



A copy of the Student/Parent Handbook can be found online at dallasisd.org/Longfellow. Please review the online handbook with your student. If you would like a printed copy, please contact us at 972-749-5400.

2024-2025

Student and Parent Handbook

M. Scott Tatum, Principal
Heather Mays, Assistant Principal

Dear Parents and Students,

On behalf of the Longfellow faculty and staff, we welcome you to the 2024-2025 school year. This handbook is published so all students and parents have easy access to information to ensure a successful school year. Student success requires a strong partnership between educators, students, and their parents. We are asking that you partner with us to do the following:

- Ensure that your child attends school, is well rested, on time, and comes to school prepared with his or her homework and supplies.
- Attend parent teacher conferences, PTA meetings, and workshops whenever possible.
- Make sure your child reads every day and limit your child's TV, telephone, computer, and video game time.
- Know your child's friends and their parents.
- Contact teachers or staff when you have a concern or questions about your child.
- Contact the school about volunteer opportunities.
- Check your child's backpack, planner, and notebook weekly for home/school communication.
- Provide a quiet, well-lit study space for your child to work.

The Longfellow teachers, staff, and administration are committed to your child's academic success. We look forward to partnering with you to ensure that our students have the very best educational opportunities during their time here at Henry W. Longfellow Career Exploration Academy.

Dallas ISD seeks to be a premier urban school district

Dallas ISD Mission

Educating all students for success

Who We Are

Henry W. Longfellow Career Exploration Academy

Campus Vision

We are a nationally recognized academy of global citizen-scholars. Through our work, we make a positive impact on an evolving world.

Campus Mission

Through cross-disciplinary & intentional career exploration, Longfellow Career Exploration Academy empowers advanced scholars to be academically prepared, critically-thinking, collaborative leaders.

School Colors, Logo, Mascot

Orange and White

Longhorn



LONGFELLOW
CAREER EXPLORATION ACADEMY
YOUR CAREER BEGINS HERE

Student Core Beliefs

"My main purpose is My Academic Achievement."

"I always have a reason to be Respectful, Responsible, and Ready to Learn."

"The Time and Effort I put forth in my classes makes the most difference in my Academic Performance."

"With Persistence and the Support of my Teachers, I will succeed Academically."

"I have a Commitment to my Academics and the Pursuit of Excellence."

Faculty & Staff Core Values

We Achieve with Purpose

We are Culturally Intelligent

We are Solution Oriented

We are Prepared for Exemplary

Our Effort Creates Ability

We are Focused on Growth

We are Committed to Mission

Contact Information

School Address

5314 Boaz Street, Dallas, Texas 75209

Phone: 972-749-5400

Fax: 972-749-5401

Office Hours: 8:00 a.m. – 4:30 p.m.

Website – www.dallasisd.org/longfellow

Principal – M. Scott Tatum

972-749-5400

mitatum@dallasisd.org

Assistant Principal – Heather Mays

972-749-5426

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Counselor – Jennifer Martinez

972-749-5456

jennifermartinez@dallasisd.org

Nurse – Connie Simone, RN

972-749-5429

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Librarian – John Hood

972-749-5411

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Community Liaison – David Griffin

972-749-5436

dgriffin@dallasisd.org

Office Manager – Claudia Pacheco

972-749-5413

cpacheco@dallasisd.org

DISD Transportation

972-925-4287

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

When students are absent for fewer days, their grades and reading skills often improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority.

School begins at 8:35 a.m. each day. Unless students arrive late due to a bus, students will receive a tardy after 8:35 a.m. Students who arrive late must report to the office for a tardy pass.

The school day ends at 3:55 p.m.

We are sure you are aware of how important it is that your child receive a quality education. However, you may be unaware that under the laws of the State of Texas it is your duty as the parent/guardian to monitor your child's attendance and make sure he/she attends school each day, for the full instructional day. This also includes ensuring the student arrives at school on time, attends each class period and avoids, as much as possible, early releases/pick-ups from school unless there is an extreme emergency.

When a student is absent from school, parents/guardians should submit a written explanation, also known as an excuse note, to the school. This should be done within 3 school days following the student's return to school. Please note that failure to submit a note within 3 days will result in an unexcused absence. While we will accept notes within the current semester, unexcused absences will initiate Truancy Prevention Measures.

How to Submit an Excuse Note:

According to Dallas ISD Policy, parents should turn in an excuse note to the school attendance office within three days of returning to school.

An acceptable excuse note may be submitted within the current semester.

Excuse notes must include:

- Student name
- I.D. number
- A written statement giving the date and reason for the absence(s)
- Parent/guardian signature
- Parent phone number

What types of absences may be excused?

