

Longden Elementary School 2023 - 2024

**Parent & Student
Handbook**



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PRINCIPAL'S WELCOME LETTER

Dear Longden Families,

It's with great excitement that I welcome you to our new school year! Our entire school staff have been eagerly anticipating the return of our new and returning Longden Tigers. Please mark your calendars for the first day of school on Wednesday, August 16. Our custodians and grounds crew employees have been hard at work deep cleaning and preparing for the opening of the new school year; our office staff have been assembling the necessary information to disperse to families; and our teachers have been planning and preparing the curriculum and fun activities for our students. We all are truly excited to open our school gates and welcome you all to what I expect to be an outstanding school year!

This marks my twenty-seventh year in education, sixth year as school administrator, and third year as the principal of Longden Elementary. Even though I've only been here a short time, this school truly feels like home and as a school community we strive to ensure your child and your family always feel invited.

Longden Elementary serves students from transitional kindergarten to sixth grade. We focus on nurturing and fostering a positive environment while providing academic rigor focused on the development of critical thinking STEAM lessons and activities. Our mission is to provide students optimal learning opportunities through academic rigor, acceptance of self and others, and inspiration to become caring and contributing members of a global society. As a community of teachers and staff members, we work together to ensure your child receives an exceptional education here at Longden.

We have a strong commitment to the development of our students' social and emotional learning. We focus on promoting our Positive Behavior Interventions Supports (PBIS) program by teaching expected behaviors in given locations on campus, reinforcing and rewarding positive behavior, and hosting character-building assemblies. Our teachers include morning meetings in their daily schedule to promote community building and healthy social connections. Our school counselors are also team leaders in the social-emotional growth of our Tigers by providing one-on-one sessions, group sessions, and classroom lessons based on student needs.

As we prepare for this year, we encourage you to get involved and be part of your child's educational experience. A strong home-school connection is key to ensuring your child's success here and in the future. We thank you for choosing Longden as your school and look forward to your partnership.

The information in the school handbook is intended to help you support your child and the school as we work together to provide a positive school experience for all students at Longden. Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share. You can email me directly at kbender@tcusd.net.

Respectfully,



Mr. Kyle Bender - Principal

Longden Elementary School 2023-2024

Principal - Kyle Bender
Assistant Principal - Nickie Oh-Saxon

CONTACT INFORMATION

Longden Office	626-548-5068
Nurse's Office	626-548-5069
Library / IRC	626-548-5071
FAX	626-548-5175
Website	Longden.tcusd.net
Email	Longden@tcusd.net

SCHOOL HOURS

Kindergarten

M, T, Th, F	8:00 am – 2:15 pm
Wednesdays	8:00 am – 12:45 pm
Minimum Days	8:00 am – 12:15 pm

Grades 1 – 3

M, T, Th, F	8:15 am – 2:30 pm
Wednesdays	8:15 am – 1:00 pm
Minimum Days	8:15 am – 12:30 pm

Grades 4 – 6

M, T, Th, F	8:15 am – 2:45 pm
Wednesdays	8:15 am – 1:00 pm
Minimum Days	8:15 am – 12:30 pm

ATTENDANCE POLICIES

California State Law requires regular school attendance. Every student needs to be in school throughout every day except when illness prevents attendance. Regular attendance helps students to have a sense of belonging and helps maintain friendships. Above all, regular attendance lets the students have the benefits of uninterrupted instruction.

ABSENCE GUIDELINES

1. Excused Absence: Absence for illness, medical or dental appointments (you must return after appointment) is excused. See CA Ed Code section [48205](#)
2. Unexcused Absence: Absence that occurs with or without the knowledge and approval of parent(s)/guardian(s) but for reasons that are not acceptable under [State law](#). If you have any questions about an absence, planned or otherwise, please call the attendance clerk for clarification.
3. Truancy: *EC* Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

When your child is absent, you, the parent or guardian must call the office the same day. If you are unable to call the office, send an excuse note to the office upon your child's return or send an email to Longden@tcusd.net. The absence note / email must state the date(s) your child was out, why your child was absent, your teacher's name, and your name as parent or guardian, signature, and daytime phone number. More than five absences in a trimester are considered excessive. If your child is out for more than five days in a trimester, the parent or guardian may be asked to come to the office for a meeting.

