

HOW TO GUIDE

Longview

PUBLIC SCHOOLS



**WHAT IS SKYWARD AND
HOW DO I ACCESS IT?**

**HOW DO I REGISTER MY
STUDENT TO RIDE THE BUS?**

**HOW DO I GET COMMUNICATION
FROM MY CHILD'S SCHOOL
IN AN EMERGENCY?**



LONGVIEW
PUBLIC SCHOOLS

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ELEMENTARY SCHOOLS:

Columbia Heights Elementary
360.575.7461 • 2820 Parkview Dr

Columbia Valley Garden Elementary
360.575.7502 • 2644 30th Ave

Kessler Elementary
360.575.7541 • 1902 Kessler Blvd

Mint Valley Elementary
360.575.7582 • 2745 38th Ave

Northlake Elementary
360.501.8700 • 2210 Olympia Way

Olympic Elementary
360.575.7087 • 1324 30th Ave

Robert Gray Elementary
360.575.7331 • 4622 Ohio St

St. Helens Elementary
360.575.7362 • 431 27th Ave

MIDDLE SCHOOLS:

Cascade Middle School
360.577.2703 • 2821 Parkview Dr

Monticello Middle School
360.575.7050 • 1225 28th Ave

Mt Solo Middle School
360.577.2800 • 5300 Mt. Solo Rd

HIGH SCHOOLS:

Discovery High School
360.414.2926 • 2742 Harding St

Mark Morris High School
360.575.7770 • 1620 Mark Morris Ct

R.A. Long High School
360.575.7113 • Nichols Blvd

Longview Virtual Academy
360.414.2992

lva@longviewschools.org

**CONNECT
WITH US!**



longviewschools.com

Welcome to Longview Public Schools!

Whether your child is just beginning school or you've moved here from another district, we know navigating a new school system can be challenging. This informative guide provides the information families need to support their students throughout the school year.



Enrollment & Attendance

How do I enroll a student?

- Go to the main office of your neighborhood school to fill out paperwork.
- Or, fill out the online application on the Longview Public Schools webpage: bit.ly/new_enroll

How do I register my student to ride the bus?

- Log onto Skyward Family Access to register your student or call your school's secretary.
- Watch our how-to video at: bit.ly/35rdkWe

How many days until my student can attend school after enrolling?

Typically within 24 hours after the completion of paperwork.

How do I get a school calendar to know when school is open and closed?

- You can find the dates and hours that your child's school is in session by going to the district website (longviewschools.com), then clicking on "Calendar" in the navigation bar. Scroll down to view the school calendar or download a PDF to print off for your refrigerator.
- The school secretary can also provide you with this information.

Where can I find information on school closures and delays due to weather?

- On the district website: longviewschools.com, click on Weather/Emergencies. Any weather-related information affecting the school day will be posted by 6 a.m.
- Sign up for our Remind text and email alerts. See page 8 for more information.
- Have messages delivered to your email by signing up at flashalert.net/signup. If you sign up, remember to keep your information updated.

How do I look up absences and other attendance policies?

- District absence policies can be found on the district website here: bit.ly/3BLy4XS.
- You can see how many absences your student has by signing up to use Family Access. This is part of our district's student information system known as Skyward.
- School secretaries are also able to check your student's absences for parents and guardians with names on file.

How do I sign up for Remind text or email alerts?

- See page 8 for more information.

How do I inform the school my child will be absent?

Each school tracks the reason a student is absent or tardy. Please let them know why your child is absent or tardy and if there is anything we can do to help.

Here are all the ways you can excuse an absence:

- Call the school attendance office,
- Send an email to the school attendance office,
- Fill out an Absence Form on your school's website,
- Send a note with your child when he or she returns to school. This could be a doctor's note or a note from you with the reason why your child was absent.

Attendance Office Contact Information

Cascade: (360) 577-2702

Tia Heidler or Laura Hubbard

theidler@longviewschools.org or
lhubbard@longviewschools.org

Columbia Heights: (360) 575-7473

Gabrielle Buckingham

gbuckingham@longviewschools.org

Columbia Valley Gardens (CVG): (360) 575-7517

Cyndi Oliver

coliver@longviewschools.org

Discovery: (360) 414-2929

Diana Arnold

darnold@longviewschools.org

Kessler: (360) 575-7579

Kristy Hart

khart@longviewschools.org

Mark Morris: (360) 575-7665

Annette Bradshaw

abradshaw@longviewschools.org

Mint Valley: (360) 575-7627

Jaide Carlstrom

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Monticello: (360) 575-7041

Courtney Rogers

crogers@longviewschools.org

Mt Solo: (360) 577-2863

Miranda Guizzotti

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Northlake: (360) 501-8710

Elizabeth Bricknell

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Olympic: (360) 575-7082

Cindy Reynolds

creynolds@longviewschools.org

R.A. Long: (360) 575-7115

Bianca Linares

blinares@longviewschools.org

Robert Gray: (360) 575-7348

Nikki Rohl

nrohl@longviewschools.org

St. Helens: (360) 575-7362

Carissa Hooper

chooper@longviewschools.org

Communication & Meetings

What is Skyward and how do I access it?