- Child's illness or injury
- Family emergency with administration approval
- Death of a family member
- Doctor or dental appointments that cannot be scheduled before or after school hours
- Religious holy days
- Court appearances

If a student is absent, an excuse note or doctor's note must be turned into the office within 3 school days. Students or parents must deliver the note to the office the day they return to school after the absence. Each absence note must contain the following information:

- Student first and last name
- Student I.D.
- The date of the absence
- The reason for the absence
- The signature of a parent or guardian

If a student fails to submit a note, the absence will be considered unexcused.

Makeup Work after an Absence

Students will be permitted to make up assignments and tests without grade penalty after an absence. Giving zeros as a grade is not a best practice, and, therefore, a zero can be recorded only after a parent call/notification has been made and the student has been given two days for every day missed or two days after parent notification to complete the assignments or tests. An incomplete (I) grade on the nine-week report card will be recorded if the makeup time has not elapsed prior to the end of the nine-week period.

An incomplete for a nine-week grade should be made up prior to the end of the semester. An incomplete for a nine-week grade that is not made up by the end of the semester will be recorded as the actual grade average earned. Semester grades of incomplete must be reviewed by the school's attendance committee or grade placement committee. The campus committee will determine the method for students to remediate the incomplete grade.

Compulsory Attendance

1. The state mandates children aged six to 17, unless exempt, attend school and upon enrollment in any given school year the state requires students under the age of 6 to attend school so once a parent chooses to enroll their child in Pre-K or Kindergarten, attendance is mandatory!
2. The law requires students to be present each and every school day for the entire period of instruction. The exceptions to this requirement are limited.
3. If a child must miss school an acceptable written excuse note must be submitted within three days of the student's return to school following any whole or partial day absence. Family vacations and non-school sports cannot be excused.
4. Parents and guardians are encouraged to schedule doctor and dentist appointments outside of school hours or on school vacation days, but if a student must miss school for a health care appointment the student is required to attend school before and/or after the

appointment for a health absence to be granted. Health absences are treated as a day of attendance. If the student misses the entire day, the absence may be excused provided a written excuse note or doctor's statement is submitted within 3 days of returning to school.

5. Students requiring vaccinations and ineligible to attend school because of missing shots may accumulate unexcused absences. Parents are encouraged to work with the school nurse to ensure that vaccinations are current prior to the beginning of the new school year.
6. Unexcused days or part of days may result in truancy actions.

Attendance for Course Credit

According to Texas State law, each student must be in attendance 90% of the days the class is offered. The types of absences included are Excused, Unexcused, and Out of School Suspension. The implementation of the Attendance for Credit Initiative is to ensure that all students are in attendance 90% of the time a class is offered to certify successful accrual of credit or final grade. Students who miss 5% of days will receive a warning letter from the school. Students who miss 10% of days will receive a violation notice and will be required to make up seat time as designated in the Attendance for Credit Principal's Plan to Regain Credit. A copy of the Principal's Plan will be sent home at the beginning of the school year.

Principal's Plan for Restoring Credit or Final Grade

According to Texas State law, each student must be in attendance 90% of the days the class is offered. The implementation of the Attendance for Credit Initiative is to ensure that all students are in attendance 90% of the time a class is offered to certify successful accrual of credit or final grade.

Purpose

Students who are passing their classes, but have excessive absences, will have the opportunity to restore credit or final grade for their classes by completing a principal's plan.

Criteria

The Principal's Plan to Restore Credit or Final Grade will be implemented for students whose attendance drops below 90% but is at least 75% of the days the class is offered. The student must be earning a passing grade and have completed all classwork and homework associated with excessive absences.

Letters

Warning letters - When the student reaches absences equal to 5% of the days any class is offered, a warning letter will be sent to the campus for delivery to the parent or guardian.

Violation letters - When the student reaches absences equal to 10% of the days any class is offered, a violation letter will be sent to the parent or guardian via postal mail that their child may lose credit or final grade for the course due to attendance. However, the student may be eligible to participate in the principal's plan.

Reminder letters (elementary and middle) - will be distributed to the parent or guardian at the 27th absence.

Opportunities to Restore Credit or Final Grade

Henry W. Longfellow Career Exploration Academy Principal’s Attendance Plan to Regain Credit consists of students regaining credit through academic seat time and independent assignments. Academic seat time and assignments must coincide with learning objectives and student expectations as written in course curriculum. All independent assignments must be completed during the scheduled program time. The program time will be Monday-Thursday from 3:55 p.m.-4:55 p.m. beginning on October 3rd through December 21st and January 5th through May 26th, in the designated classroom of the attendance committee member who is overseeing the program that week. The following table illustrates the expectation based on the number of days missed.