TARDY POLICY

Students coming to school late for any reason, are considered tardy. If your student is late, they must come to the attendance office for a tardy slip. School begins promptly at 8:30 am for Kindergarten and 8:15 am for 1st through 6th grades.

LEAVING EARLY DURING THE SCHOOL DAY

If your child needs to leave school during the instructional day, you must come to the office to sign out your child. Your child will only be released to an authorized adult. Please try to schedule doctor and dental appointments outside of school hours. Absences can adversely impact your learning opportunities.

EMERGENCY CARD

The emergency contact information that is recorded by parents or a guardian during registration is vitally important to students. It is essential that the information be kept up to date at all times. Identification will be required of anyone picking up a student. If a person not listed in the Aeries Contacts section attempts to pick up a student, the student will not be released. If at any time during the school year it becomes necessary for parents to change their home address or phone number, this change **MUST** be reported to the office immediately.

MEDICATION

If your child needs to take medication during the school day, there are three requirements for this to occur:

1. Written direction from the doctor must accompany the medication.
2. A written note from the student's parent(s)/guardian requesting the district to assist the student in taking the prescribed medication.
3. An adult needs to bring the medicine in its original container to the office.

DROP-OFF AND PICK-UP

In an effort to keep Longden a safe place for kids and learning, please adhere to the following guidelines.

When entering or exiting the campus, please obey all safety rules and traffic regulations. When dropping-off or picking-up students at school, we ask that you please use the appropriate zones in the drive-thrus. Prep your students to be ready to exit the vehicle. **Once your students safely exit, please exit the queue by merging into the left lane.** This will help create a smooth flowing line. Do not use the parking lot as a drop-off or pick-up area. Students should not be walking through the parking lot. Please use the sidewalk or pathway for your safety. Stay off cellular phones while dropping off and picking up your student. There is NO parking, drop-off or pick-up at the Primrose Ave. or Oak Ave. gates.

DROP OFF & PICK UP LOCATIONS

TK/KINDER	Longden
1st - 3rd	Longden
4th - 6th	Wendon

MORNING SUPERVISION

There is NO supervision before 7:50 am. Unless your child is enrolled in a school program, please do not arrive before 7:50 am. If you need childcare prior to 7:50 am. Call the Extended Learning Program at (626) 548-5034 for rates and availability.

AFTERNOON SUPERVISION

Unless your child is enrolled in an after school program, they must be picked up in a reasonable amount of time. Students awaiting an older sibling **MUST** wait in the Sibling Waiting Area. Students shall be picked up no later than 3:00 pm. If you need childcare after 3:00 pm., please call the Extended Learning Program at (626) 548-5034 for rates and availability.

DROP-OFF

Students may be dropped off at the Longden Ave. or Wendon St. drive-thrus. There is NO parking, drop-off or pick-up at the Primrose Ave. or Oak Ave. gates. When dropping off your child at the Wendon St. drive-thru, please do not drop off your child in the parking lot. Follow the line of cars to drop off curbside. Keep crosswalks clear. We do not want students to walk between cars and across traffic. When the first bell rings, students are to line up in their designated lines on the black top.

PICK-UP

When students are dismissed, TK-3rd grade students will be escorted to the Longden Ave. gate, students in 4th-6th grade will be escorted to Wendon St. or to the Sibling Waiting Area if they need to meet-up with their sibling before heading to their designated pick-up location. Students that attend after school programs will be directed to go to those designated waiting areas. For safety purposes, please do not attempt to pick-up your child at the classroom. Plan on meeting your child at one of these two exits only. When waiting in your car at the drive-thrus, keep the traffic flowing and **DO NOT LEAVE YOUR CAR UNATTENDED** at any time. Please keep crosswalks clear. Kindergarten parents, please note the pick-up procedure outlined by your classroom teacher.

