



## Long Branch Elementary School

### Long Branch Elementary School

33 N. Fillmore St.  
Arlington, VA 22201

**Attendance Line**  
703-228-4220

**Attendance Email**  
[longbranchattendance@apsva.us](mailto:longbranchattendance@apsva.us)

**Health Room**  
703-228-8067

**Main Office Line**  
703-228-4220

**Website**  
<https://longbranch.apsva.us/>

#### Weather and Emergency Info:

- Local Radio and Television
- Comcast Channel 70
- Verizon FIOS Channel 41
- 703-228-4277
- <https://www.apsva.us/>

#### Find the latest news via:

- LBES Friday Folder
- The Weekly Roar emails
- LBES Facebook Page
- @longbranch\_es on Twitter
- Teacher Conferences
- Volunteering in the classroom or school

### Notes from Long Branch

Long Branch Elementary has produced this handout that includes notes that are important for our school community. Keep this in a safe place, as it will be a handy resource for you and your family and will help us get off to a great start for the 2022 - 2023 school year.

Please be sure to update your ParentVUE account to ensure you receive the weekly School Talk emails.

### DAILY ATTENDANCE

**Monday-Friday**  
7:50 – 2:40 p.m.

**Early Release Days** 7:50 - 12:20

#### Early—7:35 a.m.

To keep our students safe, walkers and car riders should arrive at school no earlier than 7:35 a.m. Students should go straight to their classrooms unless they choose to eat breakfast. **Students who are walkers or car riders and who would like to eat breakfast, must arrive to the cafeteria at 7:35 so they have time to eat.**

#### On Time – 7:50 a.m.

Students should be in their seats in their classrooms by the bell at 7:50 a.m.

#### Absent or Tardy—7:51 a.m.

If your child is either going to be absent for the entire day or late for any reason, please call the school at 703-228-4220 before 7:30 a.m. After hours, the main line is available 24-7 for your message. If the school does not receive a call from a parent, the absence will be considered unexcused.

#### Family Trips

We encourage family trips during scheduled school vacations. We discourage such trips during the school year because these extended absences interrupt sequential learning in many subject areas. We must withdraw any student who is absent from school for 15 days or more from our enrollment. Upon the student's return, a parent must again officially enroll him or her.

#### Release of Students during the Day

Parents should send a written request to the teacher when your child must leave early. Parents must report to the office to pick up and sign out their child. Children will not be released to anyone other than a parent or guardian without a written request signed by a parent. Students are not allowed to walk home alone midday. **Early pick-ups at the**

**end of the day must occur 30 minutes before the final bell – no later than 2:10 p.m.**

#### Calendars

Long Branch follows the standard attendance calendar, available at <https://www.apsva.us/calendars/>. This calendar includes holidays, breaks, grading periods, and early release dates. Information about days missed and makeup days are also available.

#### Keep Us in the Loop -- How Do We Contact You?

Your emergency contact information is vital to us and to you. It accompanies your child everywhere he or she goes – even on field trips. Phone numbers, addresses, and the names of the adults you permit to take your child from school should all be kept current.

You can input, access, and update your child's emergency care information through your ParentVUE account. It is fast, easy, and safe.

#### School Health Room

The School Health Bureau (SHB) is administered by the County's Public Health Division in close coordination with Arlington Public Schools (APS). School Health promotes a healthy learning environment for all Arlington Public Schools students, and the opportunity to achieve a lifestyle that will lead to a satisfying and productive life. Health Room staff is available between 8:25-3:06 to provide care for the students. All forms and information about the School Health Bureau can be found at:

<https://health.arlingtonva.us/public-health/school-health/>

#### Long Branch's Health Room Staff:

Emily McIntyre, Public Health Nurse

[emcintyre@arlingtonva.us](mailto:emcintyre@arlingtonva.us)

Katie Mendoza, School Health Aide

[kmendoza@arlingtonva.us](mailto:kmendoza@arlingtonva.us)

#### When to Stay Home

Students with a fever, vomiting, or diarrhea should stay home. Our policy states children must remain fever and symptom free for 24 hours without medication prior to returning to school. This protects your child, along with others in the building that may have a weakened immune system. Children should not be given fever reducing medication and sent to school.