Required Seat Time to Restore Credit or Final Grade

Block Schedule	Fall and Spring Semesters	Academic Seat Time Per Content Area – Full Year
Number of Absences	9-13	1 hour of seat time and 1 assignment
	14-18	2 hours of seat time and 2 assignments
	19-22	3 hours of seat time and 3 assignments
	22 or more absences	Approved Petition 4 hours of seat time and 4 assignments

Block Schedule	Fall Semester 81 Days	Spring Semester 90 Days	Academic Seat Time Per Content Area – Semester
Number of Absences	4-5	5-6	1 hour of seat time and 1 assignment
	6-7	7-8	2 hours of seat time and 2 assignments
	7-8	9-10	3 hours of seat time and 3 assignments
	9 or more absences	11 or more absences	Approved Petition 4 hours of seat time and 4 assignments

Documentation

All documentation is to be kept in an organized format that is securely maintained and available for review.

Determination of Credit or Final Grade

The Attendance Review Committee will review all documents for approval. Students will need 90% attendance rate, make-up work for academic seat time, and a passing grade of 70% or above in each class. An administrator signature is required for final approval of denial or restoration of credit or final grade.

Additional information regarding attendance can be found on the district website at:

<https://www.dallasisd.org/Page/54744>

Arrival Procedures

Parent/Guardian Drop Off: Upon arrival, all car-riders will enter through the entrance near the cafeteria and report to the cafeteria. Students can eat breakfast in the classroom when dismissed at 8:30 a.m.

Bus Drop Off: Upon arrival, students riding designated bus routes will enter through the entrance near the auditorium and report to the auditorium or will enter through the entrance near the gymnasium and report to the gymnasium until the bell rings. Students will eat breakfast in the classroom when dismissed at 8:30 a.m.

Breakfast in the Classroom (BIC)

Breakfast in the Classroom provides all students the opportunity to start their day with a healthy, balanced meal. Breakfast in the Classroom allows all students to receive a free breakfast each day. Students are required to take 3 items including:

- A protein and grain
- A Fruit and/or 100% juice
- A Milk

Buses

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Dallas ISD Student Code of Conduct. Students must:

- Follow the driver's directions at all times
- Ride the bus only if eligible
- Not bring friends or unauthorized persons to ride the bus
- Be at the bus stop a minimum of 10 minutes prior to bus stop pickup time
- Enter and leave the vehicle in an orderly manner at the designated stop nearest home
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the vehicle or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle
- Observe all usual classroom rules
- Be seated while the vehicle is moving
- Fasten seat belts when directed or when the vehicle is moving (if bus is equipped with seat belts)
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle

Conduct of Student Bus Riders

Certain rules of conduct are necessary for the safety of all students who ride the bus. Students displaying the following infractions will be reported to the principal by the bus driver.

- Improper boarding/departing procedures
- Bringing any type of weapon or other article of injurious or objectionable nature aboard the bus
- Failure to remain seated when directed or when the bus is moving
- Refusing to obey the driver or monitor or addressing the driver or monitor in a disrespectful manner
- Fighting with, pushing, tripping, or assaulting another person
- Eating or drinking on the bus
- Extending any part of a student's body, clothing, or any other article outside a bus window
- Throwing, pitching, or shooting objects inside or out of the bus
- Lighting matches or smoking on the bus
- Spitting or littering
- Unnecessary noise
- Tampering with bus equipment or vandalizing any part of the bus
- Rude, discourteous, or annoying conduct
- Destruction of property
- Using profanity
- Harassing or distracting the driver
- Possession or use of tobacco, tobacco products, drugs, abusable volatile chemicals, or alcohol
- Public lewdness or indecent exposure
- Making a false alarm or report or terroristic threat
- Engaging in conduct that constitutes a felony
- Other behavior detrimental to the safety and well-being of and respect for others

School transportation is a privilege and not a state requirement. The slightest distraction to the driver may have significant student safety consequences. Appropriate student behavior is essential to the safe operation of the school bus. School campus administrators are responsible for the students while on the bus and reserve the right to resolve discipline problems that occur between home and campus. It is the duty of the principal, not the driver, to exclude a child from riding a school bus. The principal shall take steps to maintain acceptable student conduct, including the discretion to deny the privilege of school bus transportation. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. Students should be aware that the bus is an extension of the school. All Student Code of Conduct offenses are subject to the same disciplinary actions and consequences while riding Dallas ISD-provided transportation.

Temporary Changes to Bus Transportation

Students are required to ride the bus that they are assigned to ride. If a student needs to ride a different bus than the bus they are assigned to, the parent must notify the school in writing 1 day before the requested change.

