

Herndon Magnet School

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www.herndonmagnetschool.com

2011-2012



MISSION STATEMENT

The faculty, staff, students, parents, and community of Herndon Magnet uphold the premise that all students can learn. We are dedicated to providing a safe and healthy environment, which encourages every student to develop to their fullest potential—intellectually, emotionally, physically, and socially.

SCHOOL MOTTO

Herndon Magnet School

“Where Excellence is Our Minimum Standard”

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Number _____

Homeroom Teacher _____ Room Number _____

In a continued effort to make communication between the home and school one of our top priorities, students are receiving this agenda in which they will be expected to write homework assignments, projects, and announcements on a daily basis. Parents are asked to review what is written in the agenda daily and to use it as a communication tool between themselves and the school. The agendas are provided by the Herndon Magnet School PTSA. The first copy is provided to students at no cost.

In the front section of the agenda, you will find the Herndon Magnet School Student Handbook. This handbook is provided for parents and students in an attempt to provide helpful information about the rules, regulations, and procedures at Herndon Magnet School. It should serve as a guide and it should not be assumed that all situations and circumstances that occur during the course of the year are included in the contents. As warranted by policy change or circumstances, guidelines may be changed. Parents will be made aware of changes through notes, newsletters, the Herndon website and other means of communication as needed. Other policies and procedures pertaining to Caddo Parish Schools may be found in the District Handbook that will be given to each student. This information may also be found at www.caddo.k12.la.us.

Agendas are required as hall passes if it becomes necessary for a student to leave the classroom. As needed, Agenda Announcements are placed on the afternoon sheet. Students are responsible for writing these announcements in the agenda as directed by the teacher.

If the student's copy of the agenda is lost, a replacement must be purchased in the office. Students must have a copy of the agenda. Replacement cost is \$6. Parents should check the agenda daily for important announcements, assignments, etc.

Parents of students in grades K – 8 are asked to sign the agenda daily.

A copy of the handbook from the agenda is also available at herndonmagnetschool.com. Parents and students are encouraged to consult the handbook throughout the year as needed.

HERNDON MAGNET SCHOOL STUDENT HANDBOOK

2011-2012

STUDENT ARRIVAL AND DEPARTURE

Morning Arrival

Student arrival for car riders begins at 7:45 a.m.
Students will be let off the buses at 7:45 a.m.
Students are not supervised before this time.

Afternoon Dismissal

Students will be dismissed to the buses and car turnaround as follows:

A-Wing	2:55 p.m.	B-Wing	2:55 p.m.
C-Wing	3:00 p.m.	D-Wing	3:00 p.m.

Students are to go directly to the buses or the car turnaround.
Students are not to go to the office to make phone calls when the dismissal bell rings unless it is an emergency.

Students being picked up in a car must do so at the car turnaround ONLY. Parents entering the building should park in the front or side parking lots before entering. If a student is to be picked up at the car turnaround instead of riding the regularly scheduled bus, the office should be notified in writing that morning. Telephone requests for this will be honored **only** if the call is received **before 1:00 p.m.** EMERGENCIES WILL BE HANDLED AS NEEDED.

If there is a custody issue involving a student, or an issue involving someone not being able to pick the student up from school, a copy of the legal papers, signed by a judge, must be filed in the school office. Parents must notify the office in writing if they want their child to ride another bus. The office will call to verify this request. **THESE REQUESTS WILL BE HONORED IN CASE OF EMERGENCY ONLY!**

BUS REGULATIONS

Students transported to and from school by bus are expected to be aware of regulations regarding transportation privileges. The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians.

1. Pupils transported in a school bus are under the authority of the bus driver while on the bus. **Disrespect for bus drivers will not be tolerated.**
2. Students will be seated according to routines established by the bus driver.
3. Students must ride the assigned bus. Bus notes will be approved **ONLY** in the case of an emergency.
4. Students must board and depart the bus at their assigned stop.
5. Alcohol, drugs, pets, glass objects (except eye glasses), weapons, and objects too large to be held in the student's lap or placed under the seat are not allowed on the bus.
6. Students may not be taken off of a bus by anyone without office notification.

Students must conduct themselves in a manner that promotes safety and follow rules of the Transportation Department whether riding the bus to and from their home or school sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S.17:416 utilizing the same procedures applicable to suspension and expulsion from school.

All parents should read and review with their student the School Bus Conduct and Safety Instructions in the Caddo Parish Handbook.

TURN-AROUND PROCEDURES

In order to safely and quickly dismiss each car rider, drivers are expected to follow the procedures listed below:

1. Students are to be dropped off and picked up **ONLY IN THE**

TURN- AROUND AREA.

2. Morning turn-around drop off begins at 7:45 a.m. No student should be dropped off before 7:45 a.m. There is no adult supervision before this time.
3. **Students arriving after 8:00 a.m. must be checked in at the office by the parent.**
4. Afternoon turn-around pick up begins at 2:50 p.m. All students must be picked up before 3:05 p.m. in the turn-around area. If parents/drivers are running late, the office must be notified. Students will be sent to the office to wait. Parents/Drivers are expected to come to the office to ensure that the staff knows that you have arrived and that the students are with you.
5. **Drivers are not to park in the turn-around area.** The goal is to have a constant flow so that all students are picked up in a timely manner. If it is necessary to enter the wings, please park in the front or side parking lot and come into the office for a visitor's pass. Do not park in the cafeteria lot. This is for cafeteria employees only.
6. If a student needs to ride home with someone other than his or her regular carpool, it must be put in writing and given to the teacher or office.

