

Long Creek Policies and Procedures 2024-2025

The following policies and procedures are solely designed to ensure the safety of all students and ensure an environment conducive for teaching and learning. Thank you in advance for your help, support and contribution to another successful year for our Mighty Mustangs! *Additional information may be found in the Long Creek Family Handbook.*



Arrival

- **School hours are 8:00 AM-3:00 PM**
- Students are NOT permitted in the building before 7:30 AM. This is a safety requirement as staff are not available to supervise and monitor students before the bell.
- Doors open at 7:30 AM. All students are expected in their classrooms before the morning bell rings at 8:00 AM.
- **Buses-** Buses arrive at school between 7:30-8:00 AM. Students may eat breakfast or go directly to their classroom to start the instructional day.
- **Car Riders-** Parents are expected to go through the carpool line. Staff will greet families in the carpool line from 7:30-8:00 AM each morning. Parents are asked to remain in cars for safety and students should have things ready to exit from the passenger side only. Please make sure to pull up to the farthest point prior to parking in line and releasing children from the passenger side. **Practice extreme caution.**
- All students may eat a free healthy breakfast daily. Students who choose to eat breakfast must arrive at school by 7:50 to allow time to eat and be in class before instruction begins at 8:00 AM. Breakfast will close at 7:50, so students must arrive by that time. In the event a bus is late, students are still permitted to eat upon arrival.

Tardies

- **Tardy Policy (arriving after 8:00 AM):** Students are considered tardy when the 8:00 bell rings. *If you are arriving after 8:00, then a parent/guardian is required to park and walk their student inside to sign-in at the front office. Parents must complete sign-in for students to receive a pass to class.*
- Our instruction begins at 8:00. Students who arrive after the bell are missing instruction. Please ensure that your child is here on time and ready to learn. Multiple tardies can lead to students falling behind academically.
 - Students arriving after 11:30 AM or leaving before 11:30 AM have missed half of the instructional day and will be considered absent for the entire day.

Lunch

Long Creek is a Community Eligibility Provision (CEP) School. We will provide healthy lunch each day at no charge for ALL students. Parents may choose to send a lunch. Parents are encouraged to pack a healthy lunch. Students are not permitted to use the microwave or store lunch in a refrigerated area.

Dismissal

- Early dismissals must be prior to 2:15 PM to minimize disruption and confusion prior to dismissal. There will be no early dismissal after 2:15 PM.
- **Please inform your student's teacher in the morning if there will be an early dismissal. This is required in writing and is needed upon arrival to ensure minimal disruption and safety.** Only persons listed on your student's emergency contact form will be permitted to pick up with a valid ID.
- All transportation changes must be communicated in **writing** as early as possible. **All changes must be communicated by 2:15.** If a change is needed during the day, please contact the front office. You will also be asked to follow up the request in writing by emailing the front office. We will acknowledge receipt.
- Dismissal is at 3:00 PM. Please give yourself enough time to ensure your student(s) are picked-up no later than 3:20 PM. If you are unable to pick them up on time, please contact the school immediately at 980-343-6095.

- Students who are late being picked up will be located in the office. A parent will need to come into the office to sign the student out for the school day. This sign out sheet is monitored. It is the expectation that every student is picked up by 3:20 each school day. Supervision is limited after hours. If consistent concerns arise with late pick-up, we will help families make arrangements for bus transportation as an alternative. Long Creek is also an ASEP site with after school care. Please contact the school for information. Staff are unavailable after 3:30 to monitor students being picked up late. Please ensure that your student is picked up on time.
- Buses: Buses will begin to load at 3:05 PM. Parents are encouraged to use the CMS Here Comes the Bus app to track buses and get real-time location and times. Once buses leave the lot, we do not have contact and are only contacted by CMS transportation for serious concerns. If the school receives communication from transportation that a bus will be extremely late, then we will contact parents. Please note, the school may receive notice on a late bus well after dismissal. Parents are free to contact Hopewell Transportation at 980-343-5955 or the main transportation call center at 980-343-6715 for updated bus status.
- Car Riders: The safety of our students and staff is our highest priority. If your student is a car rider, parents/guardians need to wait patiently in the car line until the students are escorted to your car. All students will be issued (2) car rider tags, which must be displayed at the time of pick-up. Parents/Guardians without their car rider tag will be required to park and come into the office with proper ID in order for the student to be released to you. Parents will be asked to wait until a staff member can safely escort the student to you. Thank you for your patience as dismissal is an extremely busy time and all staff are working to ensure safety.

Attendance

Students are expected to be at school each and every day; however, it is understood that students may become ill or have family emergencies. If this occurs, please send in a doctor's note or written note with an explanation to the office or submit online using the Absence Reporting link on the website so the absence can be coded correctly. All absences with no note provided will be unexcused. All absences are considered unexcused until a note is received. A student must be present until at least 11:30 AM to be considered present for the day.

You will receive written notices after a student has received three, six, and ten days of unexcused absences. Per board policy, when a student has ten unexcused absences, the principal/designee must send the parent a letter by certified mail or hand delivery, informing the parent of the number of excessive unexcused absences. The Family School Advocate and School Counselors will support families and provide interventions to improve student attendance.

Safety

- All doors will remain locked at all times. You will need to ring the bell located on the brick wall to the right of our front door. When you ring the bell, someone from the office will assist you. You will be asked to present a valid photo ID when granted entrance to the building.
- Please be prepared to sign in using the LobbyGuard system before access is permitted to areas of the school. No one is permitted to go to classrooms or other school locations including outside without signing in at the front office on LobbyGuard and receiving a badge. Each person will need to bring valid identification (driver's license or passport) to sign-in. If you do not have this identification, you will not be issued a badge. A badge must be visible on each visitor in the school. If you do not have a badge, a staff member will ask you to report to the front office. This badge is needed for classroom visits, field trips, school activities, etc. Arrive early and allow enough time to sign in. Due to the large number of visitors for certain events, you may experience a wait. We will work quickly to get you signed in.

Volunteers

Volunteers are essential to our work! We appreciate you donating time and talents to support our students and staff. Educating the whole child takes the whole community. Thank you for your time! Volunteer opportunities will be shared through the Family School Advocate, School Counselors and the PTO. All parents/guardians need to register as a CMS volunteer in order to serve in any capacity. You must enroll and be approved **yearly** through the CMS Volunteer Management Screening System: www.cms.volunteers.com.