



Student & Parent Handbook 2023-2024

Child's Name _____ Teacher _____

It is crucial that everyone understand the rules and procedures contained in the Longfellow Elementary School Student and Parent Handbook. **Read and discuss** the handbook with your child. Sign and return this form to the school. It is required that everyone will adhere to the rules, policies, and procedures found in the handbook.

My signature indicates that I have received a copy of the Longfellow Elementary School Student and Parent Handbook and my student and I agree to follow the guidelines in place.

Parent's Signature _____ Date _____

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ADMINISTRATIVE STAFF
.....

Katherine Keafer

Principal

kkeafer@houstonisd.org

~

Tiffany Akpan

Assistant Principal

takpan@houstonisd.org

~

Andrea Pennington

Magnet Coordinator, Instructional Coach

apennin1@houstonisd.org

~

Mallory Smith

Teacher Specialist, Instructional Coach

msmith38@houstonisd.org

~

Julia Griffin

Teacher Specialist, Instructional Coach

Jcampbe2@houstonisd.org

SCHOOL MISSION STATEMENT

“We are a community of global leaders and learners living the 8 Habits to create a positive impact in our world.”

WELCOME TO LONGFELLOW ELEMENTARY

We are happy to have you and your child at Longfellow this year. We know your child’s successful education is the result of a three-way partnership among you, your child, and the school. We will do everything we can to make this year successful and know that you will join us in this endeavor. This handbook is intended to serve as a guide to our school and some of the rules and procedures that help it run smoothly. It should be used in conjunction with the HISD’s Student Code of Conduct and the policies of both the Board of Education and the Texas Education Agency. School administration reserves the right to change school rules and procedures at any time. If this occurs, a notice will be sent home in writing, phone call or by digital communication.

DAILY SCHEDULE

NO STUDENTS ARE ALLOWED ON CAMPUS BEFORE 7:00 am. The campus is not liable for students who are dropped off prior to 7am. It is the role of parents to ensure that your child is not placed in an unsafe situation.

7:00am	Arrival begins
7:30am	Instruction begins
7:35am	Students are tardy
7:45am	Daily announcements
9:30am	Official Daily Attendance
2:50pm	Dismissal

The school is not liable for supervision of your child/ren if they arrive on campus before 7:00 a.m or after dismissal.

It is expected that students are picked up each day at 3pm. Parents are required to make arrangements for their child to be picked up on time each day. Supervision is not provided for students after school. Late pick up is considered after 3:15pm. After one late pick up parents shall receive a warning. After two late pick-ups parents will need to meet with a campus administrator to review plans and options for on time pick up. After the third time picking up late the parent does subject him/herself to a referral to Child Protective Services due to negligence to provide adequate supervision for their child.

If a student is not picked up on time and the campus is not able to reach a parent, the school will call all contacts listed for the student. If no responsible adult can be reached, the campus will call the Houston ISD police department and Child Protective Services to have the child picked up.

COMMUNICATION BETWEEN THE CAMPUS AND PARENTS

Communication is vital and required for a strong home/school relationship. We expect parents to communicate with the teacher and campus administration to keep us alert of any changes that may affect your child at school. This includes changes of living situation, pertinent medical information, or major life changes your child may experience.

Parents must notify the front office and the student's teacher anytime there will be a change to your student's dismissal plan. **We expect that parents do not change dismissal plans throughout the year.** Changes to dismissal should be reserved for emergency situations. No changes can be made after 1:30 pm each day for dismissal. Parents should not contact the teacher via Class DoJo during the school day with the expectation that changes to dismissal can occur.

- **Class DoJo**- All teachers utilize Class DoJo to communicate with parents. Parents need to download Class DoJo and expect regular communication from teachers. Teachers are expected to respond within 24 hours. If you message a teacher over the weekend, you should expect for the teacher to respond to you by Tuesday morning. Parents should not contact teacher during the school day with emergency information with the expectation that the teacher respond right away. During the day, it is expected that teachers are teaching and supervising students and not checking their cell phones or other technology. If there is an emergency contact the front office by calling 713-295-5268.
- **Daily Agendas** – All students will receive a school issued planner/agenda. This will be used for students to track attendance, conduct, and homework. It will also be a mode of communication. It is expected that parents review and sign the agenda nightly.
- **Call outs and Text Messages** – Longfellow will occasionally call and send automated text messages. Be sure to keep your phone number updated. All parents need to be able to be reached during the school day.

ARRIVAL AND DISMISSAL

The safety of students is a major priority of parents and school personnel. Longfellow has established rules for bicycle and bus riders, walkers, and car riders to maintain an accident- free environment for all our students. We urge you to caution your child about safety to and from school.

Rules for Walkers

- Exit building from the side of the school on Timberside Dr. at 3PM.
- Cross streets with safety patrol or crossing guard.
- Cross streets only at corners after making sure conditions are safe.
- Walk on sidewalks.
- Do NOT talk to strangers, do NOT accept rides from strangers.
- Always follow the planned, direct route to your destination.
- Exhibit Longfellow Leadership expectations

Rules for Bike Riders

- City ordinance requires all students to wear a helmet.
- Bicycles are to be "walked" on school grounds.

