

Student & Parent Handbook 2021-2022 REQUIRED READING

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 _____

HISTORY OF LONGFELLOW ELEMENTARY SCHOOL 4

DAILY SCHEDULE 5

COMMUNICATION BETWEEN THE CAMPUS AND PARENTS..... 5

ENROLLMENT INFORMATION FORMS..... 6

COMPACT FOR LEARNING 6

SECURITY 10

CRIMINAL CODE NOTIFICATION 10

USE OF ELECTRONIC COMMUNICATION 12

DRESS CODE 12

PLACEMENT OF STUDENTS..... 14

NOTICE OF PROGRESS 14

REPORT CARDS..... 14

PROMOTION STANDARDS 15

ATTENDANCE POLICY 15

COMPULSORY SCHOOL ATTENDANCE LAWS 16

EXCUSED ABSENCES..... 16

UNEXCUSED ABSENCES..... 16

PERFECT ATTENDANCE 17

TARDY POLICY 17

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL 17

REQUESTING A PARENT-TEACHER-STUDENT CONFERENCE..... 17

CLASSROOM VISITATIONS 18

REGULATIONS CONCERNING ADMINISTRATION OF MEDICATIONS..... 18

FIELD TRIPS..... 19

CHAPERONES FOR FIELD TRIPS 19

USE OF SCHOOL TELEPHONES 19

TEXTBOOKS 19

TECHNOLOGY 19

LOST AND FOUND AND OTHER VALUABLES..... 20

MAGNET CLASSES 20

ENRICHMENT CLASSES..... 20

CAFETERIA 20

BIRTHDAY TREATS..... 21

CLASS PARTIES 21

FOODS OF MINIMAL NUTRITIONAL VALUE 21

PARENT ORGANIZATIONS 21

SHARED DECISION-MAKING COMMITTEE..... 22

LIBRARY 22

NEIGHBORHOOD GIFTED AND TALENTED PROGRAM 22

AFTERSCHOOL BUS TRANSPORTATION 23

SPECIAL EDUCATION 23



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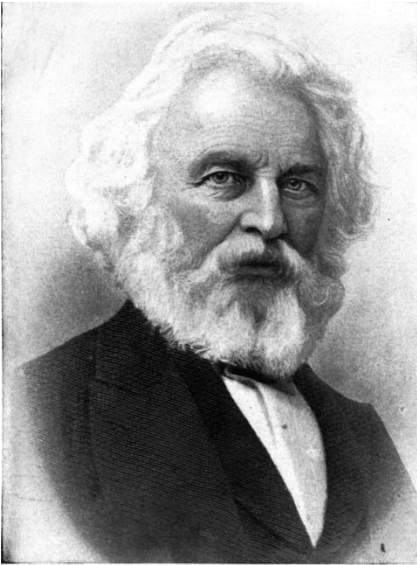
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HISTORY OF LONGFELLOW ELEMENTARY SCHOOL

The First Longfellow School opened in September 1887. The building was located on Bell Avenue between Chartres and St. Emanuel Streets and included six large classrooms, 152 students and a faculty of 6. In 1913, Longfellow moved to 2209 Chartres. The new building opened with 12 classrooms, an auditorium, cafeteria, clinic and an office. Enrollment reached 225 by 1951. The third building opened in September 1955. In 1976, it was named a magnet school for the creative and performing arts. Our beautiful new building opened in August 2007. We offer a wide array of programs to meet the needs of our diverse community and are proud to be one of the few Stephen Covey *7 Habits of Highly Effective People* “Lighthouse” leadership campuses in the Texas Gulf Coast Region.

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	Campus opens and students are supervised
7:30am	Students enter classrooms
7:30am	Instruction begins
7:35am	Students are tardy
7:45am	Daily announcements
9:30am	Official Daily Attendance
2:50pm	Dismissal Begins

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

It is expected that students are picked up each day at 3:00pm. Parents are required to make arrangements for their child to be picked up on time each day after school. Supervision is not provided for students after school. 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 ClassDojo during the school day with the expectation that changes to dismissal can occur.

- **ClassDojo-** All teachers utilize ClassDojo 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 the teacher during the school day with emergency information with the expectation that the teacher will 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 folders-** Many teachers choose to use a daily folders to communicate with parents each day and send home graded work and daily conduct.

ENROLLMENT INFORMATION FORMS

All students will return one complete enrollment form by the end of the first week of school. *For safety reasons, parents are required to update vital information whenever a change is made.* The changes must be sent to the attendance office and to the classroom teacher immediately.

COMPACT FOR LEARNING

The School-Parent Compact outlines the activities that the parents, school, and students will undertake to build and develop a partnership to help the children achieve the State's high academic standards. This is a three-way partnership in which each partner assumes his or her responsibilities. Once reviewed by a parent committee at the beginning of school, copies will be sent home for signatures by parents.