Cell Phones

We recognize the reality of living in 2024 where most middle school aged people want or have a cellphone and/or smart watch.

We also recognize that at this age, they have difficulty regulating the impulses to engage in the multimedia rich environment of games and social media, especially when they should be doing something else. While we have few discipline issues, *nearly every disciplinary incident at Longfellow is related to something that happened on social media apps like Instagram or Snapchat or in a group text message.*

As a result, Longfellow strongly encourages students to leave cellphones and smartwatches at home.

If this is not possible, we encourage you to [consider a child-friendly phone](#) and/or [use available parent controls to restrict unwanted distraction and access](#). (Click on links for more info).

If your student does bring a cellphone or smartwatch to school, here are the [Dallas ISD rules](#):

- It must be turned-off and not visible during school hours (8:20am - 3:55pm).
 - 1st Time a phone is confiscated, it must be picked up by parent/guardian from main office.
 - 2nd Time a phone is confiscated, parent/guardian will pay \$5 administrative fee in main office before phone is returned.
 - 3rd Time a phone is confiscated, a \$10 administrative fee will be charged before return.
 - 4th Time a phone is confiscated, a \$15 administrative fee will be charged before return.
 - Students refusing to give device to school personnel are subject to a Level 1 Disciplinary Referral.

School Personnel will strictly enforce this expectation throughout the day. Confiscated phones will be turned into the main office as soon as possible. Students each have a school provided 1-to-1 device (Chromebook) that allows for them to access the internet, complete projects that require sound or video capture, and access their email for communication.

If you need to get in touch with your student for an emergency during the school day, please contact the main office at 972-749-5400.

Clinic

The responsibilities of the school nurse include: attend to student/faculty health problems, perform state mandated screenings, monitor immunization requirements, maintain comprehensive health records, and provide acute and urgent care to ill or injured students and employees.

The nurse cannot enroll students in school unless immunization records (diphtheria, tetanus, mumps, measles, polio, etc) are up to date. Parents and guardians have 30 days to present a valid shot record when enrolling a child, and when students enter 7th grade.

The school nurse or nurse designee can only dispense prescription medication with a pharmacy label, which includes the student's name and dosage information. A Medication Authorization Form signed by the physician and parent must be completed and submitted to the nurse along with the prescription medication before the nurse can dispense medication. No over the counter medications can be dispensed unless authorized by a physician. The Medical Authorization Form is also required for over the counter medications. Parents are required to bring all medicines to the school, do not send any medications with your student. Students may NOT bring medication of any kind to school. This includes prescriptions, aspirin, Tylenol, cough drops, etc. Students may NOT carry medications with them at any time.

Conferences with Teachers

To support our students academically in and out of school, administrators, teachers, and families need to have a shared understanding of their children's learning, and work as partners to meet their academic and social-emotional needs. Dallas ISD has designated two parent conference nights scheduled for October 25th and January 24th. The parent-teacher conference dates listed are not intended to limit other types of meetings that take place between teachers and parents throughout the school year. Conferences between parents and school personnel are excellent practices that should take place throughout the school year. Parents may request a parent conference with their child's teacher. Conferences are generally scheduled during the teacher's planning period, but may be scheduled for before or after school. If you would like to schedule a conference with your child's teacher you may email the teacher directly to set up the conference or call the school to set up the conference.

Communication

Phone calls and emails will be returned within 24 hours.

The principal and assistant principal are available to meet with parents and guardians regarding questions or concerns about the school and the well-being of their child with a scheduled conference. If you would like to make an appointment to see the principal or assistant principal, please call the main office at 972-749-5400. Questions or concerns about a specific class, teacher, or program will first be referred to that teacher or sponsor as your initial point of contact.

Discipline Management Plan

Each of the schools in Dallas ISD is obligated by the rules and regulations of the Student Code of Conduct to prepare and share a discipline policy with students and parents. In general, our philosophy of discipline is based on the following assumptions:

- Students, parents, and schools share the responsibility for discipline
- Personnel are responsible for providing an educational program which contributes to good citizenship/discipline
- School personnel have a responsibility to develop a discipline plan which includes positive reinforcement as well as consequences to promote acceptable behavior

- School personnel shall strive to implement a program based on the recognition of the dignity and rights of the individual, and upon self-control

As prescribed in state laws, students will be expected to comply with school regulations, follow the course of study, and acknowledge the authority of school personnel. Therefore, because we believe that appropriate behavior and good discipline are an integral part of our curriculum and an aspect of training and guidance, we have the standards of behavior below for Dallas ISD schools. The standards have been developed in order to:

- Provide a safe environment in which to learn and grow
- Provide a classroom environment conducive to learning
- Provide a playground atmosphere that allows for the enjoyment of physical activity
- Provide a pleasant environment during the lunch period

Our school wide discipline management plan is based on these standards. Each teacher will also implement specific classroom standards, rewards, and consequences as appropriate.