- Bicycles must be parked and locked each day in the rack at the front of the building.
- No one may ride or play with another child's bicycle.
- Always follow planned, direct route to your destination.

Rules for Bus Riders/Day Care Riders

- Respect the bus driver.
- Be courteous at all times.
- Stay in seat and do not stand up in the aisle or seats. Wear a seat belt when the bus is equipped with them. Keep all parts of your body inside the bus.
- Do not throw anything out of bus windows.
- Talk quietly while the bus is in motion, and stop talking when the bus stops.
- Use appropriate language.
- Keep the bus clean. Eating or drinking on the bus is not permitted.
- Parents must call the front office, send a note to the magnet office and to the classroom teacher each day when their child will not ride either the HISD bus or a daycare bus home.
- Students not adhering to Bus/Daycare rules, are subject to disciplinary actions, up to and including suspension of bus privilege.
- Complete the parent/student bus safety agreement.

Note: Daily HISD bus transportation is provided only for students on a magnet transfer that live outside of the two mile zone or for special education students. The bus driver is responsible for the safety of all students on the bus and will not tolerate any misbehavior. Students who misbehave are to be reported to the magnet coordinator or principal who will discipline students according to HISD policy.

Rules for Morning Carpool Drop Off

- Morning carpool starts at 7:00 AM and will close at 7:30 AM.
- Carpool parents will stay in vehicles, drop their child off, and drive through the front driveway to keep the carpool line running smoothly. Please do not park in the carpool line. Additionally, parking is prohibited in No Parking Zones, including on Norris Dr.
- Safety Patrol student leaders under the direction of a staff member will assist in helping students exit from their vehicles.
- Parents should ensure that students are prepared to exit their vehicle prior to pulling into the carpool lane.
- Parents are expected to model the 8 Habits of highly effective people in the carpool line. This includes being respectful of other parents, students and staff members. Cutting in the carpool line is not allowed for any reason.
- Parents must not leave their cars unattended in the carpool lane.

Rules Carpool Pick up

- Carpool parents will stay in vehicles and drive through the front driveway.
- At Meet-the-Teacher Night, Open House and the first day of school, parents will receive several "CARPOOL PICK UP CARDS". Write the name and grade level of the child (ren) they are picking up. Please see your child's teacher or the Front Office for a replacement, if needed. **CHILDREN WILL NOT BE RELEASED WITHOUT A LONGFELLOW PICK UP CARD.**
- The card is to be displayed in the windshield on the passenger side so that a staff member can easily call out the name(s).
- **Parents MUST remain in their vehicle.**
- **Students WILL NOT be released to a car without the "Carpool Pick Up Card".**

Parent Walk up

- At Meet-the-Teacher Night, Open House and on the first day of school, parents will receive several “WALK UP PASSES”. Parents/Guardians must write the name and grade level of the child (ren) to be picked up. If another pass is needed, the parent/guardian must see their child’s teacher for a replacement.
- Walk up parents will park at St. Luke’s Church and/or walk up and enter the campus through the rear gate on the Timberside Street side of the building at the playground area.
- All students will exit through the side doors on Timberside Dr.
- Parents may not enter the building.
- After 3:15 pm, ALL parents will need to come to the front entrance, come into the school, and sign your child out.
- Parents/Guardians must be in possession of the “Walk Up Pass” in order to pick their child up at the back of the building. (Anyone with a “Walk Up Pass” must be listed on your child’s Enrollment Form. Please keep your children safe. We are depending on you to make sure this occurs.)

Bus/Day Care Riders

- Students who ride HISD buses or daycare buses/vans will be dismissed at the side entrance of the building on Timberside.
- Staff members will be on duty to assure students get on the correct bus.
- The door on Timberside is **ONLY** used for bus loading and unloading. Parents/Guardians **MAY NOT** use the Timberside door to enter and exit the building.

Walkers/Park

- Students walking home will exit the side entrance on Timberside with a designated campus staff member. If meeting a sibling, students will meet at the exit.
- Students going to the park will meet at the flagpole and be escorted to the park by school personnel.

