

**Tom Dahl**

**Counselor**

**Craig Hinden**

|                                     |  |
|-------------------------------------|--|
| <b>Nurse</b>                        | <b>Paula Zurbuchen</b>                 |
| <b>School Psychologist</b>          | <b>Leah Keiser</b>                     |
| <b>Social Worker</b>                | <b>Ellen Higley</b>                    |
| <b>Phonology Teacher</b>            | <b>Megan Kado</b>                      |
| <b>Phonology Aide</b>               | <b>Stacy McKenzie-Olson</b>            |
| <b>Occupational Therapist</b>       | <b>TBD</b>                             |
| <b>Physical Therapist</b>           | <b>Laura Ecker (Subject to change)</b> |
| <b>EL Assistants</b>                | <b>Kou Moua</b>                        |
| <b>General School Assistants</b>    | <b>Jane Abraham</b>                    |
|                                     | <b>Sherri Flackey</b>                  |
|                                     | <b>Michele Hazen</b>                   |
|                                     | <b>Melanie Lang</b>                    |
| <b>Special Education Assistants</b> | <b>Denise Anderson</b>                 |
|                                     | <b>Brenda Buss</b>                     |
|                                     | <b>Dani Peters</b>                     |
|                                     | <b>Deb Whitney</b>                     |
| <b>Partnership Coordinator</b>      | <b>Holly Larson</b>                    |
| <b>CLC Enrichment Coord.</b>        | <b>Holly Larson</b>                    |
| <b>Playground Supervisor</b>        | <b>Denise Hoenisch</b>                 |
| <b>CLC Site Leader</b>              | <b>Jen Wiltgen</b>                     |
| <b>Cafeteria</b>                    | <b>Melissa Miller</b>                  |
|                                     | <b>TBD</b>                             |
| <b>Custodians</b>                   | <b>Craig Warren</b>                    |
|                                     | <b>Peggy Owen</b>                      |

# 2017-18 Elementary Art, Music and Physical Education: A-B-C Schedule



= unscheduled days due to holidays



= unscheduled days due professional development days, etc.

| SEPTEMBER '17 |         |         |         |         |         |    |
|---------------|---------|---------|---------|---------|---------|----|
| S             | M       | T       | W       | Th      | F       | S  |
|               |         |         |         |         | 1       | 2  |
| 3             | 4       | 5<br>A  | 6<br>B  | 7<br>C  | 8<br>A  | 9  |
| 10            | 11<br>B | 12<br>C | 13<br>A | 14<br>B | 15<br>C | 16 |
| 17            | 18<br>A | 19<br>B | 20<br>C | 21<br>A | 22<br>B | 23 |
| 24            | 25<br>C | 26<br>A | 27<br>B | 28<br>C | 29<br>A | 30 |

| OCTOBER '17 |         |         |         |         |         |    |
|-------------|---------|---------|---------|---------|---------|----|
| S           | M       | T       | W       | Th      | F       | S  |
| 1           | 2<br>B  | 3<br>C  | 4<br>A  | 5<br>B  | 6<br>C  | 7  |
| 8           | 9<br>A  | 10<br>B | 11<br>C | 12<br>A | 13      | 14 |
| 15          | 16<br>B | 17<br>C | 18<br>A | 19<br>B | 20<br>C | 21 |
| 22          | 23<br>A | 24<br>B | 25<br>C | 26      | 27      | 28 |
| 29          | 30<br>A | 31<br>B |         |         |         |    |

| NOVEMBER '17 |         |         |         |         |         |    |
|--------------|---------|---------|---------|---------|---------|----|
| S            | M       | T       | W       | Th      | F       | S  |
|              |         |         | 1<br>C  | 2<br>A  | 3<br>B  | 4  |
| 5            | 6<br>C  | 7<br>A  | 8<br>B  | 9<br>C  | 10<br>A | 11 |
| 12           | 13<br>B | 14<br>C | 15<br>A | 16<br>B | 17<br>C | 18 |
| 19           | 20      | 21      | 22      | 23      | 24      | 25 |
| 26           | 27<br>A | 28<br>B | 29<br>C | 30<br>A |         |    |

