

Parent Guidebook

Longwood Elementary School

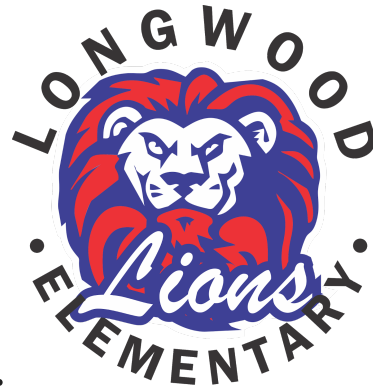


Please note: you may notice this handbook is much shorter than in previous years. We have removed most sections which already appear in the district Parent-Student Handbook, which may be accessed online at the district website: www.ipSD.org

Mantra: Be a part of our Pride!

Mission Statement: At Longwood Elementary school, we use our experience and expertise in engaging families and the community to provide a safe and challenging learning environment to foster students' academic, social-emotional and physical growth and well-being.

Vision Statement: Longwood Elementary School envisions a diverse, student-centered learning community that will prepare students, using relevant and inclusive learning activities, to become life-long learners and productive citizens in an ever-changing society. We expect all stakeholders to accept the responsibility of providing an atmosphere where every child can be successful.



A Message from the Principal . . .

Dear Longwood Community,

Welcome to Longwood Elementary School! We are so glad you are a Longwood Lion. With a warm and welcoming atmosphere, dedicated teachers, and a rich tapestry of cultures representative of our community, Longwood Elementary is truly a wonderful place to teach and to learn.

Longwood Elementary School has a commitment to ensuring that we provide a safe and nurturing learning environment for all children. We teach approximately 425 students from Preschool through Fifth Grade. Our passion is educating children and everything we do at Longwood is based around ensuring that your child receives a high quality education. Using the district's inclusive philosophy, special education students and bilingual students are educated alongside general education students. We utilize our numerous support staff to do small group instruction and co-teaching within our classrooms. Our students not only learn core academic subjects, but learn the important social, behavioral, technological and collaborative skills that they will need throughout their lives. Students at Longwood are part of our family and we enjoy watching them learn and grow in many different ways throughout the school year.

I feel very fortunate to be the Principal at Longwood and look forward to serving the teachers, students, parents and community. Our energetic, dynamic and innovative staff work hard every day to meet the needs of all kids. Stop in and see us in action sometime soon!

Looking forward to a successful school year,
Mrs. Tracey Ratner
Principal

Please note: This guidebook will help you navigate the procedures at our school. District policies can be found in the Indian Prairie District 204 Parent-Student Handbook on our website www.ipSD.org.

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Arrival / Dismissal

It is of great importance that Longwood School be a safe place for your student. Every effort is made to supervise and protect your student during these times. However, you may help by following the drop-off and pick-up procedures listed in the handbook.

Arrival/Dismissal Information Form

Parents are asked to complete a Student Arrival and Departure Information form during the registration process. The office can be a busy and confusing place before and after school. We want to make sure that every student gets to and from school safely each school day. Having a regular meeting place for siblings and a regular routine not only ensures everyone's safety, but also makes students feel more comfortable. Please provide us with the form from the registration packet indicating travel arrangements for your child both to and from school.

Your child will be classified as a walker, bus rider, daycare van rider, or parent pick-up by car. This is important because during dismissal, students are sent to different areas in the building depending on which type of dismissal has been noted for them. Once we have established your designated travel, you must notify the office each time a permanent change is made to that routine. If the routine changes just for a day, please make the office aware of the change with a phone call by 2:45 PM that day. **NO CHANGES WILL BE MADE WITHOUT WRITTEN OR VERBAL REQUEST FROM THE PARENT.** If we do not hear from a parent, we *will not* accept a child's word for a change in routine. Children often get the facts or days mixed up. Thank you for your cooperation in this matter. Our rules are for the safety of your children.

No students will be dismissed early between 3:00p.m. and 3:35 pm.

If your child is a car rider, please make sure you have a car tag (every grade level). This will make car dismissal run smoothly. You can come get this from the office and we will be handing them out during the first week of school in the car line. Feel free to also take one if grandparents, family friends or anyone else will be picking up your child regularly.

