

# 2021-22 Longfellow Family Handbook



engage  
equip  
empower

Longfellow Elementary School  
700 East 4th Street  
Raton, NM 87740  
Phone 575-445-9261  
Fax 575-445-5306

Mrs. Kristie Medina, Superintendent  
Mrs. Kimberly Sanchez, Principal  
Mrs. Tammy Gagliardi, Executive Assistant

## Raton Public Schools

\*\*\*\*\*

### **Vision**

Raton Public Schools will be known as an organization that exemplifies high-quality education for every student through excellence in teaching and in learning.

### **Mission**

**ENGAGE \* EQUIP \* EMPOWER**

*Dear Students, Parents, and Guardians:*

*Welcome to Longfellow Elementary School! We look forward to the shared successes of all our students, families, and school staff. Together we can make 2021-22 an outstanding year for all students.*

*Parents and families, you are your child's first and most important teachers, and it is important that you participate in your child's educational experience. You can do this by:*

- *Reading with your child for 20 minutes each day*
- *Supporting your child's engagement with remote learning opportunities provided by their teacher and other school programs*

*This handbook contains important information regarding district and school policies and expectations, including specific guidance related to COVID-19 safety. Please take the time to closely review the handbook and contact your child's teacher or the office with any questions.*

*Best wishes for a healthy and successful school year!*

*Yours in Education,*

*Longfellow Elementary School Staff*

# contents

<b>COVID Safe Environment .....</b>	<b>4</b>
• Face Coverings	
• Prevention	
• Sanitation	
• Facility Adaptations	
<b>School Day Schedule and Attendance .....</b>	<b>6</b>
• Daily Schedule	
• Arrival Procedures	
• Dismissal Procedures	
• Early Check Out	
• Delayed Day Schedule / School Cancellations	
• Transfers or Withdrawals	
• Attendance for Success	
<b>Campus Safety and Security .....</b>	<b>9</b>
• Change of Address or Telephone Number	
• Visitors	
• Student Pick Up	
• Bus Service	
• Emergency Procedures	
• Pesticide Spraying	
<b>Instructional Program .....</b>	<b>12</b>
• School - Parent Compact	
• Grading and Assessment	
• Make-Up Work	
• School Personnel Qualifications	
• Student Assistance Team (SAT)	
• Supplies	
• Textbooks	
<b>Student Health &amp; Wellness .....</b>	<b>14</b>
• Health Service Staff	
• Illness at School	
• Immunizations	
• Nutrition Program	
• Medications	
• School Accident Insurance	
<b>Student Conduct &amp; Discipline .....</b>	<b>16</b>
• The Three Bees	
• Bullying	
• Computer Use & Tech Fee	
• Dress Code	
• District Discipline Matrix	
• Sexual Harassment	
<b>Family Engagement &amp; Information .....</b>	<b>20</b>
• Visiting and Volunteering at School	
• Parent Advisory Council & PTO	
• Facebook	
• Family Nights	
• FERPA	
• Field Trips / Permission for Walking Trips	
• Personal Items at School	
• Lost and Found	
• School Pictures	

# COVID-Safe Environment

*Students/families/visitors who are not in compliance with requirements for social distancing, face coverings, and sharing of items will not be able to attend in-person class, use district transportation, or be present in school facilities. All staff will teach expected behaviors, remind and document - before referring students to the principal for transferring to an online-only program.*

## Face Coverings

All individuals in elementary schools, regardless of vaccination status, are required to wear a mask while in a school building, on school transportation, or at an indoor school-sponsored event.

- Allowable Face Masks: Must cover the mouth and nose and fit snugly against the sides of the face.
  - Face masks made of two or more layers of cloth
  - Face masks with a clear plastic window
  - Surgical masks, procedural masks, N95 masks, or KN95 masks
- Students may wear their own masks from home provided they meet the criteria above. Cloth masks must be taken home each night and washed before being used again.
- Single use masks and reusable fabric masks will be provided by the school and distributed to students as needed

## Student Focused Prevention

- Students will be washing hands at the beginning of the day and between changes of activity or venue (bathroom breaks, meals, recess, PE, etc.).
- Teachers will provide instruction on hygiene - such as not touching face, avoiding sharing of items, awareness of high touch surfaces.

## Facility cleaning and sanitizing

- Teachers and Instructional staff will complete daily cleaning protocols for classroom surfaces and materials
- Custodial and Maintenance staff will complete daily and weekly protocols for sanitizing common areas and classrooms.

## Environment

- Student desks and seating will be placed 3 feet apart to as great a degree as possible.
- Teachers will maintain a six foot distance between themselves and students when appropriate. Teachers will also move around the classroom to support students at their desk or seating area as needed. When a teacher does interact with a student in this manner, he or she will take every precaution (face covering, gloves if appropriate) to ensure the safety of your child and themselves.
- Use of face masks will be required of all students. School will supply masks for all students on an as needed basis. Single use masks should be thrown out after a day's use. Students may also bring their own cloth mask which must be taken home each night and washed before being used again.
- Teachers will wear masks at all times in the classroom and in all other areas of student supervision.
- All desks, chairs, door handles, countertops, and other high touch areas will be wiped down after school each day.
- All students will wash their hands at the beginning of the day and between changes of activity or venue (bathroom breaks, meals, recess, PE, etc.). Soap and hand sanitizer will be provided.

## Schedule

- Student movement around the building will be limited by having support staff (ancillary service providers, counselors, nurse, etc.) come to the classroom rather than sending students out.

## Facility Adaptations

- Hand sanitizer will be made available in common areas and frequently used spaces.
- Gloves and other protective gear will be supplied to staff as needed.
- Indoor walking areas throughout the building will be marked with floor decals placed 6 feet apart to support students and adults in maintaining appropriate safe distancing.
- Students will be taught to maintain 3 feet distancing from peers and adults as they move through the building.
- Students will not need to wear face coverings (masks) during outdoor recess.
- We discourage dropping off forgotten lunch boxes, backpacks, snacks, etc. for students. To help ensure your child has everything they need:
  - Please send your child with a clean change of clothes in a zip lock bag or grocery sack at the beginning of the year. This will be stored in their locker to use if needed.
  - Also send your child with a light jacket or sweatshirt they can keep in their locker and use as needed.

