LONGFELLOW ELEMENTARY SCHOOL

Parent Handbook 2023-2024: Non-CSPP Programs

Home of the Bear Cubs

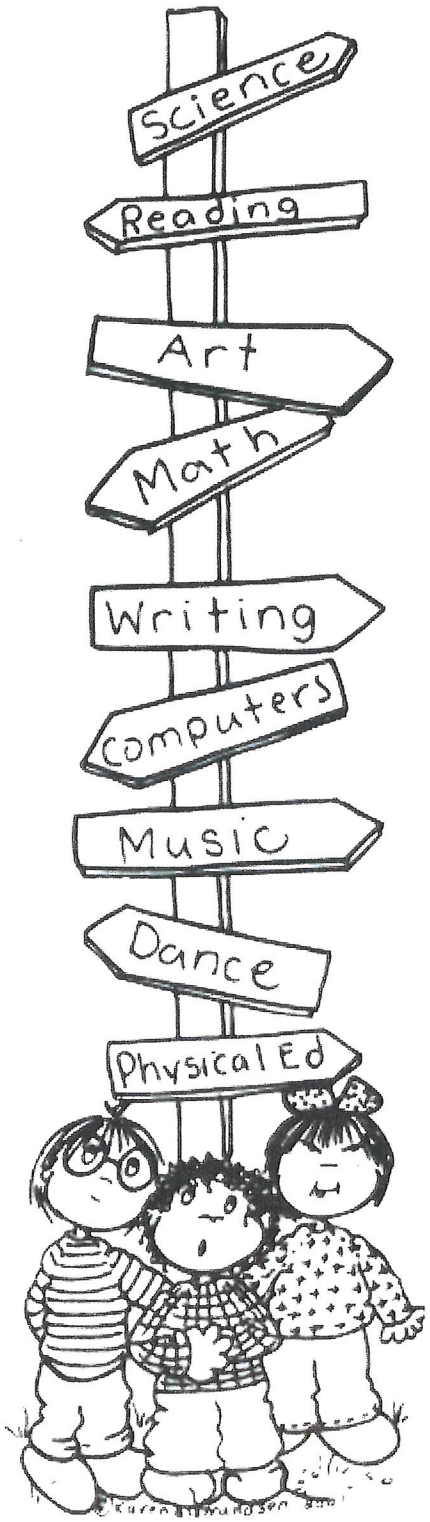
245 W. 10th St, Azusa, CA 91702
Azusa, CA 91702
(626) 815-4700

Director/Principal: Jenny T. Le

Superintendent: Arturo Ortega

Azusa Unified School District Board of Education

Sabrina Bow, Ed.D., President
Yolanda Rodriguez-Peña, Vice-president
Gabriela Arellanes, Clerk
Adrian Greer, Member
Sandra Benavides, Member



Mission Statement

We will strive to provide for the academic and specialized needs of students by respecting their differences and abilities to become lifelong learners.

GENERAL INFORMATION

OFFICE HOURS

Our school offices are open Monday through Friday from **7:30 a.m. to 4:00 p.m**. Our school office phone number is (626) 815-4700; CSPP preschool office phone number is (626) 815-4724.

CAMPUS HOURS

The school campus will only be open during school hours and approved school activities (example, Back-To School-Night, Open House, etc.). The Azusa Police Department and the Azusa Unified School District Security will be patrolling the campus during non-school hours.

SHORTENED THURSDAY's DISMISSAL

We have added instructional minutes to every Monday, Tuesday, Wednesday, and Friday so that every Thursday can be a shortened day. On these shortened days, teachers meet in grade-level teams to plan curricula, activities, and projects. Teachers are also given the opportunity to participate in staff development workshops and training.

"DO NOT DISTURB" TIME

Longfellow Elementary protects the instructional time of its students. To maximize student learning, no classroom may be interrupted between the hours of 8:15 a.m. and 3:00 p.m. The office staff will be happy to deliver messages, lunches, etc. for you. If you need to speak with your child's teacher, please call or email to make an appointment. Please help us make every minute count for every student.

EMERGENCY INFORMATION

Students will not be released to anyone whose name is not listed on the emergency contact list. If your work, cell, or home phone number changes, please notify the office immediately.

