



THE LIONS' TRACKS

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PRINCIPAL'S MESSAGE

Welcome back to the 2015-2016 school year. We are so excited to have all of our returning students and families back, and we welcome all of our new students and families to Longfellow. We are so happy to have each and everyone one of you with us!

For those of you who do not know me, my name is Mr. Gerry Moore, and I am the principal here at Longfellow. If, at any time, you have a question or concern about your child, please feel free to reach out to me. My goal is for all of my students to be successful, and the best way to do that is for there to be a strong partnership between school and home.

At Longfellow Elementary, we are in the business of education, and we take it very seriously. We appreciate that you, as parents, give us this task. We will always do our best to help your child be at his or her best, and I know you will do the same! We have outstanding parents, students, and staff members!

I look forward to our best school year to date. Let's work together to make that happen...LET'S GO GET IT!

Mr. Gerry Moore, Principal

MAY WE HELP YOU?

Our office staff is always here to greet and assist you. Please feel free to contact us at any time. You can reach us by phone at 747-5410 or by email.

Mr. Gerry Moore, Principal: gmoore@muncie.k12.in.us

Ms. Lillie Jones, Secretary: ljones@muncie.k12.in.us

Mrs. DeAnna Long, Student Assistance Coordinator: dlong@muncie.k12.in.us

Mrs. Jenny Lash, Nurse: jlash@muncie.k12.in.us

Mrs. Leslie Foster, Counselor: lfoster@muncie.k12.in.us

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A NOTE FROM THE NURSE



1. **MEDICATION:** If your child has medications that he or she takes daily, Mrs. Lash is able to give medications here at school. If that is something you would like done, please contact Mrs. Lash. A parent **MUST** sign a release form **AND** bring the medication to me. **PLEASE DO NOT EVER SEND MEDICATION, PRESCRIPTION OR OVER-The-COUNTER, TO SCHOOL WITH STUDENTS.**
2. **IMMUNIZATIONS:** If you have a kindergarten student, his or her immunizations must be completed. Per state law, if this is not complete by the cut-off date, your child must be excluded from school. If you have any questions or concerns, please contact Mrs. Lash.
3. **SPORTS PHYSICALS:** ANY 4th or 5th grade student who wishes to play a team sport this year **MUST** have a completed sports physical on file. For your convenience, Dr. Rudicel completes physicals at each of the Muncie Community schools. They are free for students on free lunch and \$10 for paid students. We do not have a set date as yet, but I will send that information home as soon as I know. Students who want to play basketball or run track may also get their physicals at this time, so it is my recommendation that any student who is interested in any sport get his or her physical completed at this time, in order to make sure they will be eligible to play. I will be sending home physical forms to be completed by parents as the day for physicals approaches.

Need to know...

- *Our doors open at 8:00 a.m. We only allow staff members in the building before that time. Those students (and parents) who arrive before this time will need to wait outside until we open the doors for the day. Those students needing to eat breakfast should arrive before 8:20 a.m. The tardy bell rings at 8:30 a.m. Finally, students dismiss at 2:30 p.m.
- *At Longfellow, we strictly adhere to the dress code set forth by Muncie Community Schools. If it is deemed that your child is not in compliance with the dress code, parents will be called in order to correct the issue. Students not following the dress code may not go to class. You may read the full dress code policy in the student handbook pgs. 25-27.
- *If your child has a change of after school plans, parents must call the office (747-5410) by 2:00 p.m. in order to deliver the messages in a timely manner. **We are unable to deliver any messages after 2:00 p.m.** Also, if your child's address or phone number changes at any time during the school year, please notify the office immediately. If your child rides the bus, please be sure to contact M&M Bus Company (282-1717) to find out pick up and drop off times and locations.
- *Open House will be held on Thursday, August 13th from 6-7 p.m. This is a great time to get to know our teachers and staff members, and the staff and teachers look forward to getting to know all of our students and families. We would love to see ALL of our families here!

CAFETERIA NOTES



The regular price of school breakfast is \$1.60 and lunch is \$2.55 for elementary students. If you received a letter stating that your child qualifies for free, Longfellow has that information on file. If you **DID NOT** receive a letter, and you believe that your child qualifies for free lunch, parents may complete a lunch application, which is available in the school office. The full lunch price will be charged after 2 days of school to any student who has not completed a lunch application **AND** received a letter approving free lunch. If you have any questions, you may call food services at 747-5229. Thank you!