

2025-26 Longfellow Family Survival Handbook



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

Mrs. Kristie Medina, Superintendent
Mrs. Olga Neurauter, Principal
Mrs. Ashley Edmondson, Administrative Assistant

Dear Students, Parents, and Guardians:

Welcome to Longfellow Elementary

- *It is a pleasure to have your child in our school. To start the year off right, each student will receive a Longfellow Parent Survival Handbook. This Survival Handbook has been designed to help you understand the School Day Schedules and Attendance, Campus Security, Student Health and Wellness, Student Conduct, Discipline, and Family Engagement and much more.*
- *We feel as though open lines of communication between the parents/guardians, students, and teachers are the **KEY** to promoting a **Positive** educational environment that is conducive to **Learning!***
- *We are looking forward to working with you and your child. It is essential that you participate in your child's educational experience. The following can be done each day:*
 - *Reading with your child for 20 minutes each day;*
 - *Practice their Math factors: Addition/subtraction*
 - *Supporting your child's engagement with remote learning opportunities provided by their teachers and other school programs;*
 - *Making sure your child attends school and is on time;*
 - *You can help by sending us well-rested children and a **hug and a kiss** still fresh on their minds.*

This sets the stage for a beautiful day!

- *Please feel free to contact us at any time if there is a question, concern, or situation you would like to discuss. You will receive additional communication throughout the school year. (We will be using the following apps: Facebook, Parent Square, and RPS website.)*
- *We look forward to building a positive and meaningful relationship with you and your child and thus providing the best possible educational experience that we are capable of giving.*

Sincerely,

Olga M. Neurauter

Longfellow Principal

olga.neurauter@ratonschools.com

575-445-9261 ext:1501

AND

The Entire Longfellow Staff

contents

School Day Schedule and Attendance 4

- Daily Schedule
- Arrival Procedures
- Dismissal Procedures
- Early Check Out
- Delayed Day Schedule / School Cancellations
- Transfers or Withdrawals
- Attendance for Success

Campus Safety and Security 7

- Change of Address or Telephone Number
- Visitors
- Student Pick Up
- Bus Service
- Emergency Procedures
- Pesticide Spraying

Instructional Program 10

- School - Parent Compact
- Grading and Assessment
- Make-Up Work
- School Personnel Qualifications
- Student Assistance Team (SAT)
- Supplies
- Textbooks

Student Health & Wellness 12

- Health Service Staff
- Illness at School
- Immunizations
- Nutrition Program
- Medications
- School Accident Insurance

Student Conduct & Discipline 14

- The Three Bees
- Bullying
- Computer Use & Tech Fee
- Dress Code
- District Discipline Matrix
- Sexual Harassment

Family Engagement & Information 17

- Visiting and Volunteering at School
- Parent Advisory Council & PTO
- Staying in Touch
- Family Nights
- FERPA
- Field Trips / Permission for Walking Trips
- Personal Items at School
- Lost and Found
- School Pictures

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

K-2 Daily Schedule

- ★ 7:15 am staff on duty for student supervision & breakfast in the classroom
It is important that children NOT be on campus before 7:15
- ★ 7:45 am **instruction begins in classrooms**
- ★ 2:45 pm daily dismissal MONDAY - FRIDAY
- ★ 1:45 pm early release EVERY OTHER WEDNESDAY

PreK Daily Schedule

- ★ 8:00 am morning arrival
- ★ 2:30-2:40 pm daily dismissal MONDAY - FRIDAY
- ★ 1:30-1:40 pm EVERY OTHER WEDNESDAY

Arrival Procedures

Each school morning, students may be dropped off beginning at 7:15 am, **not earlier please.(WE HAVE NO STAFF ON DUTY)**

- 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 for breakfast
- Students arriving by bus will be met by a Longfellow staff member.
- Breakfast is served in the cafeteria from 7:15 - 7:45 am

Students arriving after 7:45 am or at any other time throughout the school day must be **escorted by an adult to the building's front entrance and signed in at the office.**

- Please park in the North Parking Lot. The bus loading zone must not be used for dropping off or picking up students at any time of day.
- Use the front door intercom to communicate with office staff.
- You will be admitted to the foyer to sign the child in.
- **Your child will be marked tardy.**

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.