Leopards Den Afterschool Program

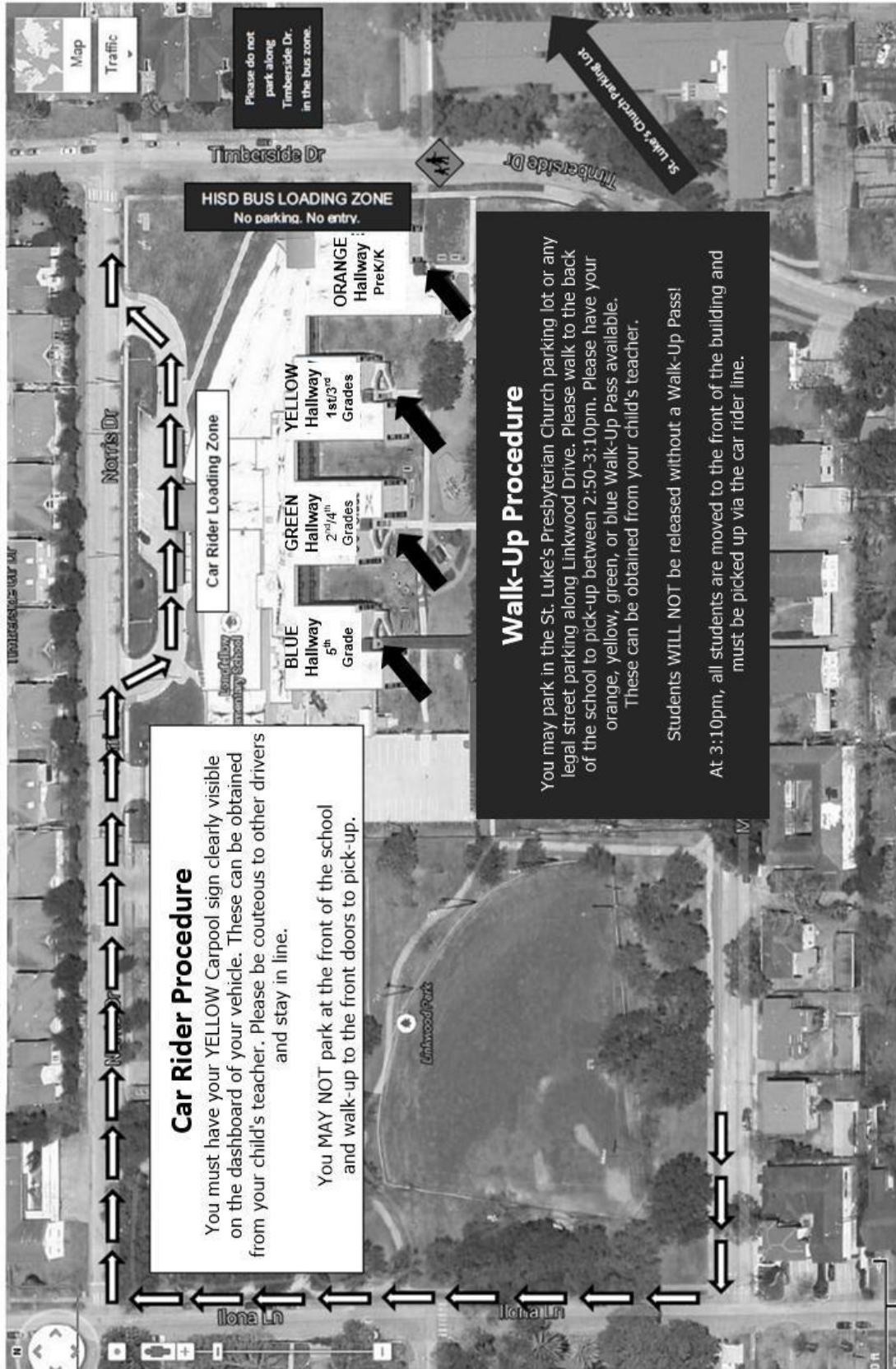
- Students registered for the afterschool program are sent directly to their classes at dismissal.
- Parents must park and sign out their child(ren) with the Afterschool staff.
- LEOPARD'S DEN FEE IS A FLAT FEE, PAID AT ONE TIME PER MONTH
- School Holidays are not deducted from fees, Leopard’s Den is only open when the school is open.
- Late Fee is as follows: First late Pickup = Warning, following late pickups will bill as a \$1.00 per minute. All fees must be paid within 24 hours of the late pick up.
- All Leopards Den Monthly Fees must be paid by the 1st of each month. Late fees will begin to accrue on the 3rd day thereafter in the amount of \$30.00. Any and all subsequent late days will be billed at \$5.00 a day, If fee is not paid by the 6th of the month your student will be removed from Leopard’s Den Pickup.
- The student may return with all fees paid in full.

Parking

Parking is allowed in the front of the building in designated slots **ONLY**. There is no parking along the circular drive. Please observe signs for street parking and do not park in the bus lane on Timberside, as well as any other posted parking restrictions. Tickets are given for illegal parking.

PLEASE STUDY OUR DISMISSAL MAP ON THE THIS PAGE

Students should be picked up at 2:50pm (11:30am on Early Dismissal Days). Students MAY NOT be checked out early between 2:20-2:50pm (or 11:00-11:30am on Early Dismissal Days). Please plan accordingly!



Car Rider Procedure

You must have your YELLOW Carpool sign clearly visible on the dashboard of your vehicle. These can be obtained from your child's teacher. Please be courteous to other drivers and stay in line.

You MAY NOT park at the front of the school and walk-up to the front doors to pick-up.