Student Arrival Procedures

Any students that may arrive prior to 8:50 a.m. (9:00 a.m. on Wednesdays) are to wait outside the building on the blacktop area. There is **NO** supervision provided before 8:50 a.m. (9:00 a.m. on Wednesdays), so it is up to you to supervise your child. **IT IS NOT SAFE FOR STUDENTS TO BE ON THE PLAYGROUND ALONE.** For purposes of intramurals, chorus, Safety Patrol or with special faculty permission, students may enter the building early.

The official morning arrival procedure will begin on the second day of school. Please adhere to the following guidelines each morning. Please familiarize yourself with the following drop off procedures. Your cooperation with these procedures allows us to ensure a safe arrival for all students.

- **Students are not permitted to play on school grounds before the start of the school day and should line up in their classroom line on the blacktop.**
- Students should arrive by 9:00 every day and by 9:10 on Wednesdays. Students may enter the building beginning at 8:50 a.m. every day and 9:00 a.m. on Wednesdays when the first bell rings. **Students are not to arrive before the first bell. Please note there is no s**

- **prior to first bell.** (Special early morning intramural programs, band, orchestra, chorus, and day care will continue as usual.)
- Students will enter the building immediately upon arrival and proceed to their assigned waiting area after the first bell rings. Students may enter the main office doors or the playground doors.
- Attendance will be taken at the start of the day. Be sure your student is here and ready to learn on time. Students must be in their classrooms and ready to learn when the bell rings at 9:05 a.m. We will delay attendance in the event inclement weather slows the arrival procedure.
- Buses will unload at the middle circle drive and students will be escorted across the crosswalk into the building. Buses are to **turn right only** when exiting the driveway.
- Parents and daycare vans should drop students off in the long circle drive. Cars and vans are to **turn right only** when exiting the driveway. Due to safety, students should not be dropped off or picked up on the street or at the intersection. Please pay special attention to the NO PARKING zones during drop off times.
- Everyone walking to school must cross the street at marked crosswalks with the crossing guard. Please help us teach your child how to remain safe and use the crosswalks.
- Please note Bruce Lane is a one way street, only going East, from 8:45 a.m. to 9:05 a.m.

Student Dismissal Procedures

Please familiarize yourself with the following pick up procedures. Plan ahead as it may take up to 20 minutes for parents to pick up their child. Your cooperation with these procedures allows us to ensure a safe departure for all students.

Buses/ Daycare Vans

Buses/daycare vans will load students in the middle circle drive in the front of the building. Students will be escorted across the crosswalk to load one bus at a time. No cars will be allowed in the crosswalk. Buses are to **turn right only** when exiting the driveway.

Cars

Students who depart from school in cars will be picked up in the long part of the circle drive. Cars will enter the drive at the east drive and line the long circle drive as they approach the drop off or pick up point at the west curve of the drive (near the playground). **The car pick up sign with your child's name should be displayed the entire time in the car pick up line.** Extras can be found in the office. Car Riders will be waiting inside and will be called over the radio to come to the pick up line. *For safety reasons, children are to get in and out of the vehicles on the passenger side in the designated areas only.* We ask that drivers do not exit or leave their vehicles unattended. Please pay special attention to the NO PARKING zones during student pick up times.

Please be aware of the huge safety issue that arises when children are crossing the drive or trying to load and unload at the street. Do not put your child in that situation. **During dismissal, parents will not be allowed to park on the street and either walk to the playground to pick up students or allow their students to come to their cars.** After you have picked up your student, please proceed slowly and with caution. Cars and vans are to **turn right only** when exiting the driveway. The speed limit in the school zone is **20 mph** and it is **25 mph** for the rest of the subdivision. Please note Bruce Lane is a one way street, only going East, from 3:30 p.m. to 3:50 p.m.

