Longfellow Elementary

General Information
Address: 3610 Eucalyptus Ave.
Riverside, CA 92507
Phone: 951-788-7335
Office Hours: 8:00 a.m. - 3:30 p.m.
Principal: Geri Castro
Asst. Principal: Rene Levario

SCHOOL DAYS
Supervised parts of the campus are open to students at 8:00 a.m., prior to the official start of the academic day.
No school supervision is available before this time.

School Hours
Grades TK-6
Monday-Friday
8:20 a.m.-2:40 p.m.

Grades TK-6
Wednesday Early Release Day
1:25 p.m.

Students are requested to leave campus immediately after dismissal. After school supervision is not available except for those students registered with the on-campus HEARTS Program. No school supervision is available before 8:00 a.m. each morning or 20 minutes after the end time in the afternoon every school day. We ask that students not arrive on campus before 8:00 a.m.

We are a closed campus before and after school per RUSD Board Policy. Beginning the third day (Wednesday, August 14th) of school parents will not be allowed on campus before or after school without an appointment. 1st through 6th grade students should enter at the Mission Inn Ave & Eucalyptus Gate (Playground Area) Preschool-Kinder & their siblings will enter from the Kinder Gate on Franklin Ave. (Kinder Playground).

AFTER SCHOOL PICK-UP PROCEDURES
We are a closed campus before, during and after school per RUSD Board Policy. Any adult or non-Longfellow student picking up a child must have a Photo ID. There will be four exits for students. Beginning the first day of school parents will not be allowed on campus after school without an appointment. TK, DLI Kindergarteners and their siblings will exit campus from the gate in front of the
Kindergarten playground located on Franklin Ave. Non DLI Kindergarteners will exit from the 6th Ave gate. 1st grade students will exit the gate by the cafeteria on Eucalyptus Ave with their older siblings. 2nd through 6th grade students who walk home will exit through the gate on Franklin Ave and 7th Ave. 2nd through 6th grade students picked up by car will exit at the Eucalyptus & Mission Ave gate in front of the main playground. Please pull your vehicle forward in the Pick-Up Zone and do not park. Cones and signs will be set up to assist our community. Please remember to obey signs and use the crosswalks, this assists with modeling respect and safety for all children.

ATTENDANCE AND TARDIES

Regular school attendance is extremely important for every student. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction. Parents are an integral part in encouraging good attendance and supporting the educational program. We urge you to have your child in school at all times unless he/she is ill. Every day a child misses school, s/he falls behind two days academically. S/he must make up the missed learning and try to catch up with the current instruction. The discussions and experiences that take place at school are often more valuable than the written material.

Excused Absences/Tardies are:

1. Illness of a student – A child who might be ill may come to school and be checked by our health technician to assist you in identifying the possible problem. Students must be free of fever and/or vomiting for 24 hrs. before returning to school.
2. Doctor or dental appointments – Parents may have their child attend part of the day, before or after the appointment and have a doctor’s note for documentation.
3. Funeral of immediate relative – Parents may have their child attend part of the day, before or after the service.

Students absent for any other reasons are considered unexcused by the State Education Code. Students are to bring a note from parents or a doctor’s note the day they return to school from an absence. A personal call to the office (phone 788-7335) by the parent regarding the absence will be accepted in place of a note. Please schedule doctor appointments after the school day has ended. If this is not possible please bring your child to school before the appointment, and return them to school after the appointment.

Tardies

School begins at 8:20 a.m. Time is our precious school ingredient. Parents are urged to have their child at school by 8:15. Students who arrive on campus after 8:20 a.m. will need to report to the office for a tardy pass. Excessive tardies may result in one or more of the following consequences:

1. Student and/or parent conference with the principal.
2. Parent meets with School Attendance Review Team.
3. Parent meets with the district School Attendance Review Board.

***Students who are not with their class at 8:20 are considered late to school.
**Excessive Absences**
Parents will receive a letter from the school when student attendance patterns show excessive absences and/or are interfering with the student’s educational progress. Continued absences will require parent contact with the District Student and Community Support Department and Attendance Office or the School Attendance Review Board. Three or more unexcused absences are considered excessive by school district policy and state law.