Walk-Up Procedure

You may park in the St. Luke's Presbyterian Church parking lot or any legal street parking along Linkwood Drive. Please walk to the back of the school to pick-up between 2:50-3:10pm. Please have your orange, yellow, green, or blue Walk-Up Pass available. These can be obtained from your child's teacher.

Students WILL NOT be released without a Walk-Up Pass!

At 3:10pm, all students are moved to the front of the building and must be picked up via the car rider line.

Habit 1 - Be Proactive

SECURITY

Longfellow is a drug free, tobacco free, alcohol free and gun/weapon free campus.

A Plan for Every Child for Every Day

Elementary children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office only if an emergency necessitates a change in plans. Please do not call your child on their cell phones between the hours of 7:00 a.m. –3:10 p.m. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived, parents should do everything they can to help their child(ren) remember everything needed each day.

Dismissal for Inclement Weather and Other Emergencies

In the event of inclement weather conditions or other emergencies and there is a possibility that schools may be closed, parents, students, and staff members are asked to keep tuned to their radio and television stations for definitive information. All parties are asked **NOT** to telephone the school as this may tie up needed communication lines. In the event school must be closed, this decision will be made by the Superintendent of Schools prior to 6:30 a.m., whenever possible.

If there is a need for an emergency dismissal, day care students and bus students will be released to drivers. Children will be signed out in the office by the driver or parent. Every attempt will be made to reach parents to pick up their children. It is important that parents notify the school and update enrollment cards with their correct home and work telephone numbers.

If you have a life-threatening event and need to contact the principal after hours, please call the HISD Police Department, and they will contact the Principal for you.

Securing School Property

The Houston Independent School District's armed police officers, in radio- equipped automobiles, are on patrol duty at night and on the weekend. They are assigned to monitor the school's alarm system. Longfellow relies heavily on friends and neighbors in the area to report any unusual or suspicious activity occurring after school hours to the HISD Police Department, 713-892-7777.

Visitors on campus

According to District Policy, ALL visitors on campus, including parents, must sign in at the office and wear a visitor's badge while on campus. Staff members will stop and question anyone without a visitor's badge and redirect them to the front office to receive a badge. ***There are no exceptions to this policy.***

CRIMINAL CODE NOTIFICATION

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders. The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the office for public inspection of all offender notices received. The notice may include any information deemed necessary to protect the public, including name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. This information is available during regular business hours.

DISCIPLINE

Students must adhere to the HISD Code of Student Conduct. All major and minor offenses and their consequences are fully described in the Code of Student Conduct. Receipt of the signatures of parents and students indicates that the Code of Student Conduct has been read and will be adhered to. The signature forms will be kept on file. Consequences range from conferences, warnings, to in-school and out-of-school suspension. Students who repeatedly disrupt the educational environment (Level III) or commit Levels IV or higher offenses according to the Student Code of Conduct may be referred to a Disciplinary Alternative Education Program.

Longfellow is also an 8 Habits School. Our school uses the 8 Habits to guide our student discipline process and encourage students to be responsible for their own behavior. The school's expectations, based on the 8 Habits, will be posted in each classroom and learning areas throughout the building.

LONGFELLOW SCHOOL EXPECTATIONS

Be proactive
 Begin with the end in mind
 Put first things first
 Think win/win
 Seek first to understand, then to be understood
 Synergize
 Sharpen the saw
 Find your voice, and help others find theirs

In addition to rules and procedures required by state law and HISD Policies and Procedures, teachers will teach students to live the 8 habits by embedding them into their classroom management systems.

Community Building Circles

All students will participate in weekly community building circles with their classroom teacher or another campus staff member in order to promote strong relationships and promote empathy.

Circles may be used in lieu of traditional disciplinary measures when deemed appropriate by campus administration. In order for circles to be used effectively it requires cooperation from all involved parties, including parents. Parents who are unable or unwilling to participate in circle conversations traditional disciplinary actions may be considered, up to and including suspension and referral to the DAEP.

Conduct Grades

Students will receive a conduct grade on their report card based on their behavior in all areas of the school. Please see below for the meaning of the conduct grades.

E Excellent behavior and citizenship

S Satisfactory behavior

N Needs improvement in behavior

P Poor behavior

U Unsatisfactory behavior

CELL PHONES AND OTHER ELECTRONICS

All electronic communication systems must remain in the OFF position (unable to receive signals and commands) while on the school campus or at school sponsored events off campus and must remain in the student's backpack, purse, or locker and may not be worn on their person. ***If students use these devices at school, they will be confiscated by an administrator or teacher and returned to the parent*** unless the device has been approved to be used by a staff member for educational purposes or in the case of an emergency. **There is a \$15 charge to have any electronic device returned to the student's parent.**

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SCHOOL UNIFORMS

All students are required to wear the designated school uniform daily. This uniform consists of: A navy polo shirt and khaki or navy bottoms. Shorts and skirts are acceptable, but must be no more than two inches above the knee. Students may wear solid-colored leggings underneath their skirts. Khaki or navy jumpers are allowed with a Navy polo shirt underneath. Navy colored polo dresses are also allowed. Hooded sweatshirts and jackets are not to be worn during the school day within the building. Students may wear a red, white, or navy cardigan sweater or crew neck sweater. Students must wear closed toed shoes. Crocs and sandals are not permitted. All non-religious head coverings must be removed within the school building. Any accessory that leads the disruption of instruction will not be allowed.