Walkers

After school, walkers will be dismissed through the playground doors. **Only parents who have walked to school may pick up students on the playground.** Everyone walking to and from school must cross at marked crosswalks with the crossing guard. Due to safety, students should not be dropped off or picked up on the street or at the intersection. **Parents will not be allowed to park on the street, pick up students and walk to cars. This has been a safety hazard in the past and puts students in unnecessary danger.**

Art / Music / PE

Each student will receive instruction in the following special areas:

Art Grades K-5 - 50 minutes total per week

Music - 50 minutes total per week

PE - 25 minutes three times per week

Physical Education Clothes

All students need to wear tennis shoes during P.E. class. Students have P.E. class three times a week, along with a movement activity the other two days led by the classroom teacher. Your child's teacher will share the schedule with you. Most students keep a separate pair of gym shoes in their locker for physical education class use only. Additionally, everyone needs to have a gym jacket or sweatshirt of some sort to leave in his/her locker to wear outdoors. This should be something that can get dirty and wet, and should not be new. If there is a heat advisory issued by either WGN or the National Weather Service, PE class will not administer any cardio testing or cardio activities.

Necessary materials, supplies and gym shoes (rubber-soled "tennis shoes") that cover their heels and toes are required to participate.

Assessment Calendar

<http://ipsdweb.ipsd.org/uploads/1920/1920ESMSHSAssessmentCalendar.pdf>

Attendance

Attendance Expectations and Philosophy

Attendance is maintained in the eSchool student information system. Students' absences should be reported to the office by 9:10 a.m. The school office will contact families of a student absence which has not been reported. The administration monitors attendance regularly. The Regional Office Guidelines state that 5% or more is considered truant. To report an absence, dial 630-428-6789 and press option 3. If you need to speak with someone about an absence, call our regular office number (630-428-6789) after 7:45 a.m. until 4:15 p.m. Parents should not leave messages on a teacher's voicemail, as this often is not checked until the end of the day. If an extended absence is known, please report all days at one time. If we are not contacted about an absence and the student is not in school, we will contact a parent as soon as possible in the morning.

Parents must seek permission from the Principal prior to an extended absence due to vacations or visiting family out of the country. Please send Mrs. Ratner a written request via note or email.

Before and After School Care

Daycare	Location	Phone
Adventures in Learning	Railway Plaza	630-355-3249
Grace's Place	Brookdale Road	620-717-7979
Kinder Care	Ogden Avenue	630-961-9400
Kinder Care	Diehl Road	630-983-9988
Kinder Care	Benedetti Drive	630-369-3050
Active Childcare	Naperville Yard	630-245-1101
Kiddie Academy	Patriot's Lane	630-416-8000
YMCA	Longwood Elementary	630-585-2207

*Transportation is provided for all of the daycares above, with the exception to the YMCA, which is housed here at Longwood.

This list is only a courtesy and is not an endorsement for any of the listed providers. Please do your own research before choosing a location for your child. Make sure your daycare choice is noted on your transportation form.

Bicycles / Scooters / Skateboards

Bicycles/ skateboards/ scooters

Students have the opportunity to ride bicycles, skateboards or scooters to school. Once students are on school property the following rules must be followed:

- Bikes/scooters are to be walked on school grounds and locked in the bike racks during the school day.
- Skateboards (and other boards) are to be carried on school grounds.
- Students must obey all traffic rules when traveling to and from school.
- Students are expected to wear properly fitted bike helmets.
- The school is not responsible for lost or stolen bicycles, skateboards or scooters. Please lock them up appropriately.

Birthdays

Birthdays are important days for children and we want to celebrate each student on his/her day. During morning announcements, each student with a birthday that day is announced and invited to the office to receive a birthday pencil.

Please do not send birthday treats. Due to student food allergies, food items are not allowed for student birthdays. Longwood staff encourages parents to donate a birthday book to the LMC or game to the classroom. Contact Donna Kouri, LMC director, about the book club. Please note that any birthday activity or contribution is completely optional.

Birthday invitations must be delivered outside of school. Teachers are not allowed to place invitations in backpacks.

Breakfast

<http://www.ipspd.org/Subpage.aspx/SchoolLunches>

Longwood Elementary School offers a breakfast program which includes milk. Students will be able to eat their breakfast upon arrival to school prior to the start of the school day. Breakfast will be served between 8:50 a.m. to 9:00 a.m. (9:00 to 9:10 a.m. on Wednesdays) as a grab and go. If your child is eating breakfast at school, they must arrive right when it starts in order to have enough time to eat.