STUDENT ATTENDANCE



Regular attendance, arriving on time, and remaining in school for the entire day, tend to promote school success!

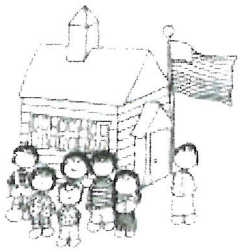
Students need to attend school every day on time. Please ensure that your child only misses school when it is absolutely necessary.

Vomiting, diarrhea, fever, and doctor's appointments (with verification) constitute excused absences. Any other reason for an absence is considered unexcused. Unverified absences are recorded as "**unexcused**" and cannot be changed after 5 days. Students with excessive absences are automatically referred to the school district's Attendance Program Coordinator. When your child turns 6 years old, you may be referred to Los Angeles District Attorney attendance programs: ACT, SART, or SARB based on poor attendance.

STUDENT TARDINESS

Students who are tardy are to first go to the front office. School personnel will escort the student to class.

STUDENT EARLY RELEASE FROM CAMPUS



Longfellow Elementary is a secure campus:

- During school hours no student may leave campus without a parent or guardian following proper sign-out procedure.
- A parent or guardian must come to the school office to pick up a child who needs to leave campus for an appointment or illness.
- A student's early release is recorded on the student's attendance record.
- If you need your child released early from school, please call the office prior to arriving to pick up your child.

Students will not be released to anyone whose name is not listed on the emergency card. There are no exceptions to this rule. Please be prepared to show proof of identification.

STUDENT ARRIVAL/DEPARTURE PARKING PROCEDURES

Student safety is one of our school's top priorities. We are aware that the street parking gets congested. We ask that parents please be patient and adhere to the following parking procedures:

- The yellow loading zones on Angeleno Avenue are not for parking or extended stopping. Please load or unload quickly and safely. If you need more time, please park on the street outside the loading zone.
- Do not park/stop in red zones or double park to pick up or drop off. Also, please use caution not to block our neighbors' driveways.
- Please be vigilant of City of Azusa posted parking signs. Various times and days of the week are posted on both Angeleno Avenue and on Tenth Street. Police will ticket.

We thank all parents in advance for ensuring their child is picked up daily on time as there is no supervision after the class ends.

VISITORS

Adult visitors and parent volunteers are welcomed to the school during the day; however, for the safety of our students, **they must first check in with the office.** All visitors and volunteers will sign in and be given a pass before entering the main campus.



- If you wish to talk to a teacher, please contact the office by phone or a written note to set up an appointment or visitation time.
- Parents may bring lunches and other necessary school items that may have been left at home to the school office.

VOLUNTEERS

We gladly welcome all volunteers to our school. If you wish to be a classroom volunteer or field trip chaperone, please speak with your child's teacher or stop by the office.

- Parents are requested to make arrangements with the teacher before they volunteer in their child's classroom.
- For the safety of the children, the State of California passed a law requiring school volunteers who accompany students on field trips must go through a fingerprint-background check, now available through the Azusa Unified School District. This process can take up to 21 days.

SCHOOL ORGANIZATIONS

The following organizations are available and encouraged by Longfellow for parent participation:

PAC - Preschool Advisory Council

DPAC – District Preschool Advisory Council

Superintendent's Roundtable

PAC+ - Parent Advisory Committee



The PAC are site-based advisory committees that give input into matters that concern the school academic programs and categorical budget allotments.

PARENT NOTICES

Keeping parents informed about school happenings and events is of major importance. Parents are encouraged to follow the AUSD District website at https://www.azusa.org/, the District's Facebook page at https://www.facebook.com/AzusaUnifiedSD, Longfellow School website at https://www.azusa.org/Domain/12 (Schools events and meetings can be found on the school calendar), and Longfellow School Facebook page at https://www.facebook.com/LongfellowAUSD. Information is also provided through Peachjar flyers and automated phone calls.

AUTOMATED PHONE SYSTEM (Parent Square)

Our school has the capability to call all parents of registered students within a 3-minute timeframe. Periodically you will receive these phone calls/emails/text messages on your home phone or on your cell phone. The phone calls will frequently be reminders of school-wide, grade-level, or classroom events. In case of an emergency, notification through Parent Square will be made immediately to notify parents of the situation and another call will follow when the danger has passed, and students are available for pick up/release. Please make sure that your telephone information is always current and updated in our school computer system.