Uniform infractions will result in disciplinary action, up to and including suspension from school.

Fridays are designated as Longfellow Spirit Days. Students may wear a Longfellow or College shirt on Friday, but must wear their designated uniform bottoms and follow all other dress code rules.

UNIFORM/CLOTHING DONATIONS

New and/or gently used clothing items that meet the dress code requirements listed above may be donated to the school's Community Closet at the Front Desk and/or left with the school nurse.

These items will help students in need and are greatly appreciated!

Homework

Homework is an opportunity for students to practice or extend a concept/skill that has already been introduced or is material that the students will need for the following day as a precursor for new material.

TEACHER RESPONSIBILITY

- Give clear, concise directions, and provide legible handouts when appropriate.

- Reinforce learning related to the objectives being taught.
- Check and evaluate homework with a system that is clearly explained to the class.

STUDENT RESPONSIBILITY

- Record, take home, and return all assignments.
- Make up missed or incomplete work.
- Be accurate and neat.
- Complete and turn in assignments within the allotted time.
- Discuss problems or concerns about homework with your teacher.

PARENT RESPONSIBILITY

- Explain to your child that school is the number one priority during the academic year.
- Provide an appropriate time and place for homework.
- Model a positive attitude about school and homework.
- Indicate an interest about assignments and offer assistance, when requested by your child, but do not complete the work for the child.
- Communicate and cooperate with your classroom teacher if your child is having difficulties or working longer than the time prescribed.

TIMELINES FOR HOMEWORK

In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects will provide students with an opportunity to develop and refine research skills and the ability to work independently.

Grade Level	Frequency of Assignments	Total Daily Average (all subjects)
K	Daily (4 days a week)	10 minutes + 20 minutes reading
1	Daily (4 days a week)	15-25 minutes + 20 minutes reading
2	Daily (4 days a week)	15-25 minutes + 20 minutes reading
3	Daily (4 days a week)	20-30 minutes + 20 minutes reading
4	Daily (4 days a week)	20-30 minutes + 20 minutes reading
5	Daily (4 days a week)	20-30 minutes + 20 minutes reading

DAILY/WEEKEND HOMEWORK

Contact your child's teacher with any questions about homework assignments. Weekend homework may apply in special circumstances.

PARENT-TEACHER COMMUNICATION

Teachers will frequently communicate with parents via the Class DOJO website/app. Information specifying how to sign up on this website will be sent home during the first two weeks of school.

NOTICE OF PROGRESS

The Notice of Progress will be sent to all parents during the third week of the reporting period or as often as may be deemed necessary. The parent must sign and return the form to indicate to the teacher that the parent has seen the report. Parents are encouraged to schedule a conference with their child's teacher to discuss concerns.

Grades and Extracurricular Activities- **"NO PASS, NO PLAY" GUIDELINES**

Any student who has a failing grade on a report card, a P or a U in conduct, or has been identified as requiring tutorials will not be permitted to join in afterschool activities on days when tutorials are taking place. This includes Fine Arts enrichment, sports, or any school sponsored clubs that meet during tutorial time.

Students opting out of required tutorials will not be permitted to participate in any school sponsored extracurricular activities regardless of when they occur.

Academic Subjects	Conduct
90–100 = Excellent	E = Excellent
80–89 = Good; above average	S = Satisfactory
75–79 = Satisfactory; average	P = Poor; below average
70–74 = Passing; below average	U = Unsatisfactory
Below 70 = Unsatisfactory; failing	

REPORT CARDS

A report card is issued to the parent or guardian at the close of each six-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

ACADEMIC SUBJECTS GRADES		CONDUCT GRADES* <i>Quality of behavior</i>		SUPPLEMENTAL COURSE GRADES <i>Quality of performance</i>	
Excellent	90-100 (A)	Excellent	(E)	Excellent	(E)
Good	80-89 (B)	Satisfactory	(S)	Satisfactory	(S)
Satisfactory	75-79 (C)	Poor	(P)	Poor	(P)
Passing	70-74 (D)	Unsatisfactory	(U)	Unsatisfactory	(U)
Failing	50-69 (F)				

If a student receives a discipline referral during a six weeks period, he/she may not earn an E in conduct.

PROMOTION STANDARDS

Grades 1-2 Requirements

- All students in grades 1-2 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including 70 percent or higher grade in reading, language arts, mathematics, and either science or social studies.
- Students must earn a passing score on HISD's High Frequency Word Evaluation.