Students who are on the Illinois Free Lunch Program will also be able to participate in the Breakfast Program for free and will not need to sign up for this program. Students who are not on the Illinois Free Lunch Program can purchase breakfast through their meal cards. Breakfasts will meet USDA guidelines.

Bullying Definitions

(See Discipline in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipspd.org/handbook>

Longwood is a school that values kindness and respect. We take bullying very seriously. If your child is feeling bullied, please alert your child's teacher and/or the administration immediately. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying Reporting 204 Tipline

<http://ipspdweb.ipspd.org/tips.aspx>

Bus Expectations

- Arrive at the designated bus stop 5 minutes before the scheduled pick-up time.
- Students may ride only their assigned bus and may not bring "guests" home with them on the bus.

- All bus students are dropped off in the middle circle drive. Upon arrival, students proceed to the designated entrance area. Teachers are on hand to supervise bus arrivals and departures at school.
- If your student will not be riding the bus on any particular day, please use the dismissal change procedure and call the office before 3:00 PM on that day.
- If student behavior is causing safety concerns on the bus, a write-up may be issued by the driver. The school principal will call and share this information with you, while determining a plan and/or disciplinary action.

Bus Information

<http://www.ipisd.org/Subpage.aspx/Transportation>

Bus – Kindergarten Drop Off Procedure

<http://www.ipisd.org/Subpage.aspx/Transportation>

Calendar

<http://www.ipisd.org/calendar>

Celebrations

Longwood Elementary School anticipates that we will have the following PTA-sponsored celebrations for the 2020-21 school year:

- One Curriculum Party per grade level: Topic will be chosen by teachers and aligns with grade level curriculum.
- February 14th: Friendship Day party to celebrate Valentine's Day.

Snacks and activities are provided by the PTA, and follow all allergy guidelines.

Students are also nominated to be Longwood leaders by their teachers each quarter. If your student is chosen, you will be invited to a recognition breakfast before school to celebrate with your child and his/her teacher.

Cell Phones and Electronic Devices

(See Discipline - Prohibited Student Conduct in Indian Prairie District 204 Student Parent Handbook)

<http://ipisdweb.ipisd.org/Uploads/1920/ParentStudentHandbook1920.pdf>

Students are **strongly discouraged** from bringing cell phones and other electronic devices to school. Students who do bring these items must keep devices off and concealed during the school day and are bringing these items at their own risk. Electronic devices that are seen, heard, or in use will be taken and must be picked up from the office by a parent or guardian at the end of the school day.

Chromebooks

<http://ipswdweb.ipswd.org/uploads/1to1/Handbook1to1ESEnglish.pdf>

Communication

(See Methods of Communication in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipswd.org/handbook>

Communicating Your Concerns

<http://www.ipswd.org/Subpage.aspx/WhereToGo>

Parent Communication

Questions or concerns should first be discussed with your child's classroom teacher or the staff member who is closest to the situation. Following the chain of command ensures that all parties involved are properly informed of the situation. Parents should expect a response within one business day to discuss any concerns.

Non-Custodial Parents

According to Illinois state law, a non-custodial parent has the right to copies of notices, calendars, conferences, report cards, and other school communications afforded a custodial parent unless a court issues an order limiting those rights. A non-custodial parent must annually request such communications in writing and include a correct address and telephone number. Forms are available in the school office. It is not the purpose of the school to become involved in any custodial issues between parents. The most recently dated court documents will dictate the handling of such issues, and as such, must be on file in the school office for reference.

Digital Citizenship

<http://ipswdweb.ipswd.org/uploads/1to1/Handbook1to1ESEnglish.pdf>

Discipline

<http://www.ipswd.org/handbook>

Office Referrals

Longwood teachers make every effort to work with students on behavior in the classroom. When a behavior has become more significant than what can be handled in the classroom, an office referral may be issued. In this case, the student will come to the office with a written referral that explains the behavior. A member of administration will work with the student to problem solve the behavior and/or come up with a behavior plan, if necessary. Parents/guardians will be notified when a student receives an office referral. If a student continues receiving office referrals, the administration will set up a meeting with parents/guardians to work on improving behavior and/or the student will go through the problem solving process.