Skyward is a program that the Longview School District has for parents and students to use. You can access grades, lunch accounts, attendance, family information and more.

If you haven't used Skyward yet, you'll need to sign up for an account.

- Go to the district website: longviewschools.com, click on Family Resources, then on Skyward Family Access.
- Click on Family Access Application and fill out the Google form then click Submit.
- An account will be created for you and you will be sent login information.
- Once you have an account you can access it from the longviewschools.com main page by clicking on Skyward.

Where can I find out what acronyms, like IEP, mean?

On the Longview Public School website longviewschools.com, go to the bottom of the page and look for the word Glossary. This includes a list of words or letters and tells you what they mean.

How do I sign-up to get email notices from the school?

- When you sign your student up for school, give the office your email address.
- You can also give your school secretary your email address at any time. Please update any information if it changes.
- For emergency notifications, you can sign up for Remind text and email notices. See page 8 for more information.

How can I communicate with a teacher or find their email address?

- Go to the district website (longviewschools.com), search for your school, then Staff Directory. When you find your teacher's name, there will be a link to their email.
- You can leave a message for a teacher at your school's office with a phone call or by dropping into the office in person.

How do I schedule a meeting with my child's principal?

- You can talk to your school secretary directly to set up a meeting with the principal.
- Call the office of your school and leave a message for the principal.
- Email the school secretary and ask to have a meeting with the principal.

How do I find the school year calendar?

- The school year calendar is available on the district website (longviewschools.com) under the Families tab.
- You can also get the school year calendar from your school secretary.

Is there a place to access school events, like field trip information?

On the district website (longviewschools.com) you can look up information about your school under the Schools tab. School events will be under Calendar.

How can I connect with other parents at my child's school?

Below is the list of ways you can connect with other parents.

- Go to a PTA/PTO meeting
- Attend a family night or other school events
- Check for messages on Facebook at: facebook.com/LongviewSchools
- Sign your student up for after school activities and sports.

What should I do if I have a complaint about something happening in my child's school?

We encourage parents and families to work closely with school staff to resolve any concerns they may have at their school. This provides the parent/guardian and staff members the opportunity to work together and to form relationships needed to help support students throughout the school year. A vast majority of complaints can be handled at the school level and simply need to be brought to the attention of staff, who may not be aware of your concerns.

If a complaint is not resolved by working directly with the staff member, parents are encouraged to contact the principal and request a meeting.

What should I do if my child is being harassed, bullied or intimidated?

The safety and wellbeing of our students is a top priority. We encourage parents and students to report these types of persistent behaviors to a staff member and principal, so the school can investigate the matter.

For more information about reporting these types of behaviors, see Policy and Procedure 3207 Prohibition of Harassment Intimidation and Bullying found on our website www.longviewschools.com and in the student handbook.

STAY IN TOUCH WITH LONGVIEW PUBLIC SCHOOLS!

There are many ways you can get the most recent news on Longview Public Schools. From our app to Skyward, you can keep yourself updated on what's going on at Longview Public Schools. See the links below for all of our communications options.

LONGVIEW SCHOOLS APP

Search for "Longview Public Schools" in the Apple app or Google Play store to [download the free app!](#)

SKYWARD

Receive emails via Skyward. Sign up online at bit.ly/2S4iQv6.

EMAIL US!

Send us an email at: infoteam@longviewschools.org

WEBSITE

We'll post information on the district home page at longviewschools.com.

SOCIAL MEDIA

Follow our district channels on Facebook, Twitter (X) and NextDoor: [@LongviewSchools](#)

FLASHALERT

Subscribe to FlashAlert notifications at bit.ly/LPS-flash. For text notifications, download the app on your phone.

REMINDE TEXT ALERTS

The easiest way to stay connected and up-to-date for critical alerts from the district and your school is to join Remind! Remind is Longview Public School's platform for communicating with families at by text and email. You can quickly sign up for text and email alerts from Longview Public Schools and your student's school by **texting 81010** your school @ code.