# School Day Schedule and Attendance

Longfellow School is committed to helping ensure that your child receives a quality education. In order to accomplish this goal, your child must have your support to:

- ATTEND / PARTICIPATE IN SCHOOL DAILY
- ARRIVE / LOG IN ON TIME

## Daily Schedule

Monday - Friday

- ★ 7:30 am staff on duty for student supervision & breakfast in the classroom  
*It is important that children NOT be on campus before 7:30*
- ★ 7:55 am **instruction begins in classrooms**
- ★ 2:25 pm daily dismissal

## Arrival Procedures

Each school morning, students may be dropped off beginning at 7:30 am, **not earlier please.**

- Parents and guardians must use the north building entrance and vehicle drop off line. Drop off students may not enter the building at the front entrance.
- A Longfellow staff member will meet vehicles to direct children to enter the building with appropriate spacing between students entering either the Kindergarten building or the main building. All drop off students are to report immediately to their classroom.
- Students arriving by bus will be met by a Longfellow staff member.
- Facility hallways will be marked with 6 foot spacing marks to provide visual reminders of appropriate spacing.
- When students arrive at their classrooms, teachers will direct them to proceed immediately to their designated desk / table area. Students will be allowed to go to lockers individually to put away their belongings. Students will be required to wash their hands at the start of the school day.
- Breakfast is served in classrooms beginning at 7:30 am

Students arriving after 7:55 am or at any other time throughout the school day must be **escorted by an adult to the building's front entrance**

- Use the front door intercom to communicate with office staff.
- You will be admitted to the foyer to sign the child in.
- Only students are permitted to enter the building.
- Your child will be marked tardy. Three (3) unexcused tardies will be equal to one (1) unexcused absence.

## Dismissal Procedures

**If there is a change in your child's end of day plan (pick up / bus / other), you MUST inform the school office of the change at least 1 hour before dismissal.**

Foot traffic patterns and distancing will be monitored and addressed by all staff during dismissal.

## Pick Up Zone

- Pick up students are escorted to the north drop off / pick up area by teachers.
- **Parents may stay in vehicles in the pick up line or park and walk up to the waiting area.** A Longfellow Staff Member will escort your child to your vehicle when you reach the front of the line. If you

have walked up to the waiting area, your child's teacher must SEE you and acknowledge your child going with you before you leave. Please wait your turn as staff members assist students.

- Students are only released to persons listed on the **Information and Pick-up Consent Form**

### **Bus Dismissal**

- Bus riding students are escorted to the front entrance of the school to the bus loading zone.
- Please do not use the bus loading zone for dropping off or picking up students
- The number to the **BUS BARN** is **445-9510**
- Remind your child that appropriate behavior on the school bus is necessary for everyone's safety. Bus drivers complete discipline referrals when needed and send them to the principal. Offenses may result in the loss of bus privileges.

It is very important that your child establishes a regular daily routine concerning how he/she gets home.

### **Early Check Out**

When it is necessary to check a student out of school before the end of the day, keep in mind that students are only released to persons listed on the Information and Pick-up Consent Form. Please do not make a habit of checking your student out early as a matter of convenience. School is in session until 2:25 pm.

- If possible, call ahead to the school office to notify
- When you arrive at the school, ring the doorbell. You will be able to speak to office staff via the intercom.
- You will be admitted to the foyer to sign the child out
- When you are picking up your child, you will wait in the foyer and your child will be sent out to you

### **Delayed Day Schedule / School Cancellations**

On days of inclement weather, school may be delayed or cancelled. Information will be shared on KRTN, local news channels, the school website, and school facebook page.

- When school is delayed, our day will begin 2 hours later than usual. Buses will run 2 hours later and school will start at 9:55 am.
- No breakfast is served on a delay start day, so please ensure students eat breakfast at home. Students will report directly to classrooms as on typical school mornings.
- School / individual classes may be cancelled due to staffing shortages. We will notify families as quickly as possible should this occur.

### **Transfers or Withdrawals**

Children transferring or withdrawing from school must be cleared through the office. All devices, textbooks,, and library books must be turned in at the time of withdrawal. Missing devices, textbooks, or library books must be paid for.

### **Attendance for Success**

Longfellow Teachers will record daily attendance for all in person and remote learning students. Students are expected to attend in-person and remote instructional programs, as provided by their school, each day. Students and parents are reminded that whether students are at home or in the classroom, Monday - Friday, every day is a school day.

## Longfellow Attendance Criteria for Remote Learning Days

- Log in for synchronous learning or view recorded lessons asynchronously
- Complete at least 75% of assigned tasks (CANVAS, paper based assignments, projects, digital tasks, digital assessments)

## Longfellow requirements to excuse an absence on a Remote Learning Day

- Submit a copy of doctor / dentist note to the school or individual teacher, or
- Email / call to the teacher or school office with information about why your child is not in attendance, or
- Text message the teacher with information about why your child is not in attendance

Students' participation, engagement, and completion of assignments for both in person and remote day learning will be monitored. Students who are not participating, engaging, or completing at home assignments will be provided interventions and supports as needed. The New Mexico Public Education Department (NMPED) requests that districts and schools report students for possible statewide interventions and support. Teachers will keep in close contact with families to provide feedback on students' progress.

