

The Leader in Me

LONGBRANCH ELEMENTARY

Family Handbook

2021-2022

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

384-4500

384-2945 (fax)

www.longbranch.boone.kyschools.us

District Office Phone: 283-1003

District 3 Bus Garage: 384-8384

Superintendent	Matt Turner
Chief Academic Officer	James Detwiler
Chief Operations Officer	Eric McArtor

Assistant Superintendent	Jenny Watson
Executive Director of Student Services	Kathy Reutman
Director of Elementary Schools	Linda Black
Director of Special Education	Jodi Hall
Manager of Food Services	Stephanie Caldwell
Director of Transportation	Bob Barrix

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

Stephanie Stambaugh	Principal
Sommer Kidwell	Assistant Principal
Heather Bushelman	School Counselor
Olivia Ballou	School Counselor
Paradise Forbes	Instructional Coach
Heidi Kesselring	School Secretary
Mary Ellen Vollet	Attendance and Enrollment Staff Support
Adrienne Jamison	School Office Staff Support
Shawna Helm	First Aide Staff Support

Carol Dwyer	School Nurse
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Academic Assistance

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

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

Administrators

Our principal is Stephanie Stambaugh. Our assistant principal is Sommer Kidwell. They comprise our administrative team. Our leadership team is Betsy Moore (K), Tami Hurst (1), Diane Dungan (2), Rachel Bauer (3), Candance Heinze (4), Olivia Bosley (5), Amanda Leatherman (UA), Chris Bolanos (SPED), as well as our instructional coach, Paradise Forbes, and our school counselors, Heather Bushelman and Olivia Ballou. Our school technology coordinator is Amanda Leatherman.

Attendance

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

Definition of Attendance & "5 Event" Policy Longbranch's Attendance Policy is in compliance with the Boone County Schools Attendance Guidelines as well as Kentucky State Statutes.

Students are required to attend school regularly and punctually. Time lost in the classroom is never fully recovered. Most of what occurs during the school day cannot be made up with worksheets or take-home assignments. Attendance is monitored through Boone County Schools software program Infinite Campus.

In grades K – 5, all absences, tardies, and early dismissals are considered "events" and will be recorded on your child's attendance record – whether excused or unexcused. Event examples include, but are not limited to: Absence for half or whole day Vacation (each day missed is defined as an event)

Tardiness (by any time amount; i.e.: one minute tardy constitutes an event) **Early Dismissal** from school (by any time amount – one minute or more - constitutes an event.) **Early Dismissal** includes events initiated by parents or school. An early dismissal is allocated when you pick up your child early from school for any reason and when we notify you to pick up your child early due to sickness, injury, lice, behavior, etc. According to state law, any time a student misses one minute or more of school, it is considered an event. It does not matter if your child misses one minute, one hour, half a day, or the whole day, or if they come back to school after an appointment – it is calculated by child, by day, by event. All events are considered unexcused until a parent note or a doctor's note is received by the school.

Parent or doctor notes are required for all events – whether parent or school initiated. We will accept an accumulation of 5 events documented with a parent note for the entire school year. This policy is set by our Site Based Decision Making Council. If the guardian fails to submit a parent or doctor's note after the event, the event is considered unexcused. After 5 parent notes/events, all attendance events will be unexcused.

Arriving Late to School-Tardies

Children are tardy if they arrive after 8:40am daily. Any student not seated in their homeroom by their official start time will be considered tardy and must report to the office for an admittance slip. If a child is tardy, a parent or guardian must accompany the child into the office and sign them in. Do not drop off your child and drive off; **you must enter the building with them to sign them in.** Plus, doors are locked, and no staff member is available outside to assist. In addition, a note signed by the parent regarding the tardy or a doctor's note must be provided. Traffic does not exclude a student from receiving a tardy.

Daily Reporting of Absence

Please call school each morning your child will be absent and send a note for our attendance auditors on the day your child returns. **Please know we will not accept text messages to teachers or private Bloomz messages to teachers.** A written note or doctor's/dentist/therapist note is expected. We do send robo-calls as a reminder to send a note to school and will get a call after 10:00 am if your child is marked absent from school.