GUIDELINES FOR A.M. TARDIES TO SCHOOL

Students who are late (after 8:00 a.m.) to school must be brought into the office by a parent.

Students are not to be dropped off to come to the office alone. The office staff will direct the parent to list the student's name in the sign-in book and an admit to class will be given. Personal illness or serious illness in the immediate family (verified by a physician), death in the family, religious holidays, or school-sponsored meetings are the only excused check-in. Accumulated tardies will terminate at the end of each semester.

SCHOOL ATTENDANCE AND THE LAW

(See Caddo Parish Handbook for more information.)

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system.)

Exemptions

The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically or emotionally incapacitated to perform school duties
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays
3. Children exempt by statute

Attendance Policy in Elementary and Middle Schools

1. Students must be present a minimum of 167 days per school year substantiated by a practicing physician in the event of

temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. **The student shall present an excuse in writing within two school days after**

returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal the denial of promotion to the Attendance Appeal Committee.

2. The principal or his designee shall contact parents to ascertain reasons for absences and confer with them on the importance of school attendance. When a student returns to school after an excused absence, he has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following return to class to make up work.

ABSENCES

Absences should be reported to the office before 9:00 a.m. on the day the student is absent. Parents will be contacted by the JPAMS system to verify an absence. Calling the school to report an absence does not excuse an absence unless a doctor's excuse is on file or the absence falls under the excused absence category. **See the Caddo Parish Schools Handbook for more information pertaining to student absences.**

TARDIES

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for schools maintaining an orderly environment conducive to learning and educational accountability.

Every student at Herndon Magnet School is expected to be at school and in class on time. Teachers will expect punctual attendance and follow through with parent contact, detention assignments, etc. when these expectations are not met.

Students who arrive at school after 8:00 a.m. must be checked in at the office, by a parent or guardian. Students are not to be dropped off and sent to the office alone.

Students who are at school on time, but late to class, should report to class and the teacher will record the tardy as excused or unexcused, depending on the circumstances. Students should not go to the office for an admit unless sent by the teacher.

The following guidelines will be followed in dealing with tardies to class in middle school:

Middle School Class-to-Class Tardy Policy

- 1st Tardy Verbal warning from teacher & document in grade book.
- 2nd Tardy Parent contact by teacher and document in grade book.
- 3rd Tardy Letter goes home from Administrator.
- 4th Tardy *Administrative warning and parent contact.
- 5th Tardy One day After School Detention with parent conference.
- 6th Tardy Two days After School Detention with parent conference.
- 7th Tardy Two days ISS with parent conference.
- 8th Tardy Two days Suspension from school with a parent conference.

*Administrative warning – Student is called to office and APA will issue warning and call parents. Accumulated tardies will terminate at the end of each semester.

On occasion, "tardy lockouts" will be conducted. If a student is tardy during one of these "lockouts", he or she will receive an automatic after school detention.

AFTER SCHOOL DETENTION

After School Detention will be held on school days from 3:00 – 4:00 p.m. The administration will notify the parents of the violation and the date detention is scheduled. The parent must sign the child out of detention **promptly** at 4:00 p.m. Failure to attend assigned detention may result in ISS or out of school suspension.

IN SCHOOL SUSPENSION

Students placed in ISS will receive credit for attendance and will be given credit for make-up work completed for the days missed in class.

SUSPENDED DAYS

Suspended from school days are unexcused absences. Students may complete assignments missed during a suspension for 50% credit.

CHECKING OUT OF SCHOOL

No student may leave the campus unless he/she is signed out of school by a parent or guardian. Doctor and dental appointments, personal illness, serious illness in the immediate family, death in the family, religious holidays, or school sponsored meetings are the only check-outs that will be excused. **STUDENTS MAY NOT CHECK OUT OF SCHOOL BETWEEN 2:30 P.M. AND 3:00 P.M.**

When a parent goes out of town, the office must have written notification of the person(s) authorized to check the child out in case of emergency or illness. Students will be checked out only to parent(s) or legal guardian(s) unless written permission is provided.

When a student is checked out of school, he/she may not remain on campus.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT

Herndon Magnet School promotes the School Wide Positive Behavior Support plan, which recognizes students for appropriate behavior. Students at Herndon Magnet School are expected to comply with school rules and expectations at all times. Students choosing not to follow the established guidelines may require both classroom and/or administrative interventions. The goal is for the student to learn the appropriate behavior and implement it in the daily routine. Parents are asked to offer continued support as we strive to teach appropriate behavior. Certain infractions may require immediate administrative actions resulting in, but not limited to, ISS, after school detention, or suspension.

MAKE-UP WORK

Based on the state and local policies, the student should accept responsibility for his/her absence. When a student returns to school after being absent, he/she has three days or a number of days equal to the number of consecutive absences, whichever is greater, following his/her return to class to make up missed work.

HOMEWORK

The term "homework" is interpreted to mean any assignment made by the teacher, which will help the student to achieve an understanding or mastery of the work being carried on in the classroom. Homework may be given when the need arises, except on the weekends. Students may have the option of working on special reports, book reviews, projects, etc., but it may not be required. Teachers will ensure that the amount of homework is reasonable and will coordinate length of assignments in departmental settings. **Homework may account for NO MORE than 10% of a student's grade.**

LATE WORK

Students are responsible for seeing that assignments are turned in on time. Long term assignments will be due on the due date. Information for these assignments is sent home with students when the assignment is given.