- Students must be present for no less than 90% of the school year.

Grades 3-5 Requirements

- All students in grades 3-5 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or higher grade in reading, language arts, mathematics, and either science or social studies.
- All students in grade 5 must earn a passing score on the reading and mathematics sections of the State of Texas Assessment of Academic Readiness Test (STAAR).
- Students must be present for no less than 90% of the school year.

ATTENDANCE POLICY

Students are expected to be in their classroom on time (7:30 a.m.) and in school every day. The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within three days after the absence or tardy. *The school will accept only 3 hand-written notes for excused absences. After 3 absences, a doctor's note will be required.* If there is no doctor's note, absences will need principal approval to be excused. Any absence may be investigated by the attendance officer assigned to the school. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action. If a student is absent, they may not participate in extracurricular activities on the day of the absence.

School staff members will conduct home visits for any child who has excessive absences (3 or more). Continued absences may result in a referral to Child Protective Services.

COMPULSORY SCHOOL ATTENDANCE LAWS

TO PARENTS OR TO PERSONS STANDING IN A PARENTAL RELATION TO CHILDREN

Senate Bill 1432, passed by the Texas Legislature effective September 1, 2001, states that if a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093.
- The student is subject to prosecution under Texas Education Code 25.094.

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

EXCUSED ABSENCES

The only acceptable excuses for absences are:

- Personal illness
- Dental or doctor appointments or health services provided to Medicaid-eligible students
- Death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designee
- Observance for religious holy days
- School sponsored or sanctioned activities away from the campus or at the school (no parent note required)
- Suspensions (no parent note required)

- Competitive athletic event duty sanctioned by the national governing body for that sport as recognized by the U.S. Olympic committee

UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she does not present a written excuse within three days for one of the reasons stated above or is away from school participating in an activity not approved by the district as excusable. Unexcused absences may be reviewed by the School Attendance Committee in determining whether or not to grant a student credit for a class in which the student failed to meet the attendance requirement but who met all other academic requirements for passing. Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the attendance officer assigned to Longfellow.

Students with excessive absences will have a home visit conducted by a campus administrator and the parent will need to sign a campus attendance contract. If attendance does not improve the student may be referred to Child Protective Services.

PERFECT ATTENDANCE

Perfect attendance is defined as zero absences and on time arrival from the first day of school through the last day of school.

TARDY POLICY

School begins promptly at 7:30 am each day. *Students are considered tardy at 7:35 am, regardless of the reason.* School officials understand that occasionally traffic, weather, or waking up late may cause a student to be late. However, persistent tardiness will not be allowed. According to the Code of Student Conduct, it is the parent's and student's responsibility to arrive on time each day. Students on magnet transfer qualify for bus transportation if they live outside the two-mile zone. This will guarantee their arrival on time each day.

When a child is tardy, parents must park in a designated parking area, accompany the child into the school, and sign their tardy slip.

An HISD employee will make home visits to investigate excessive tardiness. Excessive tardiness may result in a referral to child protective services.

Transfer students who are persistently tardy will not have their transfer renewed and be returned to their home school at the end of the school year.

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

If a student needs to leave school during the day, certain procedures must be followed. Only the parent/guardian who has signed the enrollment form or someone with a written authorization form will be allowed to take a child from school

during regular school hours. The adult's name MUST appear on the Parental Consent to Release form or the Emergency Contact form. The parent/guardian signs the child out in the school office and the student will then be called to the office. Teachers are not permitted to release students unless this procedure has been followed. *When possible, the parent should send the classroom teacher a note or via Class Dojo in the morning if the student is to leave before the regular time so that plans can be made accordingly.* If a parent is out of town and has left his/her child with another adult, a note should be written to the school authorizing the child's release to a specific person. Early release of students is allowed only with the permission of the principal or designee and will not be allowed after 2:20 pm.

REQUESTING A PARENT-TEACHER-STUDENT CONFERENCE

Parents may request a parent/teacher conference to discuss a variety of issues. Teachers are available before school, during their planning period and after school. We ask that parents make appointments 24 hours in advance and wait for teacher confirmation.

MEDICATIONS

Only approved medication may be administered by school staff. Approved medications must have the appropriate HISD form signed by your child's physician. The medication must be given to the nurse or principal with the original pharmacy label. Should a child need an over-the-counter medication such as Tylenol or Benadryl, the campus must have a doctor's order and a pharmacy issued prescription. There are no exceptions.

Students are not permitted to self-carry medication or self-administer medication of any kind.

STUDENTS WHO BECOME ILL AT SCHOOL

The school nurse will contact parents to pick up all students who have an elevated temperature or who have vomited. Students will be permitted back in class after these symptoms have cleared for 24 hours without medication.

If parents cannot be contacted, a relative or emergency contact person listed on the enrollment card will be called and asked to pick up the child. Parents are expected to keep their contact information current as well as inform the nurse of all medical conditions related to their child's health.

