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Kevin Omev, Asst. Principal

**Longfellow Elementary School**

**1955 W. Laskey Road, Toledo OH 43613**

**(419) 671-3800**

**Attendance Line (419) 671-3801**

**FAMILY HANDBOOK**

**2019-2020**

**PLEASE READ AND FOLLOW ALL RULES**



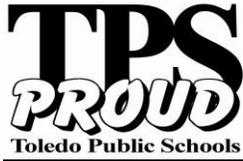
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My signature below indicates that I have read this handbook and will do my best to adhere to the school rules and policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

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## Toledo Public Schools

**District Mission Statement:** Toledo Public Schools' mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

**District Vision Statement:** Toledo Public Schools strives to be an "A-rated" school district whose graduates are college and career ready.

### **6 Core Commitments:**

- 1) Student-Centered: Districtwide decisions and operations will be built around the best interest of students.
- 2) Accountability-Based Management: Establish a system wide accountability that may have a direct or indirect impact on student growth.
- 3) Building Stronger Relationships: The district will continue to strengthen and broaden the relationships it has with all stakeholders and interest groups along with establishing full community inclusion.
- 4) Technology Oriented: Orchestrate a technological environment to meet the needs of the digital natives which are today's and tomorrow's students.
- 5) Rigorous Curriculum: Continue to research the best practices along with on-going professional development that aligns with the 21<sup>st</sup> century national and state standards which will ensure students receive the skills to compete in a global economy.
- 6) Develop a Districtwide Culture of High Expectations: Establish a districtwide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.

We are excited that you have become a part of the Longfellow family. We share a small amount of your child's life and are privileged to be given the opportunity to do so. Our goal is to create opportunities that prepare each student to become independent, productive, life-long learners. We strive to provide meaningful educational experiences in cooperation with the home and the community. We look forward to working as a family to help each child reach goals that are set for them educationally, emotionally and socially. We look forward to the coming year and are confident that both you and your child will find the Longfellow experience both enjoyable and beneficial.

We are providing this handbook to you as a guide and road map for a successful school year. Please take the time to review this handbook with your child and feel free to contact us with any questions you may have. We need you to take an active role in your child's education. By partnering together, we will build a strong foundation for your child's future. Thank you for your support.

Mrs. Johnson  
August 2019

## **ACADEMIC REPORTING**

Grade Cards will be issued at the end of each quarter. Grade Cards will be mailed home.

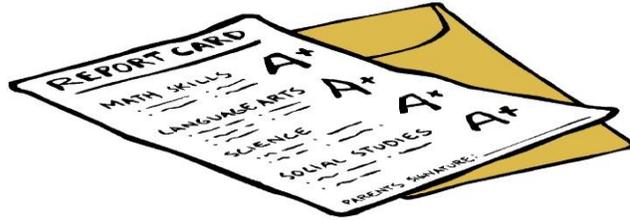
There is an exception for First Quarter. Quarter 1 Grade Cards will be given to parents of students in Grades 1-8 at Parent/Teacher Conferences. Kindergarten classrooms will also hold conferences, but Grade Cards will not be issued.

Midterms/Interim Progress Reports are mailed home at the conclusion of the 5<sup>th</sup> week of each quarter. If the report indicates "Unsatisfactory Performance", parents may request a conference with their child's teacher.

During the month of October, Parent/Teacher Conferences will be scheduled to facilitate open communication regarding student progress. Parents are asked to sign-up for conferences at Open House. Conferences can be requested at any time.

Grading Scale:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0



## **APPOINTMENTS**

Try to make appointments outside the school day. When this is not possible and it is necessary for your child to leave school early, send a note from home stating the time you plan to pick up your child. In cases where your child arrives late to school due to an appointment, a doctor's slip should be sent with your child to confirm that he or she has been seen. *Please remember, all students must be Signed Out in the office before dismissal during the school day.*

If a student must leave the building during the school day for any reason, the person coming to pick up the child must come into the office to sign the student out of school. **Only**

Parent/Guardian can pick up a student unless a note is sent from Parent/Guardian giving consent for an alternate person to pick up the child. Please be prepared to show a picture ID. If you know in advance that your child will need to leave early, please write a note to the teacher. Office personnel will call the student to the office when a parent or designee arrives to school. DO NOT go to the classroom to pick up your child.