| DECEMBER '17 |         |         |         |         |         |    |
|--------------|---------|---------|---------|---------|---------|----|
| S            | M       | T       | W       | Th      | F       | S  |
|              |         |         |         |         | 1<br>B  | 2  |
| 3            | 4<br>C  | 5<br>A  | 6<br>B  | 7<br>C  | 8<br>A  | 9  |
| 10           | 11<br>B | 12<br>C | 13<br>A | 14<br>B | 15<br>C | 16 |
| 17           | 18<br>A | 19<br>B | 20<br>C | 21<br>A | 22      | 23 |
| 24           | 25      | 26      | 27      | 28      | 29      | 30 |
| 31           |         |         |         |         |         |    |

| JANUARY '18 |         |         |         |         |         |    |
|-------------|---------|---------|---------|---------|---------|----|
| S           | M       | T       | W       | Th      | F       | S  |
|             | 1       | 2<br>B  | 3<br>C  | 4<br>A  | 5<br>B  | 6  |
| 7           | 8<br>C  | 9<br>A  | 10<br>B | 11<br>C | 12<br>A | 13 |
| 14          | 15<br>B | 16<br>C | 17<br>A | 18<br>B | 19<br>C | 20 |
| 21          | 22      | 23<br>A | 24<br>B | 25<br>C | 26<br>A | 27 |
| 28          | 29<br>B | 30<br>C | 31<br>A |         |         |    |

| FEBRUARY '18 |         |         |         |         |         |    |
|--------------|---------|---------|---------|---------|---------|----|
| S            | M       | T       | W       | Th      | F       | S  |
|              |         |         |         | 1<br>B  | 2<br>C  | 3  |
| 4            | 5<br>A  | 6<br>B  | 7<br>C  | 8<br>A  | 9<br>B  | 10 |
| 11           | 12<br>C | 13<br>A | 14<br>B | 15<br>C | 16<br>A | 17 |
| 18           | 19<br>B | 20<br>C | 21<br>A | 22      | 23      | 24 |
| 25           | 26      | 27<br>B | 28<br>C |         |         |    |

| MARCH '18 |         |         |         |         |         |    |
|-----------|---------|---------|---------|---------|---------|----|
| S         | M       | T       | W       | Th      | F       | S  |
|           |         |         |         | 1<br>A  | 2<br>B  | 3  |
| 4         | 5<br>C  | 6<br>A  | 7<br>B  | 8<br>C  | 9<br>A  | 10 |
| 11        | 12<br>B | 13<br>C | 14<br>A | 15<br>B | 16<br>C | 17 |
| 18        | 19      | 20      | 21      | 22      | 23      | 24 |
| 25        | 26<br>A | 27<br>B | 28<br>C | 29<br>A | 30      | 31 |

| APRIL '18 |         |         |         |         |         |    |
|-----------|---------|---------|---------|---------|---------|----|
| S         | M       | T       | W       | Th      | F       | S  |
| 1         | 2<br>B  | 3<br>C  | 4<br>A  | 5<br>B  | 6<br>C  | 7  |
| 8         | 9<br>A  | 10<br>B | 11<br>C | 12<br>A | 13<br>B | 14 |
| 15        | 16<br>C | 17<br>A | 18<br>B | 19<br>C | 20      | 21 |
| 22        | 23<br>A | 24<br>B | 25<br>C | 26<br>A | 27<br>B | 28 |
| 29        | 30<br>C |         |         |         |         |    |

| MAY '18 |         |         |         |         |         |    |
|---------|---------|---------|---------|---------|---------|----|
| S       | M       | T       | W       | Th      | F       | S  |
|         |         | 1<br>A  | 2<br>B  | 3<br>C  | 4<br>A  | 5  |
| 6       | 7<br>B  | 8<br>C  | 9<br>A  | 10<br>B | 11<br>C | 12 |
| 13      | 14<br>A | 15<br>B | 16<br>C | 17<br>A | 18      | 19 |
| 20      | 21<br>B | 22<br>C | 23<br>A | 24<br>B | 25<br>C | 26 |
| 27      | 28      | 29<br>A | 30<br>B | 31<br>C |         |    |

| JUNE '18 |        |        |        |    |        |    |
|----------|--------|--------|--------|----|--------|----|
| S        | M      | T      | W      | Th | F      | S  |
|          |        |        |        |    | 1<br>A | 2  |
| 3        | 4<br>B | 5<br>C | 6<br>A | 7  | 8      | 9  |
| 10       | 11     | 12     | 13     | 14 | 15     | 16 |
| 17       | 18     | 19     | 20     | 21 | 22     | 23 |
| 24       | 25     | 26     | 27     | 28 | 29     | 30 |