FOR THE SAFETY OF OUR CHILDREN

Students who arrive after their designated start time are asked to enter campus through the office on Wendon St. and pick up a late slip before heading to class. Please make every effort to ensure your student's prompt arrival so as not to impede the instructional day and disrupt the class environment.

CAMPUS SAFETY GUIDELINES

RULES FOR WHEELED VEHICLES

1. Bicycles, scooters, skateboards and skates are to be parked and locked in the bike racks.
2. Students are not to share locks. Each bike or other riding toy needs to be locked separately.
3. Students may only go to the bike racks at dismissal.
4. Bikes, Skateboards, scooters and/or skates are never to be ridden on the school grounds, including before and after school. Students must walk off campus before riding. Riding on campus will result in the taking away of the bike, skateboard, etc., until a parent picks it up. If a second offense occurs, the student will lose all privileges of bringing it to school for the rest of the school year.
5. No student may lend their wheeled vehicle to another student. If someone uses it and breaks any rule, it will be confiscated and privileges will be lost for the rest of the year.
6. A helmet is required. Students without helmets will have their wheeled vehicle taken away until a helmet is brought to them. If a second offense occurs, the student will lose all privileges of bringing it to school for the rest of the year. Proper safety gear such as knee and elbow pads are strongly recommended.
7. Students in grades TK-2 may not bring wheeled vehicles to school unless accompanied by an adult at all times.

SAFE CAMPUS

Our mission at Longden is to create an inclusive educational environment that is accepting of all persons. Each student is asked to take an active role in making Longden a safe and welcoming learning environment. This means each student treats the campus, their teachers, the staff, and their classmates with kindness, a sense of safety, and with respect. Behaviors such as littering, property defacement, profanity, bullying and intolerance will not be accepted and will be addressed immediately (please see student behavior policy below). Any student who deliberately defaces or damages school property is subject to disciplinary action, and the parent/guardian may be liable for damages.

VISITOR POLICY

Volunteers and visitors are asked to sign in and out in the office where you will be asked to show a valid, government-issued ID at the office. The presented ID will be scanned through our Raptor visitor management system in order to obtain a visitor's pass. **All visitors and volunteers are required to obtain a visitor's badge when on campus.** Staff members have been instructed to report any individuals who are not wearing a visitor's badge. All field trip chaperones must check in at the office and obtain a badge. If volunteering or visiting the classroom during school hours, the time must be pre-arranged with the teacher. Distractions are to be minimized to the instructional environment as much as possible. **Adults may use the restrooms in the office only. The student restrooms are for students only. Young children waiting for their siblings may use the restroom in the Health Office.**

CLOSED CAMPUS

Longden School is a "closed" campus. Students are expected to stay on the campus all day. State law says that no one is permitted to leave school during the day unless he or she has the proper office excuse. A student may never leave the playground area to retrieve a ball or other object that has gone over the fence. Notify the teacher or other adult on duty, and the ball will be retrieved at a later time. Students who become ill at school are not to call their parents directly. Students must ask for permission to visit the Health Office, where the Health Aide will determine if a call home is warranted. When a student is excused to leave for illness, the parent must come to the office and sign an early-release form. If volunteering or visiting the classroom during school hours, the time must be pre-arranged with the teacher. Distractions are to be minimized to the instructional environment as much as possible.

DELIVERY POLICY

To minimize classroom disruptions, maximize student learning and maintain a closed campus water bottle, lunch and instrument drop off and deliveries will not be permitted.

If your student forgets their lunch, they will not go without. The Longden cafeteria provides free breakfast and lunch to all students.

STUDENT EXPECTATIONS

CAFETERIA

The Longden Cafeteria provides breakfast and lunch each school day, including Minimum Days. Free breakfast and lunch will be offered to all students attending classes on campus.

Meal Applications *must* be completed online at www.myschoolapps.com.