Please note that Early Dismissals negatively affect your child's attendance, and impact Perfect Attendance. **\*\*Children cannot be picked up after 2:55 PM during the school day.**

### **ARRIVAL AND DISMISSAL**

ARRIVAL: Your child should be independent enough to enter the building and go to the classroom on their own. An exception is made for kindergarten for the first couple of weeks of school. Staff members are stationed around the building to assist students as needed. Generally, teachers do not hold conferences in the morning, as they have students to supervise and the school day to prepare for. Your understanding with this is appreciated.

Parents, **please see to it that your child does not arrive early unless given special permission. Early arrivals are not supervised and often encounter trouble. Doors open for Breakfast at 8:30. Students should not arrive at school before 8:45 unless they are eating Breakfast.** Breakfast is not mandatory but is strongly encouraged. Breakfast is free for all students.

Once a student arrives on school grounds, they must not leave for any reason without permission from the principal.

Students are considered tardy if they are not in their classroom at 9:00 AM.

DISMISSAL: The end of the day tends to become very busy. If your child needs to be released early, please do so before 2:55 PM. Also, doing so on a daily basis goes against Ohio attendance laws. Please make sure your child knows how they will be getting home. If your plans change from the normal procedures, please notify the teacher via a written note. Only call the office in the event of an emergency.

**Loop: ALL STUDENTS BEING PICKED UP OR DROPPED OFF IN A VEHICLE MUST FOLLOW THE LOOP PROCEDURES. PARENTS SHOULD NOT PICK UP/DROP OFF STUDENTS IN THE TEACHERS' PARKING LOT OR DESIGNATED BUS SPACES.**

Students must be picked up by 3:30. There is no supervision after 3:30.

## **ATTENDANCE**

Compulsory Attendance: All educable children between the ages of six and eighteen are compelled under Ohio law to attend school unless properly excused. In accordance with this law and the Ohio Board of Education Standards (cited below), the following policy prescribes the manner in which any child may be excused for past absence from school for good and sufficient reasons.

Here are the only reasons for an **Excused Absence** for elementary students by the State of Ohio:

1. Personal illness (**Only 10 can be excused without a Doctor's Notice**)
2. Quarantine of the home
3. Death of a relative (Three day limit)
4. Observance of a religious holiday
5. Emergency or set of circumstances which in judgment of the superintendent of schools constitutes a good and sufficient cause of absence from school. (This reason will apply to those students excluded from school for lack of proper immunization.) Also includes: custodial visit, bus transportation, pending court actions, out-of-country, court appointment, and detention center
6. Other circumstances- including immunization or measles exclusion, dental and medical appointment, and public performance (school sponsored) during the school day may be excused by the principal.

Unexcused absence: Unexcused absences are absences that do not meet the criteria described above. Vacations outside of the school calendar are unexcused absences. Make-up work for unexcused absences, suspensions, or expulsions is provided at the parent's request.

All students are expected to be in school on time (9:00 AM). Acceptable *Excused Absence* criteria apply for *Tardy to School* Infractions. Once a student has been tardy to school 5 times, a detention will be given.



Reporting Absences: In accordance with The Missing Children Act (April 1985) parents are required to contact the school when a child is going to be absent. **Please call the school attendance line at (419) 671-3801 if your child will be absent or tardy.** An answering machine will receive your call and record your message. State your child's name, teacher and reason for the absence. A written excuse **must** be sent to the teacher promptly when your child returns to school.

If the school does not receive a call and a note is not received upon your child's return to school, the absence will be unexcused. Please send a note and any medical documentation with your child upon their return to school.

A student who is absent for 38 hours (6 days) of school in one month or 65 hours (10 days) in a school year, excused or unexcused, is considered excessively truant. School districts are required to notify parents when their child reaches this threshold. If a student is absent for 30 hours unexcused (5 days in a row), 42 hours unexcused in a month (7 days) or 72 hours unexcused (12 days in a school year), they will be considered habitually truant from school. Once a student has met the threshold of habitually truant the school will form an Absence Intervention Team that should include the parent and staff members familiar with the student. They will create an Absence Intervention Plan to help remove barriers to attending school daily and on time.

Students with excessive excused and unexcused absences will be referred for Truancy Mediation.

**Make-up Work:** If the student is physically able to do some schoolwork, please make arrangements with their teacher. Please give the teacher at least one days notice in order to prepare work.

In accordance with Ohio Revised Code and TPS Board Policy, students must be to school on time (in class at 9:00 AM). The acceptable excused absence criteria apply to tardy to school infractions.

