



Principal- Brian Emmans \* Assistant Principal- Leigh Jones

**THE LONGWOOD ROAR**

840 Orange Ave. Longwood, FL 32750 \* 407-746-5250 \* 407-746-5299 (fax) \* [www.lwes.scps.k12.fl.us](http://www.lwes.scps.k12.fl.us)

**August 2018**

## **A Note From the Principal...**

### Welcome

As we prepare for our journey to be **THE GREATEST SCHOOL**, we wanted to celebrate that we are a 5 STAR and Golden School award recipient as well as earning a "B" our first year! In addition, Longwood is eligible for Title 1 status. Title 1 is based on the school's percentage of economically disadvantaged students and provides federal funding that supports Longwood with staff, resources and training. Please be on the look-out for more information pertaining to Title 1 information and meetings in the future.

### PBS

Longwood Elementary will continue our school-wide behavior incentive program called PBS. PBS stands for "Positive Behavior Support" and is a program for setting expectations and aligning those expectations with positive reinforcement to encourage positive behavior. The four **PAWS Expectations** that all students will be revisiting are **Pride in self and others, Active Listener and Learner, Willing to take Responsibility and Safe Choices**. We will also be implementing "Promise Bands" to support our PAWS. Please make sure to sign the "Promise Band" letter and return it to school. Teachers and staff will continuously model and teach what each of these expectations looks like within our school and students and classes will be recognized for following our expectations regularly. We invite parents to discuss Longwood's four school-wide expectations and consider making connections that may apply at home.

### School Safety

As you are aware, we are working on our safety precautions that are in place already such as locking classroom doors, wearing photo ID badges and the district RAPTOR system providing visitors with labels while school is in session. We expect all school visitors to use the front office as an entry point. Additionally, students arriving to school in the morning will have predetermined pathways leading to their grade level "holding dens" until the morning bell at 8:35. The "holding dens" are listed below and have changed from last year:

**KINDERGARTEN- Art Room / 1st Grade—Music Room / 2nd and 4th Grades- PE Pavilion  
3rd and 5th- Restaurant**

In the event that the weather is bad or the temperature falls below 45 degrees, students will meet in their classrooms. These holding areas will allow our staff to better supervise and manage students as they arrive on school campus. In addition, during the school day students are expected to walk with a partner when traveling on campus. Parents, students and staff are asked to assist in following the practice of "If you see something say something and do something" when encountering unusual situations on campus. We will continue to seek opportunities to improve our safety practices while not losing our tradition of being a welcoming school environment.

### SAC (School Advisory Council)

For the 2018 -2019 school year, SAC is looking for teachers, parents and community members to join our committee. SAC is a group of teachers, parents and community members representative of school demographics, whose purpose is to serve in an advisory capacity to the principal. SAC assists in the development of the School Improvement Plan (SIP). The SAC Committee meets monthly for approximately an hour. The SAC membership is a three year term. During the monthly meeting, we discuss school business and occasionally assist with other school functions that enhance our school. We will also focus on gathering and providing input for Title 1 and family engagement requirements.

If you are interested in being considered for membership, please email us a letter telling us about yourself and your interest in joining our group. Intent to join SAC should be emailed no later than Friday, September 7 2018. Applicants will be notified prior to our September 11th meeting.

## **CURRICULUM NIGHTS AND OTHER IMPORTANT DATES**



### CURRICULUM NIGHTS

- \*1<sup>st</sup> and 3<sup>rd</sup> Parent Night- August 21<sup>st</sup>, from 6:30 to 7:30 p.m. – Meet in Classroom
- \*5<sup>th</sup> and ESOL Parent Night- August 22<sup>nd</sup>, from 6:30 to 7:30 p.m. – Meet in Classroom
- \*2<sup>nd</sup> and 4<sup>th</sup> Parent Night- August 23<sup>rd</sup>, from 6:30 to 7:30 p.m. – Meet in Classroom

- \* Monday, August 27th, First day for parents to visit for lunch (please familiarize yourself with the Elementary Dining Room Visitor Guidelines)

# SCHOOL PROCEDURES

## HOURS

8:10AM—Campus Opens. Begin student drop-off.  
 8:35AM—First Bell. Students can enter classrooms.  
 9:00AM—Students arriving later than 9:00 must be signed in by an adult through the front office.  
 2:55 PM—Dismissals Begin. (1:55PM on Wednesdays)  
 3:30 PM—School Closes.

## PICKUP/DROP OFF DURING SCHOOL DAY

- All students must be signed in and out by an adult through the front office in the main building.
- **NO dismissals will be allowed after 2:30PM (1:30 PM on Wednesdays), because it will interfere with the dismissal process.**

## VISITORS

- Prior to entering the campus, all visitors MUST sign in at the front office using the RAPTOR system and obtain a visitor sticker.
- Classroom visits must be arranged in advance with the student's teacher.
- Lunch visitors must sign in and go directly to the cafeteria to wait for their student. Due to safety concerns, other children cannot be invited. Lunch visitors should not return to the classroom unless prior arrangements have been made with the teacher.