## Intervention Tiers and Supports based on Students' Cumulative Absences

Absences for any reason, excused or unexcused	<b>Attendance Interventions</b>
<b>TIER 1</b> <b>Whole School Prevention:</b> for students who have missed less than five percent of classes or days	Universal attendance supports may include activities such as whole school attendance campaigns, class attendance competitions, parental notification of student absences through robocalls or electronic communication, Positive Behavioral Supports and Interventions (PBIS) to create welcoming school/ classroom climates, education nights, social contracts, extra-curricular activities, and attendance incentives, among others.
<b>TIER 2</b> <b>Individualized Prevention:</b> for students who have missed five percent or more, but less than 10 percent of classes or days	In addition to whole-school prevention strategies and other supports: <ul style="list-style-type: none"> <li>• The teacher will communicate with parent/family and inform them of the student's attendance history and the impact of absences on academic outcomes.</li> <li>• The family will participate in an informal interview to determine any need for school based / community level supports.</li> <li>• The family will receive an office generated attendance notice with the current attendance record and implications of further absences.</li> </ul>
<b>TIER 3</b> <b>Early Intervention:</b> for students who have missed 10 percent or more, but less than 20 percent of classes or days	In addition to whole-school prevention strategies and other supportive interventions: <ul style="list-style-type: none"> <li>• School Administration will notify the parent/family in writing of the student's absenteeism. The notice shall include a date, time, and place for the parent/family to meet with school officials/staff to develop an attendance contract.</li> <li>• The attendance contract will establish a detailed plan for the student that includes identification of additional/alternative supports that address barriers to regular school attendance and weekly progress monitoring.</li> <li>• A referral will be made to Graduation Alliance of New Mexico.</li> </ul>
<b>TIER 4</b> <b>Intensive Supports:</b> for students who have missed 20 percent or more of classes or days	In addition to wholeschool prevention strategies and other supportive interventions: <ul style="list-style-type: none"> <li>• The attendance team will notify the parent/family in writing of a date, time, and place to meet with the principal and attendance team.</li> <li>• The principal and attendance team will evaluate the effectiveness of the attendance contract and identify additional supports that may be needed to help address the underlying causes of excessive absenteeism and establish non-punitive school level consequences.</li> <li>• A referral will be made to the CYFD School Attendance Unit.</li> </ul>

# Campus Safety & Security

Longfellow School is committed to ensuring that our campus is both family friendly as well as a safe and secure environment for students and staff.

## **Change of Address or Telephone Number**

Parents / guardians may submit an update in the PowerSchool Parent portal or contact the school by sending a note / calling the office with changes in employment, home phone and cell phone numbers, or change in address. This information MUST be current so that teachers or office staff can contact you in the event of an emergency.

## **Visitors**

Longfellow will limit normal visitation to our campus at this time. Volunteers and visitors will be admitted to the school building only on a case by case emergency basis and / or with an appointment made at least 24 hours in advance. All individuals entering the building will be required to wear proper face coverings (as determined by the Governor's executive order). Individuals proceeding beyond the reception area will be subject to the following guidelines:

- Visitors will be screened for elevated temperature and COVID symptom checklist
- Visitors and staff will maintain physical distancing.
- Virtual parent meetings will be available when possible.

Students may NOT bring guests to school.

## **Student Drop Off and Pick Up**

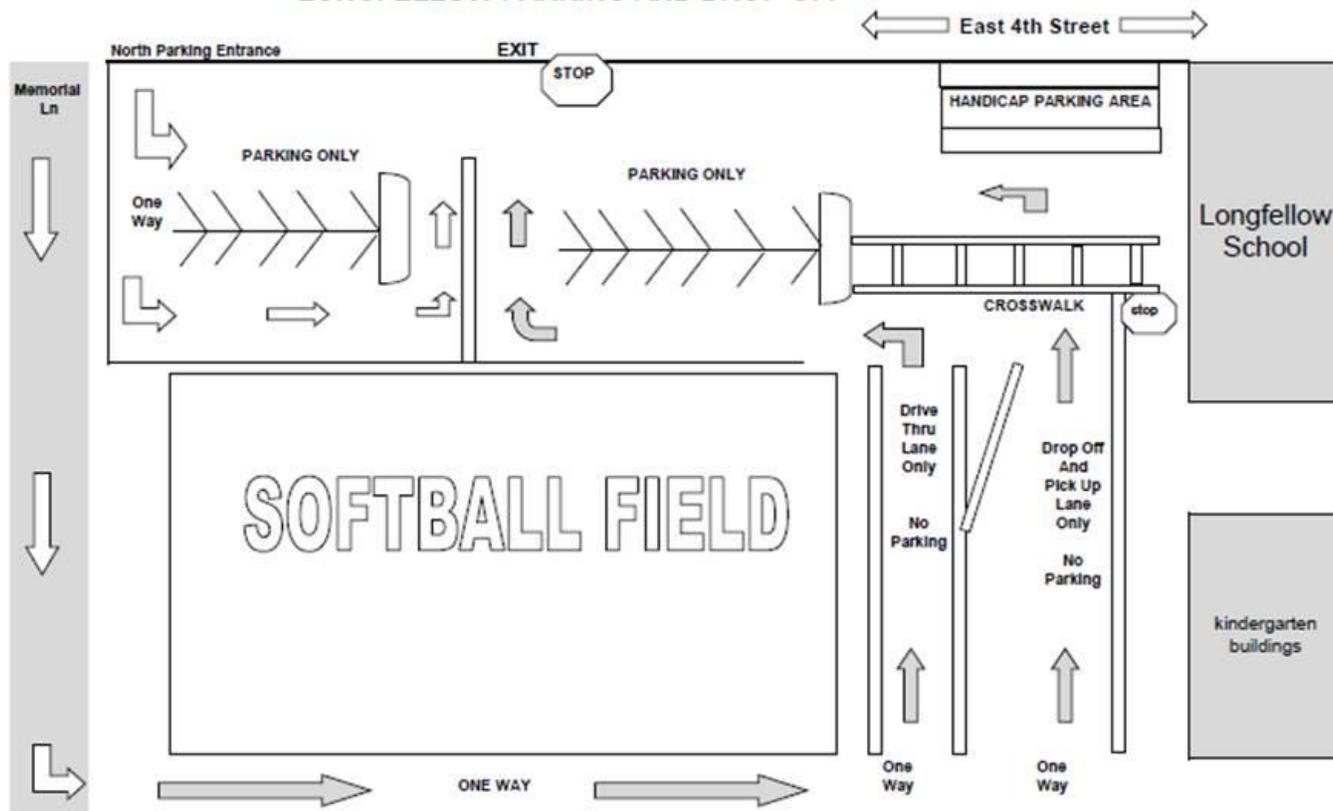
In order to minimize large gatherings of people during student arrival, parents MUST use the car for morning drop off. Please limit use of park and walk up to drop off students in the morning. At afternoon dismissal parents may use the parking lot and walk up to the waiting area.