### **BIRTHDAYS and CELEBRATIONS**

Excessive items (ie. Balloons, flowers) are not acceptable during class as this takes away from academic time. Any of these items will be kept in the office until the end of the day.

Please communicate with the Teacher before sending in treats. Please send items that are in individual portions. We do not have the resources needed to cut and serve treats. Parents are encouraged to assist in the cafeteria when bringing in treats.

Note: Deliveries to students (ie. flowers, balloons, fast food/pizza) are not accepted during the school day.

Note: A parent can bring lunch to their child at his/her scheduled lunch time.

## **BULLYING**

Bullying is defined as intentional and persistent behavior that is carried out for the sole purpose of inflicting harm on another individual. Bullying occurs where there is a power imbalance, where one child has a hard time defending himself/herself. Bullying is a form of victimization.

Bullying is:

Intentional, on purpose

Persisten, ongoing

Main goal is to inflict harm or fear over another individual, to gain control over others

Can be done physically, verbally, socially (emotional), or electronically

Has profound impacts on the school climate and safety

Bullying must be reported for the school to address the problem. Longfellow has a Bully Report Box in the lobby. Reporting Forms can be obtained from teachers or the office. Completed reports can be placed in the locked portion of the Bully Report Box, given to the teacher, or turned in to the office. The Bully Report Box will be checked daily.

## **BUSSES**

Yellow busses are used for those students living approximately one or more miles from the school; or for students with IEPs as needed. Transportation is not provided for approved Out-of-District students. Parents are notified late in August as to pick up/drop off times and bus routes.

Bus rules and expectations are defined by TPS Transportation. Appropriate behavior is expected for the safety of all children and violations will be handled by the school office if the driver refers the situation by way of bus referral for misconduct. Failure to comply with Bus Rules may result in suspension from the bus and/or school discipline. Parents can call transportation (419) 671-8541 to check on busses and/or seek information.



Bus Bulletin: If you would like to receive text messages or have phone calls made when to you when busses are running late, you may sign up at the following website: <http://www.busbulletin.com/>

## **CAFETERIA**

**BREAKFAST:** Breakfast is free and available to all students. Breakfast is served between 8:30 and 9:00. On Delayed Start days, Breakfast will not be served. Breakfast is not mandatory, but is strongly encouraged.

**LUNCH: Lunch is FREE for all students.** Regular lunchroom service begins the first full day of school. A hot lunch service is provided at Longfellow daily for those students who desire to receive a school lunch. Children may bring a packed lunch. Milk is available for purchase. Every child is encouraged to eat lunch as the school day is long and needed energy is essential.

A menu will be included in each monthly school newsletter (Longfellascope). They are also available at [www.tps.org](http://www.tps.org).

Children may talk to one another in the lunchroom, but screaming, horseplay, or throwing food will not be permitted. **INAPPROPRIATE BEHAVIOR WILL RESULT IN DISCIPLINARY ACTION.**

Students are not to eat food, candy, potato chips, etc. outside of the lunchroom. All trash must be cleaned from the tables and floor before students will be dismissed from the lunchroom. No glass containers are allowed in the lunchroom. **POP, DS GAMES, CD PLAYERS, AND IPODS/MP3 PLAYERS ARE ALSO PROHIBITED.**

Parents please talk to your children about trading or sharing food. Food should not be shared. There are several students in the building who have allergies to various foods, especially peanuts and peanut-based foods. Also, sharing food can spread germs.

Cafeteria Expectations: Students are expected to clean up after themselves. Enter and leave the cafeteria in a quiet and orderly fashion. Students are to stay in their seats in the cafeteria. ALL school rules and policies apply in the cafeteria.

## **CHANGE OF ADDRESS, PHONE AND EMERGENCY NUMBERS**

If you move during the school year, it is essential to send your new address to the office immediately. This also applies to change of phone number, parent names, and custodial status. Emergency information and family cards must be kept up-to-date at all times.

## **COMMUNICATION**

We believe that it is very important to have a strong line of communication between school and home. If you ever have any questions or concerns, please do not hesitate to contact your child's teacher. If the issue is not resolved, contact the school to speak to the principal or the assistant principal.

## **COMPUTERS**

All students have access to computers for use in the classroom and for researching information. TPS firmly believes that the valuable information and interaction available on the internet is consistent with our district's educational goals.

The internet is available to our students and teachers.