Teachers will refer children who appear ill or complain of sickness to the school nurse. It is the nurse's professional decision to contact parents. The nurse is not expected, nor will she, contact parents every time their child is sent to the clinic.

When in doubt about your child's health, keep him/her home and call the school's nurse. The nurse can provide you with a recommendation on whether or not your child should attend school.

FIELD TRIPS

Field trips will be arranged by the teacher as part of our school curriculum. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary. The school dress code must be adhered to for

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field trips. For every field trip, parental approval forms will be sent home by the teacher to be signed and returned. No students will be permitted to go on a trip without written permission on the appropriate form. Telephone, faxed or emailed confirmations will not be accepted. The signed permission slip and all monies due must be returned to the teacher no later than two days prior to the scheduled field trip. Students returning permission slips or money after this time will not be allowed to go on the field trip.

We reserve the right to deny a child's participation in a field trip or co-curricular activities if his/her conduct (P or U) at school does not merit this privilege.

CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. Chaperones should ride school buses with the students. Appropriate attire that matches the activity should be worn. Parents may NOT bring siblings or other family members or friends on field trips. All chaperones must be a registered HISD volunteer with a completed police background check with VIPS (Volunteers in Public Schools) prior to going on any field trip. Parents interested in registering as a volunteer should contact the school office well ahead of any events, as the registration and background check process takes up to three weeks to complete.

USE OF SCHOOL TELEPHONES

Children will not be called to the school office to talk to parents. Emergency messages will be delivered by the administration. All other lines are reserved for administrative functions. Calls should be limited to a few minutes.

TEXTBOOKS AND LIBRARY BOOKS

All textbooks are owned by the state and must be paid for when lost or stolen. Another book cannot be issued until payment has been made for the lost book. If books are found after they have been paid for, a refund will be given.

TECHNOLOGY

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is wired for access to the internet with all workstations connected to a Local Area Network with access to the Houston Independent School District's Wide Area Network. All staff members have an email address and may be contacted via the internet. Violations of security, copywriting and various other inappropriate uses of technology are addressed in the Code of Student Conduct and by Board Policy.

School issued devices such as chromebooks, laptops, and iPads are to remain at the campus unless the school should have plans to operate with virtual instruction as we did during the pandemic. Students are responsible for maintaining their devices. Students will be held liable when damage occurs beyond usual wear and tear or devices are lost.

STUDENT PERSONAL ITEMS

Longfellow is not responsible for student belongings. Students should not bring personal items such as toys or valuables to school. These items are to remain at home. Any item disrupting the learning process will be taken up by the teacher and a parent must pick up the item.

Parents should ensure that the student's first and last name is clearly written on all personal items including backpacks, jackets, and lunch boxes. Teachers will provide reminders for students to keep track of belongings and assist students by teaching organization skills, but they are not responsible for keeping up with student's personal belongings. Parents should reinforce positive organizational skills at home to prevent loss.

Lost and found articles are occasionally displayed in the cafeteria for identification and reclamation. Unclaimed items are donated to charity at the end of the regular school year.

Parents may only enter the building to look through the lost & found in the morning between 7AM – 7:30AM.

MAGNET CLASSES

Longfellow's Magnet Program consists of classes in art, music (choir, orchestra, band, general music) and dance. Every student participates in one of these 50-minute classes daily or attends PE, library or computer classes if not in magnet. Some students are selected through a selection process to participate in additional enrichment classes after school. The student and parent will sign an annual letter of commitment for all performing groups. Students have several opportunities to perform during the year on and off campus.

AFTER SCHOOL ACTIVITIES

After school activities include tutorials, enrichment, sports, and other clubs. After school activities are not required and not considered part of the instructional school day. Students participating in after school activities must have the appropriate permission slip on file.

Students staying after school for activities must have at least one emergency contact that is not the custodial parent. Students must be picked up at the designated time. Students who are not picked up on time will receive a warning the first last pick up. After a warning, late pick ups will result in student dismissal from the afterschool activity.

CAFETERIA/LUNCH

Lunch is a time for students to enjoy each other's company while visiting in moderate voices. Each classroom will be assigned specific tables and time for lunch. Students are expected to practice appropriate table manners. Only one trip will be allowed through the lunch line. Students are limited to one dessert item. Students will raise their hand to request forgotten utensils and no one will be permitted out of their seats without permission. Tables will be monitored by school staff.

- Cafeteria monitors/supervisors have the authority to move a student from his/her assigned table to sit at another table. If it is necessary to make such a move, it will be reported to the teacher to take other disciplinary action, as appropriate.
- The weekly conduct grades of students should reflect any misbehavior in the cafeteria that is reported in writing, to the classroom teacher.
- All students who do not bring lunch to school will be encouraged to get one from the cafeteria serving line.