**DISTRICT LEVEL PERFECT ATTENDANCE AWARDS GUIDELINES**
Perfect Attendance: The student physically attends ALL days on the School Year Calendar beginning on the first day of school in RUSD.
- Saturday school and Independent Study will not count as make-up days for absences towards Perfect Attendance Awards.
- Student will not qualify for Attendance Recognition if s/he has more than 3 tardies, early leaves and/or period absences combined for any reason.
- Students must have been enrolled in the RUSD starting August 12, 2019.

**Independent Study**
Independent study requests are for students who will be out for 5 or more consecutive days. Vacations should not occur during the regularly scheduled school days. In order to be granted Independent Study you must schedule an appointment in advance to meet with the school administrator. Your request should be made at least 72 hours in advance. Administration reserves the right to deny granting Independent Study to any student.

**STUDENT RELEASE PROCEDURE**
*During school hours:* Parents picking up their child(ren) early must report to the office, show proper identification, fill out proper information, then wait for the student(s) to arrive to the office. The office will release a student during school hours to ONLY those persons listed on the student white emergency card and are 18 years old or older. ALL parents/guardians are to sign students out through the office.

**VISITORS ON CAMPUS**
The Board of Education encourages interested parents/guardians and community members to visit the schools and participate in the educational program. As required by State Law (Penal Code 627.2, Education Code 32211) and RUSD Policy/Rules and Regulations (BP/RR 1250), **ALL visitors are required to register in the office upon entering the school premises during school hours**. This requirement includes parents, guardians, RUSD staff not assigned to the school, public employees, volunteers, media, public officials, and all other outsiders/visitors requesting to visit the school. Visitor registration involves scanning a visitor’s driver’s license/ID using the RAPTOR Visitor Management System to gain approval to enter the campus and receive a visitor pass. In pursuant of the board of education policy, during school hours, visitors will be accompanied by site administration on campus.
LONGFELLOW MONTHLY ATTENDANCE PIZZA PARTY GUIDELINES

- No tardy
- No absence
- No early release unless the student was sent home ill from school.
- Saturday School & Independent Study will not count as make-up days for this recognition.

TELEPHONE
School Office…………………………………………….......……(951)788-7335  Fax………………………………………………………….(951) 328-5080

Students are not to use the phone in the office except for emergency purposes, with a written note from the classroom teacher, and/or school related business ONLY. If students want to go home with other students after school, arrangements must be made before students come to school. Teachers cannot receive incoming calls in the classroom during instructional time. The office will take messages and calls will be returned during breaks or after school within 48 business hours. Please make your after-school arrangements prior to school starting. Students must wait until 3:00 p.m. before they can call, if a parent is late to pick them up.

PERSONAL PROPERTY
Please do not let your child bring personal items to school. Examples of personal items include: jewelry, video games, pagers, cell phones, money, and toys. Although RUSD allows students to bring cellphones to school, students will be required to keep them in their backpacks except in the case of a school emergency. If you feel that your child needs to bring a cell phone, they must remain off during school hours. They are not to be used during instructional time, or out on the playground. Cell phones used by students for non-emergency purposes during the school day will receive a discipline referral and will have their cell phones confiscated until the end of the day. This policy includes texting and instant messaging from all mobile devices.

The school will not be responsible for the loss or theft of personal items.

BICYCLES/SCOOTERS/ROLLERBLADES
The school strongly urges students to wait until 3rd grade before riding bicycles, scooters or roller blades to school to and from school. Bicycle helmets must be worn as per state law. Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right hand side of the street. Bicycles/scooters on sidewalks are to be walked and not ridden. The following rules are to be observed by all bike and scooter riders when entering and leaving school.