#### How to Help Keep Your Kids Healthy:

- Informing the clinic staff whenever a child has an acute or chronic medical issue that may require extra care at school;

ARLINGTON COUNTY PUBLIC SCHOOLS  
PARENT INFORMATION  
2022 - 2023



- Completing the Emergency Information at the beginning of each school year;
- Keeping your child(ren) home when they are sick, making sure that they are fever and symptom free for 24 hours before returning to school;
- Updating students' health information at the beginning of the school year and during the school year if a condition or treatment changes or is newly identified;
- Making sure all immunizations, including annual ones such as influenza, are up-to-date and current;
- Teaching your child(ren) to cough or sneeze into their sleeves; and
- Teaching your child(ren) to regularly wash their hands with soap and warm water

#### Medication Guidelines:

- Parent must bring medication to and from school.
- Student cannot transport medication.
- Child must have first dose of new medications at home.
- Parent must personally collect unused portions of medications. If unclaimed, the medication is destroyed.
- All medications, including other the counter, require a physician's order form signed by the parent.
- Medications need to be in original packaging, unexpired, and have the student's name on it.

A medical authorization form is required for all medications (including changes to existing medication orders). A new order is required each school year:  
<https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/25/2013/12/file870771.pdf>

#### Allergies

Virginia law and APS policies state that schools are required to stock epi-pens and will administer an epi-pen, call 911, and then call parents when we see any signs of an anaphylactic reaction in a student. Parents may supply their own epi-pens and diphenhydramine to be kept in the clinic for their child in the event of an emergency. If a student does not have their own epi-pen, the school stock will be utilized. Please make sure the health room staff is aware of any allergies your child has, regardless of epi-pen needs. This information is placed in Synergy so all necessary staff is aware. For more information about APS

policies about allergies go to this link:

<https://health.arlingtonva.us/wp-content/uploads/sites/25/2013/12/Allergy-Mgt-and-Support-Guidelines.pdf>

#### FOOD SERVICES

**Student Breakfast \$1.80**  
**Student Lunch \$3.10**

#### How to Pay

**Online—** [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

The balance can be checked by computer or phone.

#### Free or Reduced Meals

Food and Nutrition Services mails application forms to all families in August. Forms must be completed and returned **EACH YEAR** for new or renewed consideration.

<https://www2.myschoolapps.com/Application>

#### Birthday Treats

Parents who want to provide a class non-edible treat **should notify your child's classroom teacher in advance**. Please deliver the non-edible treats to the office by 8:00 a.m. Birthday party invitations cannot be distributed in class or through the Friday folder.

#### Healthy and Safe Meals

We strongly encourage healthy lunches and discourage students and families from bringing in fast food, carbonated soft drinks, and glass bottles.

#### Join Your Child for Lunch!

No advance notice is needed; just check in at the office with your government issued ID and meet your child's class. Outside fast food/ restaurant/deli food is discouraged for food safety and sanitation concerns. Adult lunches cost **\$TBA**.  
*Depending on the number of children in a certain class, there may be space constraints at the cafeteria tables for that class. If that is the case, we respectfully ask that you sit with your child at an extra table provided. Space pending, your child can bring one friend to this overflow table.*

#### YOUR CHILD

##### Security, Visitors and Volunteers

Long Branch welcomes parent volunteers. All volunteers are required to stop at the main office to sign in with a government issued ID and receive a badge to wear when visiting the school.

We do not permit younger children, friends of students, or students from other schools to visit classrooms except with the principal's approval. Any pet/animal visiting the school must have principal approval and be accompanied by a parent. Parents seeking to observe in a classroom should notify the classroom teacher and principal. Observations are limited to thirty minutes to preserve the learning environment for all children. Volunteers **MUST** go through the APS Volunteer application system prior to volunteering in the building.

#### Personal Property

APS does not assume responsibility for the personal property of students and does not purchase insurance for their property. Long Branch ES urges parents and students to carefully consider the types and value of property taken to school. Unidentified articles found in the school are placed in the café in the lost and found. **If you choose to allow your child to carry a cell phone to school, they must be kept turned off and out of sight in a backpack or they will be confiscated and only returned to a parent/guardian.**

#### Discipline

We expect students to respect the rights and privileges of others and accept responsibility for their own actions and the consequences of their behavior. The APS discipline code is presented in the Policy Implementation Procedure J-7.4 PIP-1 for further reference.





