

DISASTER PREPAREDNESS:

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

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

1. **Arrive to school as soon as possible. Leave the street access clear for emergency vehicles. Please park your vehicle on the street in an appropriate spot.**
2. **Check in at the small gate entrance on Angeleno to receive your student release pass.**
3. **Proceed north along the fence to the North gate on 11th Street.**
4. **Form one line. Please remember all the other parents are also there to pick up their children.**
5. **Show your ID and give the name of the child you are going to pick up. Students will only be released to parents or designees listed on the emergency card.**
6. **After you have signed for your child's release, proceed to the gate on 11th street at the end of the school where your child will be released.**
7. **Wait for your child in the waiting area; your child will be escorted by a school employee to the waiting area.**

DRESS CODE:

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

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

- A. **All clothing must be suitable for school;** neat, clean, size appropriate, not frayed, and in good repair.
- B. **Clothing, jewelry, visible body art, belt buckles and accessories shall be free of writing, pictures or other insignia which:** (1) are crude, violent, vulgar, profane, prejudicial, or sexual suggestive, (2) advocate the use of drugs or alcohol, (3) by manner of being worn, indicate or cause others to be intimidated
- C. **Clothing shall not be a health or safety issue:** chains, inappropriate length of belts, spikes, heavy or oversized belt buckles and oversized jewelry.
- D. **Hats, caps, bandannas, beanies, ski caps, or hairnets shall not be worn.** Exception: (1) hats/visors, with a bill facing forward or a brim, with no emblem/logo or with a site specific emblem/logo that is authorized by each school site are allowed to be worn during passing periods, lunch time when eating outdoors and during any school-related activity that is conducted outside, except those by manner of being worn, indicate an affiliation with a group or gang which may provoke violence or cause others to be intimidated; and, (2) head gear that is worn due to religious affiliation or for medical reasons with a doctor's verification.
- E. **Clothes shall be sufficient to conceal undergarments at all times.** Transparent or fish-net fabrics, halter or bareback tops, off-the-shoulder or low cut tops, tank tops and/or tops with oversized arm openings, spaghetti strap tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- F. **Shoes must be worn at all times.** Thong-like sandals and steel-toed shoes are not acceptable. In addition, at the elementary and middle schools, shoes must have a back strap.