All students are expected to:

- Be Respectful
- Be Responsible
- Be Ready to Learn

Each grade level team has developed expectations aligned with the behaviors listed above.

Teachers will:

- Provide, define, and reinforce clear expectations and rules for the classroom that focus on good student conduct and support school district policies and procedures
- Provide positive reinforcement through grade level and/or classroom rewards
- Redirect students who are exhibiting off-task behaviors
- Adjust classroom seating when necessary
- Provide cues for expected behaviors
- Make telephone contact with parent/guardian regarding inappropriate behaviors
- Provide classroom or team consequences
- Follow the campus wide Discipline Management Plan
 - Step 1 – Student Warning
 - Step 2 – Student Teacher Conference
 - Step 3 – Parent/Teacher Conference or Student/Pod Conference
 - Step 4 – Student /Parent/Pod/Administrator Conference
 - Step 5 – Office Referral

Once all strategies have been exhausted, a teacher may proceed to a Level I Referral and the student will be sent to the appropriate administrator. Teachers will provide documentation of strategies used to help the student prior to writing the referral.

All Level I, II, III, and IV offenses will be handled by the appropriate administrator and consequences will be administered according to the *Dallas ISD Student Code of Conduct*.

Dress Code - Standardized

Students who are out of standardized dress code will receive a consequence (see below).

Tops



- Polo Shirts (Short or Long Sleeve)
- White or Gray from Any Store
 - Orange ONLY Purchased from School
 - Tucked In w/Belt (Career Days)
 - OPTIONAL Crest at Left Pocket

Bottoms



- Fitted Pants
- Black or Dark Gray
 - Belt Loops
- Shorts
- Black or Dark Gray
 - Finger-Tip Length
 - Belt Loops
- Skirts
- Black or Dark Gray
 - Finger-Tip Length

Outerwear



- Career Days
or Cold Weather Days**
- REQUIRED With Crest
 - Gray Button Up/Zipper Sweater
 - Gray Sweater Vest
 - Black Blazer
 - Black Button Up/Zipper Jacket

Shoes, Undergarments, & ID Badge

- Closed-Toe & Heel Shoes Only
No visible undergarments.
Tights/Shorts can be worn under skirts.
ID Badge w/Lanyard worn around neck
at all times & visible.

Physical Education



T-Shirt

- Plain White
- Black Athletic Shorts or Joggers
- Sneakers
 - Running, Basketball, Crosstrainers, etc.

Spirit Wear - Examples



Isibindi
Green

Amistades
Red

Rêveur
Blue

Altruismo
Black

Spirit Days

PTA Hoodie or House Hoodies

- Cannot be worn over head inside.
- Only zipper hoodies allowed.
- Always Allowed UNLESS Career Day

Spirit Days & Special Events

- Can wear appropriately-themed attire when specified.
- Must always be school appropriate.
- Club & Activity Shirts can always be worn on Spirit Days.
- Denim/Jeans only may be worn on Spirit Days.
- No holes in denim/jeans.

Our students are bound for a future of successful college and careers! To help them present their best selves each and every day, we have a uniform dress code that balances Daily comfort and ease of acquisition with opportunities to dress up nice for Career Days and dress down comfortably for Spirit Days. Our dress code features our new graphics (see below).

Students must use only a clear or mesh backpack. A clear one can be provided if needed (more info to come). Students may have ONE non-clear bag for personal items no larger than 5.5"x8.5" inside their backpack.

A Quick Overview

Standard Day Uniform - What to Wear Most Days

- White or Gray Polo Shirt, available at any store, OR,
- Orange Crested Polo Shirt, ONLY AVAILABLE TO PURCHASE FROM LONGFELLOW
- Polo Shirts can be tucked (with belt) or untucked on Standard Uniform Days
- Longfellow Crest is OPTIONAL on White & Gray polos
- Black or Gray Shorts, Pants, or Skirts with Belt Loops

Career Day Uniform - What to Wear on Special Event Days (Guest Speakers, Presentations, etc.)

- Polo Shirt tucked into pants, shorts, or skirt and Belt.
- Crested Sweater, Blazer, or Jacket. No Hoodies.

Spirit Day Uniform - What to Wear on Fridays or Spirit Days

- Standard or Career Day Uniform is always acceptable.
- Longfellow Spirit or Themed T-Shirts (school appropriate)

- Jeans/Denim pants with no holes.
- The PTA Longfellow Hoodie or House Hoodies (more info to come).