STUDENT PROGRESS CENTER

Parents are strongly encouraged to use the Student Progress Center which is designed to help them keep track of their child's attendance, conduct, discipline, grades, progress reports and assignments. The link and directions for registering for this portal may be found at www.caddo.k12.la.us.

PROGRESS REPORTS

Caddo Parish School Board Policy dictates that a progress report be sent home at the mid-nine week point for students who have earned a "D" or "F" grade in any subject. These reports should also be sent after the mid-nine week point if a student's grade falls to a "D" or "F" after that point. Herndon Magnet School elementary and middle school teachers will send the Interim Grade Report for all students at the mid-nine weeks point.

GRADING SCALE

The grading system for Herndon Magnet School complies with the Caddo Parish School Board policy and is as follows:

A-- Excellent: 90 – 100	Completes all assignments on time and in a creditable manner, makes valuable contributions in class, works independently and has sufficient initiative and interest to do creative work beyond assignments. Achieved by the student whose work is of superior quality.
B -- Above Average 80 – 89	Mastery of major portion of material presented. Frequent quality response in class, assignments completed on time and in a creditable manner, requires no urging to do work. Achieved by the student who does work of high quality.
C -- Average 70 – 79	Mastery of most material presented. Assignments completed on time and in a satisfactory manner, and puts forth effort. Achieved by the student who does satisfactory work.
D -- Below Average 60 – 69	Mastery of some material presented, some response in class, some assignments completed on time and in an acceptable manner. Earned by the pupil whose work is below average because of lack of effort or lack of ability to do the work.
F --Failure 0 – 59	Insufficient understanding of material, unsatisfactory response in class, and poor quality of work indicate a need for additional time in the subject.
Conduct:	Grade reflects the child's social behavior in all aspects of school life.

STUDENTS' GRADES IN ACADEMIC AREAS WILL NOT BE LOWERED DUE TO BEHAVIOR. THE CONDUCT GRADE WILL REFLECT BEHAVIOR PROBLEMS.

REPORT CARDS

Report cards are issued at the end of each nine weeks for grades K-8. One copy is issued to each student. When the student returns that copy, signed by the parent, another copy is given to the student to keep.

HONOR ROLL

Herndon Magnet School honor roll is based on a 4.0 point system. Students are considered members of the honor roll if they make a 3.0 grade point average or higher with no "D"s or "F"s. In the elementary grades, conduct is **NOT** included in the GPA. Therefore, a student making a 3.0 to 3.9 will be considered on the honor roll if they have an "A", "B", or "C" in conduct. A student making all "A"s with an "A", "B", or "C" in conduct is on the straight "A", 4.0 honor roll. This is Caddo Parish School Board policy. Based on action by the Caddo Parish School Board at its February 1995 meeting, any elementary student receiving a grade lower than a "C" in conduct should not be allowed on the honor roll. With that action, the policy now reads:

"In order to achieve honor roll status at the elementary level, a student must have a minimum 3.0 grade point average, out of a possible 4.0, with no grade lower than a "C" in any subject including conduct."

PROMOTION

Students recommended for retention will be brought before the School Building Level Committee in May. These procedures are outlined by the Caddo Parish School Pupil Progression Plan and on the Parent Information Form (PI-1) that all parents receive during the first few weeks of school. This document may be accessed at the Caddo Schools website www.caddo.k12.la.us.

STUDENT WORK SAMPLES

Student work samples will be sent home for parents to sign and return.

Herndon Magnet School will do the following:

- Inform parents of the school's procedure for sending work home to be signed and returned.
- Maintain a folder of sample work.
- Send samples of work home once a week. (Elementary-Tuesday)
- Attach pupil performance and behavior checklist to work samples.
- File signed papers, and attempt to contact parents not returning signed papers.

PARENTAL INVOLVEMENT/CONFERENCES

Parents can and must be involved in a meaningful way in the education of their children. Parent involvement enables children to reach higher levels of achievement and learning. We encourage each parent to become involved in their child's education through joining our PTSA, visiting the school, participating in school activities, and discussing with the child the events of his/her day. Parents wishing to have a conference with a teacher, counselor, instructional coordinator, assistant principals, or principal should phone the school office for an appointment. You will be contacted by the appropriate staff member to schedule the conference. The purpose of a conference is to discuss the promotional requirements set forth in the Caddo Parish School Pupil Progression Plan and to inform the parents of their child's performance, progress, and behavior. Please phone when the school can be of any service.

CLASSROOM VISITATIONS

Parents are very important to the total program of any school. Therefore, their presence, support, and assistance should be solicited. Herndon Magnet School seeks to have a collaborative approach with the home to assist in providing the best educational experiences for children in the most conducive environment. Instructional time is not a time for conferencing with parents. However, parents may visit the classroom to observe their child's academic performance or behavior during instructional time.

All visitors/volunteers, including parents, must sign in and receive a visitor's pass from the office before going to a classroom. Keep in mind that the office must be aware of all visitors on campus.

TESTING

Caddo Parish School Board is mandated by BESE and the Department of Education to give the LEAP 21 test to fourth and eighth grade students and the iLEAP to third, fifth, sixth and seventh grade students. Second grade students are required by the Caddo Parish School Board to take the ITBS. Student attendance is mandatory during testing per Louisiana State Department of Education.

FIELD TRIPS

Students attending a field trip must ride the bus to the intended destination. Students may be checked out from the field trip site if a note from the parent is on file in the office at least 24 hours prior to the field trip. Notes received the day of the field trip will not be honored. Students are expected to wear the school uniform on field trips, unless otherwise approved by the administration. Students may not attend a field trip unless they are in the class that has scheduled the trip. Siblings may not check out to attend field trips

with brothers or sisters. Students are expected to follow all school rules and rules of the place being visited on all school sponsored trips.