## Points to Consider:

- If school is canceled due to inclement weather or other unforeseen circumstances, the A-B-C calendar will continue as scheduled.
- Professional development days will be used as directed by the ECASD PD/IP Committee.
- Each building may choose to develop a modified schedule that could be used on days when school is delayed in starting or released early due to inclement weather

# General Information

## Attendance Policy

Regular attendance at school is essential to a student's success and it is the parents' responsibility to make sure students are in school regularly.

- ✓ We want your child at school when the first bell rings.
- ✓ We will be taking attendance 4 times during the day.
- ✓ After **5 minutes** of the first bell, an absence will be recorded if your child isn't at school.
- ✓ If your child is unable to attend school, we need you to contact the office by **8:45 am** on the day of the absence.
- ✓ If your child has had **5 unexcused absences (all or part of a day)**, we will invite you to meet with us to help develop a plan to improve your child's attendance.

***We want your child with us every day and on-time to give us the opportunity to help them learn and achieve at high levels.***

Please make every effort to get your child/ren to school **on time** every day.

## When Your Child is Ill

If your child is running a fever of 100° or more or is vomiting, please make sure they are symptom free for **12** hours without medication before sending them back to school. Students sent to school prior to 12 hours of being symptom free will be sent home. If you feel your child is too sick to participate in outdoor recesses, then they are too sick to be at school and should be kept home.

**RESTRICTED PHYSICAL ACTIVITY** - If a child must stay inside from recess or sit out from gym class for medical reasons, parents are required to send a note from a health care provider detailing the period of time of restricted activity.



# **Scooters, Bikes, Roller Blades Skateboards and Other Wheels**

Children are welcome to ride their bikes or scooters to and from school. However, for safety reasons, we require students to WALK their bikes and scooters and carry their skateboards on school grounds.

## **Student Pick Up Procedures**

### **At the End of the School Day**

Student safety during dismissal requires everyone's cooperation including parents, students, and staff. Bus students will be dismissed to the buses from Door 6. Students who are walking or being picked up by parents will be dismissed from Doors 3 & 4 to the playground. From the playground, students will exit via the gates near the bike rack or the back entrance to the gym and are required to cross the streets at corners where student or adult safety patrols are located. If you are meeting your child, please make a plan to meet them outside the gates. Please park on Balcom, Centre, or Summit Streets.

The office MUST receive a note or phone call if a student is to go home a different way than normal. Without this notification, they will go home the normal way.

### **During School Day**

Per District policy, children are NOT allowed to leave school during the day without an adult. If you need to pick up your child during the school day, please send a note to your child's teacher indicating the time and reason for pick up. To minimize classroom disruptions, you will need to meet your child in the school office. Students may leave only with the adults listed on the emergency card completed at the beginning of the school year. If you have made arrangements for a child to leave with an adult not listed on the card, please notify the school in writing.

The safety of your child is our top priority. Please be prepared to show identification when picking up your child. If you send someone else for your child, please inform him/her that we will be checking for identification.

# **Behavior Expectations**

In order to create an environment for successful learning, it is important for all children to feel emotionally and physically safe in the classroom and on school grounds. The Longfellow staff works with students to model and teach expected behaviors. In order to teach these important lessons, we use the following framework:

- Be Safe
- Be Kind
- Be Ready

From the first day of school, we will be working with all of our students to teach them exactly what that looks like in each setting around school. What does **Be Safe** look like on the playground or on the bus? What does **Be Kind** look like in the classroom or hallway? What does **Be Ready** look like in the library or the cafeteria? These are all things we teach children to help create the best learning environment for all of our students. We appreciate it when parents reinforce those messages at home. Together, we can make this a great year for your child!

Our expectation is that all students will take responsibility for their behaviors and consequences that may result. Oral and written reminders will be given to students when students are acting inappropriately. Continued inappropriate actions may result in receiving a behavior report, student/teacher/parent/principal conferences, or suspension from school.