Each student is issued a lunch number. This number is not to be shared or used to buy lunch for others. Your lunch number will be used throughout your school years in the Temple City Unified School District. Food service Dept. will print PIN numbers for TK, K and 1st grade students (any other grades upon request). Orderly conduct in the lunch shelter is expected. No running, shouting, throwing food, sitting or standing on top of tables, or asking others for food is permitted. Your child may not share food with others.

DRESS CODE

Clothing should not cause a disruption of school activities or endanger anyone's safety. Short shorts/skirts, midriff tops, halter tops, spaghetti straps, sheer shirts, and tube tops are not allowed. Clothing must fit at the waist. Baggy, oversized pants are not allowed. Heavy neck, wrist and wallet chains are not allowed. Slogans or designs depicting or referring to drug use, alcohol, sex, gangs or violence may not be worn. Additionally, clothing slogans and designs should not disparage any one group.

Hats may be worn only during PE and recess for protection from the sun. Shoes are to be worn at all times; shoes without a back or opened toed shoes such as flip-flop sandals are not allowed. If the shoes cannot be worn during regular PE activities, please don't wear them to school.

Students who are inappropriately dressed will be sent to the office and parents will be notified. Students will remain in the office until a parent brings acceptable items or the dress code violation is remedied.

HOMEWORK

Homework is assigned to reinforce the learning that has taken place during the school day. Homework presents a valuable opportunity for students to build responsibility and time management skills. Students who consistently complete their homework build successful work habits and perform at a higher level in school. A few keys to successfully completing homework consistently are:

- creating a routine for doing homework
- utilizing the agenda to keep track of due dates
- talking to your teacher when you do not clearly understand an assignment.

LIBRARY

Students can access the library to check-out materials during their classroom library visits. You are expected to take care of all borrowed material and return them in a timely manner. If books are not returned on the expected date, students will not be allowed to check out a new one until it is returned. Failure to return books will result in fines or suspended use of library privileges.

PERSONAL PROPERTY

Longden cannot assume responsibility for any cell phones, toys, balls, games, etc. brought from home. *Please leave personal items at home.* Any personal items, that are not required for the academic school day, should remain at home. Longden also highly discourages students from bringing anything of significant monetary or sentimental value. Confiscated items will be held by administrators in the main office until retrieved by parent or guardian.

CELL PHONE POLICY

Cell phones should remain turned off or on silent mode and should be kept inside the student's backpack for the entire duration of the school day. Cell Phones should be used **off campus** only. If parent-student communication needs to take place during the school day, please call the office at 626-548-5068. If a student has their cell phone out during the school day it will be confiscated. A verbal warning does not have to be provided. Confiscated items will be held by administrators in the main office until retrieved by parent or guardian.

TELEPHONE CALLS

Students may make telephone calls to parents during school hours for emergency purposes only. Students must have their teacher's permission to use the phone in the classroom or in the office. Forgetting assignments or musical instruments are not considered emergencies that would warrant a phone call during the school day.

TCUSD Board Policy states that students in grades K-6 are not permitted to bring electronic signaling devices (i.e. cell phones) onto campus without prior parent consent unless it is for health reasons (Education Code 48901.5). Only students with written parent permission on file will be allowed to bring a cell phone to school. Students may only use their phone in the office after school. Unauthorized use of cell phones will result in confiscation and discontinued allowance of use on campus

STUDENT CONDUCT POLICY

BEHAVIOR

The ultimate goal regarding student conduct is to build a positive learning environment in which all students feel safe to participate fully in the classroom and on the playground. Students are accountable for their behavior on campus at all times. In accordance with the California education code and a progressive discipline matrix, teachers, administrators and other staff members counsel students who are having difficulty following the rules. When a student misbehaves, appropriate consequences and interventions will follow along with parent communication. Some situations require immediate action and the student will be sent directly to the office. These can include deliberate injury to others and the use of foul language.

Each classroom has behavioral expectations. These expectations are to promote the safe environment most conducive to learning for all students.