## Homework

Long Branch supports accessible home learning activities which promote an enjoyment of reading, a love of learning, and time for play with family and friends.

### LBES Policy:

- Reading 20 minutes minimum a day (read to self, read to others, listen to reading)
- No weekend/holiday/snow day work
- Other work not to exceed APS policy. (see below)

**APS Homework Policy:** In general, homework across disciplines should not exceed more than 10 minutes, per grade level (example 2<sup>nd</sup> grade = 20 minutes)

## Parties

Room parents and the classroom teacher make arrangements for the class parties, which are limited to two per year. Room parents may request a one-time donation from families to help defray costs.

## Student Progress Reports

You will receive a printed Progress Report shortly after each of the four nine-week grading periods in the school year (Kindergarten students receive two progress reports each year). You can request a Parent Teacher conference to discuss your child's progress throughout the year by contacting your child's teacher.

## School Clothes

We expect students to arrive dressed in proper attire for school activities. Clothing should fit, be neat and clean, and conform to standards of decency. We do not permit:

- Clothing with improper language or images
- Shoes with wheels.

*\*\*\*Tennis shoes or shoes with rubber soles are necessary for physical education classes and active recess play.*

## TRANSPORTATION

### Kiss and Ride

(7:35 – 7:45 a.m. and 2:40 – 2:50 p.m.)

- Drop off and pick up your child only in the Kiss and Ride traffic pattern.
- Pull your car forward as far as possible in the line.
- Make sure that your child exits your car on the building side.
- Do not pass other cars in line.

### Routines and Family Plans

Children thrive on the consistency of a routine. You should make changes in transportation **only** when necessary. If you require a change from routine, send a note to your child's teacher on the morning of the change. Buses operate at capacity and cannot accommodate extra passengers. Play dates should be arranged after your child has arrived home.

- If your child needs assistance carrying something inside or getting something out of the car, please park and walk your child in a safe manner.

### Bus Riders and Walkers

APS provides bus transportation for students who reside more than a mile from school. Bus riders should follow these guidelines:

- Refrain from crossing or playing on private property.
- Cooperate with the safety patrols and obey the bus drivers.
- Arrive at the bus stop five to ten minutes before the scheduled pick-up time.
- Remain seated and talk quietly after boarding the bus.
- Walking students must use designated paths, sidewalks, or crosswalks

### Parking and Picking Up Children

- Virginia state law forbids the passing of a school bus that is loading or unloading children. We do not allow parking in front of the school during arrival and dismissal. Avoid parking in front of the school after 2:00 p.m. Monday-Friday. Please use the crosswalks (when applicable) when bringing your child into school or picking them up.

## Field Trips

During the school year, classes may take field trips that relate directly to the regular instructional program. Parents must return permission slips no later than the day before the scheduled trip. We cannot accept verbal permission.

For safety and insurance reasons, younger siblings may not accompany parents on field trips.

Sometimes there may be a fee associated with a field trip. There are scholarships available for students who may need financial assistance with the field trip cost. Contact the school principal for information.

## RESOURCES

### Communication

Parents can find the latest news about school events and happenings via the:

- School home page at <https://longbranch.apsva.us/>
- APS home page at <https://www.apsva.us/>
- Twitter - @longbranch\_es
- LBES Facebook at <https://www.facebook.com/LBESLionPride/>
- School Talk emails

### PTA

Please join our PTA meetings! Every dollar raised goes directly back to your child's education. The PTA assists with paying for field trips, technology needs, enrichment scholarships, classroom materials, family celebrations, and much more!!

PTA meetings are held the first Tuesday of every month starting at 6 in the library (no December or March meetings). School aged childcare will be available during those meetings. Pizza is provided for anyone who attends the meetings (adults and kids)!

Any general PTA inquiries or if you would like to be added to the PTA listserv, please email [President@lbpta.org](mailto:President@lbpta.org).

PTA President – Stacey Tuneski  
PTA Treasurer – Chris Faires  
PTA Secretary – Olivia Kurtz  
PTA Vice President for Programs – Ashley Riveira  
PTA Vice President for County Council of PTAs – Marian and Pablo Marquez  
PTA VP of fundraising - Lauren Gardiner