Our Preferred Online Vendor is French Toast - [Find the FT Longfellow Store Here](#)
 A new provider this year is Levine's. [Order on their online store](#) or visit any location.

You can also get logo embroidery uniform items at [Affordable Uniforms](#) (7014 Bruton Rd.).
 Affordable Uniforms will have the Legacy uniforms available until they run out and then will begin stocking the new logo. BOTH NEW AND OLD LOGOS ARE ACCEPTABLE NEXT YEAR.

If you have another preferred uniform store but they do not have our new logo, just let us know and we'll get them the artwork.

Non-Logo items can be found at any uniform or clothing store throughout DFW.

For those families with Legacy (Old Logo) garments, you are welcome to wear them as we fully transition to the New Longfellow Crest. We'll have separate patches available to purchase that you can also sew onto your Legacy (Old Logo) garments if you'd like to update them.

Inappropriate Attire and Grooming	<ul style="list-style-type: none"> ● Blue jeans (except for designated spirit days), blue jeans with rips or holes, low cut pants, low rise pants, sagging slacks or pants, sweat pants, cargo pants ● Non-Longfellow Hoodies, Non-Longfellow sweat shirts ● Hats, caps, bandanas, hair rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps, and other similar clothing ● Clothing that is either revealing or provocative including tight pants and short skirts. Students may not wear pumps or high heel shoes. ● Students are prohibited from wearing attire that may be considered weapons, such as chain belts, wallet chains, or other similar attire. ● For enforcement purposes, headwear worn as legitimate religious attire may be considered as an exception.
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Dress Code and Badge Violation

All students are required to be in the standardized dress code every day. The I.D. badge is a part of the standardized dress code and must be worn at all times. Students must have their badges on before entering the building. Students may not cover their badge picture. Failure to adhere to the badge and standardized dress code will result in the following consequences:

1 st violation	Warning
2 nd violation	Parent Notification and Lunch Detention
3 rd violation	Parent Notification, Lunch Detention and restriction from upcoming campus event, a designated on the calendar, such as clubs, Fall Fest, Valentines, etc.
4 th violation and beyond	Parent Notification and After School Detention

There will be a \$5.00 fee for badge replacement.

Extracurricular Activities and Events

Getting involved in extracurricular activities is a great way for students to immerse themselves in student life and explore several areas beyond academics. These activities allow students to fully engage in their school community while developing individual interests. Students can get involved by participating in various activities and organizations on our campus such as, Destination Imagination, Chess, Academic UIL, Texas Math and Science Coaches Association Meets, Robotics, Ambassadors, and National Junior Honor Society. We also offer clubs once a month. Each teacher on our campus sponsors a club, and every student gets an opportunity to select a club to participate in during the school year.

Hallway Procedures

1. Students will walk on the right side of the hallway.
2. Students will observe hallway signs.
3. Students will not run in the building.
4. Students will be polite at all times.
5. Students will not stop and stand in the hallway or courtyard.
6. Students will walk and talk while passing between classes.
7. Students will use conversational voices.
8. Students will stop, sip, and move at the water fountain.

Lunch

All students receive a lunch at no charge. Students may choose from a variety of foods, including healthy, fresh fruits and vegetables; whole grain-rich items, lean meats; vegetarian entrees; and low-fat dairy. Students are allowed to bring lunches from home but are NOT permitted to share food with other students. The selling of food or snacks on campus is strictly prohibited.

Students will adhere to the following lunch expectations:

1. While in line there will be: No cutting, No pushing, No touching with your hands, feet or any other objects.
2. Students will use conversational voices.
3. Students will move into the cafeteria and follow directions given by all faculty and staff.
4. Students may sit at the cafeteria table of their choice.
5. Students must remain within the boundaries specified while outside.
6. No outside food can be delivered or brought in for students, unless the parent/guardian remains with the student in the cafeteria.

Magnet School Dismissal Policy – Academic Performance and Conduct EGA(REGULATION)

A student who does not meet acceptable criteria for academic performance will be subject to dismissal from the magnet program. The student may be returned to his or her home school at the end of the school year.

A student may be removed due to academics based on one or more of the following:

1. Academic dishonesty (e.g., plagiarism, cheating, illegal use of technology);
2. Failure of two or more core or cluster classes for the school year; or
3. Failure to meet promotion requirements for the academic year prior to attending summer school.

Academic intervention must be provided by the campus prior to submitting a recommendation to dismiss a student from the magnet program.

A student who does not meet acceptable criteria for conduct will be subject to dismissal from the magnet program. A student may be returned to his or her home school at the end of the school year.

Parent Portal

Parent Portal gives parents and guardians access to a protected website where they can view confidential information about their children’s grades, attendance, and assignments.