As his/her parent or guardian, it is important to work in partnership between home and school to reinforce positive behaviors. Your child's classroom teacher, the guidance counselor, and the building principal can be valuable resources when experiencing challenging behaviors at home or school. Please let us know if you have questions or concerns. We want to work with you to ensure your child's success.

## **Behavior Report:**

Behavior Reports are given to students when a problem behavior has occurred. In cases of a minor problem behavior, staff members will talk with the student at school; no Behavior Report will be sent home. In cases of a major problem behavior or repeated minor problem behaviors, staff members will talk with the student and send a Behavior Report home to the parent/guardian for a signature and follow-through. The severity of the consequence depends upon how serious and/or frequent the behavior is. Students are much more successful when parents and school staff work together as a team.

### Behavior Matrix:

The Behavior Matrix is used by staff members to teach students the importance of displaying the district's core values and to teach the behaviors we expect in each setting. The Behavior Matrix is posted in each classroom and in various locations around the school. In addition, as students are disciplined we will also refer to the Behavior Matrix so that students can learn how they are supposed to behave. Please feel free to use the rubric at home also.

| Expectations | Arrival & Dismissal   | Playground   | Hallways   | Cafeteria  | Classroom  | Bathroom   | Programs & Assemblies                               | Bus  |
|--------------|---|--|--|--|--|--|---|--|
| Be Safe      | Hands to Self<br>Use crosswalks<br>Line Up in designated area | Use equipment correctly<br>Stay in designated areas                | Walk and face forward<br>Take one step at a time | Stay seated<br>Feet under table<br>Eat own food only                             | Listen to adults<br>Keep your own space<br>Use walking feet<br>Following directions<br>Use materials appropriately | Use toilet appropriately                             | Sit criss-cross<br>Flat on floor<br>Keep your space | Keep your own space<br>Listen to adults<br>Stay in line quietly                      |
| Be Kind      | Obey safety patrollers<br>Greet others                        | Play Fairly<br>Include Others<br>Use Kind Words                    | Walk quietly<br>Watch person in front of you     | Use good manners<br>Keep your own space  | Use inside voices<br>Use polite words  | Keep your own space<br>Quiet voices                  | Listen to speaker<br>Applaud appropriately          | Use kind words   |
| Be Ready     | Have materials<br>Be on time                                  | Wear clothing for weather<br>Line up when bell rings and calm down | Listen to your teacher<br>Stay Calm              | Get what you need for eating<br>Clean up area<br>Return tray and return to table | Have materials<br>Do your best<br>Be prepared for school   | Wash hands<br>Flush toilets<br>Lock and unlock doors | Enter and leave quietly                             | Have materials ready to go<br>Keep backpacks closed<br>Know how you are getting home |

## **Breakfast/Lunch**

Breakfast, lunch and milk are all provided at school. Application forms for free or reduced lunch are sent out in the summer to all families and are also available in our school office. (For each student that qualifies for free or reduced lunch, Longfellow receives extra funding from the state. If you think you may qualify for free or reduced lunch or are not sure, we would encourage you to fill out the application form. Please stop in the office to pick one up.) Parents are required to prepay money into an account for each child. Meal and milk money envelopes will be sent home with your child to be returned the first school day of the week. Each child is assigned a 4 or 5 digit personal identification number. The child then uses this number each time he/she eats a meal. If you have questions about the program or about your account, please call and talk to our school cook, Melissa Miller. A menu of each month's meals is sent home with your child so that you can see what we are serving.

|                          |   |
|--------------------------|---|
| <b>Breakfast</b>         | <b>\$ 1.00 per meal</b>                                     |
| <b>Reduced Breakfast</b> | <b>\$ .30 per meal</b>                                      |
| <b>Lunch</b>             | <b>\$2.65 per meal (includes milk) or \$ 13.25 per week</b> |
| <b>Reduced Lunch</b>     | <b>\$ .40 per meal (includes milk) or \$ 2.00 per week</b>  |
| <b>Extra Milk</b>        | <b>\$.50 per carton or \$ 2.50 per week</b>                 |
| <b>Adult Breakfast</b>   | <b>\$1.50 per meal</b>                                      |
| <b>Adult Lunch</b>       | <b>\$3.50 per meal</b>                                      |

## **Cell Phones**

Cell phone use by students is not permitted during the school day or in the after-school program. All cell phones should be turned off while your student is at school.