Please review the map of the north parking area for guidance on traffic patterns.

- Enter the area ONLY via Memorial Lane north of the parking lot.
- Circle around the softball field to enter the drop off / pick up line via the right hand lane.
- Pull up to the stop sign to have your student exit / enter the vehicle.
- VEHICLES MAY NOT PARK or stand in the drop off / pick up lane.
- Stay in the same lane to exit.

We greatly appreciate your patience and caution when using our drop off / pick up area. Please do your part to help keep all students safe!

## LONGFELLOW PARKING AND DROP-OFF



### **Bus Service**    The number to the Bus Barn is **575-445-9510**.

Students will be screened for elevated temperature before boarding buses in the morning. Students must wear a face covering (mask or shield) throughout the bus route and will be seated to minimize contact and maximize space between students.

District buses drop off and pick up students on East 4th Street in front of Longfellow School. Private vehicles may not drop off or pick up students in this area. Parking or stopping in the bus zone may result in a traffic citation.

Each afternoon, buses make stops at or very close to each child’s residence or drop off destination. Parents and guardians must be present when their student arrives after school. Bus drivers do NOT wait to ensure an adult is present to receive the student at their stop. Please make every effort to be present when your child’s bus arrives at the stop.

If a student is disruptive on the bus, it endangers the student and others on the bus. A School Bus Referral Report will be written by the driver and sent to the school. You will be contacted by the school in regards to the Bus Referral. Bus Referrals follow these steps:

1. Three verbal warnings given by the driver
2. Principal notification
3. Bus suspension - 3 days
4. Bus suspension - 5 days
5. Removal of bus privileges for the remainder of the school year.

## **Emergency Procedures**

Should we have a major disaster or emergency during school hours, your student(s) will be cared for at this school. The Raton Public School District has a detailed emergency crisis plan for responding to major catastrophes. Based on the nature of the emergency, the school may take one of the following actions:

- **Lock Down** - no one in, no one out
- **Shelter in Place** - restricted movement in and around the campus
- **Evacuation** - moving all students and staff to a safer location

**Your cooperation is essential** in any emergency. Here's how you can help:

1. Do not telephone the school. Telephone lines will be needed for emergency communication.
2. Do not come to the school. Roadways must be accessible by emergency responders - fire, police, ambulance, etc.
3. Turn your radio to KRTN 93.9 or KCRT 92.5 for emergency announcements and information about student pick-up at the school or at an evacuation location. If electrical service is not affected, information will also be relayed to local TV Channel KOAT 7. As always, information is available by calling the District Office at 575-445-9111.
4. In the event of a serious emergency, **students must remain at either the school or off-site evacuation location until they are picked up by an identified, responsible adult who is listed on your child's emergency card.** The adult picking up your child must present photo identification. Be sure to consider the following criteria when you authorize another person to pick up your child:
  - a. He/she is 18 years of age or older
  - b. He/she is usually home during the day
  - c. He/she could walk to the school, if necessary
  - d. He/she is known to your child
  - e. He/she is both aware of and able to assume this responsibility

### **Bus Transportation Considerations During an Emergency**

#### During the bus route

In the event that a natural disaster takes place while students are being transported by bus, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Should road conditions prevent the driver from delivering students to their home or to the school, students will be delivered to the nearest school site and school personnel will communicate with the child's home school to inform families and guardians of the students' whereabouts.

#### Before the bus arrives

In the event that a natural disaster takes place while students are waiting for the bus at home / at a bus stop, students will not be picked up and remain the responsibility of the parent or guardian.

Please discuss these matters with your immediate family, and impress upon your student(s) the need for them to follow the directions of any school personnel. Planning ahead helps us all in alleviating concern during emergencies.

## **Pesticide Spraying**

Pesticide spraying takes place at the school once a month. This is always done after school hours, with spraying outside of the school and in the basement. Classrooms are never sprayed with pesticides.

# Instructional Program

## **School-Parent Compact**

We value your role in working to help your child achieve high academic standards. The following is an outline of some ways you and school staff can build and maintain a partnership to share the responsibility of supporting your child's learning.

### ***School's Responsibility:***

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teacher through, at a minimum:
  - Annual parent/teacher conferences
  - Frequent reports regarding your child's progress
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities

### ***Parent's Responsibility:***

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching (including gaming) and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time and schedule permits
- Attend parent/teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. The School-Parent Compact may be discussed with you during a parent teacher conference as it relates to your child's school progress.

## **Grading & Assessment**

Report cards are issued every nine weeks. Longfellow report cards (Grades K-2) reflect your student's level of mastery of grade level content and skills.

Your signature is required in order to ensure that you received your child's report card. Parent-teacher conferences are scheduled following the first and second grading periods for all students. If you should desire a conference with your child's teacher in addition to our regular conference times, please call the office at 445-9261 for an appointment.

Teachers and staff at Longfellow school use the following tools to assess student skills:

- IStation assessment of early reading and math skills - monthly
- iReady Reading and Math assessments – fall, winter, and spring
- ACCESS for ELLs English Language Proficiency Test - winter
- Classroom curriculum based assessments
- Observation of student work and learning behaviors

## **Make-Up Work**

If you wish to request make-up work for your child because of an absence, please contact the office with your request.

## **School Personnel Qualifications**

*Based on the provisions of New Mexico Public School Code (22-10A-16 NMSA), schools which receive funding for federal Title I programs are required to notify parents of their rights to request information.*

You, as a parent, have the right to request information regarding the professional qualifications of your child's classroom teacher(s) and / or instructional assistants.

