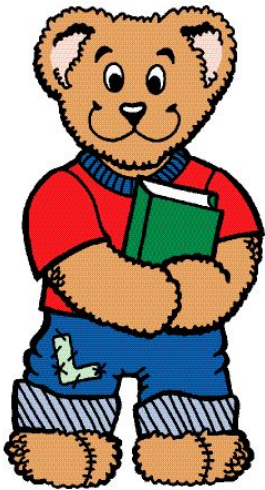


Longleaf Elementary School

“Home of The Bears”



3253 Town Avenue
New Port Richey, FL 34655

Phone # (727) 774-0800



Mascot: Bears
School Colors: Blue & Green
Office Hours: 8:30-4:30
Student Hours: 9:40-3:50

Dear Longleaf Families:

Welcome back to school. We are looking forward to the new school year. We have included some very important information. Please read over carefully. If you have any questions, feel free to call one of us at (727) 774-0800.

Sincerely,

Jennifer Heptig
Principal

Debora J. Wichmanowski
Assistant Principal

Attendance:

Regular full day school attendance is necessary for children to reach their fullest potential in school. When a child is **SIGNED OUT EARLY** or **TARDY**, important content is missed, putting the student at a great disadvantage. At Longleaf Elementary, we pride ourselves on providing a full day of quality instruction for our students. Every opportunity is viewed as a learning opportunity and is utilized throughout our instructional day. It is essential that children attend school regularly during our instructional hours of 9:40a.m.-3:50p.m. to support their academic success and to be in compliance with Florida law.

Please make every possible effort to **NOT** sign your child out early or arrive tardy. While we realize that there are circumstances that are unavoidable, we would appreciate if every **effort** is made to limit those occurrences. Our staff is ready to support you in having your child in school for all of our daily instruction. Please feel free to call your child's School Counselor or the School Social Worker if you are in need of additional support or help problem solving how we can work together to improve in this area.

If your child is absent, please either send a note to school with your child upon return to school or complete the absence form on our school website lles.pasco.k12.fl.us.

Students with excessive absences, tardies, and/or early dismissals will be referred to our attendance committee for possible interventions. All absences without a proper note will be marked unexcused.

Early Dismissal:

Early dismissal needs to be completed by 3:15 p.m. We are not able to sign children out to parents after that time.

Please remember that early dismissal should only be utilized if absolutely necessary. Early dismissal causes unnecessary disruptions to the learning environment.

Tardies:

Tardy students are a disruption to the education of your child and also the education of others. To minimize disruptions to the classroom, please make sure your child is to school on time. Students will be marked tardy after 9:40 a.m.

Arrival & Dismissal Procedures:

Car Riders:

Arrival:

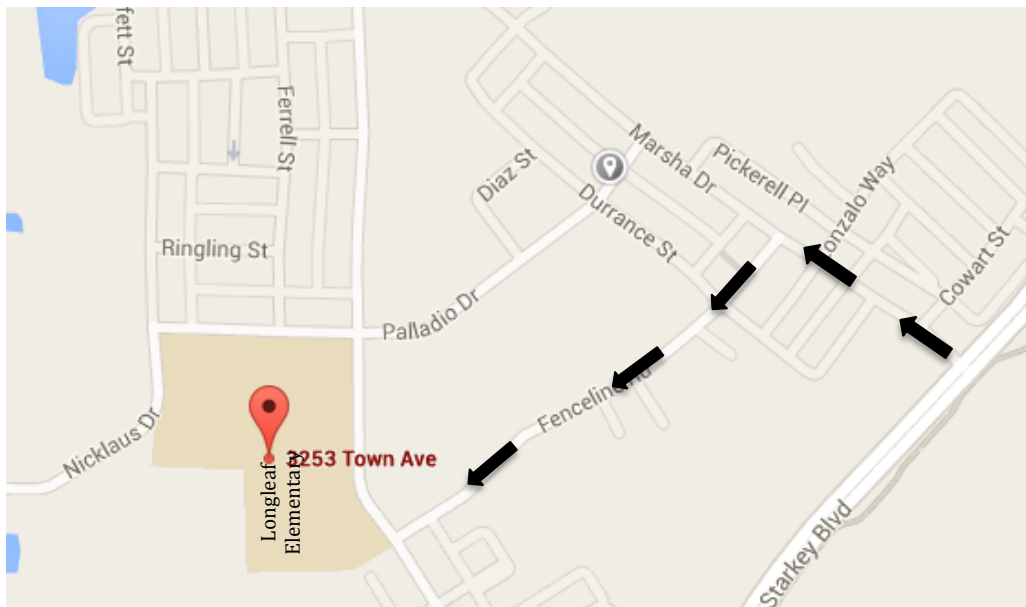
The car rider line extends from our car loop across Town Ave onto Fenceline Rd. (see map) If the car loop is full, cars will be directed to line up on Fenceline Rd. The easiest way is to enter is off Starkey Blvd onto Marsha Drive to Fenceline Rd. Please DO NOT block driveways or alley's.