CAFETERIA

Nutritious, well-balanced meals are important for proper growth and development. Students are encouraged to eat a school lunch in the cafeteria or bring one from home. **Foods from fast food restaurants are not allowed in the school cafeteria. Canned and bottled soft drinks/energy drinks are also prohibited in the cafeteria.**

We ask that parents consider the following when choosing which drinks to send with their student for lunch:

- Drinks brought from home must be opened from the seal and consumed in the cafeteria. (If the drink has a screw-on type top, it must have the original seal and be consumed in the cafeteria.)
- Drinks may **not** be taken from the cafeteria.
- Students may not use drink mixes in the cafeteria.

Students are expected to display proper behavior while in the cafeteria. Rules posted in the cafeteria are to be followed.

CAFETERIA PRICES (may be subject to change)

	Full	Reduced
Lunch Elementary	\$1.50	\$0.40
Lunch Middle School	\$1.75	\$0.40
Breakfast (Elem & MS)	\$1.00	\$0.30
Breakfast (employees)	\$1.50	
Lunch (employees)	\$3.50	
Lunch price for adult/visitor	\$3.80	

Elementary students will retrieve the lunch card as they enter the lunch line. Middle school students keep the card and are required to have it before passing through the line. If the card is lost, a replacement may be purchased in the office for \$1.

Payment for meals is required as students pass through the line. Parents may send money daily, weekly, monthly or at other desired intervals. Payments to the cafeteria may be made in cash or by money order—NO CHECKS. Student accounts may be credited using a credit or debit card at **MyLunchMoney.com**. See the Caddo Schools website for more information about this option.

*Regulations do not prohibit a school system from denying a meal to paying (non free lunch) students who have not paid for the meal.

VENDING MACHINES

Middle school students may purchase a drink from the machines during the last ten minutes of the lunch shift. **Only drinks from these machines may be consumed on campus.** Students may not bring soft drinks or carbonated beverages from home to drink during lunch. This rule is implemented for the safety of our students. Drinks are not allowed in the classrooms. Drinks may not be purchased in the morning or from the time the 2nd lunch shift ends until 3:15 p.m.

STUDENT ILLNESS

If a student becomes ill, the teacher will complete an illness referral form and send it to the office with the student. The office staff will attempt to get in contact with one of the parents or emergency contacts. If no one can be reached, the student will be sent back to class unless the illness is serious, in which case the student will remain in the sickroom until contact is made. If necessary the decision to call 911 will be made. Fever Protocol that is followed by Caddo Parish Schools states that students with a temperature of 100.4+ are considered to have fever. In order to reduce the spread of illness, these students will need to be picked up from school.

MEDICINES

It shall be the policy of the Caddo Parish School Board that all students' medication be administered by a parent. However, under

exceptional circumstances, and subject to the conditions set forth, if a student is required to take oral medication during school hours and the parent/guardian cannot come to the school to administer the medication, it may be administered by trained school personnel in strict compliance with the following regulations:

1. The medication must be prescribed and written directions given by a licensed Louisiana physician or dentist or a licensed physician or dentist from an adjacent state.
2. A written request and authorization from the parent or guardian for each medication must be delivered in person by the parent or guardian to the school in which the student is enrolled.
3. The medication must be provided to school personnel in a container that meets acceptable pharmacy standards and includes the student's name, the prescription number, if any, date, frequency, name of medication, dosage, route and physician's name or dentist's name.

All parental, emergency and physician statements must be renewed each August. These forms must be returned in person by the parent or guardian, before medications can be administered at school.

Only oral, pre-measured medication can be administered by school staff. Medication as it applies to school, includes all prescription and over the counter preparations.

Students are not allowed to keep medicines of any kind in the classroom. This includes a cough drop. If a teacher or staff member notices that a child has any kind of medication, it must be brought to the office by the adult. It is not to be sent by the child. The only exception to this is if a student has a prescription from a doctor stating that they are to have the specified medication in their possession.

The office personnel will not administer any kind of medicine unless all medical forms have been completed and signed by the parent and physician. Only the prescribed medication on the form will be administered. **THERE IS NO EXCEPTION.**

ACTIVITIES HELD DURING THE SCHOOL DAY

Many student activities are held during the school day and parents are encouraged to attend whenever possible. **Students may not be checked out of school to attend a function, during the school day, in which they are not participating.** Students from other Caddo Parish schools may not attend programs during school hours at Herndon Magnet School.

LOCKERS

Lockers are furnished for the convenience of the middle school students. Students are responsible for using lockers in a satisfactory manner. Stickers of any sort are not to be placed on or in a student locker. One person is assigned to each locker. Students are not to share. There is a \$1.00 charge for the use of the lockers. Students should not give their combinations to anyone or allow anyone to watch them operate their lock. Lockers should remain locked at all times. **Food or drinks are not to be left in the lockers overnight.** Failure to return the assigned lock at the end of the year will result in a replacement charge of \$6.

LOST AND FOUND

Lost and found articles are placed in a designated spot at the school. Please label clothing such as sweaters, coats and jackets as well as school supplies for ease in identification.

SCHOOL STORE

School supplies will be sold in the school store before school each day (7:45 a.m. – 8:00 a.m.). The store is operated as a service to the students and is located in the middle school library.

DELIVERIES

Students may not receive deliveries of flowers, balloons, or gifts during the school day.