SAFETY

For the safety of all students and staff members, everyone is held strictly accountable at all times for proper and safe conduct. Do not run in the hallways, on the stairs, or in the restrooms. When using the stairs, always use the handrails and never climb, hang on, jump over, slide on, or throw anything over the guardrails. And please, stay out of the yellow box areas around doors – it is a danger zone.

All students must leave the classroom during recesses, lunch and PE unless a teacher or other authorized adult is present and supervising.

Serious Behaviors

Fighting at school or on the way to or from school is not permitted. Students are not to gather where a fight is in progress or rumored to take place. *Participating in fighting may result in a suspension, regardless of who instigated the behavior.*

Profanity, vulgarity, possession or use of cigarettes, drugs or alcohol on the school grounds is cause for suspension or expulsion according to California State Code.

LONGDEN PLAYGROUND EXPECTATIONS

Longden values a safe, respectful and friendly atmosphere on our playground. Listed below are general rules.

General Rules

1. Longden Tigers are always polite, kind and friendly.
2. Longden Tigers listen to adults when they are speaking and follow directions.
3. Longden Tigers never push or jostle or hurt other children.
4. Longden Tigers keep our hands, feet and objects to ourselves.
5. Longden Tigers never tease or curse.
6. Longden Tigers play in designated areas only.
7. Longden Tigers walk quietly in the hallways.
8. Longden Tigers look after our school and put litter in the trash cans.

PROCESS FOR DISCIPLINARY ACTION

At Longden School, we follow a progressive discipline process. The goal is to assist students to be their best selves and to be successful now and into the future. There are two categories of infraction at Longden.

Minor infractions (examples are: talking out of turn in class)

- First infraction: The student will conference with the teacher. The teacher will document the infraction in an MIR.
- Second infraction: The teacher will conference with the student AND contact the parent. Incident will be documented in an MIR.
- On a third infraction: Teacher will refer the student to the administration.
- The teacher or administrator will contact the parent to state the issue, review this policy, and explain disciplinary consequences. If appropriate, the family may be asked to come in for a SST conference to support the student in changing the concerning behavior.

Major Infractions

Although it is unexpected at Longden School, there may be times when serious disciplinary action is required. This may include suspension and expulsion (Although we do not usually resort to these measures unless it is clearly necessary).

This falls under California Educational Code 48900

ARTICLE 1. Suspension or Expulsion [48900 - 48927]

Examples of such infractions include, but are not limited to:

- 1) Acts of violence
- 2) The distribution of drugs
- 3) Possession of a weapon of any kind on or near school grounds

Any such act is referred immediately to the principal and a parent conference is held within 24 hours.

ACADEMIC HONESTY POLICY

The academic environment of the school community depends on students accepting responsibility for their own work in all academic endeavors. The Longden School Student Code impresses upon students the need for being honest. In this regard, students are required to produce their own work. In contrast, academic dishonesty occurs when students claim and show knowledge and/or skills that are not their own.

ACADEMIC DISHONESTY

The following actions are some examples of academic dishonesty subject to disciplinary action by teacher, school, and/or district:

Classwork

- Using notes or another student's help to complete a test, a project or other unless expressly permitted by the teacher.
- Looking at another student's test, answer sheet, or other materials.
- Talking during a test.
- **Copying from or allowing** another student to copy from a test, homework, or other assignments that are not collaborative projects.

Internet Usage

- Accessing, deleting, modifying, transferring, or receiving computerized files without authorization of the teacher.
- Turning in work that was copied and pasted or purchased from the Internet.

Plagiarizing

- Copying **word for word or paraphrasing** information without giving credit to the author.
- Turning in someone else's assignment with your name on it.
- Turning in an assignment that was downloaded or copied from the Internet.

DISCIPLINARY ACTION FOR STUDENT VIOLATION OF THE ACADEMIC HONESTY POLICY

Note: A teacher may choose to handle the academic honesty infraction first or refer it in written form to the administrative office. The incident will be recorded for future reference.

Depending on the nature of the infraction, Longden School will take the appropriate action that best serves the student, their classmates and the school.

- The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.
- The student may face suspension from extra-curricular activities including evening programs.
- The student may face suspension from Longden School.