Fighting at School

Physical aggression will not be tolerated at school. In the school setting, self-defense is defined as running away to tell an adult or placing hands up for protection. Any student involved in hitting or fighting will be subject to disciplinary action.

Social Emotional Multi-Tiered Systems of Support

In our Tier 1, all students receive social emotional instruction and are given opportunities to practice their skills. In our Tier II, some students who may be identified as struggling in this area receive additional, smaller group support. Some examples of the support they may receive include our Check In Check Out Program, small groups geared toward academic success skills, prosocial behaviors or problem solving skills or individual collaboration to help identify and solve ongoing issues. Students' progress is monitored to determine if the intervention(s) is working for them. If the student needs more support, they may move to Tier III and enter individual problem solving. At this level, the parent/guardian is invited to a meeting to review data across all tiers and discuss more in-depth interventions to help their child.

Early Dismissal / Late Arrival

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for emergency situations and medical appointments should be sent in writing to the classroom teacher no later than the morning of the dismissal. Students will be dismissed early only for medical appointments. Board of Education policy #5060 states that students will not be released from school on a regular basis.

Parents must come to the school office and remain there to wait for their student. The office will send for the student as you sign them out for dismissal. Please do not ask us to have students in the office waiting. Classroom instruction time is very valuable and we want students to miss as little classroom time as possible. Please plan your day so that you will have a few minutes to wait in the office for your student. A student will only be released to his/her parents/guardians unless other arrangements have been made. **No student will be dismissed early after 3:00 pm.**

E-Learning Days

<http://www.ipdsd.org/news.aspx?id=105465>

Elementary Air Conditioning FAQ

<http://ipdsdweb.ipdsd.org/uploads/HighTemp/AirConditioningFAQ.pdf>

Emergency Closings

(See "General Information" in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipdsd.org/handbook>

English Learners

(See Instruction in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Extracurricular Clubs and Intramurals

Intramural and other activities are offered to intermediate Longwood students. The specific intramurals offered vary from year to year. Stay tuned for the activities that will be occurring during the school year!

Field Trips

<http://www.ipisd.org/handbook>

Field trips provide a unique setting for learning. It is often one of the most memorable parts of a student's education. Parents are required to sign a permission slip (possibly through our Push Coin system) before a student attends any field trip. The PTA provides some financial support to help with the cost of field trips, with parents supplying additional funds as needed. Free and reduced lunch waivers do not cover the cost of field trips. *Please contact the principal directly if financial assistance is needed so that your student may participate.*

Food / Snacks / Water Bottles

Snack time occurs daily and at times designated by the classroom teacher. This is completely voluntary, and you may decide whether or not to have your student participate. Please help us educate students about healthy living by providing healthy snacks. If you choose to participate, you must supply the snack.

Grading and Report Cards

Grades are an evaluation of student achievement of grade level objectives. Teachers use frequent and ongoing evaluation tools in determining a student's grades. Report cards and math profile of progress can be accessed through the student information system.

Grading Scale for Kindergarten

Quarter 1 assessments are discussed at Parent/Teacher Conference in November. Grading indicators are “progressing satisfactorily” or “additional help or growth needed”.

Grading Scale for Grades 1-2

S+ Demonstrates strength

S Satisfactory progress

I Showing improvement

N Needs to improve

U Unsatisfactory progress

Grading Scale for Grades 3-5

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59-0 = F

Report cards will include an effort grade in addition to academic letter grades.

Head Lice (Pediculosis)

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipdsd.org/handbook>

Health, Eye and Dental Exams

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipdsd.org/handbook>

Homework / Make-Up Work

<http://board.ipdsd.org/Uploads/Policies/Section%206/6290.pdf?v=1>

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence. Typically, work is not given ahead of time because student work is tailored to student needs on a day to day basis.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.
- If the extended illness results in an absence of more than two weeks, a homebound tutor may be provided. Please contact the school office.