Food is only to be consumed in the cafeteria. Students are not permitted to share food with classmates during lunch time. All items sent from home should be something students can easily eat and open themselves without utensils. Food may not be warmed up. Students should not bring carbonated beverages, items in glass containers, or food of minimal nutritional value. Food is not to be eaten in any of the Longfellow common areas. Any food not eaten during lunchtime must be properly stored, or thrown away at the end of the student's lunch period. Students eating food in the Longfellow hallways will be asked to throw the food away.

BIRTHDAY TREATS

Treats for a child's birthday may be brought to school by the parent/guardian with the following restrictions:

- Prior arrangement and permission has been given by the classroom teacher.
- Treats are consumed after 1:00pm
- Celebrations are limited to small treats only- cakes, cupcakes etc. Homemade items are not permitted.
- Parents are not allowed to attend class birthday celebrations.

Treats should not contain peanuts or tree nuts.

CLASS PARTIES

By HISD Board Policy, two (2) class parties may be held. At Longfellow, these parties will be held before winter holiday break and at the end of school.

STUDENT SNACKS

Students are permitted to have appropriate school snacks during pre-scheduled snacktime in their classroom. Students are allowed to bring individual snacks. If a student brings a snack with the intention of sharing with a classmate, they must provide enough for all students in the class. Snacks should be something students can easily eat and open themselves without utensils. Food may not be warmed up. Students should not bring carbonated beverages, items in glass containers, or food of minimal nutritional value. Snacks and food are not to be eaten in any of the Longfellow common areas.

FOODS OF MINIMAL NUTRITIONAL VALUE

As per policies developed by the Texas Department of Agriculture and enforced by the Texas Education Agency, foods of minimal nutritional value are prohibited for students during the school day anywhere on school premises. Foods of minimal nutrition value (FMNV) include, but are not limited to, soda, gum, candy, candy-coated popcorn, cakes, cupcakes, cookies, pastries, and other sweets. The policy allows a school to select three "event days" on which there are not FMNV restrictions; for Longfellow, those days are Field Day, Winter Holiday Party day, and the End of School Party day.

PARENT ORGANIZATIONS

The Parent Teacher Organization invites you to become an active member. The yearly membership drive begins in August. *Annual membership dues per family are \$10 dollars.* Through participation in PTO projects, funds are provided for improving the school. Of greater value and satisfaction are the friendships fostered through PTO participation in school endeavors. It means a great deal for your children to see their parents support their school and its activities in a positive manner, so join us, please.

Volunteers in Public Schools (VIPS) give regularly of their time and talents helping teachers. Their projects include assistance in the library, tutoring, field trip chaperone, and clerical duties. Participation requires completion of a VIPS online registration form and a background check.

“COFFEE WITH THE PRINCIPAL “/ PAC (Parent Advisory Council)

In order to foster ongoing communication with parents and to solicit continual input from the community, parents are invited to attend regularly “Coffee with the Principal“ informal chat sessions. These coffee dates will be held in the library or the school’s Multi-Purpose Room (Cafeteria) on announced dates in the mornings.

PAC meetings are open to all parents/guardians/community members who wish to express their ideas, suggestions, and concerns to school staff. Meetings are held monthly and are an excellent way to network and help our Longfellow community to be as inclusive as possible. Dates/meeting times will be announced in advance.

SHARED DECISION-MAKING COMMITTEE

The Shared Decision-Making Committee is an advisory group composed of: six classroom teachers, three other professional staff members, one non-professional staff member, two parents appointed by the PTA, two community members, one business leader chosen by the principal, the instructional coordinator, and the principal. The purpose of this committee is to set goals and objectives related to student achievement. Meetings are held throughout the year and minutes are available to all parents and interested community members.

LIBRARY

The library provides a variety of educational materials to stimulate student interest in learning and for the instructional program of the school. These media materials include books, magazines, and Internet websites. The library program is designed to complement classroom activities and encourage an appreciation of good literature, development of library skills for independent use of the library and correlations of non-textbook materials in the teaching and learning process.

Students are responsible for all books/items checked out to them. *Fees will be charged for lost or damaged books/items.*

AFTERSCHOOL BUS TRANSPORTATION

For legal and child safety reasons, ALL students through the ages of 5-8 years old MUST have a parent or sibling aged 16 years or older present at the bus stop to pick them up. The 16-year-old sibling (or older) must be authorized by the parent to receive the student. **The parent must contact the Butler Bus Motor Pool at 713-726-2100** and give permission for their child(ren) to be released to the older sibling. If no one is available to pick up a student at the bus stop, the

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student/s will be transported back to Longfellow ES or taken to the Butler Bus Motor Pool. Students aged *9 years and older may exit the bus by themselves*. Parent failure to comply with the rules and/or unruly conduct by parents/students may result in *suspension or termination* of bus riding privileges.

ACADEMIC AND BEHAVIORAL CONCERNS

Parents who have concerns about their student's academic progress or behaviors should schedule a conference with the teacher. If improvement is not shown or parents suspect a student is in need of additional supports outside of general education, parents may request an evaluation. All evaluation requests must be submitted to the campus IAT coordinator.