If you request this information the school or district will provide you with the following as soon as possible:

- Whether or not the teacher has met the state licensing requirements for the grade level and subjects for which they teach.
- Whether or not the teacher is teaching under an emergency status or internship license.
- The type of college degree major of the teacher and field of discipline for any graduate degree or certificate.
- If your child is receiving instructional services from instructional assistants and, if so, his/her qualifications.

If you would like to request this information, please contact our school's office (575-445-9261) to request a form.

## **Student Assistance Team (SAT)**

The building principal annually appoints a student assistance team whose purpose is to review the educational needs and progress of any student who may require additional educational support. In addition to parents or guardians and teachers, members of the team may include the counselor, one or more classroom and special education teachers, the principal, reading specialist, and others. The SAT chairperson may also request other school and community specialists serve as temporary team members for individual students. The SAT addresses individual student problems found through the general student screening process or those identified by parents, teachers, or other staff members.

The SAT may function as the building Attendance Committee for those students who have difficulty with regular and/or punctual school attendance.

## **Supplies**

A list of classroom supplies for each grade level is available in the office. If your family is having difficulty providing all requested supplies, please contact the office. We have a limited number of additional school supplies which may be provided for your child.

## **Textbooks**

All necessary textbooks are furnished at no cost to the student. However, if materials are lost, destroyed, or misused, the parent / guardian will be responsible to pay the replacement cost for those items.

# Student Health & Wellness

You may update your child's health information page in the PowerSchool Parent Portal at any time in the school year. Please use this feature to update with new allergies or medications.

Healthy children learn better. You can teach your child good life-long health habits and the basics of healthy living. Boost your child's readiness to learn and their immune system by:

- Ensuring your child gets plenty of rest each night
- Encouraging healthy foods. Have regular mealtimes and offer fruits, vegetables, and whole grains. Encourage water instead of soda or juice.
- Ensuring your child gets daily exercise - out in the fresh air whenever possible
- Avoiding your child's exposure to second-hand smoke in your home or vehicle
- Teaching your child to keep their body and hair clean - washing hands often, taking daily showers with soap and shampoo, brushing teeth twice a day, and using deodorant as needed.

## **Health Service Staff**

Raton Public School employs a school nurse and nurse assistant. These staff members provide vision and hearing screenings and attend to student health needs for illnesses and/or injuries. The nurse or nurse assistant will respond to all medical situations and to administer medications by going to each classroom. This will limit the interaction of students in the halls and throughout the building.

## **Student Illness**

### **Preventing Illnesses**

Even though children will be in limited contact with one another at school, you can help prevent the spread of colds, flu, and other illnesses by keeping your child home if the following symptoms are present:

- Nausea, vomiting, or diarrhea
- Earache, ear drainage
- Sore throat, persistent cough
- Runny nose if the discharge is yellow or green
- Oral temperature over 100 degrees. Temperature should remain normal for 24 hours without medication before the child returns to school
- Headache or stomach ache in combination with other symptoms (cough or sore throat)
- Unidentified rash or communicable skin rash. Child may return to school with proper treatment.
- Pinkeye (conjunctivitis) in one or both eyes. The whites of the eyes will appear pink or red and feel painful and itchy. There may be yellow, green, or white matter in or around the eye or lashes.

When you keep your child home for illness, you MUST call the school office to notify of the absence and send a note with your child when they return to school. A doctor's note is required if your student is out for 3 days or more.

### **Illness at School**

If your child becomes ill at school, they will be checked for elevated temperature. If they have a temperature above 99 we will call you to come pick him/her up. The absence will be excused by the nurse. Please make sure we have current phone numbers for yourself and emergency contact persons.

### **Possible COVID-19**

- For students who present with fever and or other possible COVID symptoms, the school nurse / nurse assistant will be contacted to separate the student and confirm temperature and blood oxygen levels.
- The nurse / nurse assistant will wear a protective mask, shield, and gloves while attending to the ill student and contact the local health authority.

- Parents or guardians will be contacted to pick up the student and follow up with their family healthcare provider. In an emergency, 911 will be called to provide emergency care and / or transport.
- Students will wait in an assigned safe area until being picked up and will be provided with gloves and a mask if they are not already wearing one.
- Areas used by the individual who shows COVID19 symptoms while at school (student, teacher, or staff) will be sanitized as soon as feasible.

## **Immunizations**

All students must meet state immunization requirements in order to attend school. Immunizations reduce and eliminate vaccine diseases among New Mexico children, adolescents, and adults. Students who do not have required immunizations complete by **November 1** of the school year will be disenrolled until immunizations are completed or appropriate waiver documentation is submitted to the school nurse.

## **Nutrition Program**

Raton Public Schools participates in a Universal Breakfast and Lunch Program in order to create a better learning environment for our students. Breakfast and lunch are available to all students at NO CHARGE regardless of eligibility status. The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your child to participate in the school meal program.

### **Meals at School**

- Distribution of school breakfast & lunch will be in the classroom.
- Teachers and supervisory staff will monitor students in eating areas: classrooms with established distancing or outdoor areas with distancing measures
- Students may bring sack lunches from home, however students may not share any food items with others.

### **Snacks**

- Fresh Fruit & Vegetable program funding has been awarded and Longfellow students will receive additional fresh fruits / vegetables with breakfasts and lunches.
- Students MAY bring additional snacks (individual only) from home for their own consumption.
- Students may NOT bring snacks or other food items (gum, candy, etc.) to share.
- Teachers may NOT bring bulk or individually packaged snacks to distribute to children.

## **Medications**

In most cases children can receive required medications at home, outside school hours. If, however, your child must receive medication at school in order to be in school, you will need to bring the school nurse a signed and dated AUTHORIZATION FOR MEDICATION AT SCHOOL form completed by a Physician or Licensed Healthcare Provider. Examples of this are inhalers for asthma, rescue medications for severe allergic reactions, etc.