Early Dismissal

It is very helpful if you send a note to the teacher informing him or her of your child's early dismissal from school. We will not call them to the main office until you have arrived, please plan accordingly.

Parent Notes Regarding Attendance or Early Dismissal

Parent notes referring to your child's attendance (absences, tardies, and early dismissal) should include:

- Student's first and last name,
- Teacher's name, Date(s) impacted,
- Reason for absence, tardiness, or need for early dismissal
- If you are writing a Parent Note concerning an early dismissal, the name of the person picking up the student is also required! Please remind them to bring their photo identification when picking up your child. We will NOT simply dismiss your child to an individual because they are on your emergency list. **You will need to state, by name, who we should release your child to. Please also be sure to clearly state in the parent note that your child is being picked up EARLY and not at the end of the normal end of day pickup time. Do not use nicknames/relationships to document who is picking up your child.**

Educational Enhancement Opportunity (EHO)

If you will be taking a trip that you believe will enhance your child's educational experience and is not simply a vacation, please request an EHO form from our attendance secretary. The expectation is that the activity for which the excuse was granted would provide a high-quality, educationally relevant experience that supports the student's in-school program, such as participation in a foreign exchange program or an intensive instructional experiential or performance program in one of the core curriculum subjects of: English, Science, Mathematics, Social Studies, Foreign Language and the Arts.

These should **be completed one week in advance of the opportunity** for approval by the administration. These days will be marked as excused absences until the child returns and submits a travel journal for review by the administration. At that time, the absence will be changed to EHO. An EHO reflects "in attendance" at school. A maximum of 10 EHO days are allowed per school year.

Excused Events

Each child is permitted five (5) absence events (tardies, early dismissals, and/or full-day absences) excused by a parent note. Subsequent absence events will require a doctor's note or will be considered unexcused. (See Unexcused Absences for additional information.)

Truancy

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

Unexcused Absences

Students exceeding 5 parent notes in a school year will accumulate unexcused absences without a doctor's note. Please see Truancy.

Absence and Participation in Before/After School Activities

A student who is absent from school for more than half a school day may not participate in or attend any school related sports, clubs or other events on the same day. Extenuating circumstances may be presented to the principal/principal designee for special consideration

Vacations

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

School Funding

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

Before and After School Care

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

Birthday Treats

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

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

BYOT (Bring Your Own Technology) school and One to One.

At Longbranch, students are issued a district owned chromebook/device to use for their learning. They can take these devices home to use in the event that we have a NTI day. Students are responsible for care of the device and should report any problems with the device to Ms. Leatherman, our School Technology Coordinator.

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

Devices connected to the Boone County Schools wireless internet is filtered. Students must sign and adhere to the Boone County Schools Acceptable Use Policy when using BYOT or One to One devices.

Book Fairs

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

Bus Transportation

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

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

Behavior Expectations

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

Breakfast and Lunch

Becky Martin is our cafeteria manager and can be reached directly at 384-4500 if you have any concerns about your child's lunch account balance, limits to an account, or nutritional information. All Breakfast and Lunch will remain free for the 21-22 school year

Breakfast

Breakfast will be delivered daily to classrooms. The fee is \$1.25. Adults are \$2.50.

	<u>Lunch</u>	<u>Breakfast</u>
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Elementary Schools	\$2.50	\$1.25
Adults	\$3.75	\$2.50
Reduced Students	\$.40	\$.30

Extras

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

Free/Reduced Lunch Program

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

Committees for Parents

We’d love to have you working with our staff to create a rich, family environment at Longbranch. We have over 20 parent leadership action teams you can volunteer for. Parents have the option to serve in many different capacities at Longbranch Elementary. Contact our Leader of Parent Teacher Organization, Kristin Rosenhoffer, at Krismich85@gmail.com for more information about our opportunities.