1. Students arriving on bicycles/scooters must go directly to the bike rack, lock their bike/scooter and leave the bike rack area immediately.
2. Bikes/scooters are never to be ridden on school grounds.
3. The school is not responsible for theft of any bicycles, scooters, parts, or damage while bicycles are on the school grounds.
Dress Code
Students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Longfellow Elementary is committed to providing a safe, respectful and non-disruptive learning environment for all our students. The Longfellow dress code is based on Board Policy and our five character traits: Respect, Responsibility, Caring, Trustworthiness, and Citizenship

Hair
- Extreme hairstyles that create a disturbance in the classroom or on campus are not allowed.

Jackets, Coats, Flannels, Sweaters, Sweatshirts
- Jackets, coats, etc. must fit properly and be appropriate for the weather conditions.

Shoes
- Shoes must be worn which enable safe participation in all types of active play and be appropriate in an emergency situation.
- Back straps are required on ALL shoes.
- NO Heelies (shoes with wheels), flip flops, tall platform shoes, or boots with steel toes (safety issue).

Accessories
- Jewelry that is oversized, as in earrings that dangle, hoops, or spikes, necklaces, bracelets, etc. should not be worn.
- NO chains hanging from belt loops.
- Any clothing item or accessory that has the potential to become a dangerous object may not be worn. This includes “spiked” bracelets, belts, and earrings, and “dog chain” necklaces.
- NO Belts that are too long to be tucked into pant loops.

Make-up/Nails
- NO make-up which may be considered to be disruptive to the educational environment.
- Fake, acrylic, or press-on nails are not allowed at school for safety reasons.

Clothing In General
- NO clothing may be worn that is gang related as determined by local law enforcement.
- NO clothing may be worn that promotes alcohol, drugs, sex, or tobacco.
- NO clothing may be worn with unacceptable messages. This includes foul language and sexually suggestive language or graphics.

Sun Protective Clothing
- Hats & sunglasses are permitted. Ball caps must be worn bill forward, removed inside buildings.

Pants, Slacks, Jeans, Shorts, Overalls, Shorts, Leggings, Skirts, Dresses
- Pants must fit at waist and must be hemmed.
- NO sagging pants, slacks, etc. Pants, slacks, etc. must fit properly at the waist.
- Overall straps must be worn over the shoulder and attached properly.
Shorts must be no shorter than mid-thigh length.
No undergarments or posteriors shall show.
Skirts/dresses must reach mid thigh (as a guide, ending below fingertips of extended arm).
Bike shorts should be worn under skirts/dresses on Physical Education Days.

**Tops, T-Shirts, Sweatshirts, Blouses, Sweaters, Flannels**
- Tops must cover the midriff, back, chest, and shoulders.
- No bathing suits, no see through clothing, and no boys' white tank tops allowed.
- No halter-tops, tube tops, strapless tops, spaghetti straps, off the shoulder or mesh shirts.
- Necklines must maintain modesty.
- Tank tops must have at least 1" straps and regular size armholes that are hemmed.

- Wednesdays are “College wear day” and Fridays are Longfellow “School Pride dress day”.
- Any clothing or grooming that creates a disturbance, presents a danger to the students/staff or violates school regulations is prohibited.
- Our dress code is open to revision as fads and fashion change.
- Students with inappropriate clothing will call home for a change of clothes. If this is not possible, a change of clothing will be given to the student and returned at the end of the day. A note will be sent home to notify parents of the dress code violation.

Riverside Unified School District does not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with a person or a group with one or more of these actual or perceived characteristics.
School-Wide Code of Ethics

RESPONSIBILITY
I will show responsibility by being accountable for my behavior and my learning.
I will:

1. Think before I speak and act.
2. Accept the consequences for my actions.
3. Show up at school on time and do my best everyday.

RESPECT
I show respect by treating others the way I like to be treated.
I will:

1. Speak to others using respectful language and tone of voice.
2. Respect other people’s property and personal space.
3. Accept and value individual differences.

CARING
I will show that I am caring by considering the needs of others.
I will:

1. Show kindness and courtesy
2. Place other’s thoughts, ideas, feelings and emotions before my own.
3. Help others when they need it.

TRUSTWORTHINESS
I will show trustworthiness by being reliable and honest.
I will:

1. Tell the truth even if I am wrong.
2. Do the right thing even when no one is watching.
3. Do what I tell people I am going to do.