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 may only be released to persons listed on the **Emergency Contact** list you provide
- When entering Longfellow you must **ALWAYS** check in at the office. Everyone who enters the school must sign-in for safety purposes.

Bus Dismissal

- The bus loading zone must not be used for dropping off or picking up students at any time of day.
- The number to the **BUS BARN** is **445-9510 (Nick Cardenas)**
- 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 2:45 pm.

- 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 school to sign your student out at the office.
- When you are picking up your child, you will wait at the front office and your child will be brought out to you.

Delayed Day Schedule / School Cancellations

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

- When school is delayed, our day will begin 2 hours later than usual. Buses will run 2 hours later and school will start at 9:45 am.
- No breakfast is served on a delayed start day, so please ensure students eat breakfast at home. Students will report directly to classrooms.
- Should school / individual classes be canceled for any reason, we will notify families as quickly as possible.

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.

Afterschool Programs:

Longfellow has added a lot of afterschool programs, please watch for your students to bring home permission slips to join. Examples of programs now available: Tutoring, Enrichment, Gardening, Board Games, Book Club, etc.

Attendance for Success

Longfellow Teachers will record daily attendance for all students. Students are expected to attend school with on-time arrival each day. The New Mexico Public Education Department (NMPED) requests that districts and schools report students for possible statewide interventions and support with programs such as Graduation Alliance. Teachers will keep in close contact with families to provide feedback on students' progress.

- **You must notify the school when your student is absent**
 - Call the school office at 575-445-9261.
 - Send a doctor's note or parent written note within 2 days following the absence.
 - All unverified absences become unexcused absences.
- **Excused absences are**
 - Doctor or dentist appointment with note upon return
 - Medical illnesses
 - Student illness of up to two (2) consecutive days may be excused with the parent's written note
 - Student illnesses of three (3) or more consecutive days **will require a doctor's note** in order to be excused. The doctor's note should be received in the office the day the student returns to school
 - After the tenth (10) medical absence per school year, a student will be required to verify additional medical absences through a physician, the school nurse, or other medical provider. Upon medical verification of a prolonged or chronic illness (ten days or more), the school nurse will work with the family to develop an intervention plan
 - Bereavement for immediate family, with parent's written notice
 - Absences due to family emergencies or other circumstances with Principal approval.

Absences for any reason, excused or unexcused	Attendance Incentives & Interventions
TIER 1 Whole School Prevention: for students who have missed less than five percent of classes or days	Incentives <ul style="list-style-type: none"> ● 10 PBIS Points for full week on-time attendance ● Recognition & student prizes in Monthly School Assembly ● Recognition with student and family awards in Quarterly Grade Level Assembly Interventions <ul style="list-style-type: none"> ● Teacher phone call home at 2nd absence each quarter ● Three day reminder letter sent home by teacher each quarter
TIER 2 Individualized Prevention: for students who have missed five percent or more, but less than 10 percent of classes or days	Incentives <ul style="list-style-type: none"> ● 10 PBIS Points for full week on-time attendance Interventions <ul style="list-style-type: none"> ● Formal Tier 2 attendance letter - triggers school based meeting and attendance contract with action plan to address chronic absences
TIER 3 Early Intervention: for students who have missed 10 percent or more, but less than 20 percent of classes or days	Incentives <ul style="list-style-type: none"> ● 10 PBIS Points for full week on-time attendance Interventions <ul style="list-style-type: none"> ● Formal Tier 3 attendance letter - triggers CYFD meeting to update and share attendance contract responsibilities and implementation with state agencies ● Weekly progress monitoring of attendance with weekly call home from the office
TIER 4 Intensive Supports: for students who have missed 20 percent or more of classes or days	Incentives <ul style="list-style-type: none"> ● 10 PBIS Points for full week on-time attendance Interventions <ul style="list-style-type: none"> ● Formal Tier 4 attendance letter - triggers educational neglect notification to CYFD ● Weekly progress monitoring of attendance with daily call home from the office ● Student will be ineligible to participate in field trips and school celebration events

****students who miss 45 or more days of school in the school year will be subject to retention in the same grade due to lack of participation in grade level instruction***

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

- Adults that come on campus during school hours must
 - sign in at the office and receive a visitor pass
 - sign out at the office when leaving
- An appointment is recommended for seeing the Principal, Special Education Coordinator, a Teacher, or any other staff member. Please call the office at 575-445-9261 to schedule an appointment.
- Longfellow School reserves the right to ask visitors for identification or professional credentials
- Students may NOT bring guests to school.