## **School Accident Insurance**

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive. Please know that **the Raton Public School District does not assume responsibility for these costs.** However, as a service to you and your child, Longfellow School has joined with thousands of others by offering you access to a low cost, voluntary purchase student accident/health insurance program. The program is arranged and administered by Myers-Stevens & Toohey & Co., Inc. a firm that has specialized in such coverage for 40 years. Details and an enrollment form are available in an accompanying brochure which you may request from your child's teacher or the school office.

# Student Conduct & Discipline

Longfellow Elementary School participates in Positive Behavior Intervention Supports (PBIS), a district-wide program that teaches and promotes safe and orderly schools. We expect all children to: **Be Safe, Be Respectful, and Be Responsible** in each area of the school and throughout the school day.

## The Three Bees

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>In the Classroom</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Keep the area on and around your desk neat and clean</li> <li>Handle pencils and scissors carefully</li> <li>Be a good listener</li> <li>Push in your chair when you stand up</li> <li>Walk at all times</li> <li>Feet and chair legs on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words, good manners and actions</li> <li>Raise your hand before speaking</li> <li>Share and take turns</li> <li>Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>Return notes from home</li> <li>Be an attentive listener</li> <li>Take care of school property</li> <li>Follow directions</li> <li>Be on task</li> </ul>
<b>On the Playground</b>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Play safely</li> <li>What's on the ground stays on the ground</li> <li>Wear appropriate clothing and footwear</li> <li>Use equipment appropriately and safely</li> <li>Walk on the wood chip area</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' property</li> <li>Keep hands and feet to yourself</li> <li>When you hear the bell, line up immediately</li> <li>Allow everyone to play</li> <li>Play fair</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules of the activity</li> <li>Need help? Get an adult</li> <li>Keep our playground clean</li> <li>If you see someone alone, ask them if they want to play with you</li> </ul>
<b>In the Cafeteria</b>	<ul style="list-style-type: none"> <li>Sit on your bottom</li> <li>Face your tray</li> <li>Before talking, swallow your food</li> <li>Clean up after yourself</li> <li>Keep hands, feet, and food to yourself</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners</li> <li>Use "Please" and "thank you"</li> <li>Use quiet voices</li> <li>Respect others' personal space</li> <li>Raise your hand for assistance</li> </ul>	<ul style="list-style-type: none"> <li>Walk in the lunchroom</li> <li>Carry tray with two hands</li> <li>Keep cafeteria clean</li> <li>Push tray to the middle of table when finished</li> <li>Put your head down</li> <li>Place all trash in the trash can</li> </ul>
<b>In the Hallway</b>	<ul style="list-style-type: none"> <li>Walk in hallways</li> <li>Face forward in single file</li> <li>Keep to the right side</li> <li>Keep hands to self</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Use silent voices</li> <li>Be kind in line</li> <li>Look at displays and walls without touching or damaging</li> </ul>	<ul style="list-style-type: none"> <li>Put away your belongings</li> <li>Keep hallways clean</li> <li>Report spills or problems</li> </ul>
<b>In the Restrooms</b>	<ul style="list-style-type: none"> <li>Keep bathrooms clean</li> <li>Wash hands</li> <li>Keep water in sink</li> <li>Put your trash in the trash can</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Use silent voices</li> </ul>	<ul style="list-style-type: none"> <li>Flush</li> <li>Turn off water</li> <li>Get back to class</li> </ul>
<b>On the Bus</b>	<ul style="list-style-type: none"> <li>Keep head, hands, and feet inside the bus and to yourself</li> <li>Stay in your seat until the bus is at a full stop</li> <li>Follow adult directions</li> <li>Use quiet voices</li> <li>Silence at railroad crossings</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait your turn when boarding and exiting the bus</li> <li>Respect students, duty teachers, and bus drivers</li> <li>Respect bus property and others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean</li> <li>Save food and drinks for home</li> <li>Keep all belongings inside backpack</li> <li>Stay seated until dismissed</li> <li>Report problems to the driver</li> </ul>

Students are provided clear definitions of expected appropriate, positive behaviors and receive regularly scheduled instruction and assistance for practicing the desired positive behaviors. Student rewards and incentives are used to encourage students to behave positively. Students are also given clear definitions of problem

behaviors and their consequences. Continuing misbehavior may result in a referral to the building principal. This may result in, but may not be limited to, the following actions, based on the **District's Discipline Matrix**:

- Parent notification, conference
- Loss of privileges
- Exclusion from activities (including field trips)
- Counselor referral
- Detention
- Suspension
- Parent with child in class
- Zero tolerance
- Due process

## **Bullying**

The District's Anti-Bullying Policy was adopted on July 16, 2007. The District believes that providing an educational environment free from harassment, intimidation, or bullying for all students, employees, volunteers, and families supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.

The goal of the policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved. If your child is being bullied, please contact the teacher/principal. There is a ZERO TOLERANCE for this type of behavior.

## **Computers and Devices**

Technology devices will be issued to students for use on campus and at home if warranted by a school closure. Parents must sign the **District Issued Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

A \$25.00 technology fee will be collected each school year for students in Kiner - 2nd grade. Please make payment for the annual fee with your child's teacher.

As with all school property, students must treat computers and other technology respectfully and access internet sources responsibly. The following procedures and code of conduct guide our school in these areas. Please sign the release form in your PowerSchool Parent Portal or registration packet to allow your child access to technology tools.

In addition to disciplinary actions which the District may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, the District reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the use is engaged in unauthorized activity or is violating this Code of Conduct.

## **Dress Code**

It is the intent of the Raton Public Schools to promote a learning environment free of distractions as well as to prepare students for a career.

Please use the following guidelines to select appropriate school clothing:

- A. No clothing that promotes alcohol, drugs, drug paraphernalia, violence, or obscenity is allowed.
- B. No bare midriffs or styles that show one's underwear. Sleeveless tops must cover at least 2 inches of the shoulder.
- C. Shorts and skirts must be no longer than four inches from the top of the knee. However, no spandex or biker shorts.