See below for @ codes.

RA Long High School - [@ralongh](#)

Mark Morris High School - [@markmorris](#)

Discovery High School - [@disco-high](#)

Cascade Middle School - [@cascmid](#)

Monticello Middle School - [@montmiddle](#)

Mt. Solo Middle School - [@mtsol](#)

Columbia Heights Elementary School - [@ch-el](#)

Columbia Valley Gardens Elementary School - [@cvg-elm](#)

Kessler Elementary School - [@kesslerel](#)

Longview Virtual Academy - [@longviewv](#)

Mint Valley Elementary School - [@mintval](#)

Northlake Elementary School - [@nl-elm](#)

Olympic Elementary School - [@olympicel](#)

Robert Gray Elementary School - [@robgray](#)

St. Helens Elementary School - [@st-helens](#)

Transportation

Who do I contact with questions or concerns about bus transportation?

- Call the Transportation department at [\(360\) 575-7865](tel:(360)575-7865)

Transportation (continued)

How do I register my student to ride the bus?

- Log onto Skyward Family Access to register your student or call your school's secretary.
- We ask that all students riding the Longview Public Schools bus system register through Skyward to ride the bus.

Health & Wellbeing

How do I make sure my child's school has all the information about any medical needs?

- Provide any prescription information or directions from your child's doctor to the school nurse or Health Room assistant.
- If medicine needs to be given at school, contact the school nurse to make the arrangements. You will need to sign paperwork to give permission.
- Be sure to update the school on any medicine changes or medical issues if anything changes.

How do I contact or make an appointment with my child's school counselor?

You can find out the name of your school counselor from the secretary at your child's school. If you need to make an appointment with the counselor, leave a message with the school secretary.

School Visits & Volunteering

How do I reach my child when they are in their classroom at school?

Contact the office at your child's school. They are happy to help you reach your child.

How do I sign up to become a volunteer?

We welcome parent volunteers. For safety and security purposes, all volunteers must fill out a volunteer form. You can get a form at: bit.ly/lpsinvolved

School & Community Services

How do I get a translator to help me communicate with school staff members?

The district has an interpreting service that you can use for telephone calls or for face-to-face meetings. Contact your school liaison or secretary for assistance with translation.

Where can I find information about school liaisons?

Ask your school secretary who your liaison is and their contact information or check your school's webpage.

Do all students with an Individual Education Plan (IEP) have a case manager?

Yes, they do. If you need to find out who your child's case manager is, you can contact the school counselor.

Who do I contact when I feel my child needs more support at school?

Please make sure to talk to your school principal first. Depending on what support or service may be needed, you can go to the district website (longviewschools.com), click on About Us, then choose a department. Once you have chosen the department it will list the phone number and person to contact.

How do we assist homeless families?

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states to support district programs serving homeless students. Learn more about homelessness assistance at: bit.ly/3TWD7im

How do I fill out a student housing form?

Each school year you will be provided with a student housing form. Student housing forms are available in English and Spanish. You can also pick one up any time at your school or get one from a family liaison, secretary, or counselor.

What is Child Find?

Child Find is a process designed to locate children, birth through age 21, with a suspected disability to evaluate and identify a need for special education and related services. Longview Public Schools conducts specific activities for the purposes of locating, evaluating and identifying students ages birth to twenty-one with suspected disabilities and who reside within the district's boundaries. Children, birth through age 5, whose family or care givers would like more information about their child's development can contact the Longview Preschool program at [\(360\) 575-7006](tel:3605757006) to discuss the process and receive a free Child Find Screening.

How do I find help within the community to get backpacks and school supplies, emergency food, clothing and hygiene products and other services?

- Directly contact the Longview Public Schools Homeless and Foster Care Liaison at [\(360\) 575-7767](tel:3605757767).
- Go to the Longview School District website (longviewschools.com), click on Family Resources, then Homelessness Support, and then choose Student & Family Supports.





OUR MISSION: To ensure that every student learns the knowledge, skills, attitudes and behaviors to become a responsible citizen in a rapidly changing world.

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PRINTED AT LONGVIEW PUBLIC SCHOOLS



The Longview School District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 2715 Lilac Street, Longview, 98632, who have been designated to handle questions and complaints of alleged discrimination: Section 504, Student ADA Coordinator, Andrew Schoonover, Executive Director of Student Services, (360) 575-7007, aschoonover@longviewschools.org, Civil Rights Compliance Coordinator, Title IX Coordinator, Karen Joy, Executive Director of Human Resources, (360) 575-7004, kjoy@longviewschools.org