TPS has taken precautions to restrict access to controversial materials by providing an internet filtering system.

All students must have an internet network agreement signed by a parent/guardian on file.

## **COUNSELING**

Counseling support is available. Parents can request these services should a concern arise pertaining to your child. Send a note to the classroom teacher or call the school office.

## **DAILY SCHEDULE**

- 8:30 AM** Doors open for Breakfast only
- 8:45 AM** Students enter and go to Class
- 9:00** Late Bell Rings & Instruction Begins
- 3:05 PM** Kindergarten, Walkers & Car Riders are dismissed
- 3:15 PM** Bus Students are Dismissed when their Bus is called
- 3:25 PM** All remaining Students are Dismissed



All bus students must go directly to their busses. Those students who wait for a ride should be picked up **ON TIME** in the loop. Students who walk home after school should start for home immediately. Walkers are to go directly home. **NO loitering or playing on school grounds.**

**Students will not be allowed to ride or bring bikes, skateboards or roller blades. Football should NOT be played before or after school.**

Delayed Start: Delayed Start will take place as warranted by inclement weather. In these cases, please check the local news stations to watch for a Delay. When it is necessary to delay, the school doors will open at 10:45 AM. The late bell will ring at 11:00. Breakfast will not be served. We will follow our regular lunch schedule.

Please plan ahead. Make childcare arrangements for Delay situations so you are prepared.

## **DISCIPLINE**

Longfellow has schoolwide and classroom expectations that are to be followed by all students. Each class has established criteria for classroom expectations. Our goal is to encourage each students to make good, positive choices. Students exhibiting poor behavior and/or making poor choices in class and/or school can be excluded from an activity.

Students are reminded that they must adhere to a practice of good behavior, not only for their own benefit, but for the benefit of others as well.

Violations or infractions of the rules may lead to suspension or expulsion. Any student who is suspended or expelled shall be allowed to make up all work. If this work is unable to be made up due to labs/in class work, then the work cannot be counted against the student and the student shall be held harmless.

A morning detention may be served by a student for a violation of a school rule. Parents will be given a 24-hour notice before the detention is served.

Saturday School will also be utilized throughout the year. Students are assigned based on disciplinary issues. Saturday School runs from 8:30am – 10:00am. Students will be expected to use this time wisely completing classroom assignments, and/or school-related materials.

Cell Phones and Electronics: Electronic devices should not be brought to school. Cell phones are not to be visible or in use during the school day.

Electronic devices will be confiscated when they are disruptive to the educational process. The parent or guardian may pick up the confiscated device at school. If the device is not picked up, it will be sent to the TPS Security Office for parent or guardian pick-up.



Toledo Public Schools is not responsible for lost, damaged or stolen electronic devices.

## **DRESS CODE**

The TPS districtwide Dress Code is in effect. All students are required to follow the Dress Code. Dress Code information can be found at <http://www.tps.org/> If a student is in violation of the Dress Code, they may be sent to the office where they will receive a consequence for the infraction and/or parent contact to bring the appropriate clothing to school.

Dress Down Day: Dress Down Day will be held on the FIRST FRIDAY of each month. In the event that the FIRST FRIDAY is on a day that school is closed due to a holiday, inclement weather, etc, there will be NO Dress Down Day for that month.

**Students participating in Dress Down Day are expected to wear school appropriate attire. The following items will NOT be allowed: spaghetti straps, sports or cheerleading uniforms, flip-flops, high heels, “saggy pants”, torn articles of clothing, shirts or garments with inappropriate statements, form-fitting stretch pants or “yoga” pants, and dresses or skirts above knee-length. Questionable articles of clothing will be approved by the principal or designee.**

## **EARLY HIGH SCHOOL OPPORTUNITY (EHSO)**

EHSO is a Toledo Public Schools program for eligible 7<sup>th</sup> and 8<sup>th</sup> grade students to take one class per school year at their learning community high school. Students enrolled in EHSO can earn High School graduation credit for successful completion. Registration for EHSO is due by the end of May in the previous school year. Deadline for students new to the district is the Friday of the first full week of school. Students are not permitted to enroll in EHSO after this deadline, with the exception of transferring students who were enrolled in a similar program. Eligible students may be dropped off at Start for their first period class (8:00-8:50). Students are transported by bus to Longfellow after their first period EHSO course ends. EHSO begins on the Monday of the first full week of school. Students need to have the following Registration documents completed to participate: High School Choice Car, EHO Emergency Medical Card, EHSO Contract with student and parent signatures. There are two tiers in the EHSO program:

	Eligibility Requirements	Course Student Can Take
Tier ONE	None- Open to all 7 <sup>th</sup> and 8 <sup>th</sup> graders	Band, Choir, Orchestra
Tier TWO	3.0 GPA Proficient or Above on state required Reading and Math Assessments Fewer than 12 absences	Band, Choir, Orchestra, High School specific electives. 8 <sup>th</sup> grade students may take Algebra I

## **FIELD TRIPS**

Field trips and educational experiences are planned around specific educational objectives related to the school curriculum. Parent permission slips are mandatory, proper transportation will be used and authorization by the administration will have been given. Field trips are a privilege. ***It is left to the discretion of the teacher whether or not a child attends.***

*Please note: a student must have an Emergency Medical Card on file in order to be included.*

Due to the nature of chaperoning and helping to supervise students, younger children/siblings are not able to attend field trips. The chaperones should be able to give the group their full attention and enjoy the time with their child and his/her classmates.



## **HEALTH INFORMATION AND IMMUNIZATIONS**

Please keep your child home from school for the following: Temperature of 100 or higher, diarrhea, vomiting, uncontrolled coughing that interferes with daily work, uncontrolled wheezing and shortness of breath, yellow or green drainage from the eyes. Students will be sent home when they have a temperature of 100 degrees or higher. Students should remain at home until they are fever free for at least 24 hours without medicine.

When a student becomes ill at school, he or she will be sent to the nurse's office. He/she will be kept under constant observation. Parents will be contacted. State law will not allow the school to administer any type of medication without the proper form signed by the parent and the physician.

In order to protect your child's health and that of other children, the laws of the State of Ohio (3313.671 Ohio Revised Code) require the following immunization for school attendance:

DTaP/TD: 5 doses A fifth dose is required if the fourth dose was given before the 4<sup>th</sup> birthday

Tdap: 1 dose Required for grades 7-10

POLIO: 3-4 doses The final dose must be administered on or after the 4<sup>th</sup> birthday

MMR: 2 doses Required for grades K-12

HEP B: 3 doses The series must be in process for grades K-12

VARICELLA 2 doses required for grades K-3. 1 dose required for grades 4-7.

In addition, TPS requires that students have a physical exam and a dental exam for school entry.

The school must have written proof from a health care provider that the immunizations are complete. Students failing to complete immunizations within 14 days after entering school are not permitted to return to school.

Immunizations may be obtained from the child's physician or the Toledo Lucas County Health Department (Shots 4 Tots). Call 419.213.4121 for times and locations. The School Nurse can provide additional information.

**Emergency Medical Card:** In the beginning of the school year, an Emergency Medical Authorization Form will be sent home with your child. Complete all the information on this form and return it immediately to the school. Please provide at least one other name and phone number of a person we may contact in case of emergency. This form must be on file for your child to participate in field trips. Please keep the school informed of any changes that should be made. Remember that your child's well-being depends on you. The school will only call in case of an emergency. It is essential that you notify the school office of special problems such as convulsions, asthma, allergies, diabetes, etc.

**Accidents:** A trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be diligent in keeping the school's records for your child up-to-date.

## **HOMEWORK**

Assigned homework will generally be a continuation of a lesson discussed during the day. We urge that when homework is assigned, parents encourage and provide for your child the opportunity to complete the work. Complete work at home and hand it in on time. Complete work carefully and neatly. Homework is a responsibility. When assigned, it is not optional.

If your child will be absent from school at least three days or more, parents can call the school office to request missed assignments and arrange pick up of the work. Teachers request that they have 24 hours to prepare homework.

## **LIBRARY**

Our school library will be available to all students throughout the year. Volunteers staff the library. Parents are encouraged to assist with this great opportunity. Students should be reminded of their responsibility when books are checked out of the library. Books need to be returned on time, and become the responsibility of the student for their care and replacement if lost.

## **LONGFELLASCOPE**

The Longfellascoppe is our monthly newsletter to all families. The newsletter is given to all children no later than the first week of every month, and it is the official communication for coming events, the lunch menu and other interesting articles.

## **LOST AND FOUND**

Articles found in and around the school grounds will be taken to the Lost and Found Box located in the cafeteria. Therefore, all items brought to the school should be labeled so that they can be returned to their rightful owner if misplaced.