SMARTPHONES OTHER ELECTRONIC DEVICES

All classrooms, traditional or non-traditional, are considered an "electronics-free zone". Smartphones or any other device brought from home are allowed, but may only be used before and after school. During school hours, if there is a family emergency situation, parents are to call the school office and not their child's cell phone. These electronic devices are often lost or stolen and caution should be used in bringing them to school. At all times, **"The school is not responsible for loss or damage to any of these items brought onto the school campus."** Smartphones or any other electronic device used during school hours will be confiscated and can only be returned to the parent.

MEDICATION

Medication of any kind will **NOT** be administered at school for any reason unless written authorization from a physician is on file in the school health office. This includes aspirin, cough syrup, cough drops, or any other cold remedies. Students are not permitted to bring these items to school, and they are definitely not allowed to administer their own medication.

CAFETERIA

At Longfellow, we offer a school breakfast each day, from 8:15 - 8:35 am. All students will be provided with a free breakfast and/or school lunch for the 2023-2024 school year.

FIELD TRIPS

Field trips are considered a class and student-centered activity. At times parents are asked to assist on field trips as supervisors of students. Parents who attend must be fingerprinted by AUSD in order to ride the bus with the class and must follow all school rules and dress codes. Unfortunately, other family members or younger brothers and sisters are not permitted to attend.

FIELD TRIP CHAPERONES

Parent chaperones must assist the teacher with the supervision of students. Each parent who attends is agreeing to be a student supervisor and must adhere to specific guidelines. Each parent chaperone:

- Must have been approved by the AUSD fingerprint/background check
- Must be 18 years of age
- Should arrive at least 30 minutes before departure time
- Must ride on the bus with the class
- Should dress appropriately – following the AUSD Student Dress Code
- May not bring younger children or adults with him/her
- Should keep cell phone conversations to emergency situations only
- Must not smoke, drink alcoholic beverages, or use inappropriate language at any time
- Should not purchase snacks or special items for their assigned group

LOST & FOUND

Students should bring to the office all items or personal property found on the campus. All lost articles of clothing, shoes, and backpacks are placed in the Lost & Found Box which is located in the cafeteria.

SCHOOLWIDE HOMEWORK POLICY

Longfellow School believes that homework is an opportunity to promote teacher/parent/child relationships. Homework can serve as an important link between the home and school. The daily amount of time for homework will vary from time to time with various assignments. We encourage students to read with their families every night.

PROGRESS REPORTS

Progress reports for students will be sent home at the end of the first, second, and third trimesters. During the first trimester, you and your child will be invited to a conference. This conference will include the teacher, the parent, and the student together discussing expectations for the year.

DISASTER PREPAREDNESS

Longfellow School has a disaster plan in the event of an emergency situation. This is a district-wide program designed to provide temporary shelter and assistance to our students. Monthly drills are held to assure that students and staff are aware of their roles in an emergency situation. During an actual emergency, parents will be given a pass at the small preschool gate on Angeleno and walk up to the receiving gate area, which will be at the North Gate entrance on 11th street to receive the student.

To ensure an accurate account of every student and maintain their safety, we ask that you please adhere to the following procedures to pick up your child in case of an emergency disaster:

1. Arrive to school as soon as possible. Leave the street access clear for emergency vehicles. Please park your vehicle on the street in an appropriate spot.
2. Check in at the small gate entrance on Angeleno to receive your student release pass.

3. Proceed north along the fence to the North gate on 11th Street.
4. Form one line. Please remember all the other parents are also there to pick up their children.
5. Show your ID and give the name of the child you are going to pick up. **Students will only be released to parents or designees listed on the emergency card.**
6. After you have signed for your child's release, proceed to the gate on 11th street at the end of the school where your child will be released.
7. Wait for your child in the waiting area; your child will be escorted by a school employee to the waiting area.

DRESS CODE

At Longfellow Elementary School, we take great pride in the way our students come to school prepared to study hard and learn each day. We believe it is very important that our students wear clothes that are suitable for learning.