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 drivers to maintain an accident-free environment for all of 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 at 3PM for their safety.
- 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.
- 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.
- On 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

- On the first day of school, parents will receive several "WALK UP PASSES" when they drop off their child(ren).
- 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 the front office 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 3:15pm, 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.

Zenith Afterschool Care

- 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.

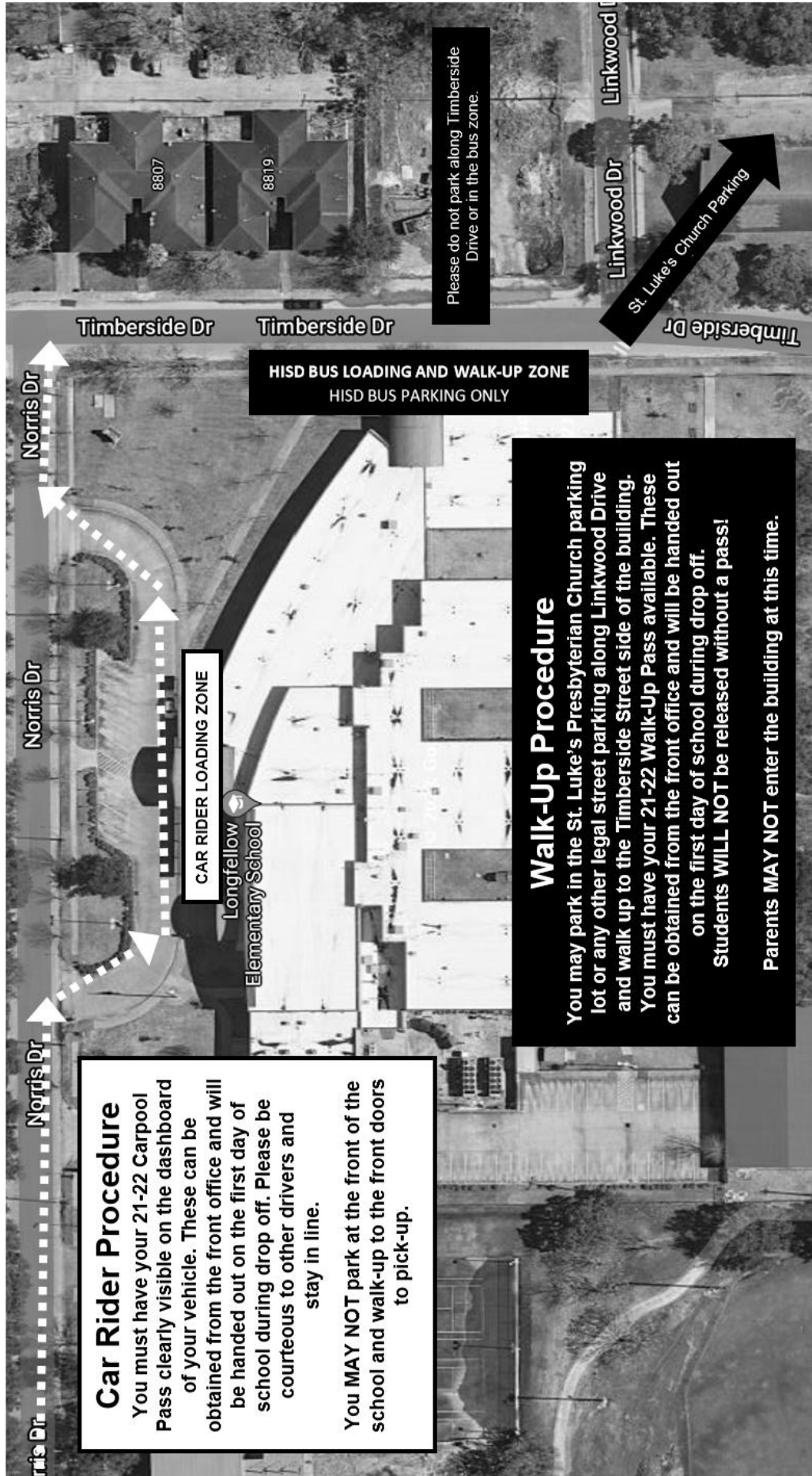
Parking

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 NEXT PAGE

Longfellow Elementary School 2021-2022 Dismissal Map

Student should be picked up between 2:50-3:10pm daily.
Students MAY NOT be checked out early between 2:20-2:50pm. Please plan accordingly. Thank you.



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.***

During the 2021-2022 school year, visitors will be limited and permitted only with principal approval. Parents will not be allowed to come into the building during arrival or dismissal.

