



“New BUC” Insider Information

- **Student Absence(s):** Write an absence excuse note and have your student turn in the note to Student Services. You need to write a note even if your student only misses one or two periods in a day. Excuse notes need to be turned in within three days of the absence.
- **All day binder:** Students are required to have a binder the FIRST DAY and EVERY DAY. Large 3-inch binder/notebook. Binders with a zipper or a strap are permissible. Your child will receive a supply list from their teachers the first week of school. Students need notebook paper, eight dividers, pencil pouch, pencils and pens for their binder. Students will be given a planner shortly after the beginning of school to keep in their binder. Additional supplies to turn in to the 1st period teacher: 2 boxes of Expo markers, 3 cans of Lysol/Clorox wipes, 4 Kleenex boxes, 2 bottles of hand sanitizers and four packages of printer paper.
- **School Hours: 8:30 AM – 3:50 PM**
- **Entering the building:** 6th graders enter the door furthest to the right (closest to Woodrow). *6th graders wait in the Auditorium until the 8:25 bells rings to release students to 1st period.* 7th graders enter the front door, closest to the teacher parking lot. 8th graders enter the cafeteria door around the building near Woodrow. After the 8:25 bell, all students must enter the building using the front, center door.
- **ID badge:** Students will take their ID badge picture within the first two weeks of school. Badge pictures are taken during elective classes. Students must wear their ID badge every day. If a student forgets to wear a badge, the student will need to buy a temporary badge for \$1.00. If badge is lost, a new ID badge is \$5.00 and a new lanyard is \$1.00.
- **Breakfast and Lunch:** Breakfast in the classroom is available for all students during 1st period. Lunch is provided for all students at no cost. Students are allowed to bring lunch, as well.
- **Main office:** You will check-in in the Main Office every time you visit our campus during the day. You may check your student out for doctor appointments or because they are sent home by the nurse from the Main Office. You must have your picture ID to check out your student from school.
- **Parent Portal:** Sign up for Parent Portal in the Main Office at the start of each year. You will be able to view student’s grades from each six weeks period for all classes. See the Parent Liaison, Ms. Cooks, for access to Parent Portal (Main Office).
- **Cell Phones:** Students are allowed to have a cell phone at school, but it must be turned off and out of sight for the entirety of the school day. Phones will be taken away from a student by an adult if the student is caught with the phone out during the day. There is a “fine” to collect the phone from the Main Office.
- **Contacting Teachers:** Contact teachers using the email addresses listed on the website or message through Parent Portal. You may also leave a message for the teacher by calling the school’s main number. Most teachers give their preferred contact information in their class syllabus the first week of class.
- **Uniform:** All students must wear a collared shirt (6th- WHITE, 7th-GRAY, 8th-NAVY) with navy, black or khaki bottoms (pants, shorts or skirts). All skirts and shorts must extend to within 2 inches of the top of the knee. Students may wear a jacket/hoodie that is a solid, navy, gray, black or white or a JL Long sweatshirt.
- **Concerns regarding a schedule:** Have your student pick up a schedule change request form from Student Services. Changes will not be made during the first week of school. Ms. Perez (6th grade), Ms. Landman (7th grade), Ms. Hawkins (8th grade). You may always contact your student’s counselor by email, phone call or a visit.
- **Websites:** JL Long PTA: www.jllong.com and DISD www.dallasisd.org/long
- **Main Phone Number:** (972) 502-4700