PERSONAL ITEMS

Students are not to leave their valuables lying around unprotected. Money, jewelry, and other personal valuables should be kept with them at all times. Electronic devices (CD players, radios, iPods, etc.) are **NOT** allowed at school. If found on campus, items will be confiscated and returned to parent on first infraction. For further consequences as related to the above infractions refer to the CPSB Discipline Policy.

The school is not responsible for lost or stolen items.

AFTER SCHOOL ACTIVITIES

Students staying after school for activities are required to follow Caddo Parish School Board policies and those of Herndon Magnet School at all times. As stated in the Caddo Parish Student Discipline Policy, “**Students shall be held strictly accountable for their behavior while at school, on school buses or attending school-sponsored events.**” Infractions will be addressed by the administration of the school. When the bell to dismiss rings, students staying after school for activities are to report immediately to the designated area for the activity. These students are not to enter the bus or turnaround pick up areas. Students are not to enter the back office area or lounge. The student phone in the front office is available for use as needed. **In order to participate in an after school activity the student should be present at school the day of the activity.**

VISITORS ON CAMPUS

All visitors must report to the office, sign in and obtain a pass before going anywhere on campus. Students from other Caddo Parish schools are not allowed on campus during school hours unless pre approved by the administration.

FREE DRESS DAYS (STREET CLOTHES)

Throughout the year, students will be given free dress days on which they do not have to wear uniforms. On these days, **the Caddo Parish Dress Code must be followed (See Page 12 of Agenda)**. Students not following the Caddo Parish Dress Code will lose the privilege of having free dress days. Please refer to the Caddo Parish Dress Code Policy which is sent home with students each fall. Students choosing not to participate in Street Clothes days are expected to follow the Herndon Magnet School Uniform Policy at all times.

PARENT-SCHOOL COMMUNICATION

The communication between parents and schools creates a partnership in which everyone is working toward the same goal of helping the child achieve success. It is hoped that the tips below will offer helpful ideas that will help each parent when communicating with the school.

- Read and review all information that is sent home with your child throughout the year. Important notes and information are sent home often, so checking with your student on a daily basis is recommended. Check your child’s progress using the Student Progress Center.
- Attend Back to School Night. Listen to the presentation(s) and set up an appointment to meet with the teacher or teachers at a more convenient time if you have any specific questions or concerns. Sign up to volunteer in the classroom or anywhere at the school, if your personal schedule permits.
- If you use email, give your child’s teachers your email address. This is a quick, easy way to communicate. Staff email addresses may be found at herndonmagnetschool.com
- If your child is having difficulties, contact the teacher. The teacher is always the first person to be contacted and can offer solutions to problems.

- Attend scheduled parent/teacher conferences. Your input is valued and needed at these conferences.

CELL PHONES

Cell phones at school are to remain OFF and in the locker or they will be confiscated. The rule for cell phones is “OFF AND OUT OF SIGHT”—NO EXCEPTIONS. Cell phones are **NOT** allowed on the bus.

The CPSB policy pertaining to cell phones is as follows:

JG-R – Student Discipline--Student Possession/Use of Electronic Telecommunication Devices Prohibited Except in Emergency

- A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof, during the academic school day.
- B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus.
- C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. **An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.**
- D. It will be considered “use” or “operation” of an electronic telecommunication device if the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.
- E. Students shall be disciplined for violations of this policy in accordance with policy JG as follows:

Elementary School students—

1. First offense—the device is confiscated for five (5) school days and returned to parent;
2. Second offense—the device is confiscated for five (5) school days and returned to parent; and student is assigned ISS for two (2) days after confiscation and parental contact is made;
3. Third offense—the device is confiscated for five (5) school days and returned to parent; student will be barred from attending one (1) extracurricular activity at the discretion of the principal; and
4. Fourth offense—the device is confiscated for five (5) school days and returned to parent; and the student is suspended for one (1) day with a parent return and a student discipline contract

Middle and High School Students—

1. First offense—the device is confiscated for five (5) school days and returned to parent;
2. Second offense—the device is confiscated for five (5) school days and returned to parent; and student is assigned two (2) days ISS and parental contact is made;
3. Third offense—the device is confiscated for five (5) school days and returned to parent; student will be barred from attending two (2) extracurricular activities at the discretion of the principal; and
4. Fourth offense—the device is confiscated for five (5) school days and returned to parent; and the student is suspended for three (3) days with a parent return and refer for counseling

Adopted: September 16, 2003 Amended: August 17, 2004, December 18, 2007 LSA R.S. 17:239, La. Attorney General Opinion No. 03-0351 La. House Concurrent Resolution No. 172 of 2004

CHANGE OF ADDRESS

The office must have the correct home address for each student as well as current telephone numbers for home and business where parents may be reached during the day in case of emergency. **The office must be informed immediately if a student’s address or any of the telephone numbers above are changed.**

SCHOOL-WIDE EXPECTATIONS

All students are expected to follow the rules below:



H

Honesty and courtesy are our rules of conduct.

A

Accept responsibility.

W

Work to succeed.

K

Keep hands, feet, and objects to yourself.

S

Show respect for yourself and others.

GUM is NOT allowed on the school campus.

Students are expected to follow the Herndon Magnet School Uniform Policy at all times.