CITIZENSHIP
I will show citizenship by saying and doing things to make our school better.
I will:

1. Help keep my school safe and clean.
2. Follow all school rules and procedures
3. Report to adults immediately when I see something wrong.
4. Be an example and a role model for Longfellow Elementary in our community.
Longfellow

SCHOOL BEHAVIOR EXPECTATIONS

1) Children are in school to learn and to allow others to learn.

2) Children are expected to be respectful, courteous, and helpful to others. (keep your hands, feet, and all objects to yourself.)

3) Children are responsible for their own behavior and learning.

4) Children will respect our school and its property.

Longfellow’s Promise
As a Longfellow Lion I promise to do my very best
In Reading, Writing, Math and all the rest
I promise to follow all the rules
In my class and in my school
I promise to be kind and caring in all that I do
Because I’m a Longfellow Lion both proud and true
Defiant or Disruptive Behaviors
Defiant or aggressive behaviors significantly disrupt the school learning environment. Defiant or aggressive behaviors are defined as the following:

Defiant/Disruptive Behavior
• Insubordination to staff: mocking or sarcasm toward teachers/staff
• Raising voice, rolling eyes, walking away, making inappropriate noises, or talking back to adults
• Lying/cheating
• Failing to follow a reasonable request
• Stealing or hiding peer’s personal property
• Teasing, taunting, instigating behaviors, mocking others
• Displaying inappropriate behaviors or gestures
• Arriving late to the classroom/activity without authorization
• Disrupting class or school environment
• Using equipment and materials in an unsafe or inappropriate manner
• Littering

Zero Tolerance Behaviors
Students may be suspended for Zero Tolerance Behaviors. Zero tolerance behaviors are defined as the following:
● Fighting or aggressive behavior resulting in injury
● Possession of weapons or imitation firearms, or look-alikes
● Making terroristic threat or threats of physical harm to students or staff which upon investigation are substantiated (methods, means, motivation)
● Possession or trafficking of drugs, alcohol, tobacco, inhalants, or other illegal substances
● Sexual harassment, sexual assault, or sexual misconduct
● Bullying and victimization which is repetitive, targeted and includes the use of racial, ethnic, religious, or gender, or handicapped slurs.
● Stealing personal or school property
● Vandalism or destruction of school property
● Gang or suppressive group related behaviors which disrupt the school learning environment (signs, symbols, gestures, intimidating behaviors)

Reporting Possible Bullying Behavior
Bullying Definition: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act by a student, or a group of students, directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, or at a school-sponsored activity which substantially disrupts the educational environment.
Report will be investigated no later than the end of the next school day and report of outcome to parent within 30 days. The school is not permitted to provide information about other students or discipline issued to other students with the reporting parent.
Discipline

PHILOSOPHY OF DISCIPLINE: The school views the discipline and control of its pupils as an essential part of successful education. The laws of the State of California define specifically many responsibilities of pupils during the time of their required attendance under school control. Among other things, pupils are required to comply with school regulations, pursue the course of study, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school.

Areas of Responsibility in Discipline

The School Administration: The school administrators shall be responsible to the Superintendent of School for the conduct of the school. The administrators shall have the responsibility and the authority to formulate school rules and behavior.

Teachers: Teachers shall be directly responsible for adequate control of pupils under the supervision of the school. This responsibility shall extend to the enforcement of general school rules and appropriate classroom and campus behavior.

Pupils: Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order; be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profanity and vulgar language.

Parents or Guardian: Parents or guardians shall be held responsible for cooperating with school authorities and seeing that their children are diligent in their studies and attendance. Parents or guardians are expected to participate in conferences regarding the behavior of their children. Parents or guardian shall be held responsible for willful misbehavior of their children and damage to school property as provided for in the Education and Administrative Codes of the State of California.

