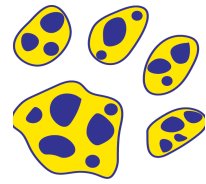


Longfellow Elementary School

*A Magnet School for the Creative and Performing Fine Arts
A Leader in Me Lighthouse School*



3617 Norris Drive • Houston, TX 77025 • 713-295-5263 Office, 713-295-5257, Fax • Katherine Keafer, Principal

August 18, 2023

Welcome back, Leopards!

I am thrilled to welcome your family to the 2023-2024 school year! This letter will provide you information about the new school year. It is important that all families, both new and returning, take time to read and understand the information presented in this letter.

Please allow me to introduce myself, I have been the proud Longfellow principal since January of 2017. I am a teacher at heart, and started my career as a 5th grade teacher in 2010. I am originally from the Chicagoland area. I currently live in the area with my husband and two young daughters, one who will be starting PK this year at Longfellow! I firmly believe in public education, and I take my role and responsibilities very seriously. When I'm not at school, I'm hanging out with family or planning our next vacation.

I want to invite all families to attend our annual Meet the Teacher event. It is Thursday, August 24th from 5:30pm - 7:00pm. This is an opportunity for families to come to the school, quickly meet their child's teacher, and find their child's class. Students may drop off school supplies on this day. This is not a time to have a conference with your child's teacher, but you'll be able to sign up for a conference at another time. Traffic and lines will be extensive at the beginning of the event. Remember that you may come anytime between 5:30pm - 7:00pm. On average, you'll likely spend 20-30 minutes per child.

It's no secret that HISD is doing new things this year. While Longfellow is not an NES campus, we are doing new things and our staff and students will be held to higher standards. There will be a greater focus on instruction. As I told parents in May, Longfellow is an institution of learning and our primary goal is student achievement. This year, students will have more opportunities to engage with rigorous, on grade level instruction. Administrators will spend the majority of the day working with teachers to improve the instruction your child receives. When we aren't in the classroom, we will be interacting with students and supporting their needs. This means we will have less availability during the school day for parents. We are happy to schedule appointments in advance to meet with parents and guardians. You can schedule an appointment by calling the front desk, or emailing any administrator.

I am excited for the opportunity to work with your child this year and ensure they are making the most academic growth possible! In order to achieve this, I am asking that all parents take a moment to review staff, parent, and student responsibilities.

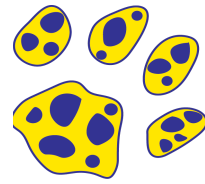
2023-2024 Parent Responsibilities

Longfellow's main purpose for existence is to ensure that students have access to a high-quality education. This requires the support of parents. Families shall be responsible for the following:

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- Ensuring your child attends school daily. This includes arriving at school no later than 7:30am, and being picked up no later than 3:15pm. All students need a consistent arrival and dismissal plan. Parents will not make last minute changes to dismissal plans. Frequent absences will be reported and enforced per the Texas Education Code 25.085. Repeated tardiness and late pick ups will be reported to the Department of Child Protective Services as neglect.
- Ensuring your child has good hygiene and wears the designated school uniform daily. This includes ensuring proper footwear. Crocs are not allowed.
- Reinforce the HISD student code of conduct. Students using vulgar language or engaging in physical harm to students or staff will be subject to suspension.
- All parents must be able to be reached during the school day on the telephone. Parents are responsible for keeping their contact information updated with the office. All parents must have at least two additional emergency contacts on the student enrollment form.
- Parents need to provide a space and time daily for homework to be completed. All students will have homework that will extend the learning in the classroom.
- Parents will review and sign their child's agenda nightly. Students will have daily conduct lowered when the agenda is not reviewed and signed daily.
- Parents will utilize Class Dojo.
- Parents will attempt to resolve concerns with the teacher, or appropriate staff member before escalating to the principal.
- Parents understand that early pick up will end at 2:20pm.
- Parents will ensure that all personal belongings are properly labeled with your child's first and last name.

2023-2024 Student Responsibilities

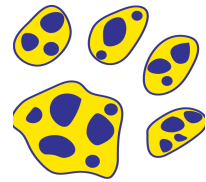
- Student's main job is to come to school to learn and put forth effort daily.
- Students will be required to take ownership of their daily class conduct and behavior. Students are expected to be kind to each other, and all members of the Longfellow community. Vulgar language and fighting of any kind will not be tolerated.
- Students are responsible for keeping track of their own belongings including coats, sweaters, and lunch kits.
- Students are responsible for ensuring cell phones are turned off and stored daily. Cell phones that are out without permission will be confiscated and need to be picked up by a parent for a \$15 fee.
- Students will dress according to the Longfellow uniform policy.
- Students are responsible for ensuring their agenda is reviewed nightly by a caring adult.
- Students are responsible for completing classwork and homework daily.
- Students are expected to follow all school rules.

2023-2024 Staff Responsibilities

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- Staff members will communicate regularly. Teachers will inform parents about what the students are learning and struggling with each 6 weeks.
- Staff will respond to parent concerns and requests within 48 hours of receipt.
- Staff will ensure all students have access to high quality instruction. Staff will plan ahead to support the instructional needs of all learners.
- Teachers are expected to input grades weekly and notify parents any time a student has a failing grade or a student's conduct is being lowered to a P or a U.
- Staff members will provide a caring and nurturing environment for your child.
- Longfellow staff will ensure your child's safety while at school.

I ask that parents visit our school website and review information that is posted. Information you will find includes: Longfellow Parent and Student Handbook, school supply lists, a staff roster, important dates, and Leopards' Den registration. The Longfellow Parent and Student Handbook is especially important as it contains information regarding all school procedures including arrival, dismissal, lunch, medications, uniforms, and cell phone policy.

Lastly, please be aware that we are in the process of finalizing class lists. Teachers will begin making contact with your family over the course of the next week. In the event that we are not able to contact you, please know that you will be able to learn who your child's teacher is at Meet the Teacher.

Thank you in advance for entrusting us with your child. It's going to be a great school year!

Katherine Keafer
Principal