Caddo Parish Public Schools 2011 – 2012 School Calendar

August 1-5	Superintendent’s Target Schools Professional Development
August 11-12 & 15	New Teacher Inservice
August 16-17	All Teachers -- Professional Development Days
August 18	All Students Report/ 1st Reporting Period Begins
September 5	Labor Day (Schools Closed)
October 20	1st Reporting Period Ends (45 Days)
October 21	Fall Break (Schools Closed)
October 24	2nd Reporting Period Begins
October 24-28	GEE Retest Days
November 21-25	Thanksgiving Holiday (Schools Closed)
December 1-16	End of Course Test Days
December 19-30	Christmas Holiday (Schools Closed)
January 2	Students Return to School
January 12	2nd Reporting Period Ends (44 Days)

End of Fall Semester (89 Days)

January 13	Professional Development Day (Schools Closed)
January 16	Martin Luther King Jr. Holiday (Schools Closed)
January 17	3rd Reporting Period Begins
February 20	Presidents’ Day Holiday (Schools Closed)
March 16	3rd Reporting Period Ends (43 Days)
March 19	4th Reporting Period Begins
March 20	LEAP/iLEAP/GEE Test Day
March 26-March 30	Spring Break (Schools Closed)
April 6	Good Friday Holiday (Schools Closed)
April 12-13 & 16-17	LEAP/iLEAP/GEE Test Days
April 23-May18	End of Course Test Days
May 7-10	Senior Final Exams
May 10	Seniors Last Day
May 24-25 & 29-30	Final Exams
May 28	Memorial Day (Schools Closed)
May 30	4th Reporting Period Ends (46 Days) Last Day for Students
May 31	Professional Development Day

End of Spring Semester (89 Days)

Senior Graduations – May 23-26, 2012
 Summer Graduation – August 28, 2012
 Student Days – 178
 Teacher Days – 182

Professional and Teacher Work Days
 August 16, 2011 January 13, 2012
 August 17, 2011 May 31, 2012

Grading Periods
 1st August 18 – October 20
 2nd October 24 – January 12
 3rd January 17 – March 16
 4th March 19 – May 30

Herndon Magnet School 2011-2012 Master Calendar

Dates are Subject to Change

August

- 11 Parent Orientation Meeting
- 16 - 17 All Teachers Professional Development Days
- 18 ALL Students Report (Grades 1- 8)
First (1st) Reporting Period Begins
- 18 – 23 Kindergarten Testing—Report only on assigned day
- 24 ALL Kindergarten Students Report to School
- 25 Back to School Night—K-8 6:00 P.M. (Auditorium)

September

- 1 K-8 School Pictures—Wear School Uniforms
- 2 Street Clothes—Follow CPSB Dress Code
Back to School Social (Student Council)
- 5 Labor Day—Schools Closed
- 17 Susan G. Komen Walk/Race for the Cure
- 20 Progress Reports Go Home (Day 23 of 45 in 1st nine weeks)
- 29 K-8 School Picture Retakes—Wear School Uniforms

October

- 1 -31 Yearbook Sales (Price increases after October 31)
- 6 K-8 Magnet Open House 2012-2013
- 13 Family Fun Night (PTSA)
- 18 Faded Flower Pageant
- 20 First (1st) Reporting Period Ends (45 Days)
Street Clothes—Follow CPSB Dress Code
- 21 Fall Break—Schools Closed
- 24 Second (2nd) Reporting Period Begins
Fall Fundraiser Kickoff (PTSA)
- 31 K-8 Pumpkin Contest (Student Council)
Costume Dress Up Day—NO MASKS
Follow CPSB Dress Code
Halloween Social (Student Council)

November

- 1 K-8 Christmas Pictures—Wear Dressy Clothes
- 3 First (1st) Nine Weeks Honors Assemblies
- 4 Fall Fundraiser Ends
- 6 Daylight Savings Time Ends (Clocks Fall Back 1 hour)
- 7 - 11 Fall Book Fair
- 9 Grandparents Day K-2
- 10 Grandparents Day 3-5
- 14 Honors Party (3.5-3.9)
- 15 Honors Party (4.0)
- 18 Street Clothes—Follow CPSB Dress Code
- 21 – 25 Thanksgiving Holidays—Schools Closed
- 29 Progress Reports Go Home (Day 22 of 44 in 2nd nine weeks)
- 30 Diabetes Walk

December

- 1 PTSA Meeting & Christmas Program 6:00 P.M. (Auditorium)
- 5 – 9 PTSA Christmas Store (Auditorium)
- 14 Middle School Science Fair Set Up
- 15 Middle School Science Fair
- 16 Christmas Assembly—Gym—9:00 A.M.
Street Clothes—Follow CPSB Dress Code
- 19 – 30 Christmas Holidays—Schools Closed

January

- 2 Students Return
- 10 Elementary Science Fair Set Up
- 11 Elementary Science Fair
- 12 Second (2nd) Reporting Period Ends (44 Days)
End of Fall Semester (89 Days)
Street Clothes—Follow CPSB Dress Code
- 13 Professional Development Day—NO STUDENTS
- 16 Martin Luther King Jr. Day—Schools Closed
- 17 Third (3rd) Reporting Period Begins
- 19 Elementary (K – 5) Class Group Pictures
- 23 - 27 School Mall Fundraiser (Dominick)
- 24 Second (2nd) Nine Weeks Honors Assemblies
- 30 Honors Party (3.5 – 3.9)

January (continued)