The Azusa Unified School District Board of Education declares that the following dress code guidelines shall apply to all regular school activities:

A. **All clothing must be suitable for school**; neat, clean, size appropriate, not frayed, and in good repair

B. **Clothing, jewelry, visible body art, belt buckles, and accessories shall be free of writing, pictures, or other insignia which**: (1) are crude, violent, vulgar, profane, prejudicial, or sexually suggestive, (2) advocate the use of drugs or alcohol, manner of being worn indicate or cause others to be intimidated

C. **Clothing shall not be a health or safety issue:** chains, inappropriate length of belts, spikes, heavy or oversized belt buckles, and oversized jewelry.

D. **Hats, caps, bandannas, beanies, ski caps, or hairnets shall not be worn.** Exception: (1) hats/visors, with a bill facing forward or a brim, with no emblem/logo or with a site-specific emblem/logo that is authorized by each school site are allowed to be worn during lunchtime when eating outdoors and during any school-related activity that is conducted outside except those by the manner of being worn would indicate an affiliation with a group or gang which may provoke violence or cause others to be intimidated; and, (2) headgear that is worn due to religious affiliation or for medical reasons with a doctor's verification.

E. **Clothes shall be sufficient to conceal undergarments at all times.** Transparent or fish-net fabrics, halter or bareback tops, off-the-shoulder or low cut tops, tank tops and/or tops with oversized arm openings, spaghetti strap tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.

F. **Shoes must be worn at all times.** Thong-like sandals and steel-toed shoes are not acceptable. In addition, at the elementary and middle schools, shoes must have a back strap.

COMPLIANCE POLICIES

STUDENT DIVERSITY AND TOLERANCE POLICY:
The Governing Board of the Azusa Unified School District affirms the right of every student to be protected from hate-motivated behavior and supports appropriate harassment-free school environments, promoting respect and establishing programs that encourage learning about and respect for diverse cultures. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious belief, or practices shall not be tolerated.

STUDENT NON-DISCRIMINATION-POLICY
The district prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student' actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics

FEDERAL LAW
"NO PERSON. . . shall, on the basis of sex, race, color, national origin, lack of English skills, or handicapping condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance . . ."
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972/ TITLE VI, SECTION 504

CALIFORNIA STATE LAW
"It is the policy of the State of California to afford all persons, regardless of their sex, equal rights and opportunities in the educational institutions of the state . . ."
CALIFORNIA EDUCATION CODE 200-261, AB537

SCHOOL DISTRICT POLICY
It is the policy of the Azusa Unified School District not to discriminate on the basis of color, race, creed, religion, sex, national origin, sexual orientation, lack of English skills, handicapping condition, age, or language in its admission of students to school programs, educational programs, and activities, or the recruitment and employment of personnel. Students, parents, employees, and community members who feel that they have a grievance concerning discrimination should contact:
POLICY FOR STUDENT NON-DISCRIMINATION 5111

SEXUAL HARASSMENT POLICY
The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process.
ED CODE 48980 AND 231.5

DEFINITION OF SEXUAL HARASSMENT
Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

- **Reporting of Sexual Harassment:** A student or employee who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher/supervisor. A school employee to whom a complaint is made by a student or employee shall, within 24 hours of receiving the complaint, report it to the principal or designee. The principal or designee to whom the complaint of sexual harassment is reported to shall investigate the complaint in accordance

with administrative regulations.

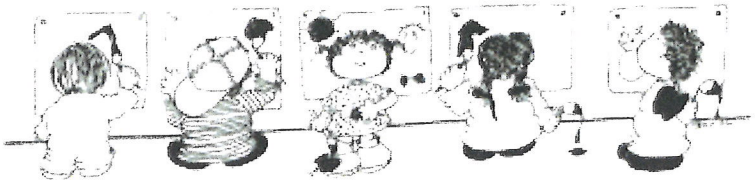
· **Confidentiality:** All complaints of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

SCHOOL DISTRICT SAFETY HOTLINE

The Azusa Unified School District has installed a hotline for residents to report safety issues, crimes, or related matters. The Hotline records all calls and is monitored daily Monday through Friday. Instructions are given in English and Spanish. The Hotline number is (626) 331-2302.