Conferences

You may request a conference with a teacher at ANY time. We love working together with our parents in the best interest of our students. Our scheduled parent teacher conferences are typically held in October and February. Additionally, we will have student-led conferences this year in the first week of May. Teachers will schedule all conferences individually.

Confidentiality

All visitors and volunteers shall maintain the confidentiality of any and all students of Boone County Schools. You must respect the confidentiality of information you receive about students with whom you work. No information about students, parents or staff can be shared with others at any time. If visitors or volunteers breach the confidentiality of students, parents, or staff, the administration reserves the right to suspend volunteer privileges.

Custodial and Non-Custodial Parents' Rights and Responsibilities

Longbranch Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences as well as the authority to request that a student be released early or be absent from school for a legitimate reason.

When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. All court orders concerning special restrictions will also be respected and followed by the school administration. However, please note that only the custodial parent can withdraw the student from school. In the absence of a court order to the contrary,

Longbranch Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Longbranch Elementary is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order stating such.**

Divorced, Separated, or Single Parents

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student to a single parent or a divorced/ separated parent will be accomplished according to the following outlined procedures – unless the school has been informed and given evidence of state law or court order concerning the status of the student:

Daily Schedule

8:15	Parent dropoff begins at the side parent dropoff loop, breakfast begins.
8:40	School day begins
10:45	Lunch period begins (rotation of 1 st through 5 th grade)
1:40	Lunch period ends
3:35-3:40	Dismissal procedures begin.
3:40	Students dismissed from school

Delay of School

If school is delayed one hour, children may be:

- Dropped off at 9:315 am
- Dismissed from buses at 9:30am
- Are tardy at 9:40am

If school is delayed two hours, children may be:

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

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

Dress Code

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

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

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

Extracurricular Activities

The district pays for funding of sponsors for Academic Team, Cheerleading, and Girls and Boys Basketball. The school pays for funding of an in-school club coordinator (new for this school year), and a leadership teams coordinator. We also pay for the chorus sponsor for the school.

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

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

Free & Reduced Lunch Applications

Families can access the free and reduced lunch application form online at <http://www.schoollunchapp.com/>. The process is simple, fast and easy! If a family does not have access to the internet, a paper application is available upon request through the school's office.

Fundraising

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

- Mumkins or Otis Spunkmeyrr in the Fall
- Boosterthon in the spring
- Scholastic Books fairs-one in the fall and one in the spring
- Boxtops for Education, Campbells Soup Labels, Coke lid collections, Family Fun Nights at local restaurants or fun family locations (Chipotle, Skyline, Fundome, etc.), and spiritwear sales throughout the year.
- PTO organized fundraising-typically one in the fall and Boosterthon in the spring.

Grading Scale

Our primary program uses an ungraded skills-based report card. Unified Arts classes (Art, Music, PE, Spanish, Health, Technology, and Library) will issue conduct grades only. Our intermediate grades (4 and 5), will use the following alphabetic/numeric system for core content classes. As a school, we are focusing on mastery learning and moving toward standards based grading. This is a slow and tedious process and we want to do it to the best of our ability. The 20-21 end of the year progress form was a little preview on how we would like reporting of mastery to look in the future.

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

Students who score below 70% on any standard will work with the teacher in the classroom and possibly during ESS to reach mastery of standard.

Report cards for grade K-5 will be issued every 9 weeks. Primary students in K-3 will only have benchmark data reported for the first 9 weeks, not a formal report card. Mid-terms for grades 4 and 5 will be issued at 4.5 weeks between report card terms.

Homework Policy

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

Immunization Requirements

Every student is required to have either a valid immunization certificate or a religious exemption form on file at the school they are attending. Immunization forms would have to have a complete and appropriate shot history (complete list of dates – month/day/year) for all vaccines administered since birth. A certificate with documented expiration date must be presented to the school office prior to your child being able to attend. When current certificates are due to expire, the parent/guardian will be notified. The state of Kentucky requires all students to have their Hepatitis A vaccination in order to attend school. This is a 2-dose series, and students must at least have the first dose documented in order to attend school. The Hepatitis A vaccination would have to be clearly noted on the immunization certificate.