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 "Lighthouse" 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
U Unsatisfactory behavior

Leopard's Pride Support Components

In an effort to promote exemplary behavior, the Leadership Action Team will assist in implementing the following support activities:

Student Recognition

Students who have perfect attendance, and/or receive all A's or all A's and no more than 2 B's, will be recognized every six weeks and receive recognition by participating in the Longfellow Walk of Fame. This is a parade that takes place through the school building where students are publicly acknowledged for their achievements.

USE OF ELECTRONIC COMMUNICATION

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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DRESS CODE

For the 2021-2022 school year uniforms are not required. There is a dress code in place.

Students must wear school appropriate clothing. This means no pajamas or tank tops. Shirts and tops need to be of appropriate length to ensure coverage of the midriff when arms are lifted over your head. When in doubt, ensure the shirt can be tucked in. If it cannot be tucked, it is too short. Students need to have close toed shoes with a secure back. This means no flip flops, slides, or sandals. Shorts and skirts must be no shorter than two inches above the knee. Students wearing skirts must wear shorts/leggings underneath.

Students may not wear leggings or ripped jeans.

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!

(*Belts in the 22 inch—32 inch range are especially needed.)

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.
- Be understanding of exceptional situations when homework cannot be completed.

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)	20-30 minutes + 20 minutes reading
2	Daily (4 days a week)	20-30 minutes + 20 minutes reading
3	Daily (4 days a week)	30-50 minutes + 20 minutes reading
4	Daily (4 days a week)	30-60 minutes + 20 minutes reading
5	Daily (4 days a week)	30-60 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 ClassDojo website/app. Information specifying how to sign up on this website will be sent home during the first few days of school.

PLACEMENT OF STUDENTS

Students must be four years old on or before September 1st to be enrolled in prekindergarten and five years old on or before September 1st to be enrolled in kindergarten. Students must be six years old on or before September 1st to be enrolled in first grade. If a child becomes five years old after September 1st he/she will not be admitted to kindergarten during the year. This rule also applies to those who have attended school elsewhere. Students who will be five years of age as of September 1st, who have satisfactorily completed one year in a kindergarten instructional program and who apply for assignment to first grade, may be permitted in accordance with the following requirements.

- Space Availability.
- Successful completion of a year of instruction in kindergarten and a written recommendation from the kindergarten program director.
- Study and decision by parent, teacher, and principal based upon teacher anecdotal records and portfolio of class work showing the pupil's classroom performance, both social and academic.
- The final decision rests with the principal, who must adhere to Board Policy and these guidelines.
- All five-year old students will be placed in kindergarten pending the completion of the requirements.

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 Notice of Progress form will be made in triplicate. One copy will be placed in a file in the principal's office, one copy sent to the parent, and one copy for the pupil's teacher. 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 Mondays - Thursdays 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

Excellent	90-100 (A)
Good	80-89 (B)
Satisfactory	75-79 (C)
Passing	70-74 (D)
Failing	50-69 (F)

CONDUCT GRADES*

Quality of behavior

Excellent	(E)
Satisfactory	(S)
Poor	(P)
Unsatisfactory	(U)

SUPPLEMENTAL COURSE GRADES

Quality of performance

Excellent	(E)
Satisfactory	(S)
Poor	(P)
Unsatisfactory	(U)

*If a student receives a discipline referral during a six week 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.

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).

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. Unexcused absences may not be made up and the student receives a score of "50" for the daily assignment(s).

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 a message via ClassDojo (at least 24 hours in advance) 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 at least 24 hours in advance and wait for teacher confirmation.*

CLASSROOM VISITATIONS

- Parents may observe their child in his/her classroom for up to 1 hour. Arrangements must be made 24 hours in advance of your visit. Please communicate with your child's teacher to schedule the day and time of your visit. We cannot accommodate visitors during standardized testing. The principal or designee reserves the right to deny visitations that disrupt the educational process. Additionally, the principal or designee may opt to accompany visitors to the classroom. *Unfortunately, for the 2021-22 school year, parents/guardians will need to request permission from our principal to visit a classroom.*

REGULATIONS CONCERNING ADMINISTRATION OF MEDICATIONS

It is not the function of the school personnel to administer medical treatment or medication, including over-the-counter drugs. HISD policy is based upon the following rationale expressed by the American Medical Association.

“Since treatment is not a function of school health programs, no drugs should be included in school first aid supplies. Even the simplest and safest drugs sometimes cause reactions. When they mask pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment.”

Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or an accident. They should not diagnose illness nor administer medication of any sort except as provided below. First aid materials are not to be used for treatment of injury or illness or as a substitute for a physician's care.

Pupils who do not have a contagious disease who are on long-term medication, preventive medication, or medication for a prolonged period of time, which cannot be administered other than during school hours, may take medication in school under the following restrictions.

