

**LONGFELLOW CHOICE ELEMENTARY SCHOOL  
A 45-15 PROGRAM  
PARENT INFORMATION SHEET  
2017-2018 SCHOOL YEAR**

Please refer to the District Rights, Rules, and Regulations of the Rochester Public Schools for more details or contact the school office at **328-3600**.

**OFFICE HOURS** – 7:45 – 4:15

**SCHOOL TIME** - 9:10 – 3:35

**SCHOOL ARRIVAL** – 9:00

Please do not drop off your child at school prior to 9:00. Students are to be in their classroom when the bell rings at 9:10. Please have your child at school by 9:00. Students arriving after 9:10 will be considered tardy.

**SCHOOL PATROL/CROSSING GUARD TIME** –

Morning Patrol - 8:55 to 9:10

Afternoon Patrol - 3:35 to 3:45

**LUNCH/RECESS TIMES**

Grades K and 1- 12:10 – 12:50

Grades 2 and 3 - 12:35 – 1:15

Grades 4 and 5 – 1:00 – 1:40

**ATTENDANCE**

When your child will be absent or arrive late, we ask that you call the school attendance line at **328-3601** to inform us of the reason.

***All students are to be in their classroom by the 9:10 bell. Students arriving after 9:10 will be considered tardy.*** Students arriving after 9:15 will be marked as an unexcused absence for the morning unless you have contacted the school stating the reason for the child's late arrival.

It is the responsibility of the parent/guardian to have his/her child at school on time each day.

**EMERGENCY INFORMATION**

Please keep the office informed of any changes of address and/or phone numbers both for home and work. It is also important that we have a name and phone number of an emergency contact in case we are unable to reach you if your child becomes ill or is injured at school.

**AVAILABILITY OF MR. DAVIDSON** –

If you would like to meet with Mr. Davidson please contact the school office at 328-3600 to schedule an appointment or to check on his availability. Due to frequent meetings and other commitments Mr. Davidson will not always be able to speak with you when you stop in or call. However, Sandy Gibson, school secretary, will be available to set up a time for you to contact him or meet with him.

As always, if an emergency situation occurs, he will do whatever he can to assist you in a timely manner. Thank you for your ongoing support of our school and your patience and understanding.

**BEHAVIOR/DISCIPLINE PLAN**

Students who are acting safely, respectfully and responsibly are given a gold "caught being good" slip. Students who display less positive behavior will be given three chances to gain control: a) a warning; b) 5 minute time out; c) 10 minute time out. If after these three chances, the actions are still inappropriate, the student will receive a green detention slip. The adult giving the detention will see that the child calls home to explain to the parent/guardian the reason for the detention. Detention offers a 20-minute quiet time at noon for the child to reflect on his/her behavior under the guidance of a staff member.

**FOOD SERVICES**

• **BREAKFAST PROGRAM**

- Students in grades K through 5 will eat breakfast in their classroom.
- Students are not required to eat breakfast at school.
- On the first day of the school week all students will attend the school character assembly and eat breakfast in their classrooms.

• **FREE/REDUCED MEALS**

- We request that you complete a form, which may qualify your child for free or reduced priced meals. Schools receive extra funding from the state for each student qualifying for free or reduced meals. Please contact the office for more information.

### **LOST AND FOUND**

Our lost and found area is located in the common area just outside the gymnasium entrance. Your child should check there for lost items as soon as they are missed. Please remember to label, hats, coats, boots, and mittens.

### **PARKING/DROP OFF/PICK UP**

There is a turn-around area for you to pick up and drop off your child. Do not park in this area. Please do not enter the bus drop-off/pick-up area.

If you intend to pick up your child at 3:35, please do not leave your vehicle if you are in the circular drop-off/pick up area. Drive up to the school and wait for your child in your vehicle. Children are not allowed to walk into the vehicle waiting area or across the bus parking area. Please be patient when waiting. Each child's safety is our main concern.

### **P.T.A.**

The Parent Teacher Association is a group actively advocating for children. In past years the PTA has helped fund field trips, purchase playground equipment, sponsor and support the school patrol, supply classroom materials, and etc. What the PTA does ultimately affects your child at Longfellow. Membership is encouraged and open to all. Please take time to fill out the PTA form in your student folder.

### **ROOM SNACKS/BIRTHDAY TREATS**

Classroom teachers may permit students to eat a snack during their morning or afternoon break time. Nutrition is taught in all grades. To promote making good choices regarding nutrition, only nutritious snacks will be allowed. Also, for obvious health reasons, students will not be permitted to share individual snacks.

When providing a classroom snack or a birthday treat—Keep in mind that Minnesota law requires that any treats given out are to be prepared in a commercial kitchen. Anything homemade is not allowed.

### **SCHOOL PATROL**

The school patrol is on duty each morning at 8:45. Students are not allowed to cross any streets to school until the patrol is on duty to cross them. Please do not bring your child across these streets yourself prior to the patrol being on duty unless you plan to come inside school to see someone. Patrol

members will also be on duty after school to cross students walking home.

The Longfellow School Patrol is made up of 4<sup>th</sup> and 5<sup>th</sup> grade students. Patrol members are responsible for arriving at their assigned areas on time, arranging for a substitute when needed and reporting to their captains when there is a need. School patrol is for the safety of students.

Students crossing with a patrol member are responsible for their own behavior; respecting the authority and guidance of patrol members on duty; and crossing only under the supervision of the patrol member. Students not following these guidelines will be reported to the office.

### **STUDENT PICK UP BEFORE DISMISSAL- The following guidelines are for the safety of all students:**

1. Parents/Guardians picking up their child prior to the end of the school day must report to the office to sign their child out. The office will call the classroom to have your child come to the office. For safety reasons teachers have been instructed not to dismiss students to anyone unless the office has notified them.
2. If you are picking your child up after school, please wait outside. DO NOT wait for them outside the classroom or in the hallway.
3. If you would like to have someone else pick up your child, his or her name must be on the student enrollment form or you must call the office with the name of the person picking up your child. Identification will be requested of the person picking up your child.

### **VISITORS**

Visitors are always welcome at Longfellow. **Everyone** must report to the office when entering the building. This is for the safety of all Longfellow students and staff.