## VOLUNTEERS

- Prior to arriving on campus, all volunteers MUST register by filling out a dividend form online.
- A new form must be filled out EACH YEAR.
- NOTE: This requirement covers all forms of volunteer work INCLUDING chaperoning field trips. Don't forget. Register now! ([www.scps.k12.fl.us](http://www.scps.k12.fl.us))

## BUS RIDERS

Arrival and dismissal on bus ramp in front of the school.

- NO student is allowed to ride a bus unless he/she is an assigned bus student.
- Exceptions for EMERGENCY reasons must be approved in writing by the principal at least one day in advance.

## DAY CARE VAN RIDERS

Arrival and dismissal on bus ramp in front of the school.

## WALKER AND BIKERS

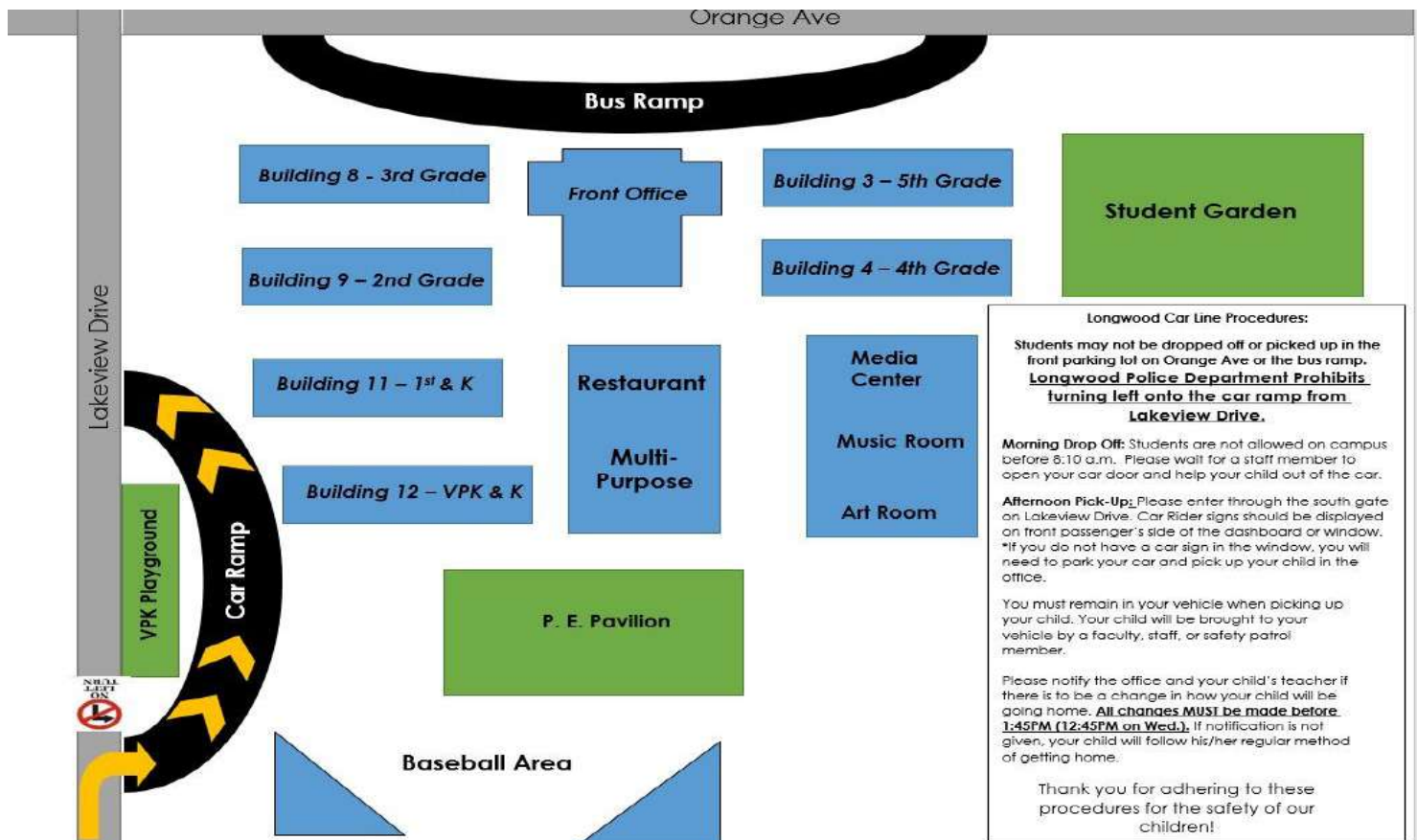
Meet students at bike racks by the corner of Lakeview Dr. and Orange Ave., if you live north of the school and if you live south of the school, meet by Magnolia and Lakeview Dr.