Parents and guardians of Dallas ISD students can get access to their child’s information on the Parent Portal by:

1. Obtaining an access code and password from Longfellow. You will need a government issued ID to complete the verification process. This is to protect your child’s safety and security.
2. Register for an account at <https://dallasisd.powerschool.com/public>

Progress Reports and Report Cards

Campus wide progress reports will be issued to all students the Wednesday following the 4th week of the nine week grading period. Report cards will be issued according to District timelines at the end of each nine week grading period. The following grade weights will be used to determine grades:

- Classwork 55%
- Tests 20%
- Projects/Products 25%

Grades will be updated in the parent portal weekly.

Students will be given an opportunity to submit late work not related to an absence. The campus-wide late work policy is as follows:

All assignments are due during class on the specified due date. If work is not submitted at that time, the following late work policy will apply:

1. **Up to One Class Period Late:** Assignments submitted up to one class period after the due date will receive a maximum grade of 70.
2. **More than One Class Period Late:** Assignments submitted more than one class period after the due date will receive a maximum grade of 50.
3. **Final Deadline:** All work must be submitted by the end of the grading period. No work will be accepted after this final deadline.

Right to Search

The District has the right to search:

1. A student's outer clothing, pockets, or property by establishing reasonable suspicion or with voluntary consent of the student.
2. A student's locker, desk, or any other district property when there is reasonable suspicion to believe it contains items prohibited by the District.

School-Home Communication

All communication will be digital. Please make sure the school has a valid email address and phone number for you and you can also follow us on social media.

Spirit Days

Each Friday, we will have a campus wide spirit day. Students may wear jeans only with the approved Longfellow spirit shirts. Jeans may not contain holes or be frayed. If a student does not have the approved shirt or appropriate jeans they will be required to sign a log, and change into a uniform from our campus uniform closet. If the student continues to have dress code violations, the parent or guardian will be contacted and the student will receive a Level 1 consequence based on the District Code of Conduct. Failure to adhere to Spirit Day requirements could result in the student losing the privilege to participate in Spirit Day.

Student Code of Conduct

The Dallas Independent School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student's responsibilities for achieving a positive learning environment at school

and/or school-related activities shall include the following:

1. Attend all classes each day, and be on time
2. Prepare for each class with appropriate materials and completed assignments
3. Dress according to the dress code adopted by each individual school
4. Know that the possession, use, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited
5. Show respect toward others
6. Conduct yourself in a responsible manner
7. Know and obey all school rules in the *Student Code of Conduct* and in the School-Based Discipline Management System
8. Cooperate with staff members in investigations of disciplinary matters
9. Understand that all cell phones must be turned off during instruction time
10. Report threats for the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult
11. Be familiar with and comply with the Acceptable Use Policy for Computers and Technology
12. Understand that principals, coaches, and sponsors of extracurricular activities may develop and enforce standards of conduct that are higher than the district-developed *Student Code of Conduct*.

The Student Code of Conduct has been written to help your son or daughter gain the greatest possible benefit from his or her school experience. However, the school is in need of your help and cooperation to attain this goal. It is important that every student understand the Code and be expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in the Code. Please read and discuss the Code with your child. When you have done so, you and your child must sign a form and return it to the school. The form will be provided to students during the beginning of year Student Code of Conduct assemblies.

The 2024-2025 Student Code of Conduct can be accessed at:

<https://www.dallasisd.org/scoc>

Tardy Policy

All students are expected to be in class on time. There will be 4 minutes between each class. Attendance is taken at the start of each period. Tardy sweeps will occur at random times throughout the day. When a student is tardy to class, the teacher will mark them tardy. If a student is tardy to class during a tardy sweep, they will be sent to the tardy sweep location and issued a tardy and consequence. The following consequences will be issued:

1 st tardy	Warning
2 nd tardy	Warning and parent notification
3 rd tardy	Parent notification and lunch detention
4 th tardy	Parent notification, lunch detention, and restriction from upcoming campus events, as designated on the calendar, such as clubs, Fall Fest, Valentines, etc.
5 th tardy and beyond	Parent Notification and office referral

Textbooks

Students may be issued textbooks for home use by the teacher. The parent and student will be responsible for ensuring that textbooks are not lost or damaged while in their possession. Students will be required to bring textbooks periodically for inventory. A replacement fee will be assessed for lost or damaged textbooks.

Visitors/Guests

Visitors are always welcome. Every visitor must report to the Main Office upon entering the building and obtain a visitor's pass. In order to be granted access to areas beyond the Main Office, all visitors will be required to produce a government issued I.D. to be scanned by the Raptor System. Visitors to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Volunteering





Volunteers support success in schools. In the interest of children's safety and well-being, state law and district policy require that all Dallas ISD volunteers complete the district's volunteer application, undergo a criminal record check, and participate in orientation and training. Each year you must apply online at <https://dallasisd.voly.org/>.