Parents should enter the loop and pull forward as much as possible into one of the eight designated spaces. Adults on duty will wave your child out of the car. Please have your child exit your car and make their way to one of our open walkways. It is important that you make sure your child has exited the car and is safely on the sidewalk before you pull away. Students may be dropped off beginning at **9:20 a.m.** Students will be allowed to enter their classrooms when the bell rings at **9:30 a.m.**

Please be aware that our students with special needs in PK – 5th grade are dropped off at the curve of our car loop. Those parents need to pull over to the curb and wait for someone to take their child into the building. Cars may go around them as needed.

Dismissal:

Dismissal begins at **3:50 p.m.** All families wishing to pick their children up by car will be given a car pass that indicates the names of the children. To pick up children at the car loop, parents will need to have the visor clearly displayed in their window. Parents should enter the loop and pull forward as much as possible into one of the eight designated spaces. Please do not jump out of line as this creates a dangerous situation for our students and staff. Once all eight spaces are loaded, the line will be released by the staff member who is working at station number one. Please note if you forget your visor, you must park your car and show a valid drivers license in the front office before we will release your child. Remember this is for their safety.



In order to keep our children safe, we ask that you do not park in the neighborhood or drop your child off in the neighborhood if you do not live there. Only students who live within walking distance should be walking in through the gates.

Walkers:

Arrival:

A student is a walker if they live within two miles of the school. All other students are either bus riders or car riders. Students are not allowed to be dropped off in the neighborhood or by the gates. Do not park in the alley's or in the spaces in front of the neighbor's houses. Please be respectful to the neighborhood and follow these rules.

The gates will open for walkers at 9:20. Students who are eating breakfast will be allowed to go to the cafeteria at that time. All other students will be held by staff until the bell rings. Palladio gate and bike rider gates will be locked at 9:40 a.m.

Dismissal:

Students who live within two miles of our school and parents have indicated they are walkers will be escorted to either the Town Ave. or Palladio gates depending on the location of their home. All other students are either bus riders or car riders. Students are not allowed to be picked up at these gates if they do not live in the walking area. It is a safety hazard for **ALL** students when parents try to pick up their children by car near the gates where students are being dismissed. When you designate your child as a walker, you are allowing them to walk off the campus without adult pick-up.

Please help us keep the children safe and follow these rules. Be respectful to our neighbors and **DO NOT** park in the alley's or in the spaces in front of our neighbor's homes.

Visitors:

All visitors must enter the front office. Parents are not allowed to go to the classrooms to pick up their child, drop off their child or to visit. All parent conferences need to be scheduled with the classroom teacher in advance.

Lunch with your child:

Parents are welcome to have lunch with their child weather permitting. Due to our enrollment growth and safety commitment for all students, we are limiting our lunchtime visiting to outdoor seating only. To ensure the safety and supervision of all children, parents may only have lunch with their child. No other children will be removed from the cafeteria. We ask that you limited your visits to once or twice a month. This is one of the few times of the day where children can socialize with their classmates.

Volunteers:

Longleaf welcomes volunteers!!! Please visit the district website at www.pasco.k12.fl.us to apply to be a volunteer at Longleaf. You must register online every year beginning July 1st.

Please visit our website for more information. A parent calendar is also posted on the website with dates of important events. www.lles.pasco.k12.fl.us