- a. A physician must state in writing that a pupil should have a certain medication during school hours. S/He should describe the type of preparation, color, quantity, and time of administration. Form #40.3740 must be signed by the physician and be renewed at the beginning of each year.
- b. The signature of the parent giving consent must also appear on Form #40.3740.
- c. Physician's orders may not be altered in any way by school personnel without written permission of the physician. Discontinuation of the medication is permissible upon verbal order of the doctor.
- d. The school principal will designate the person to administer the medication; the assigned school nurse must train those persons as to the specific mode of administration and toxicity of the drug.
- e. A record of administration of each dose by school personnel must be documented and kept on file.

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.

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 an outgrowth of school curriculum and instruction. 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 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 of our 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

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.

LOST AND FOUND AND OTHER VALUABLES

If Longfellow students are asked to bring toys or valuable items to school as a part of special school activities, such items should be labeled and returned home at the end of the activity. Personal items such as expensive jewelry, cameras, iPods/iPads, MP3 Players, Xbox 360s, and other electronic devices may not be brought to school. Lunch items may not be bought, traded or sold between students. All removable articles of clothing, as well as other belongings, (e.g. backpacks, lunch kits, etc.) should be clearly and securely labeled with the child's first and last name 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 55-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.

ENRICHMENT CLASSES

Enrichment classes are not required and are held after school. Students in enrichment must be picked up by the enrichment session stated end time. Students are selected for magnet enrichment classes by magnet specialists based on outstanding ability or interest in a given area. Priority is given to students in upper grades. The students who are selected must maintain a 75 average in all classes and have an E or S in conduct. Students who fail to meet these criteria could be removed from enrichment classes (determined by the magnet teachers and the administration). If a teacher recommends your child for tutorials, the classroom and magnet teachers will meet and discuss the plan for either tutorials or enrichment sessions. Preference is given to the academic tutorial class when/if it interferes with the enrichment class.

CAFETERIA

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.

- Only parents/guardians and people listed on the student's Enrollment and Emergency Forms are permitted to have lunch with their child at school, during their class's appropriate lunch time. *Unfortunately, for the 2021-22 school year, parents/guardians will not be able to eat in our cafeteria.*
- All students who do not bring lunch to school will be encouraged to get one from the cafeteria serving line.

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
- So as not to interrupt classroom routines and students' learning time, celebrations are limited to small treats only- cakes, cupcakes etc. (balloons, flowers, gifts, etc. are NOT allowed.)

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.

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 "Coffee with the Principal" informal chat sessions. These coffee dates will be held in the library or the school's Multi-Purpose Room/Cafeteria or virtually on announced dates.

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 bimonthly 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.*

NEIGHBORHOOD GIFTED AND TALENTED PROGRAM

The Neighborhood Gifted and Talented Program, called the Vanguard Program, at Longfellow Elementary School is a self-contained program in grades K-5. Initial screening and placement begins in kindergarten. However, students may be admitted to the program at any time they meet the criteria. *All kindergarten students are screened in the fall each year using a district-approved test of school abilities.* A norm-referenced test is then given in the spring semester. Results are then transferred to a Profile Sheet (matrix) along with a teacher rating scale. Folders are then reviewed in the spring and parents are notified of placement for the next school year. One of two labels is applied: 1) District Qualified (meets all criteria) or 2) Not Qualified. All students who meet District Qualified criteria will be served in the program. Based on new guidelines approved by the Houston Independent School District during the 1997-98 school year, all decisions will be based on the information presented on the Profile Sheet without regard to race.

*All students in 5th grade will be given a district- approved school abilities test and a norm-referenced test in the fall of each year. This information will be used by middle schools for placement in their gifted and talented programs. Parents will be contacted directly by the middle school. Zoned magnet students that move out of the magnet school's attendance zone, and who remain in Houston ISD during the school year, may remain at their campus until the end of the semester. Fifth, eighth, and twelfth grade students may remain until the end of the school year. **The student's parent or legal guardian must submit an online magnet application in order to be considered for the school's magnet program for the next school year. A magnet student whose parents move outside HISD boundaries after the beginning of the school year does not have the option of remaining in his or her HISD magnet program.**

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 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 aforementioned rules and/or unruly conduct by parents/students may result in *suspension or termination* of bus riding privileges.

SPECIAL EDUCATION

Special Education provides child-centered educational and supportive services in addition to those provided in the general school program. These services meet the needs of students who require individualized educational intervention. The Longfellow diagnostician screens students for possible learning disabilities and speech impairments. Students with learning disabilities are those who demonstrate a significant discrepancy between academic achievement and intellectual abilities. Students with a speech impairment exhibit misarticulating, omission, and/or distortions of speech sounds. An Intervention Assistance Team (IAT) is established to review data and provide all support to students and may to determine the need to initiate the referral process. The committee is composed of the child's teacher, the principal/or designee, the school counselor, regular education support staff and other individuals at the discretion of the committee. Tiffany Akpan, teacher specialist, is the contact person to request/begin the IAT referral process.