Immunizations and Exclusions

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipdsd.org/handbook>

LMC (Library Media Center)

The LMC is integral to full exploration of the curriculum and to the development of lifelong learners. Students will receive direct instruction regarding the navigation and use of the LMC, Digital Citizenship, research strategies, and building a love of reading. Ample opportunities are provided for students to practice and apply their skills and explore materials and media.

Students may check out materials for two weeks and can renew them as long as there is not a hold for the item. If a child has an overdue book, they are unable to independently check out materials. The teacher and librarian will work together to insure the student continues to have access to materials. After 90 calendar days, overdue materials will automatically be marked as Lost and the replacement fee billed to your PushCoin account.

Lost and Found

The school maintains a Lost and Found for any items that are found around the building. Please note that all lost items end up here. We highly recommend labeling everything that comes to school. At certain times throughout the year, the Lost and Found is emptied and donated to a local charity. You will receive notification when this is occurring so you can either have your child check the Lost and Found, or you can come in to check the Lost and Found. We also display items from the Lost and Found during school wide events such as Open House, Parent-Teacher Conferences, etc.

Lunch

<http://www.ipisd.org/Subpage.aspx/SchoolLunches>

Students have 20 minutes to eat lunch daily with their grade level, immediately following recess. Students who are on the Illinois Free Lunch Program will receive their lunch at school. Students who are not on the Illinois Free Lunch Program may choose to purchase lunch through their meal cards. You can find out more information about our lunch program on the district website. Please note that we are unable to heat up any portion of a child's lunch and that lunches brought to school are not refrigerated. If you bring a special lunch to school for your child, please allow time for an office member to deliver the lunch to your child before their lunch time begins. This should happen only on rare occasions, as your child should either bring a lunch to school in the morning or purchase a lunch at school. They will not be allowed to miss instruction time if a lunch arrives late.

Medication

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Money

We strongly discourage students from bringing money to school. If students bring money, it is at their own risk and Longwood Elementary School cannot be held responsible. Payment for field trips, yearbooks, registration fees, school lunch, etc. are all done through our Push Coin system online.

Non-Custodial Parent Request for Information

In the absence of a court order to the contrary, upon the request of either parent of a pupil whose parents are divorced, a school must mail all correspondence and reports that are furnished to one parent to the other parent. (105 ILCS 5/10-21.8)

Office Hours

The school office is open each day (with the exception of holidays) from 7:45 AM to 4:15 PM. The school day is from 9:05 AM to 3:35 PM. Many parents chose to come talk to office staff as school is opening and closing. Although we understand the convenience of this, please keep in mind this is our most busy time of day in the office, and we are often making sure students are entering and leaving the building safely. If you come in during this time, please understand that you may have to wait to speak to someone until after student arrival or dismissal.

Parent Involvement

Longwood Elementary School believes parent engagement is an ongoing process and that it should increase active participation, communication and collaboration between parents and schools. It believes that parents, schools, families and communities working together will create meaningful partnerships that lead to gains in student achievement. We have many ways for you to be involved at Longwood- volunteering in the LMC, volunteering with the PTA, attending curriculum parties, coming to Parent-Teacher Conferences, attending evening events such as Curriculum Night, Open House, etc and more. We would love to have you in any way you are able to be here!

Parent Teacher Conferences

Parent/Teacher Conferences are an important part of the home/school partnership because parents can learn more about their child's progress and growth at school. Parent/teacher conferences offer two formal opportunities, one in the fall and one in the spring, for parents to obtain information about their child. Stay tuned for information about these conferences during the school year.

PBIS Expectations

P.B.I.S. (Positive Behavior Interventions and Supports) Traits

Our students follow three expectations:

Be Safe

Be Responsible

Be Respectful

This building-wide program extends from Preschool through Fifth grade. Throughout the building, students can view posters that explain what being safe, responsible and respectful look like in each area of the school.

Students earn “Pride Points” for following the above expectations and can spend them on different things throughout the school year.