## **Drills**

All students are instructed about the proper procedures to be used in the event of a fire, tornado, or other emergency. Drills are held periodically to practice emergency procedures. In the event of an emergency, every effort will be made to protect all children from harm. This means that all students must follow the appropriate emergency procedures. If we have to evacuate our site at Longfellow, there will be a RED FLAG attached to the flagpole, at eye level, on Balcom Street. Upon flying the RED FLAG all individuals will be evacuated to Our Redeemer Church in the event of bad weather.

## **Head Lice in Schools**

- \* Head lice can be a nuisance, but they have **not** been shown to spread disease.
- \* Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- \* Transmission of head lice usually occurs through direct contact with the **head** of another infested individual.
- \* Lice cannot hop or fly; they crawl. Nits (eggs) are attached to the hair shaft with a glue-like substance, and are very unlikely to be transferred successfully to other people. In-school

transmission is considered to be rare.

- \* When live head lice are found on a student, the parent/guardian will be notified by phone. The student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- \* When nits (eggs) are found on a student, the student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- \* Parents are asked to treat for head lice and remove all nits (eggs) before sending their child back to school. Most lice treatments do not kill nits, so it is important to remove all nits to prevent them from hatching into live lice.
- \* Treatment for lice is **not** recommended unless the child actually has lice. Parents are encouraged to make checking for head lice a part of routine hygiene.
- \* Lice cases are tracked, and letters to parents notifying them of lice in the classroom will be sent out on an as needed basis as determined by the school nurse and administrator.

Contact your child's school nurse with questions.

## **Health Services**

### **Hearing and Vision Screening**

In November, a hearing test is given to students in kindergarten, and first grade. In November, a vision-screening test is given to students in kindergarten and third grade who do not already wear glasses. If your child's test results are questionable, he/she will be re-tested. You will be notified in writing by the City/County Health Department recommending that a doctor be consulted for further examination if the need arises. Remember that these screenings are in no way meant to replace a regular visit to your family doctor. If you have any questions regarding these screenings, please call our school nurse.

### **School Nurse**

Mrs. Paula Zurbuchen is our nurse. Please feel free to contact her here at 852-3852 or e-mail her at [pzurbuchen@ecasd.us](mailto:pzurbuchen@ecasd.us).

### **Immunizations**

Wisconsin State Statute 140.5 requires all students entering public school to have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent's responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child's cumulative file.

### **Medications**

Medication will only be distributed to students at school if we receive an appropriate Medication Consent Form. The parents and the doctor prescribing the medication must fill out this form. The prescription and amount of medication given must be clearly indicated on this form. Absolutely no medication will be administered without this consent form. Medication Consent Forms are available in our office. We can not dispense aspirin, cough medicine, etc. without this form. District forms are also required to change/stop medications and are available in the office. All parents allowed to

authorize changes or pick up medications should be listed on the original medication administration form.

## **Field Trips**

Longfellow students will often take field trips in order to supplement or enrich their learning experiences at school. A permission slip will be sent home for a parent's signature. Please return these permission slips **by the designated date on the form** as children without signed forms will not be allowed to go on the field trip.

## **Library**

Longfellow is proud to have a library with many different resources for our students and parents such as books, magazines, computers, and audiobooks. The following information will help acquaint you with our library.

- Books can be checked out for 2 weeks at a time.
- Magazines can be checked out for 1 week at a time.
- No fines will be imposed unless library materials are lost or damaged.
- If something is damaged, please return it to school to be repaired, do not try to repair it yourself.

## **Pets and Animals**

Due to the large number of students and staff with allergies and related illnesses, Longfellow has implemented a NO PET policy.

If you enjoy bringing your family pet on a leash to meet you child/ren after school, please designate a meeting spot away from the front of the building to meet them so that in the excitement of dismissal animals and students remain safe.

## **Parent Involvement**

One of the most important elements of your child's education is your involvement in his/her learning. The Eau Claire Area School District supports and encourages parent involvement at all levels of the organization. Children do best when parents play four key roles in their children's learning: teacher (helping children at home), supporter (contributing their skills to the school), advocate (communicating children's needs), and decision maker (participating in the school at every level). We strongly encourage you to become involved in your child's education in one or more of the following ways:

- Ask your child about their day. What did they do? What did they learn?
- Provide a quiet time and place for students to complete homework.
- Read with your child on a daily basis.
- Participate in parent/teacher conferences.
- Volunteer at school. Contact Holly Larson, our Partnership Coordinator at 715-852-3841.