Responsibility of Students, Parents, Teachers and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. All assignments are subject to this policy.

The parent is expected to adopt the philosophical position of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years at Longden School.

The teacher is expected to review with the students the policy of academic honesty at the beginning of each semester and other times during the year as he or she deems it appropriate. Teachers are expected to support students in being successful and maintaining a positive attitude about their learning.

The administrator is expected to support the spirit of academic integrity with students, parents, counselors, teachers and other staff members in conferences and in each classroom. The principal is expected to foster an environment of resilience and optimism on the Longden campus.

PROGRAMS

Longden strives to foster a diverse and inclusive learning environment for all students. Our school site has various programs in place to help create an environment that helps meet the needs of all students.

VISUALLY IMPAIRED PROGRAM

The West San Gabriel Valley SELPA Regional Visually Impaired Program at Longden Elementary is designed for students who are low vision or legally blind and require adapted instructional materials (e.g. large print), instructional strategies (e.g. concept development through models), and services (e.g. Braille instruction). These students require instruction in compensatory skills and strategies that allow the student to access the curriculum. Services provided may include academic instruction, specialized technology, large print and/or Braille books, transcription services, tactile graphics, adapted daily living skills, functional skills, specialized technology instruction, and orientation and mobility instruction. Teachers of this program hold specialized credentials in the area of Visual Impairment.

ELD PROGRAM

ELD (English Language Development): The goal for the TCUSD ELD Program is to help students acquire communicative competence in English. Small-group and whole-group instruction strengthen their ability to become an active listener, speak fluently, read efficiently, and write effectively. If a student's home language survey indicates that another language than English is spoken in the home (and they haven't enrolled in another California school besides Longden), they will receive an initial English proficiency test to help teachers and staff meet their educational needs at an English level appropriate to them. Students identified as qualifying for the ELD program are tested annually to determine the level of mastery of the English language and chart their progress. Students are designated as being fluent in English when district criteria are met. These include performance on the state English proficiency test, teacher and parent input, and performance on standardized assessments of academic skills.

COUNSELING TEAM

Longden School is committed to meeting the holistic needs of our students. We have two counselors on staff for your benefit in order to best meet each student's academic, and personal/social needs. Our counselors are committed to helping students develop a secure self-concept, positive interpersonal relationships, and a healthy emotional foundation through a variety of positive school wide events, counseling groups, individual mental health support and other resources.

Students may be referred to their counselor at the request of the student, their teacher, and/or parent(s) / guardian(s). If a family situation may be causing school difficulties, parents are urged to call the teacher and/or the counselor for an appointment.

PBIS - POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Longden School has received Silver recognition for our successful implementation of the PBIS framework by the California PBIS Coalition. Our next goal is to go for Gold! PBIS is a proactive system-wide framework that focuses on a consistent and positive culture, where prevention and positive reinforcement rule over reaction and punishment. We expect all of our students and staff to be Kind, Safe and Responsible (this is known as our Tiger Code). We acknowledge students when they are meeting Longden's Tiger Code, which are the school wide expectations. At Longden, we believe students should be supported, as they develop into responsible and successful citizens. Our family school compact is our way of starting the year promising that we will all do our best to support students in this endeavor. See the compact on the next page.

TIGER CODE

All Longden Community members are expected to:

- Be Kind
- Be Safe
- Be Responsible

In order to support our students in meeting our Tiger Code, Longden is utilizing the PBIS Rewards app. PBIS Rewards is a schoolwide PBIS management system that assists our school in acknowledging students meeting our school wide expectations. It is a multi-device platform that makes it easy to continuously acknowledge students for meeting behavior expectations from anywhere in the school, not just the classroom. Students meeting our Tiger Code earn Tiger Stripes (Tigers earn their stripes!) through the app. These Tiger Stripes can be redeemed for various incentives in our Tiger Store. Our Tiger Store is open once a month for all students.