- 30 – 31 After School Mardi Gras Practice
- 31 Honors Party (4.0)
100 Day

February

- 1 – 2 After School Mardi Gras Practice
- 3 Bal Masque XXIII – Mardi Gras Presentation
- 7 – 9 After School Beauty Pageant Practice
7th—Grades 6-8 8th—Grades 3-5 9th—Grades K-2
- 10 Mardi Gras Parades (3rd A.M./8th P.M.)
Taste of Louisiana (3rd Grade)
Middle School Hoops for Hearts Finals
- 11 HMS Beauty Pageant
- 14 Elementary Jump Rope for Heart
- 15 Progress Reports Go Home (Day 22 of 43 in 3rd nine weeks)
- 16 K-8 Spring Pictures Wear Dressy Clothes
3rd Grade Louisiana Program 6:00 P.M.
Presidents Day—Schools Closed

March

- 5 Spring Fundraiser Begins (PTSA)
- 6 PTSA Meeting 6:00 P.M.
- 11 Daylight Savings Time Begins (Clocks Spring Forward 1 hour)
- 16 Third (3rd) Reporting Period Ends (43 Days)
Spring Fundraiser Ends (PTSA)
- 19 Fourth (4th) Reporting Period Begins
- 20 **Phase I LEAP Testing – Grades 4 and 8**
- 21 Math-a-thon Assemblies (McCarty)
- 23 Street Clothes—Follow CPSB Dress Code
- 26 – 30 Spring Break—Schools Closed

April

- 3 Honors Assemblies
- 5 Math-a-thon Money Due (McCarty)
Street Clothes—Follow CPSB Dress Code
Testing Pep Rally
- 6 Good Friday—Schools Closed
- 9 Honors Party (3.5-3.9)
- 10 Kindergarten Cap and Gown Pictures
Honors Party (4.0)
- 12-17 **Phase II State Testing**
(LEAP 4th & 8th -iLEAP 3rd, 5th, 6th, 7th)
- 19 AR Carnival – Auditorium
- 23 – 27 Spring Book Fair
Student Council Week
- 23 – 30 End of Course Testing
- 26 Progress Reports Go Home (22 of 43 days in 4th nine weeks)
- 26 Highstepper Tryouts
- 27 2012-2013 Student Council Elections – Auditorium
Middle School Sadie's Hawkins Social (Student Council)

May

- 1 – 18 End of Course Testing Continued
- 3 Highstepper Spring Show 6:00 P.M.
- 4 Almost Anything Goes Day—Middle School
- 8 National Junior Honor Society Induction (Auditorium)
NJHS Reception—MS Library
- 11 Field Day—Elementary
- 18 Seventh (7th) Grade Day (Auditorium)
- 24 Eighth (8th) Grade Celebration-Auditorium 10:00 A.M.
Eighth (8th) Grade End of Year Celebration (P.M.)
- 25 Kindergarten Commencement (9:00 A.M.)
Street Clothes—Follow CPSB Dress Code
- 28 Memorial Day Holiday—Schools Closed
- 29 End of Year Pep Rally (P.M.)
- 30 Slide Show
Last Day for Students
- 31 Fourth (4th) Reporting Period Ends (46 Days)
Professional Development Day – NO STUDENTS

Herndon Magnet School Uniform Policy 2011 – 2012

Revised 4/18/11

In the spring of 2000 & 2006, HMS parents were surveyed and voted to approve mandatory uniforms for our students. This policy was reviewed and revised in the spring of 2006, then again in May 2009. To meet dress code requirements, the students must present themselves in the approved uniform coordinates. All uniforms must be worn in the manner displayed by the manufacturer. This means that there will be no mutilation of any kind, including tearing, ripping, or cutting of hems, cuffs, sleeves, or body of any of the coordinates. The uniform must be correct in size to avoid any sagging or sloppy appearance. A uniform coat or jacket style has not been chosen for Herndon.

Shirts (Boys and Girls)

Navy, Light Blue, and White

(All must be solid/one color)

Polo and oxford short and long sleeve shirts acceptable. All buttons on the shirts must be buttoned with the exception of the top button.

Only a **SOLID COLOR**

undershirt/turtleneck may be worn under any uniform shirt. Undershirts may NOT have writing or print of any kind on them.

SHIRTS MUST BE TUCKED IN.

Pants, Shorts and Capri Pants:

Khaki and Navy

No corduroy or low-rise pants.

(Grades K-5th may wear elastic waist uniform pants, shorts, and capris with or without belt loops.)

Grades 6-8 must have belt loops, on all pants, shorts, and capris.

Girl's Blouses:

Solid white, light blue or navy peter pan collar. Sailor blouses do not have to be tucked in.

Girl's Skirt:

Khaki, Navy & Plaid (plaid chosen for Herndon is available at Sportsworld)

Girl's Jumper:

Khaki, Navy & Plaid (plaid chosen for Herndon is available at Sportsworld)

Girl's Skorts:

Navy or Khaki

Skorts may be worn by K-5th Grade ONLY

Belts:

Any belt **without spikes**. All belts must have a buckle/hardware fastener. No belts that tie. The belt must fit into all of the belt loops and remain buckled/fastened at all times. Buckles may not exceed 2" in width and/or length. The entire belt must be visible, therefore shirts cannot blouse over the belt.

Shoes/Socks:

Shoes must be worn. **Hosiery or socks are required with closed shoes.**

Backless shoes are acceptable.

Uniform Length:

Shorts, skirts, skorts (K-5 ONLY), and jumpers must be no more than four inches above the knee when standing. Pants should be proper length and must not drag the floor. Waistband on uniform bottoms must be visible at all time. Skirts **may not** be rolled at the waist.

Headgear:

No hats, caps, headgear, sunglasses or bandanas are acceptable.

Hair bows may be worn.