- D. Coveralls must be completely fastened. No chains attached to clothing or hanging belts are allowed.
- E. Bandanas, headbands, and hairnets are not allowed.
- F. All tattoos must be covered.
- G. Hats and sunglasses are not to be worn in campus buildings.
- H. No pierced jewelry other than earrings may be worn at school.
- I. No “see through” shirt, blouse, etc. may be worn over any garment that does not meet the dress code by itself.
- J. Baggy Pants that do not fit the waist or the legs will not be allowed to be worn on campus during a regular school day. (8 Inch Rule)
- K. Coats or outdoor wear will not be worn in the classroom during a regular school day.
- L. Shirts may not hang more than 12 inches from the waist.

\*Principal will be responsible for determining clothing in violation of the appropriate dress policy. Violations will result in appropriate disciplinary action.

## **District Discipline Matrix**

<b>Raton Public Schools Discipline Matrix</b>		<b>2019-2020</b>	
<b>MINOR OFFENSE</b>	<b>AVAILABLE INTERVENTION OPTIONS</b>	<b>MAJOR OFFENSE</b>	<b>AVAILABLE INTERVENTION OPTIONS</b>
<b>Cell Phone misuse Bus Disruption Zero tolerance may apply</b>	<ul style="list-style-type: none"> <li>▪ Confiscation and parents required to come to school and pick up the device</li> <li>▪ Denial of bus services (Bus Procedures Prevail)</li> <li>▪ Restitution for damages</li> <li>▪ Major offenses will face discipline policy as well</li> <li>▪ Refer to SAT</li> </ul>	<b>Assault/Threats to School Personnel:</b>  <b>Aggression, Defiance, Physical, Verbal and/or Written Behavior</b>  <b>Assault/Threats to Students:</b>  <b>Physical, Verbal, or Written Bullying, Hazing, Cyber-Bullying Fighting/Battery</b>  <b>Gang Related Threats</b>  <b>Sexual Harassment</b>  <b>Vandalism or Graffiti/Major Destruction of School Property</b>  <b>Weapons (*Gun Free School Act)</b>	<ul style="list-style-type: none"> <li>▪ Detention, Parent Contact</li> <li>▪ Behavioral Contract</li> <li>▪ Refer to counseling/social worker</li> <li>▪ Refer to CBMS</li> <li>▪ Refer to law enforcement</li> <li>▪ ISS (All Schools)</li> <li>▪ OSS (All Schools)</li> <li>▪ Expulsion/Due Process Hearing</li> <li>▪ Refer to SAT</li> <li>▪ Judiciary Detention</li> </ul>
<b>Non-attendance (chronic)</b>	<ul style="list-style-type: none"> <li>▪ Refer to CYFD</li> <li>▪ Meeting with JPO</li> <li>▪ Refer to DA (See mandatory school attendance law)</li> <li>▪ Refer to SAT</li> </ul>		
<b>Dress Code Violation</b>	<ul style="list-style-type: none"> <li>▪ Student calls parents for a change of clothes</li> <li>▪ Students wears cover clothing</li> <li>▪ Repeat violations: OSS (All Schools) /ISS (All Schools)</li> <li>▪ Detention, Parent Contact</li> <li>▪ Behavioral Contract</li> <li>▪ Refer to counseling</li> <li>▪ Refer to CBMS</li> </ul>		
<b>Classroom/Hallway Playground Infractions. Failure to respond to teacher interventions for Uncooperative Behavior Defiance, disrespect, disruption, non-compliance, property misuse, physical contact, and tardiness</b>	<ul style="list-style-type: none"> <li>▪ Teachers are required to use classroom management best practices before making a referral to the principal. This includes parent contact.</li> <li>▪ Expulsion/Due Process Hearing</li> <li>▪ OSS (All Schools)</li> <li>▪ ISS (All Schools)</li> <li>▪ Refer to law enforcement</li> <li>▪ Refer to Community Behavioral Management Services</li> <li>▪ Refer to counseling</li> <li>▪ Behavioral Contract</li> <li>▪ Detention, Parent Contact</li> <li>▪ Refer to SAT</li> </ul>	<b>Controlled Substance, Possession of Drug Paraphernalia, or testing positive for under the influence of a controlled substance as determined by school requested drug testing.</b>  <b>*Distribution of Drugs or quantities supporting distribution is an automatic Expulsion Hearing.</b>	<ul style="list-style-type: none"> <li>▪ Behavioral Contract</li> <li>▪ Refer to counseling/social worker</li> <li>▪ Refer to CBMS</li> <li>▪ OSS (All Schools)</li> <li>▪ Refer to law enforcement</li> <li>▪ Substance Abuse Contract</li> <li>▪ Refer to Juvenile Drug Court</li> <li>▪ Refer to MIP (Minors in possession) Program</li> <li>▪ ISS (All Schools)</li> <li>▪ OSS (All Schools)</li> <li>▪ Expulsion/Due Process Hearing</li> <li>▪ Refer to SAT</li> </ul>
<b>Display of Affection</b>	<ul style="list-style-type: none"> <li>▪ Repeat violations: OSS (All Schools)</li> <li>▪ ISS (All Schools)</li> <li>▪ Refer to CBMS</li> <li>▪ Refer to counseling</li> <li>▪ Behavioral Contract</li> <li>▪ Detention, Parent Contact</li> </ul>	<b>Restitution</b> may be financial or labor.  <b>Time Out</b> = Usually given to primary students away from classroom activities to allow for student reflection of misbehavior.  <b>ISS</b> = In School Suspension, <b>OSS</b> = Out of School Suspension. Students are not to be allowed back on campus	