PE Exemption

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Pest Management

See Board [Policy 4:160](#)

Playground Guidelines

There is **NO** supervision provided before 8:50 a.m. (9:00 a.m. on Wednesdays), so it is up to you to supervise your child. **IT IS NOT SAFE FOR STUDENTS TO BE ON THE PLAYGROUND ALONE.**

The Longwood playground is open to students to use during their lunch/recess and at other supervised times. To ensure safety and proper supervision, no other children should be present on the playground during school hours. A 15 minute recess is held each day after lunch and there may be other times when grade levels are taking students outside for recess. We ask that students **NOT** bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items.

PushCoin

<http://www.ipisd.org/Subpage.aspx/OnlineMealPayments>

Recess Conditions

All students are expected to go outside for recess unless otherwise indicated by weather conditions. Students will be going outside provided the temperature/wind chill is above 5 degrees. Decisions are made based on the information provided by the local weather service. It is important that students come prepared to go outside for recess each day. Appropriate clothing items are needed and are expected.

Religious Observance

(See General Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Ride-Sharing Services

(See Transportation in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

School Colors

We are proud to be Longwood Lions! Our school colors are blue and red. Students will have many opportunities throughout the school year to show their school spirit by wearing our school colors.

School Song

We are the Longwood Lions;

We're the best o'er the rest!

With Red and Blue we will confide

That we show our pride.

With smiles and manners we will prove

That underneath the sun

Longwood is the greatest school by far,

We are Number ONE!

School Supplies

<http://www.ipisd.org/Subpage.aspx/SchoolSupplyLists>

Spirit Days

We love to celebrate being a learning community. You will be notified about different spirit days that will occur throughout the school year. Participation in spirit days is optional.

Toys at School

We ask that students NOT bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items.

Truancy/Tardiness

(See Attendance and Truancy in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Chronic Absenteeism and Truancy

Per guidelines of the County Superintendent of Schools, Longwood School considers absenteeism chronic when it significantly interferes with a student's learning, as reflected in academic performance or social development and/or is more than 5% of the 180 days school has been in session. Chronic absenteeism includes chronic tardiness. Parents will be notified if chronic absences have occurred and will be asked to work with the Principal to improve attendance. Parents will also receive letters on student attendance throughout the year if attendance becomes a concern.

Tardiness

Students are on time if they are sitting in their desks when the starting bell of the day rings and tardy if they are not in their assigned seats. If a student arrives to school after 9:05 each day or 9:15 a.m. on Wednesdays, parents must escort the student into the office and sign the student in. Students should receive a tardy pass from the office to give to their teacher. Most likely, when a student is tardy, lunch count has already been taken in classrooms. Students who are tardy and wish to order hot lunch will receive the default choice for lunch when the orders have already been placed.

Valuables at School

(See General Information on in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Visitors

(See General Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

We ask for your cooperation in presenting your valid Illinois ID or Driver's License when entering our school. Visitors' IDs will be returned when they leave the building. The school staff will physically hold all visitors' IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed. Please let other family members know of this policy before they come to school. No one will be permitted to enter the building without a valid Illinois ID or Driver's License

Volunteers

We value and appreciate volunteers. Please contact the school office about volunteer opportunities. All volunteers are expected to:

- Sign and submit the Volunteer Application Form.
- Maintain strict confidence about students. This includes student academic progress or performance, behavior, records, and school or family problems.
- Refrain from sharing any confidential information or personal opinions regarding students and staff observed while volunteering.

- Avoid discussions within or outside school regarding classroom practices with respect to individual students.
- Refuse grading or recording of scores of student assignments.
- Sign in and wear a visitor badge when working at school.

One of the most important actions that a parent can take to show the importance of school is to be at school. Volunteering in some way shows your student that you think Longwood is an important place to be. Find some way to volunteer, even briefly at school. Volunteers can work in the LMC (library), office, copy papers, read to students, coordinate classroom parties, attend PTA events and meetings, etc. If you want to volunteer, we will find a job for you. If you only have one afternoon in the whole year that you can volunteer, we still need you! Please contact our Home and School Liaison for more information on volunteering.

Website

We consistently update our website with the latest news and information. Please check it frequently. The tabs on the left hand side are also helpful in learning more about Longwood and our policies.

<http://longwood.ipisd.org/Default.aspx>