- For safety reasons, students should AVOID the areas designated for bus/car arrival and departure.
- Bicycles should be WALKED at all times on campus and should be LOCKED at bicycle racks during school hours.

## CAR RIDERS

Arrival and dismissal on the Carline.

- Drop off/pickup area for students is on the main carline off of Lakeview Dr.
- Adults will be present to help students during arrival/dismissal. PARENTS SHOULD STAY IN THEIR CARS.
- Multiple cars will be unloaded/loaded at the same time. Follow directions regarding where to stop.
- Car Rider signs must be obtained from your child's teacher or the front office and be displayed their car windows— passenger side with student name and grade level
- See route map below:



# STAY CONNECTED

## **REGISTER AS A DIVIDEND**

The Dividends School Volunteer Program is a district wide effort that encourages and promotes community involvement in Seminole County Public Schools.

**If you plan to volunteer at school this year (including being a field trip chaperone), you MUST first register as a Dividend.**

Register online at **[www.scps.k12.fl.us](http://www.scps.k12.fl.us)** Click on Parent; learn more under Get Involved; Dividend Volunteer Program; Dividend/Volunteer Registration

**Volunteers from previous years must also renew their application to be active for this year.**

## **FOLLOW US ON...**

Want the latest news, information and emails? Make sure to like us on Facebook, check-out our webpage, register for text messages and make sure you have access to Skyward. Please see the links below:

**Facebook**– <https://www.facebook.com/longwoodes/>

**Webpage**– [www.lwes.scps.k12.fl.us](http://www.lwes.scps.k12.fl.us)

**Twitter**– <https://twitter.com/longwoodes>

If you need assistance with Skyward, please call the main office at 407-746-5250.

## **SEMINOLE COUNT PUBLIC SCHOOLS CODE OF CONDUCT 2018-2019**

The 2018-19 Code of Student Conduct is now available as an electronic document. It is available at: [www.scps.k12.fl.us](http://www.scps.k12.fl.us) – Policies & Procedures link under the Parent Tab and on Longwood's website under the parent tab.

If you do not have electronic access and would like a printed copy please contact: Mrs. Howle at 407-746-5250, Longwood Elementary FTE/Guidance Secretary.

It is your child's responsibility to abide by the contents of that code as well as the school-wide "PAWS Expectations" at Longwood Elementary. Our expectations address both academics and appropriate behaviors. They are:

- Pride in Self and Others
- Active Listener and Learner
- Willing to Take Responsibility
- Safe Choices

If you have any questions about the Code of Conduct bring those questions to the administration at Longwood Elementary School.

**Please set aside some time to review this document with your child and sign and return the code of conduct card.**



## **SKYWARD FAMILY ACCESS**

Seminole County Public Schools and Longwood Elementary will continue providing Family Access by Skyward, a secure Internet based website that will allow you to easily keep track of your child's information. Family Access is a free service and will be available to all parents with children enrolled in the district. As a parent with a student in Seminole County Public Schools,

you will have real time access to the following items:

- Academic History
- Activities
- Message Center
- Student Demographics with Emergency Contact/Student Address Information

Longwood Elementary will enable features to the system such as:

- Student Grades
- Student Assignments and Notes
- Emails
- Attendance

Family Access will help you stay informed about your student's progress and attendance. We hope this communication tool will continue to facilitate a strong relationship between parents and our school community.

## **Instructions to Access Student Information on Skyward**

If you signed up to access your student's information previously, you DO NOT need to sign up again. If you did not sign up for Skyward previously, please visit the front office to pick up necessary information. Each parent wanting access must bring a photo ID.

To logon:

1. Go to the website **<https://skyward.scps.k12.fl.us>**

(we will be emailing the link to the address you provided at open house)

2. Make sure the Login area box says Family/ Student access

3. User login name is:

- First 5 letters of last name
- First 3 letters of first name followed by 3 numbers (usually 000)

4. Enter your password

If you have forgotten your password, there is an area that says forgot user ID/ password. Click on the link and it will take you to the area that will allow you to reset your password. We encourage you to please check your student's skyward account frequently.

## **Title 1 Updates and Information**

Longwood Elementary met the criteria to receive federal funding through the Title 1 services and grants program. This helps all of our Lions with additional staffing, funds for resources and training. We will be sharing more information at our annual Title 1 Parent Meeting on August 24th. The meeting will take place prior to the PTA Bingo and General meeting at 6 PM.



# **LONGWOOD BUSINESS PARTNERS**

As we enter a new school year at Longwood Elementary, we would like to take time to thank our wonderful Partners in Excellence. If you get a chance to visit and support our Business Partners, it would be greatly appreciated!



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