PBIS Rewards App



a solution of  Navigate360

LONGDEN ELEMENTARY SCHOOL FAMILY-SCHOOL COMPACT



It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed-upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

School Staff Pledge

I agree to carry out the following responsibilities to the best of my ability.

- o Teach classes through interesting and challenging lessons to promote student achievement.
- o Endeavor to motivate my students to learn in a positive, nurturing way.
- o Have high expectations and help every child develop a love of learning.
- o Communicate regularly with families about student progress.
- o Provide a warm and caring learning environment where students feel safe.
- o Provide meaningful homework assignments that reinforce and extend learning.
- o Participate in professional development opportunities that improve teaching/learning.
- o Actively participate in collaborative decision making and consistently work with families and colleagues to make school accessible and welcoming.
- o Respect every single person every day, including students, staff, and families.
- o Will abide by school safety procedures.

Student Pledge

I agree to:

- o Be Kind.
- o Be Safe.
- o Be Responsible.

Parent Pledge

I agree to carry out the following responsibilities to the best of my ability.

- o Ensure that my child attends school every day and on time, gets adequate sleep, proper nutrition, and medical attention (as needed).
 - o Read to my child or encourage reading every day.
 - o Regularly checking ParentSquare for school and district information.
 - o Provide a quiet time and place for homework.
 - o Regularly monitor my child's progress in school.
 - o Participate in school activities such as school decision making, volunteering, and attending parent/teacher conferences.
 - o Communicate the importance of education and learning to my child.
 - o Respect every single person every day, including students, staff, and families.
 - o Monitor my child's screen time and content.
-

Title I, Part A School-Level Parent and Family Engagement Policy

Longden Elementary, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in the Every Student Succeeds Act (ESSA) sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Longden Elementary School has developed a written Title 1 Parent Involvement Policy based on information and feedback received at ELAC, SSC, and other parent forums. It has been distributed with informational items sent home at the beginning of the school year, as well as distributed at parent/teacher conferences and is posted to the school website.

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents and family members are invited to attend SSC, ELAC, and other parent meetings in order to provide input and feedback to Title 1 programs. Amendments are made to the School Plan for Student Achievement and to the Title 1 Policy.

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

Temple City Unified School District engages families in various ways. Families are invited to monthly board meetings, participate in surveys and include the Superintendent's Newsletters, DELAC, LCAP, Title 1, SSC, and ELAC. TCUSD provides translators, meeting agendas and minutes in both English and Chinese, along with other languages when available and needed.

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

Longden families can provide comments and suggestions during TCUSD DELAC, LCAP, Title 1 and parent community forums. TCUSD provides translators and meeting agendas with minutes in both English and Chinese. Additionally, surveys are sent out via ParentSquare and posted on the school website.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

Longden holds an annual Title 1 meeting during the school year. Meetings are held in person to promote parent feedback and involvement. In addition, parent involvement and feedback is solicited during ELAC, SSC, and parent meetings throughout the year.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

Longden holds virtual and after school meetings to accommodate the various needs of families. During the school year, child care is provided for families who attend Title 1 parent meetings. Longden provides translators and meeting agendas with minutes in both English and Chinese.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint

development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

Longden engages families in the planning, review and improvement of Title 1 programs during SSC, ELAC and community forum meetings throughout the year. Parents provide feedback and suggestions to Title 1 programs that are communicated in the School Plan for Student Achievement.

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]):

Longden provides family members of participating children of Title 1 programs information about curriculum, assessment, and achievement standards at various times throughout the school year. Parents and families are given opportunities to provide suggestions and provide feedback during Back to School Night, Parent/Teacher conferences, Title 1 Parent Night, ELAC, SSC and parent information nights provided during virtual meetings. Parents are notified to attend meetings through the use of ParentSquare.

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

Longden Elementary School families are invited to provide feedback and suggestions in person, phone calls, via email and during parent meetings. Longden Elementary School's Title I, Part A School Parent and Family Engagement Policy was developed jointly on April 6th 2023 and agreed on with parents and family members of children participating in Title I, Part A programs. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before September 1st of every school year.