AUSD IS EQUAL OPPORTUNITY

It is the Azusa Unified School District policy not to discriminate on the basis of sex, race, color, national origin, lack of English skills, or handicapping condition in its admission of students to school programs, educational programs, and activities. Anyone who feels they have a grievance should contact the Director of Pupil Personnel at the Azusa Unified School District Office (626) 858-6184 or (626) 967-6211



All programs at Longfellow School will be closed in observance of the holidays listed below. Please remember to check the school calendar on our website for Minimum Days and events.

September

9/04/2023 - Labor Day

November

11/10/2023 -Veteran's Day

11/20/2023 thru 11/24/2023 - Thanksgiving Week

December / January

12/22/2023 thru 1/9/2023 –Winter Break

January

1/15/2024 - Martin Luther King, Jr. Day

February

2/12/2024 - Lincoln's Birthday

2/19/2024 -Washington's Birthday

April

4/01/2024 thru 4/05/2024 – Spring Break

May

5/27/2024 - Memorial Day

LONGFELLOW SCHOOL

Daily Schedule 2023-2024

MINIMUM DAYS AND CONSOLIDATED THURSDAYS DO NOT APPLY TO CSPP OR DUAL IMMERSION PRESCHOOL

Minimum Day Dismissal Dates &Times (*District-Wide Minimum Days) apply only to rooms 7, 8, 11 and 12

2023-24 Minimum Days: 8/17/2023*, 8/18/2023*, 10/13/2023, 11/03/2023, 11/14/2023, 11/17/2023, 12/21/2023*, 2/23/2024, 3/29/2024*, 5/24/2024, 6/04/2024, 6/05/2024 and 6/06/2024*

Program	Teacher	E-mail	Room	Schedule	Consolidated Thurs	Breakfast	Recess	*Except Thurs Lunch
CSPP AM	Patricia Corona-Martinez	pcoronamartinez@azusa.org	5	8:00-11:00	No	8:15-8:35	8:55 -9:25	--
CSPP PM	Patricia Corona-Martinez		5	12:00-3:00	No	--	12:55-1:25	12:15-12:35
CSPP AM	Maria Garcia	mgarcia@azusa.org	6	8:00-11:00	No	8:15-8:35	8:55 – 9:25	--
CSPP PM								
SDC AM	Jane Aguilera	jaquilera@azusa.org	7	8:00-11:00	Yes	8:15-8:35	8:55-9:25	--
SDC PM	Jane Aguilera		7	12:00-3:00	Yes	--	12:55-1:25	12:15-12:35*
SDC AM	Liya Ma	lma@azusa.org	8	8:00-11:00	Yes	8:15-8:35	8:55-9:25	--
SDC PM	Liya Ma		8	12:00-3:00	Yes	--	12:55-1:25	12:15-12:35*
Life Skills AM	TBD AM		11	8:00-1100	Yes	8:15-8:35	8:40-9:10	--
Life Skills PM	TBD PM		11	12:00-3:00	Yes	--	12:35-1:05	12:15-12:35
Life Skills AM	Yaneth Cardenas AM	ycardenas@azusa.org	12	8:00-11:00	Yes	8:15-8:35	8:40-9:10	--
Life Skills PM	Yaneth Cardenas PM		12	12:00-3:00	Yes	--	12:35-1:05	12:15-12:35*

Dear Parents/Guardian,

The Longfellow School Handbook contains important information about our school. We ask that you read it carefully and discuss the student expectations with your child. Please sign and return this form to your child's teacher (***If you would like a hard copy of the handbook, please let us know***).

Sincerely,
Ms. Le, Director of Early Childhood Education

Verification of Informaiton of Longfellow School Handbook

My signature confirms that I have read and reviewed with my child, the Longfellow School Handbook for the school year, and I am aware of the following: School rules and expectations. AUSD Dress code, Student safety issues procedures, AUSD policies, Parking, attendance, and emergency

I understand the possible consequences and penalties that will follow if these rules are broken.

Print Student's Name: _____

Grade:_____ Teacher: _____

Parent's Signature: _____

Teacher's Signature: _____

Principal's Signature: _____

Date: _____