Incident weather

- The school will send a mass phone call, post on Bloomz, and on our school Facebook page. The announcement will have details about learning for that day. The district is moving towards using Non-Traditional Instructional Days if incident weather occurs.
- The district will post a notice on the district Facebook page, post a notice on both the district and school web pages, and post a notice on the district Twitter page.
- Local news and radio stations will report the information timely.

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

Lunch Visitors

We will allow lunch visitors at Longbranch Elementary as long as it does not become a distraction and as long as our space allows it. Parents/guardians wishing to have breakfast or lunch with children may do so daily without an appointment. Please enter the front office door, sign in (following the above visitor procedures), and report to the cafeteria. Parents should sign out in the office before leaving and wear a visitor badge for the duration of their time at Longbranch. Parents may NOT USE student restrooms during your visit. Please see the office staff if you need the restroom.

Parents/guardians may eat at the student's assigned lunch table in the cafeteria or with their own child only in the courtyard. Please, no friends in the courtyard.

Please no outside restaurant food in the cafeteria or courtyard.

A parent or guardian may designate another adult to eat breakfast or lunch with their child by a handwritten and signed note specifying the dates of visitation. One note for the calendar year will also be accepted.

Medication

Boone County Board of Education Policy 09.2241 states: Internal medicine, including items such as allergy medicine, aspirin and cough drops, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency supplies shall be maintained in the first-aid room. Students may take medicine which is brought from home once a completed Medication Administration Authorization form from the parent/guardian is on file in the school office.

Prescription medicine may be brought to school only as required by administrative procedures. No more than one (1) week's supply shall be sent each time. It must be deposited with the nurse, health clerk, or office staff designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

1. Asthma inhalers may be carried by an asthmatic student at any time provided the parent/legal guardian and physician files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication.

2. Students with diabetes mellitus shall be permitted to carry their blood glucose monitoring equipment and supplies, (which may include water, candy, and insulin based on their treatment modality), with them at all times and test blood glucose levels whenever necessary. Provided the parent/guardian and physician file a completed authorization forms each year.

3. Epi-pens may be carried by a student with severe, life-threatening allergies, provided the parent/legal guardian and physician file a completed authorization form each year, as required by law. Noted on this form, a student may be permitted to self-administer their medication.

Pickup and dropoff Procedures

Kindergarten – 5th Drop Off: Doors open at 8:15 am

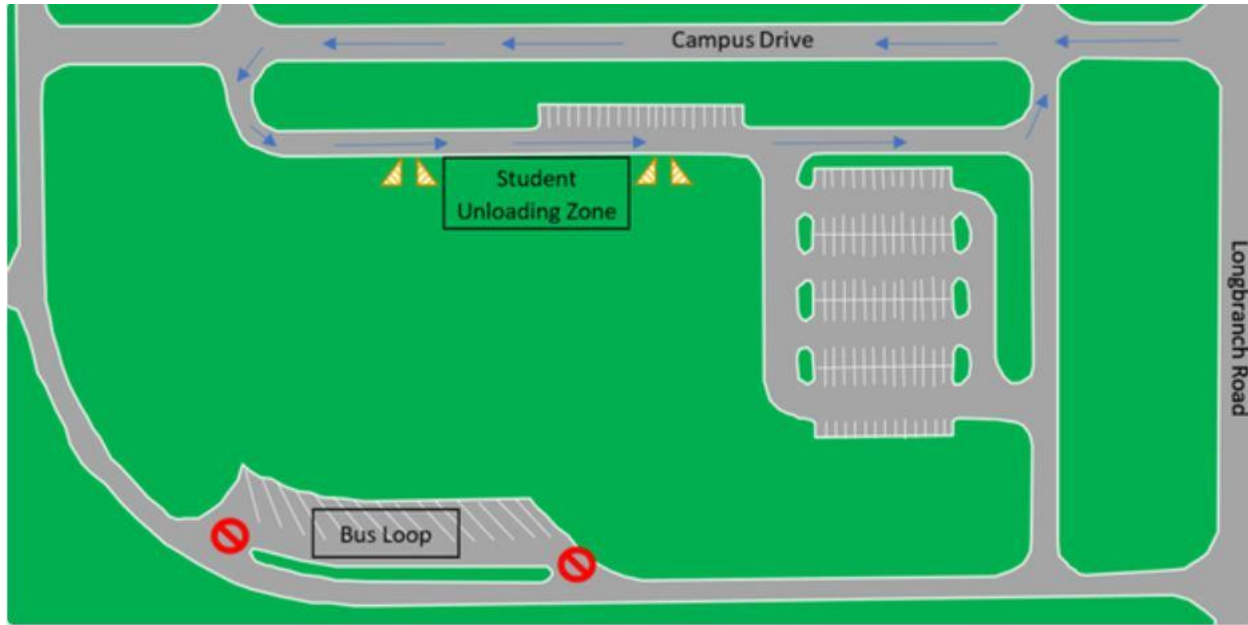
- Turn onto Campus Drive from Longbranch Road. Follow the arrows located on the map above.
- Please have your student(s) exit your vehicle between the two pairs of yellow triangles “unloading zone”.
- Please exit via Campus Drive.