<b>Tobacco</b> Refer to TUPAC (Tobacco Use and Prevention Control)	<ul style="list-style-type: none"> <li>▪ Detention, Parent Contact</li> <li>▪ Behavioral Contract</li> <li>▪ ISS (All Schools)</li> <li>▪ Refer to SAT</li> </ul>	unless accompanied by parent or guardian and after an agreement or formal behavior contract is consented too by the administrator, parents and student. OSS will only be assigned by a principal or superintendent after an initial investigation has been conducted and the student is given an opportunity to make a statement.
<b>Truancy</b> Refer to District Attendance Policy	<ul style="list-style-type: none"> <li>▪ Detention, Parent Contact</li> <li>▪ Behavioral Contract</li> <li>▪ Refer to counseling</li> <li>▪ Refer to CBMS</li> <li>▪ Refer to SAT</li> </ul>	<b>JPO</b> = Juvenile Probation Office <b>CYFD</b> = Child Youth Services Department <b>CBMS</b> = Community Behavioral Management Services  <b>NOTE.....Major Offenses:</b> Require a mandatory 7-10 days OSS in High School 1-10 days in the Intermediate School (Raton Intermediate School) 1-10 days in the Primary School (Longfellow)
<b>Theft</b>	<ul style="list-style-type: none"> <li>▪ Detention, Parent Contact</li> <li>▪ Behavioral Contract</li> <li>▪ Refer to counseling</li> <li>▪ Refer to CBMS</li> <li>▪ Refer to law enforcement</li> </ul>	<b>Minor Offenses:</b> Considered less grievous than Major offense but may with be treated as a major if circumstances warrant such as repeated offenses etc.

This is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action. Administrator's discretion may be used to increase or decrease consequence. Age appropriateness will be considered.

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include, but are not necessarily limited to, the following elements: the age of the student; the frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; the relative severity of the event; whether the student's behavior violated civil or criminal laws; the degree to which the incident interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior.

## **Sexual Harassment**

The effective education of our students requires a school environment in which students feel safe and secure. Sexual harassment of students, whether by employees or by other students, impairs the proper atmosphere for education, and often creates an inequitable climate for learning.

In addition to its negative effect upon education, sexual harassment negatively affects the character of young people, both the harassers and the victims of harassment. That is particularly so in view of the special vulnerability of students at different stages of their personal development. It is clear that sexual harassment, whether verbal or by other conduct, can create stress, distraction, and feelings of fear, inferiority, or anger, which are detrimental to the education of young people. Toleration of sexual harassment also sends the wrong message regarding appropriate social conduct. Sexual harassment is inappropriate behavior in school because it is inappropriate behavior in society.

It is also illegal. Title IX of the Federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal benefits for boys and girls. Decisions of the United States Department of Education make clear that sexual harassment of students by employees or by other students may violate the law.

The Board of Education has designed a policy to address this important issue. Board Policy is available in the principal's office and at the District Central Office.

# Family Engagement & Information

## Visiting and Volunteering at School

- Virtual meetings are preferred and will be made available when possible.
- Volunteers and visitors will not be admitted to the school building except on a case by case emergency basis and / or with an appointment made at least 24 hours in advance.
- When you arrive at the school, ring the doorbell. You will be able to speak to office staff via the intercom.
- Items may NOT be dropped off for students (forgotten lunch boxes, backpacks, snacks, etc.) To help ensure your child has everything they need:
  - Please send your child with a clean change of clothes in a zip lock bag or grocery sack at the beginning of the year. This will be stored in their locker to use if needed.
  - Also send your child with a light jacket or sweatshirt they can keep in their locker and use as needed.
- Individuals who enter the building with an appointment or emergency
  - must wear an appropriate face covering and will be checked for temperature and respond to a verbal health screening
  - must maintain appropriate 6 foot distancing

## Parent Advisory Council & PTO

New Mexico State Legislation requires that we form a school council made up of school staff, parents, and community members. Longfellow Elementary and Raton Intermediate School have a joint Parent Advisory Council and Parent Teacher Organization (PTO) which meets once each month. School issues are discussed and information is provided concerning goals and objectives for student learning. We encourage and welcome your attendance and will hold these on virtual platforms such as ZOOM or Facebook Live. See our Facebook feed for information about upcoming meetings.

## Facebook

Longfellow Elementary School is on Facebook! Please search for **Longfellow School** on Facebook and like our page. You will be able to:

- View information about your child's school
- Receive up to date information on events, news, and schedule changes
- View pictures of exciting things that happen at our school

You can also join your specific Grade Level Group (after passing a few security questions) and receive more personalized information from your child's teacher.

## Family Events

Longfellow School traditionally hosts a variety of fun and educational family events throughout the year. In the 2021-22 school year, we will be looking for ways to make these events happen on virtual platforms such as ZOOM or Facebook Live. Stay tuned to our Facebook feed for more information!

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires school districts, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures. Those forms and information are disseminated at the beginning of the school year and are available at the office upon request.

## **Field Trips / Permission for Walking Trips**

Short walking trips may take place throughout the school year - for example a walk around Roundhouse Park for fresh air and movement. A Permission Form for ALL walking field trips may be signed when enrolling your child.

- Permission for field trips must be signed and returned to school prior to the trip in order for the student to participate.
- We are not able to accept oral parental permission in lieu of written permission.
- All school rules apply on field trips.
- Parents and volunteers may not participate in walking trips until further notice.

## **Personal Items at School**

Students may bring personal items to school **only with specific permission from the teacher**. This includes toys, playground equipment, electronic devices for educational purposes, and special items for display purposes. Pets may NOT be brought to school. Students and parents assume the risk for loss of items brought to school; Longfellow Elementary will not be responsible for the loss of any items brought to school.

## **Lost and Found**

Each student is responsible for the school property that has been assigned to them, as well as their own personal property. If, however, a student finds something that belongs to someone else, it should be turned in at the office. Please encourage your child to check the lost and found. Each year, there are a number of jackets and coats that are not claimed and are donated to charity.

## **School Pictures**

M.J. Thomas Photography provides our School Picture Service each year. We will send out picture dates as soon as they become available.



engage

equip

empower