- Participate in the PTA. The PTA at Longfellow meets 3 times a year, usually in September, January, and April. Look for information on the first PTA meeting at sign-in or orientation day. In addition, the PTA has planned many social events for the students here. Please plan to become actively involved in your child's education and join to PTA. Please participate in the PTA and contact the PTA officers if you are interested in joining or have questions.

This year's PTA Officers are:

President – Joy Weisner – [jjweisner2003@yahoo.com](mailto:jjweisner2003@yahoo.com) 715-210-5227

Vice President – Traci France

Secretary – Kellie Holliday

Treasurer – Samantha Pearson

Join us for our special events on the following dates:

- Sept 12 – All School Picnic 5:00-6:00 pm
- June 7 – Year-End Track & Field

## **School Schedule**

Breakfast Bell: 8:20 a.m.

Entry Bell: 8:40 a.m.

Lunch & Recess Schedules: To be determined

Dismissal: 3:40 p.m.

***Please do not send your child to school before 8:20 a.m., as there is no supervision on the playground before that time.*** All children should go directly to the playground and **not** enter through Door 6 unless they are patrollers or meeting a teacher for before school tutoring. Please make sure he/she is dressed appropriately for the weather. Students are not allowed in the building prior to 8:40 am unless he/she is eating breakfast or involved in before school tutoring.

The playground is reserved for Longfellow CLC After-School Program immediately following school. The playground will be open to the public after 5:30.

## **Separated/Divorced Parents**

The Eau Claire Area School District will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. Prior to the beginning of each school year, each parent enrolling a student shall be requested to provide the building administrator with current information regarding any Court Order which provides specific right to the child's parents. In the absence of a Court Order, neither parent shall be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments.

## **Telephone Use**

We ask that students make phone calls only in the event of an emergency. **Please make all after school arrangements with your child before he/she comes to school for the day.** In addition, we prefer not to interrupt teachers and students during class. Also, if you need to speak with your child's classroom teacher, please call before or after school so that, once again, instruction is not interrupted.

## **Visitors**

Any people visiting Longfellow school must sign in at the office before going elsewhere in the building. Please use Door 6 for entry to the office area where you can sign in and get a badge.

## **21<sup>st</sup> Century CLC After School Program**

Longfellow's Community Learning Center (CLC) after school program is funded through state and federal grant funds. The purpose of this program is to provide students with academic support and enrichment activities for classroom learning. Participation is encouraged through teacher referral and parent request for all Longfellow students. Hours for the CLC are from 3:40-6:00 pm Monday thru Thursday. Registration will take place following the start of school in September. Registration information will be sent home with the children at the appropriate time. Please refer to the calendar page for the start/end dates for this year.

## **Weather Considerations**

### **Recess**

Students will go outside for recess everyday unless the temperature is dangerously cold or it is raining. Please send your child to school with appropriate clothes for the weather. Warm winter coats, hats, and mittens are essentials for elementary school children in our area.

### **School Closings**

During times of bad roads, inclement weather, or peak energy alerts, bus routes may be cancelled or schools may be closed for the day. Please listen to a local radio broadcast for school closing announcements that will be made after 6:30 a.m. Please do not call the school or the Transit Company to see if school is closed. Our phone lines must be kept open for emergency calls.

At times, it may be necessary to close school early. In this case, radio stations will broadcast notification between 10:00 a.m. and 11:00 a.m. Elementary schools will close at 1:30 p.m. for all students. Regular bus routes will still be running. We expect parents to make appropriate arrangements for childcare during that time if necessary.



Again this year the district will utilize the 2 hour "LATE START" option if need be. This will be broadcast the same way as school cancellations have been in the past.

If the weather is rainy, windy, thundering, etc. and the siren has not gone off, we will do the following:

- For those students who ride the bus...we will follow the directive of the bus company/district.
- For those students who are picked up...we will hold them in the building until an adult picks them up.
- For walkers - we cannot release them if it is not safe. Therefore, we will hold them in the building. A call home will be made to have someone pick them up at Door 6.