Herndon Sweatshirt/Hoodie/T-shirt:

PTSA sells t-shirts (long and short sleeve), pullover sweatshirts/hoodies.

These shirts are navy with Herndon Magnet imprinted on them in white letters. This sweatshirt/hoodie is the only pullover article of clothing that is acceptable. The sweatshirt/hoodie and t-shirt are considered uniform shirts and may be worn on their own or over any regulation uniform shirt.

Sweaters/Jackets/Outerwear:

Coats may be any color. They must be zippered or button type. No pullovers, except the Herndon sweatshirt/hoodie.

The principal (or designee) shall make the final decision on what is considered proper or improper dress code compliance.

Herndon Magnet School DRESS CODE FOR STREET CLOTHES DAY

Listed below is the student dress code for Street Clothes Day. Please review this with your student. These are the rules that must be followed on Street Clothes Days. **Failure to comply with these rules will result in the loss of the privilege of wearing street clothes on given days.** This applies to all students in Grades K – 8.

STUDENT DRESS CODE (CPSB Dress Code)

The basic responsibility for the appearance of the students of Caddo Parish Schools rests with the parents and the students themselves. Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines:

1. Attire must not be destructive to school property.
2. For health reasons, shoes must be worn. Hosiery is required with closed shoes.
3. Only tops designed to be worn outside of pants, shorts or skirts shall be worn in that manner.
4. Pants, shorts and skirts must be worn at the waist. No "sagging" is permitted. Belts should be buckled at all times.
5. Headwear or hair rollers are prohibited in the building. Unnatural hair color (green, blue, etc.) is prohibited.
6. Body piercing jewelry cannot be worn except in the ears.
7. **Shirts/shorts, sweaters, jackets, and other tops worn over leggings or pants must be no shorter than four inches above the knee. Skirt/short length should be no more than four inches above the knee.**
8. Sunglasses are prohibited in the building unless they are prescribed.
9. **Bare midriffs, see-through garments, white undergarment type t-shirts, bare backs, halter tops, tank tops, tube tops and cut-offs cannot be worn. Spaghetti straps are unacceptable. There are to be no holes or tears in clothing on the school campus. All bottoms must be hemmed.**
10. Loose-fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. **Cut-off shorts, rolled-up jeans, sweat/wind pants, swim trunks, pajama bottoms, athletic* or spandex shorts cannot be worn.** *Athletic shorts are defined as those with a elastic/drawstring waist with NO POCKETS. If pockets are present, the shorts may be worn. No other article of clothing can be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.
12. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.
13. Drug related symbols in any form, including advertisements or promotion of alcohol or tobacco, are prohibited on school campuses.
14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher will also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

The principal (or designee) shall make the final decision on what is considered proper or improper dress code compliance.
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Herndon Magnet School
Consequences for Major Uniform Policy Violations/Gum Chewing
Per CPSB Progressive Disciplinary Dispositions—CPSB Student Handbook

Elementary School Consequences

1st Infraction: The school policy is reviewed with the student and the student is given an opportunity to change with parental contact.

2nd Infraction: The student is assigned After School Detention for two days or its equivalent, parental contact is made and the student is permitted to change with an unexcused absence for classes missed.

3rd Infraction: The student is suspended for three days with a parent return and referred for counseling.

4th Infraction: The student is suspended for nine days with a parent return and referred to the school psychologist/counselor/social/worker/behavior intervention specialist.

Middle School Consequences

1st Infraction: Student returns to class after reviewing the policy and parent/guardian is called. Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire.

2nd Infraction: Student is assigned one day of After School Detention or its equivalent with a mandatory parent conference and the opportunity to change.

3rd Infraction: Student is assigned up to three days In School Suspension and parental contact is made.

4th Infraction: Student is suspended up to three days.

Administrators:	
Mrs. Brenda McDonald – Principal	221-7676
Mrs. Katie Cross – Assistant Principal of Instruction	221-7676
Mr. Tom Thomas – Assistant Principal of Administration	221-7676
Mrs. Betty Swain – Instructional Coordinator	221-7676
Counselor:	
Mrs. Judi Gaharan	364-1463
Office:	
Secretary/Bookkeeper	221-7676
Office Clerk	221-7676
Cafeteria	
Manager	364-1447
Transportation	
Vivian Bus Barn	375-2754
CPSB Transportation	603-6535

Whom do I call if I...

Want to talk to a teacher... call 221-7676, the secretary will route you to the teacher's voicemail. (Direct numbers and email addresses for teachers are also listed on the HMS website: herndonmagnetschool.com)

Want to set up a conference with my child's teachers... call the counselor, Judi Gaharan.

Need to get assignments due to an extended illness... call the counselor, Judi Gaharan.

Have a question regarding my child's absence or attendance... call the Office Clerk.

Have a question regarding my child's standardized test schools... call the counselor, Judi Gaharan.

Want information about a late bus... call the bus barn at 375-2754.

Want to make a bus change for my child... call the Office Clerk.

Am moving and need my child's records... call the counselor, Judi Gaharan.

Have a question about the cafeteria... call the cafeteria manager.

Have questions about assemblies or field trips... call the Office Clerk.

Need to let the office know that our address has changed... call the Office Clerk.

Know someone who is interested in applying to attend Herndon Magnet School... call Betty Swain, Instructional Coordinator (elementary) or Katie Cross, API (middle school).

Other Information Resources:
Caddo Parish Handbook
Herndon Magnet School Agenda (provided for all K – 8th grade students by PTSA)
HMS Website: www.herndonmagnetschool.com