## **MEDICATION**

Over the Counter (OTC) medications are not permitted at school. This includes cough drops, eye drops, and Neosporin. When a student is so ill that medication is required, parents should consider keeping their child home.

In special cases where students must take prescribed medication during the school day, school personnel may not administer it until the school has on file a Medication Dispensing Form provided by the Toledo Public Schools and signed by both the physician and parent/guardian. A new form must be completed each school year. Prescribed medication must be received in the container in which it was dispensed, and parents/guardians must deliver the medicine to school.

Inform the Nurse of all medications your child is taking at home as well as at school.

## **NURSE**

The Nurse is available everyday. Medications can be dispensed by the Nurse during the day if your child has a Medication Dispensing Form on file from their physician. Inform the Nurse of any medical conditions, including allergies, medications, and changes throughout the year.

## **PARKING**

It is imperative that all parking rules are followed in order to keep our students, staff, and other community members safe. Follow all posted traffic signs at school.

## **PARENT PARTICIPATION AND VOLUNTEERING**

Volunteers are an important component of our school's success. Assistance is needed in the library and cafeteria on a daily basis. Contact the Office to volunteer. Opportunities also arise throughout the year to volunteer within your child's classroom. Check with your child's teacher to learn more. All volunteers should sign in the Visitor Log in the office. Only go to the area indicated when signing in. If a volunteer/visitor needs to go to another area in the school, they should inquire in the office prior to going there. Refrain from visiting classrooms unless invited. Refrain from personal conversations and cell phone use in the hall as it disrupts the educational process.

Book Fair: A book fair will be held during the school year. Each class will be scheduled to attend the fair and can purchase items at that time.

A holiday bazaar is held before the December vacation. Students are taken to the Gym at scheduled times and are allowed to shop at the booths. This event is sponsored by the PTO and can always use volunteers.

PTO: The Longfellow PTO meets each month. Notices of meetings and programs are posted in our newsletter (The Longfellowscope). This is a good time to ask questions, meet new people and get involved.

Each year the PTO holds one major fundraiser to generate money for educational supplies and equipment as well as fun events for the school.

Longfellow also has an intramural basketball program, which is organized by the PTO. All students have the opportunity to participate in this program. We depend on parent volunteers to coach. Announcements regarding sports information can be found in the Longfellowscope and will be sent home when they are received by the school from approved outside organizations.

In order to be informed, it is also recommended that you join PTO's email list by emailing [longfellowschoolpto@yahoo.com](mailto:longfellowschoolpto@yahoo.com).

Parent University: Parent University is for parents by parents! Toledo Public Schools and Partners in Education use community resources and leaders to offer FREE classes on a variety of topics. Sample topics include healthy cooking, standardized testing, and preparing for college and career. Childcare and transportation are provided for these 1 to 2 hour classes held across Toledo.

## **PHYSICAL EDUCATION**

Each child is required to participate in gym activities. To insure their safety, gym shoes are necessary. If, for some physical reason, a student cannot participate in the gym class for an extended time, a note from the child's doctor needs to be sent to the teacher.

## **PSYCHOLOGICAL SERVICES**

School psychological services are available for diagnostic purposes. Referrals can be made by teachers or by parental request. Students needing academic assistance can be referred to the Intervention Response Team (IRT) by the teacher or parent. If necessary, further diagnostic tests will be done by the school psychologist.



## **REGISTRATION AND WITHDRAWAL**

When registering, the following documentation is needed:

- Birth certificate

- Up-to-date immunizations (kindergarten also needs a physical & dental checkup)

- Custody papers if applicable

- Three proofs of address

- ETR/IEP/504 if applicable

When it is necessary for a student to change schools, it is important to notify the school office in advance. This will enable the school secretary to prepare any necessary forms for the transfer. Records will be sent upon request from the school.

## **SAFETY**

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

**Pets:** Please leave your dog and other pets at home during Arrival and Dismissal and other school related activities. Many students and adults are not comfortable around animals, or may have allergies.

**Bikes:** Bikes, skateboards and other wheeled self-transportation are not permitted.

## **SCOUTS**

**BOY SCOUTS:** Any boy in the first grade is eligible to become a Tiger Cub and in first grade he can move up to become a Cub or Boy Scout. A boy may enter scouting at any age.

**GIRL SCOUTS:** Any girl in kindergarten may become a Daisy Scout. Brownies are girls in grades 1-3 and Junior Girl Scouts are in grades 4-5.