Kindergarten – 5th Pick Up:

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

Here is the link to receive a parent pick number- IF YOU HAVE PREVIOUSLY BEEN ASSIGNED A NUMBER, PLEASE DO NOT FILL OUT AGAIN.

<https://bit.ly/LBEScarRide>



Personal property to school (games, toys, cards, etc.)

We strongly discourage the practice of students bringing personal property as it subjects your child's items to theft, loss, or unfair trading.

Parent organization at Longbranch

We are a PTO. ALL guardians are automatic members of our PTO, there is no fee to be a member. Our PTO has an elected board that assists action teams that plan and implement school events. If you would like to become involved with our parent leadership team please contact Kristin Rosenhoffer, our PTO president at Krismich85@gmail.com If you would like to volunteer at our school, we say YES!!! Our PTO sponsors many events each year and would love to have your assistance at any, some, or all of them.

Safety Drills include: fire drills, tornado drills, earthquake drills, and lockdown drills

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

School-Based Decision Making (SBDM) Council

The SBDM Council focuses on decisions regarding student achievement. The SBDM Council is composed of one principal, three teachers, and two parents and is a cooperative decision-making body. Our membership includes Jen Allen and Kristin Rosenhoffer, and Talia Jacobson (parents), Amanda Leatherman, Lauren Ward, Olivia Bosley (teachers), and Stephanie Stambaugh, principal. The SBDM policies, by-laws, meeting agendas and minutes are all posted on our school website. The agenda for the upcoming month is always posted next to our main office door and our school website.

School Celebrations

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

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

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

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

School Communication to Families

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

1. **Bloomz:** Connect with Longbranch Elementary on the Bloomz app. Download the App and enter community code HT2MCF
2. **Facebook** You can find us listed as Longbranch Elementary School. Please make sure it is the Longbranch in Union, KY.
3. **Family Weekly Newsletter:** The purpose of this communication is to update you about school events and happenings. This is where the weekly event calendar and upcoming events will be listed, updates, counselor information, etc. This is always sent through IC messenger, Bloomz, and posted on Facebook. This is sent every weekend, usually on Sunday afternoon.
4. **Friday Folder:** This is a maroon plastic folder that is sent home each Friday with your child's graded papers, classroom updates, field trip, information, etc. Kindergarten and First grade students may bring the maroon folder home every night.
5. **School Website:** Please access our website at <http://www.longbranch.boone.kyschools.us>.
6. **Teacher Newsletters**
7. **Twitter** You can find us under the handle @LongbranchElem
8. **Mass Phone Messages:** This is an automated telephone system that allows us to contact all of our Longbranch families within just a few minutes. This is primarily only used for emergencies and inclement weather updates..