Prohibited Items

No cameras, video cameras, play stations, electronic toys, MP3 players, CD players, PSP or any other electronic devices (except cell phones governed by District Policy) are permitted to be on school grounds at any time. Students found in possession of these items shall be subject to regular school discipline procedures, including: discipline referral, assigned detention, suspension and/or expulsion, for a violation of school rules as permitted by Education Code Section 48900. Parents and students are hereby notified that the school staff assumes no liability whatsoever for electronic devices brought on school grounds. In addition, school staff will not search for, investigate nor attempt to recover any such item that is lost, stolen or broken on school grounds. If students are found with any of these items, they will be confiscated and the parent/guardian must come to the school to collect the item.

DETENTION: The Education Code specifies that students may be kept after school for up to one hour for disciplinary purposes. If a student is to be kept after school the teacher will contact the parent at home or at work so appropriate arrangements can be made. Prior to the decision to suspend, the administration/certificated designee takes into consideration the following alternatives:

• Informal talk or counseling
• Conference with student and parent
• Discipline referrals or citations must be signed by a parent and returned the next day or school personnel will be contacting you by phone
• Removal of privilege
• Time-out
• After school detention (parent will be notified prior to detention)
• School Attendance Review Board
• Suspension
• Expulsion
SUSPENSION/EXPULSION
A teacher may suspend a student from class for the remainder of the period or day of the offense and for one additional school day. The principal/principal’s designee may suspend a student from school no more than five consecutive school days for one offense. All rules and regulations regarding student discipline are available in the principal’s office.

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

A. Causing, attempting to cause, or threatening to cause physical injury to another person and/or willfully using force or violence upon the person of another except in self-defense.
B. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
C. Possessing, using or otherwise furnishing, or be under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
D. LOOK ALIKE SUBSTANCE: Offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant, of any kind, and then selling, delivering or otherwise furnishing to any person another liquid substance, or material and representing the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
E. Committing robbery or extortion.
F. Causing or attempting to cause damage to school property or private property.
G. Stealing or attempting to steal school property or private property.
H. Possessing or using tobacco.
I. Committing an obscene act, or engaging in habitual profanity or vulgarity.
J. Having unlawful possession of or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
K. Disrupting school activities or willfully defying the authority of school personnel.
L. Knowingly receiving stolen school property or private property.
M. Possessing an imitation firearm.
N. Committing or attempting to commit sexual assault, or committing sexual battery.
O. Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding.
P. Committing sexual harassment (grades 4-12 only).
Q. Causing, attempting to cause, or participating in an act of hate violence (grades 4-12 only).
R. Creating an intimidating or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against a pupil or group of pupils (grades 4-12 only).

RECESS
The purpose of recess is to provide students with an opportunity to eat a healthy snack, get drinks, and use the restroom. When the bell rings, indicating recess is over, drinks and use of the restroom is not permitted. At no time shall students play in the restroom. Snacks should be eaten at the snack tables located on the playground, and trash thrown in the trash cans.

PLAYGROUND RULES
General safety rules apply on the playground area.
1. Walk to line after whistle blows
2. Respect and return equipment when done
3. Use equipment appropriately
4. Play by the rules of the game
**Playground Equipment**

a. No chase in the equipment area.
b. Slide only on bottom facing forward, one student at a time. No climbing the wrong way up the slide
c. No pushing other children.

**Football**

_Given the physical nature of football as well as the increased probability of student injury, football will not be allowed during recess times at Longfellow Elementary._

**Soccer**

1. Even and fair teams must be formed, or the game will be ended.
2. Only one goalie can be appointed at a time for each team. The goalie can use any part of the body to stop or catch the ball, and may kick or throw the ball from any location not more than fifteen steps from the goal.
3. The ball may only be touched with the foot (or leg below the knee), or with the head.
4. Any student using hands, arms, chest, shoulders, etc. must leave the game for the remainder of the recess.
5. A goal is scored when the ball passes between the cones at a height of six feet or less.
6. If a ball goes out of bounds on the long sides of the field, any player on the team which did not last touch the ball must return the ball to the field of play with an over the head, two-hand throw.
7. If a ball goes out of bounds on the end lines (near the goal), any player on the team which did not last touch the ball must kick the ball from the ground at the corner of the field closest to where the ball went out of bounds to return the ball to the field.
8. All play must end at the end-of-recess signal.
9. Students in a disagreement must take the problem out of the game, but the game will continue. Students may reenter the game once the problem has been resolved.
   Injured students must be helped by the student closest to him or her. Students may reenter the game after the injury has been treated or the student feels able to return to the game.