## **SMOKING**

Smoking is not permitted on school grounds.



## **SOLICITATION**

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the Superintendent Office is strictly prohibited.

Fundraisers will be limited to the PTO and classroom teachers only. There will be NO bake sales, etc. held by outside organizations.

## **SUPPLIES**

Students are expected to supply their own pencils (and pens, if necessary) and paper and any other supplies requested by the teacher. A list of supplies for the following year is issued on the last day of school in May.

## **TELEPHONE USE**

School telephones are for official business and not for routine student use. The office telephone is to be used by students for **emergency purposes** only. Office personnel must grant permission for the use of the phone.

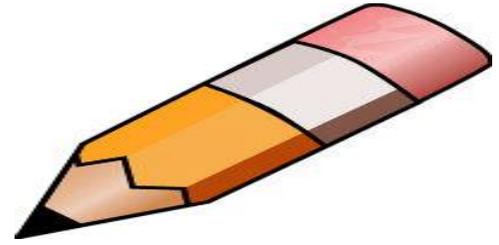
## **TESTING**

Participation in state testing is required for all students in Grades 3-8. Students in Grade 3 will take the Ohio State Test in English and Language Arts in the fall. This provides baseline data. Students in Third Grade must receive a Proficient score on this test in order to successfully complete Third Grade.

In the Spring, all students in Grades 3-8 will take the following Ohio State Tests: Reading, Math, Science (*Grades 5 and 8 ONLY*).

### **UNNECESSARY ITEMS, MONEY, AND OTHER VALUABLE PROPERTY**

Students are encouraged to leave all money and other valuable property at home. Students are NOT to bring items to school that will interrupt the day. Cell phones, trading cards, and other toys are NOT permitted. If found, they may be held in the office. Longfellow assumes no responsibility if items are lost or stolen.



### **VISITORS**

Please remember that interruptions take away from your child's educational time. As students are only at school for a small part of the day, students cannot be called out of class for non-emergency reasons.

Visitors must enter through the main doors. To maintain safety, **ALL VISITORS SHALL BE REQUIRED TO REPORT TO THE OFFICE, SIGN IN AND WEAR AN IDENTIFICATION BADGE WHILE ON SCHOOL PREMISES. THE SIGN-IN SHEET WILL REQUIRE TIME OF ARRIVAL, DESTINATION AND TIME OF DEPARTURE. NO VISITOR WILL BE SENT DIRECTLY TO A TEACHER'S CLASSROOM WITHOUT THE APPROVAL OF THE TEACHER.**

### **WEATHER RELATED AND OTHER EMERGENCY SITUATIONS**

**TORNADO WATCH** – A weather bureau alert of the possibility of tornado development in a specified area over a specified period of time. No sirens.

In the event of a tornado watch, the following procedures should be followed:

- A. Regular school program continues.
- B. Playground activities are cancelled.
- C. Radio is monitored.
- D. School dismissal at regular time.
- E. Children are warned to go directly home. At this time, children are informed of the tornado watch.



**TORNADO WARNING** – A weather bureau report of a tornado sighting, location, time of detection and directions of movement is given. Public notification; 3 minutes, steady siren tone, radio, television.

- A. School will not be dismissed while a Tornado Warning is in effect without the permission of the K-12 Learning Communities Office.
- B. Playground activities will be cancelled.
- C. Radio is monitored.
- D. After school activities are cancelled.

CRISIS: Longfellow has a plan in place to address threatening situations to our students and staff. Precautions are taken to ensure the safety of our students. Lockdown Drills and ALICE Drills will be practiced in order to prepare students for possible emergencies at school.

Emergency evacuation procedures:

1. All students will report to the YMCA.
2. Children will not be released to go home early until approval is obtained from the superintendent and/or his designee.
3. Children will not be released to go home via telephone call from a parent. Parents must pick up children in person.
4. All children can be dismissed at the regular dismissal time.
5. Bus students will be taken home (by bus) as soon as busses are available or at regular dismissal time.

Fire drills: Fire drills are held monthly. When the fire signal sounds, the following rules are expected:

1. Children walk quickly but quietly.
2. Children must remain absolutely silent.
3. Use exits as planned and designed for fire drill.
4. Stand in silence until the signal is given to return to the building.

Parents are discouraged from coming to school to pick up their child during emergency situations. However, if they do come to school and request their child, the child will be released to the parent. Students will not be released to anyone other than a parent without a note from the parent.