School counselors

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

School Pictures

Schoolhouse Photos is our school photographer and they take both fall and spring photos.

School Resource Officer (SRO)?

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

Sickness Policy

Students who exhibit unexplained rashes, vomiting, who run a fever (100.4°), or have diarrhea cannot be in a classroom. If a child exhibits these illness signs during their school day, parents/guardians or emergency contacts will be notified and asked to pick up the student. If a child exhibits these signs before coming to school – they should stay home. Please note that it is our policy that students must be 24 hours fever, vomit, and diarrhea free – without the aid of medication, BEFORE they can come back to school.

Specials classes or Unified Arts Classes

Your student will have one Unified arts or Special per day. We have Art, PE, Library, Health, Technology, World Language, and Music. One day per week, your student will have a double special day and on that double special, they will have Social Emotional Learning.

Teacher Communication

All teachers are asked to correspond with parents weekly in some form. This may be through an electronic newsletter, a paper Teachers will let you know at the start of the year how they communicate with parents.

Transportation

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

If you will pick your child up from school occasionally, please make sure you reserve a number for parent pick up. If you have previously reserved one, please answer the survey accordingly. All numbers will be the same from school year 21.22 but you will get a new tag.

<https://bit.ly/LBEScarRide>

Bus Transportation – Student Release Policies

The Boone County Transportation Department follows the below guidelines in concern with releasing your child from the bus.

Kindergarten Students: A parent/guardian (or designee) must be visible at the bus stop. If your child's assigned bus stop is at the

end of your drive, you must step out of your house so that you are visible to the driver. The bus driver will return a Kindergarten student back to the school building if they do not confirm a parent/guardian is meeting the student.

Preschool Students: The release of a Preschool student requires what is known as a “hand-to-hand” transfer. Meaning that the parent/guardian (or designee) must meet the bus at the bus stop. The bus aid will actually “handoff” the child to you. The bus driver will return a Preschool student back to the school building if they do not confirm a parent/guardian is meeting the student.

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

Visiting our School

Please prearrange a visit with the school. Teachers, by contract, are to be given 24-hour notice when visitors will be in their classrooms. Arrange visits with the school administration. Please see classroom visitation policy in SBDM policy handbook located on our school website.

All Boone County Schools have some type of door buzzer entry system to allow for the identification of a person(s) wanting to gain entry to the school building during the school day. All visitors (including parents/guardians of students) are required to enter the building through the office in order to check in with a staff member.

All exit doors remain locked from the outside at all times, with the exception of the front lobby doors. They are open for a short time during the start of the school day in the morning or for specific special events/activities. At the start of the school day, the front lobby doors automatically lock at 8:40 a.m.

Identifying Yourself at the Door Buzzer It is important to face the video reader/camera as you walk up to the system. Do not put your back to the camera. Please remove any items that would impede your identification – hoods, hats, sunglasses, etc. Press the doorbell button located at the bottom of the system. A staff member will then greet you and ask how they may help you. Speak clearly into the system to identify who you are and the reason for your visit. A staff member will then “buzz” you in! Do not try to open the door before you hear the buzz. If you are pulling on the door while a staff member is trying to let you in, the door will not disengage. The office door leads you directly into the school’s office where a staff member can assist you.

Ident-a-kid System All Boone County Schools will have an electronic sign in system for all visitors (including volunteers). Longbranch utilizes the ident-a-kid computer visitor management system. All visitors and volunteers needing to enter the building past the office must use this system to gain entry into the building. This system also allows for easier access to measurable information as to how many people visit the building, who was in the building, why they are here, the number of volunteers we have, etc. **Individuals will need their state issued photo identification to run through the identification reader.** Visitors, vendors, and volunteers will then have different options to select to document the reason for their visit.

Volunteering

Yeah! We’re so happy about your interest. You will need to complete a criminal background check and complete our online volunteer training. **Criminal Background checks are to be completed every 2 years, per our SBDM volunteer policy.** Information is accessible from our school website in the Parents section. <http://www.longbranch.boone.kyschools.us>