**Kickball**

1. Each team will have a designated captain and will choose his or her team and will place them in a kicking order.
2. All students who wish to participate will have the right to play.
3. Teams must stay in the original kicking order. All players must kick.
4. Players who are “up” must stand behind the backstop in their kicking order.
5. The captain may switch field positions among players at any time.
6. In general, the game is played like baseball, with the following exceptions:
   A. There will be no strikes or balls. A runner may not request a type of pitch.
   B. A runner may be called out if the ball hits them below the waist after being thrown by the other team.
   C. A runner cannot lead off, and cannot run until the ball is kicked.
   D. A runner cannot slide into base.
7. The game is over at the designated time on the schedule. Games may end in a tie.
8. Students who are engaged in a disagreement must take the problem out of the game. Once the problem has been solved, students may reenter the game on their original team. Injured students will be assisted by the player closest to them. The student(s) may reenter the game after the injury has been treated or the student feels able to play.
**Tetherball**

1. Players stand on opposite sides of the circle. Neither player may step into the opponent's side of the court.
2. The server is the person just entering the game, or to begin the game, the shorter player.
3. The server hits the ball from the totally unwrapped position.
4. Player hits the ball with one or both hands, open or closed, to wind the cord in the desired direction.
5. Play continues until a foul is committed or one player winds the ball completely around the pole.

**Fouls:** (The penalty for a foul is the loss of the game)

- a. Hitting the ball with any part of the body other than the hands.
- b. Catching or holding the ball during play.
- c. Touching the pole.
- d. Touching the rope.
- e. Stepping on or over the outer or inner boundaries.
- f. Double hits. (Hitting the ball twice before it is hit by the opponent or it wraps the pole once.)
- g. In the case of difference of opinion on a foul, a vote will be taken of the next person in line. The vote will be final.
- h. Students who are in a disagreement must take their problem out of the game. Once a problem is solved, those two students may step in after the most current game in progress and finish/play their game.

If any students are injured, the student closest to them must take them out of the game and stay with them until they feel better. The student who assisted the injured student may then re-enter the game at the front of the line.

**Basketball**

1. No more than ten players on a full court at any one time. If more than ten players want to play on a full court, then the court must be split with no more than eight players (four to a team) on each half court.
2. If the court is split into two half-courts and there are still students who want to play, the students already on the court may only play to a game of 7(by 1’s) or 14(by 2’s). Otherwise, the game will be played to 11(by 1’s) or 22(by 2’s). The student or students who are waiting must have a team ready to play or can pick his or her own team from the students in the previous game.
3. Full court game will begin with a jump ball in the middle of the court. In a half court game, the team with the ball first will be determined by one shooter from each team shooting from the free throw line for the ball. The team that makes it will get the ball. If both shooters from each team make it, then the shooters will continue to shoot until one misses. The game will start at the top of the half court.
4. In a half court game, “losers” (the team just allowed a score) will get the ball at the top of the half court.
5. The ball must be dribbled. If the person with the ball picks up his or her dribble, he or she cannot dribble again until the ball is passed. He or she may pivot on one foot or the other (but only one) to look for someone to pass to.
6. The defender may not hit, slap, punch, elbow or kick at the person with the ball at any time.
7. The **person with the ball** can call a foul if he or she is hit, elbowed, etc. while dribbling or while in the act of shooting. If a student is fouled, the team with the ball may take the ball out of bounds and put the ball back into play again. There will be no free throw shooting.
8. Students who are excessively physical will not be allowed to play in the game. Students in a disagreement on the court will have to leave the court and discuss their problem as well as a solution before reentering the game, but the game continues. Students who are injured will have a buddy to assist them off the court and stay with them until they are better, but the game will continue.
HOMEWORK POLICY
Homework assigned should follow district policy and an established pattern that is understood by parents and students. The family’s role is to support and encourage the student, provide an appropriate place and time to complete the homework, which must be returned within the time frame specified by the teacher, and maintain communication with the teacher. Family emergencies will be considered when homework is not complete.