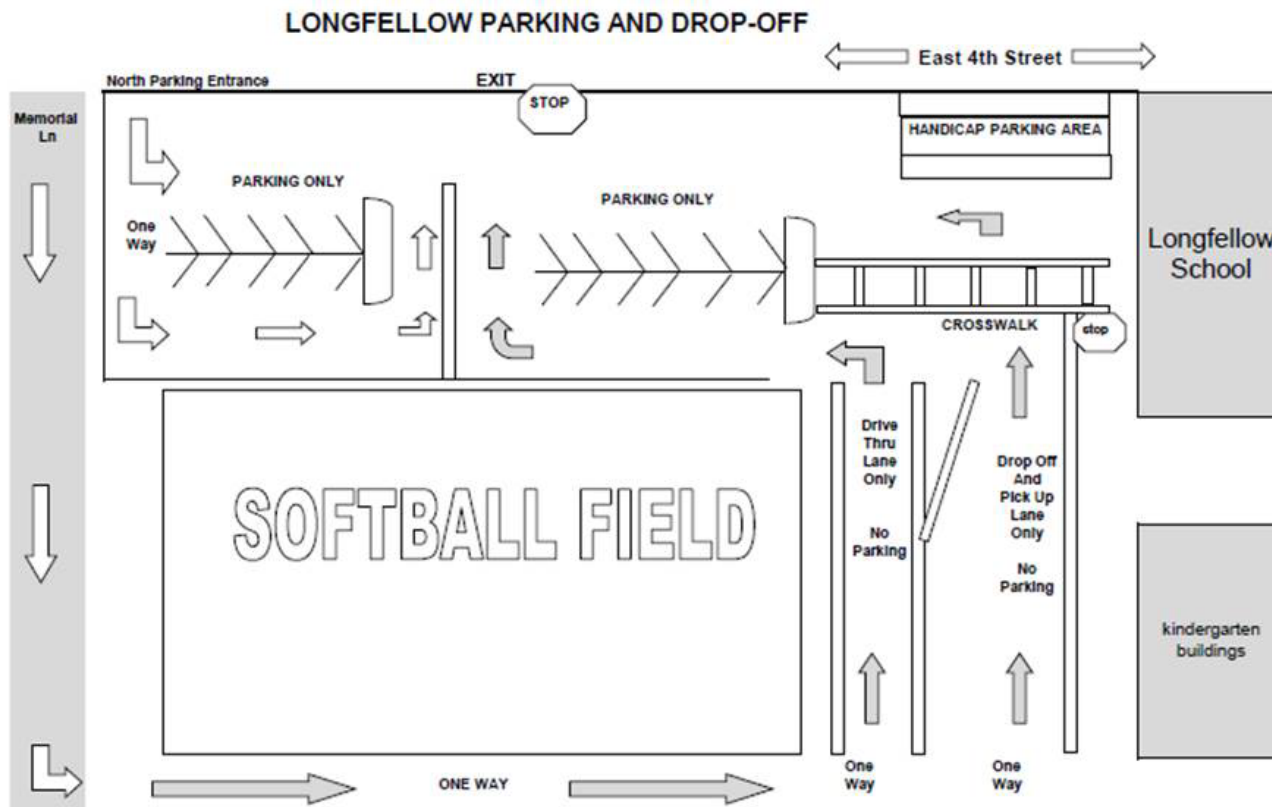
Bus Service The number to the Bus Barn is **575-445-9510** (Nick Cardenas)

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 designated stops only. (Pre-K & SPED buses will drop off at residences) 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 you are not present the students will be brought back to Longfellow or taken to the police station to be picked up.

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.
6. During the time of suspension, parents will be responsible for getting their student to school.



Student Drop Off and Pick Up

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.

If you park your vehicle and walk up to drop off / pick up your child:

- Use the designated crosswalk
- Your child must **ALWAYS** be accompanied by an adult
- Pay attention to vehicle traffic

We greatly appreciate your patience and caution when using our drop off / pick up area.