Support the School

- Please join the parent/teacher organization! Go to www.longfellowlonghornpta.com

Social Media

Please follow us on social media:

			
@LongfellowCEA	LongfellowCEA	longfellow_dallas	www.dallasisd.org/longfellow

2024-2025 Regular Bell Schedule

Breakfast in the Classroom		8:30 a.m.	
Announcements		8:35 a.m.	
+	Advisory	8:35 a.m. – 9:05 a.m.	30 minutes
		4 minute passing period	
1st/5th Period		9:09 a.m. - 10:39 a.m.	90 minutes
4 minute passing period			
2nd/6th Period		10:43 a.m. - 12:13 p.m.	90 minutes
4 minute passing period			
"A" Lunch Schedule (91 minutes)		"B" Lunch Schedule (89 minutes)	
"A" Lunch	12:13 p.m. – 12:43 p.m.	3 rd /7 th Period	12:17 p.m. – 12:53 p.m.
3 rd /7 th Period	12:48 p.m. – 2:19 p.m.	"B" Lunch	12:53 p.m. – 1:23 p.m.
		3 rd /7 th Period	1:27 p.m. – 2:19 p.m.
4 minute passing period			
4 th /8 th Period		2:23 p.m. – 3:55 p.m.	92 minutes
EOD Announcements		3:53 p.m.	
Dismissal		3:55 p.m.	

2024-2025 C Day Bell Schedule

Breakfast in the Classroom		8:30 a.m.	
Announcements		8:35 a.m.	
1st Period		8:35 a.m. – 9:26 a.m.	51 minutes
4 minute passing period			
2nd Period		9:30 a.m. – 10:17 a.m.	47 minutes
4 minute passing period			
3rd Period		10:21 a.m. - 11:08 a.m.	47 minutes
4 minute passing period			
4th Period		11:12 a.m. - 11:59 a.m.	47 minutes
"A" Lunch Schedule (46 minutes)		"B" Lunch Schedule (47 minutes)	
"A" Lunch	11:59 a.m. – 12:30 p.m.	5 th Period	12:03 p.m. - 12:50 p.m.
5 th Period	12:34 p.m. - 1:20 p.m.	"B" Lunch	12:50 p.m. - 1:20 p.m.
4 minute passing period			
6 th Period		1:24 p.m. - 2:11 p.m.	47 minutes
4 minute passing period			
7 th Period		2:15 p.m. - 3:02 p.m.	47 minutes
4 minute passing period			
8 th Period		3:06 p.m. - 3:55 p.m.	49 minutes
EOD Announcements		3:53 p.m.	
Dismissal		3:55 p.m.	

2024-2025 Activity Bell Schedule

Breakfast in the Classroom	8:30 a.m.	
Announcements	8:35 a.m.	
1st Period	8:35 a.m. - 9:14 a.m.	39 minutes
4 minute passing period		
2nd Period	9:18 a.m. - 9:54 a.m.	36 minutes
4 minute passing period		
3rd Period	9:58 a.m. - 10:34 a.m.	36 minutes
4 minute passing period		
4th Period	10:38 a.m. - 11:14 a.m.	36 minutes
4 minute passing period		
5th Period	11:18 a.m. - 11:54 a.m.	36 minutes
"A" Lunch Schedule (36 minutes)		"B" Lunch Schedule (36 minutes)
"A" Lunch	11:54 a.m. - 12:24 p.m.	6th Period
6th Period	12:28 p.m. - 1:04 p.m.	"B" Lunch
		11:58 a.m. - 12:34 p.m.
		12:34 p.m. - 1:04 p.m.
4 minute passing period		
7th Period	1:08 p.m. - 1:44 p.m.	36 minutes
4 minute passing period		
8th Period	1:48 p.m. - 2:24 p.m.	36 minutes
4 minute passing period		
Clubs/Activity	2:28 p.m. - 3:55 p.m.	1 hour 27 minutes
Dismissal	3:55 p.m.	



LONGFELLOW
CAREER EXPLORATION ACADEMY
YOUR CAREER BEGINS HERE

2024-2025 STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have reviewed and read the parent/student handbook and have read it in its entirety.

Student's Name (Print): _____

Student's Signature: _____

Date: _____ Grade: _____

Parent's Name (Print): _____

Parent's Signature: _____

Address: _____

Cell: _____ Home: _____

Please sign and return this form no later than Monday, September 30, 2024

Parents should inform the school of any changes in residence, custody, home, work and emergency telephone numbers.