Response to Intervention (RTI)/STUDENT SUCCESS TEAM (Academic)
Students experiencing academic difficulties may be referred to Longfellow’s Student Success Team (can be comprised of teachers, parents, administrators, and the school psychologist). This team will work with the student and parent(s) to address individual student needs and identify potential solutions.

Response to Intervention (RTI)/STUDENT SUCCESS TEAM (Behavior)
Students who have behavioral concerns will be referred to a Behavior Student Success Team meeting. The team will work with the student and parent(s) to address individual student needs and identify potential interventions.

MEDICATION
The health technician will distribute all medications. Only medication accompanied by forms filled out by the attending physician will be given. Forms are available in the office. Students are not allowed to bring over-the-counter medications (i.e. Tylenol, aspirin, cough drops, medicated lip balm, etc.) without a note from a doctor and they must leave the medication in the health office and the health tech can administer the medication pursuant to the doctor’s directions. Tubes of non-medicated lip balm or Vaseline may be brought to school for personal use.

SPLINTS/CRUTCHES AND CASTS
If a student is required to wear a splint, cast or use crutches, a doctor’s note must be given to the health technician with the length of time for use specified. Students using splints, crutches or casts will not be allowed to participate in PE or use playground equipment until they have been released from their doctor. Students will also be required to continue use of crutches until a doctor’s release is submitted.

Parent Organizations

PARENT, TEACHER ASSOCIATION (PTA): Longfellow School has an active Parent-Teacher Association which engages in major fundraising activities for the school, in order to support special events and educational activities for the students. We hope each parent will become involved and join the PTA. Please become a member; watch for the membership envelope.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC): This committee is a very important group that helps to analyze our English Language Learner program. Parent membership and activity in the group is essential to the overall success of our school.
SCHOOL SITE COUNCIL
A Single Plan for Student Achievement developed and monitored by the School Site Council and the Longfellow Staff is in operation throughout the year. This group is elected from parents and staff to identify and address school needs. If you are interested in being a member or would like to attend a meeting, please contact the office.

STUDENT CELEBRATIONS AND CLASS PARTIES
In support of the HEALzone initiative, and the overall health of the students at Longfellow Elementary food items may not be brought to the school for students, except as individual servings in student lunches. Birthday celebrations must be approved by the teacher at least two weeks in advance. Snacks for sharing must be store bought, in original packaging. We recommend non sugary treats for the promotion of good health.

VOLUNTEERING
Longfellow welcomes volunteers! Please let the front office know if you are interested in volunteering. Please ask for a volunteer application.

NO PETS ALLOWED: For the safety of the students and staff no dogs or any pets are allowed on campus at any time.

Nutrition Services
Breakfast is free and offered to all students present at 8:20 a.m.

Lunch is free for all our students as in accordance with CEP. CEP is a program that allows a school to have ALL students at the site eat breakfast and lunch at no cost to the parent/guardian. You do not need to complete a meal application, however, there is a form that must be completed by all guardians.

COMPLAINT PROCEDURES FOR STUDENTS
Should a concern arise parents should make an appointment to meet with the teacher in advance. Concerns, except for sexual harassment and discrimination should be discussed with the teacher first. If the concern is not resolved, then the parent should make an appointment to meet with an administrator.

Students or parents may have complaints. Students may discuss a complaint with their teacher or administration. Students are encouraged to discuss their complaint with a parent. Students may also decide to use the District’s Uniform Complaint Procedure. A copy of the RUSD Parent Handbook is available on-line. Additional copies of the Uniform Complaint Procedure are available in the office or from the Director of Pupil Services.

Complaints from students regarding sexual harassment should be discussed with the administrators.
There shall be no discrimination among students who are applying for admission to or who attend the schools of Riverside Unified School District with respect to color, race, creed, religion, national origin, sex, age or handicap. A lack of fluency in English shall not prevent admission or participation to a school or program because the District offers programs to assist non-English speaking children.