NO SPEEDING

Please do your part to help keep all students safe!

Remember, the bus loading zone must not be used for dropping off or picking up students at any time of day. Parking in this area could result in a traffic citation.

Emergency Procedures

Should we have a major disaster or emergency during school hours, your student(s) will be cared for by Longfellow School staff and local first responders. 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. **If you come to the school during an event and/or drill, you will not be allowed to enter the school.**
3. **Do not call or text the teacher's cell phone/parentsquare.** In a lockdown situation silence is important and ringing cell phones can put the children at risk of being located.
4. 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.
5. 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 designated stop 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 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 575-445-9261 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. **For every day your student is absent they will have 2 days to make up and turn in their work.**

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, on our FaceBook page, and at the school website. 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 & Library Books

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. While our nurses are shared with other district campuses and not on site with us all day, they do respond to medical situations and administer medications.

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.
- 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 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 completed 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

- Teachers and supervisory staff will monitor students in eating areas
- Students may bring sack lunches from home, however students may not share any food items with others.

Snacks

- Longfellow students will receive fresh fruits / vegetables with breakfasts and lunches several times per week.
- Students will need to bring snacks from home for their own consumption during their designated snack time.
- Students MAY bring snack items to share with their class. Please check with your child's teacher about snacks.

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

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

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 [Behavioral Learning](#)**

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 hearing

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 you think your child is being bullied, please contact the teacher who will follow up and notify the 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 Kinder - 2nd grade. Please make payment for the annual fee with your child's teacher. These funds are used to replenish the school's inventory of student devices and accessories such as headphones, protective cases, iPad stands, and charging stations.

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. No fake fingernails or makeup allowed.
- H. Hats and sunglasses are not to be worn in campus buildings.
- I. No pierced jewelry other than earrings may be worn at school.
- J. No "see through" shirt, blouse, etc. may be worn over any garment that does not meet the dress code by itself.
- K. 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)
- L. Coats or outdoor wear will not be worn in the classroom during a regular school day.
- M. 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.

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

Deliveries

To minimize distractions, ensure safety, and prevent disruptions to the educational process, the school will not accept deliveries on behalf of students. The purpose of this policy is to maintain a secure and focused learning environment for all students at Longfellow.

This policy applies to all types of deliveries, including but not limited to:

- Food deliveries (e.g., from restaurants, food delivery services)
- Flowers, gifts, or personal items
- Courier or mail deliveries
- Any other unsolicited items

Guidelines and Exceptions:

- We will allow the delivery of food/drink items (i.e. cupcakes, juice, cookies, etc.) for students' birthdays and for classroom parties. These may be dropped off at the office and staff will get it delivered to the classrooms.
- Students should make arrangements in advance for any personal deliveries, ensuring these items are either delivered to their home or picked up outside of school hours.
- In the case of emergency medical deliveries or urgent matters that require immediate attention, parents or guardians may contact the school administration for further assistance.
- Deliveries related to school-related events, activities, or services will be coordinated through appropriate school staff and must be approved in advance.

Implementation and Enforcement:

- School staff will be instructed not to accept any deliveries for students.
- Any items that are delivered to the school on behalf of students will be returned to the delivery service or held for pickup by the parents/guardians.

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. See our Facebook feed for information about upcoming meetings.

Staying in Touch

Raton Public Schools uses the **ParentSquare app** for all messages and communications. Get the app to choose how you would like to receive messages: text, email, or phone call.

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

Check our **web page** at <https://www.ratonschools.com/leshome.html> for school calendar, information, and updates!

Family Events

Longfellow School traditionally hosts a variety of fun and educational family events throughout the year. Stay tuned to our Facebook, parentsquare and school website 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. Forms and information are provided 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 are not permitted to ride school transportation / buses, if parents attend a field trip they must submit a written request to the principal prior to the trip to take their child home with them.**
- Students with poor attendance, those who have missed 20% or more of the school year, will be ineligible to participate in field trips.

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 & Yearbook

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

A school yearbook will be available for purchase in the Spring Semester.

Please sign below to indicate that you have read and understand the Longfellow Elementary handbook.

Student Name: _____

Parent Name: _____

Signature & Date: _____