

**Herndon Magnet School**  
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 www.herndonmagnetschool.com  
**2009-2010**

This Student 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.

**STUDENT ARRIVAL AND DEPARTURE**

**Morning Arrival**

Students will be let off the buses at 7:45 a.m.  
 Students being dropped off by parents should not arrive before 7:45 a.m. Students are not supervised before this time.

**Afternoon Dismissal**

Students will be dismissed to the buses 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 not to go to the office to make phone calls when the dismissal bell rings unless it is an emergency.

Students are to go directly to the buses or the car turnaround.

**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.

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.

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

**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.
7. 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 your legal papers, signed by a judge, must be filed in the school office.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!



## **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.

## **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.**

## **ABSENCES**

According to the compulsory school attendance law, a student must be present at least 160 days per school year to be eligible for promotion. An absence will be excused and will not count against the total number of days when the absence is due to: personal illness of student or family member (when verified by a physician); death in the immediate family; certain recognized religious holidays; natural catastrophe and/or disaster; or attending school approved activities.

Absences should be reported to the office before 9:00 a.m. on the day the student is absent. Parents will be called to verify their child's absence if the absence has not been reported by a parent. This is to confirm that the parent is aware that the student is absent and to request an explanation for the 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. In accordance with the CPSB Truancy Policy, after the fifth unexcused absence, the parent shall be notified in writing by the school board. Upon the tenth unexcused absence, an electronic referral shall make a referral to the Caddo Parish Juvenile Court. The Caddo Parish Attendance Supervisor will make contact with parents if excessive unexcused absences continue.

**Unexcused Absences:** These absences are not confirmed by written documentation and will count against the total number of days students must be present at school.

**Excused Absences:** As specified in the Caddo Parish Discipline Policy, absences due to personal illness are only excused with a doctor's note within two school days after returning to school. Doctor's excuses must be brought to the front office or given to the homeroom teacher when the student returns to school. When a student returns to school after an excused absence, he/she has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following his/her return to class to make up his/her work. Make-up work shall be permitted only when written excuses from the parent or guardian have been received in accordance with this policy. It is further understood that it is the student's responsibility to secure any and all assignments after an absence and to see that they are turned in within the time allotted.

## **TARDIES**

Every student at Herndon Magnet School is expected to be at school or 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 are at school 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**

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

## **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.

## **SUSPENDED DAYS**

Suspended from school days are unexcused absences and make-up work is not allowed according to the attendance policy for Caddo Parish Schools. Suspended students may attend the suspension center at Hosston and receive credit for attendance. Parents must provide transportation and enroll the student.

## **IN SCHOOL SUSPENSION**

Elementary 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.

Middle school students placed in ISS will attend Hosston Alternative School during their assigned ISS time. Transportation from Herndon will be provided. Students will be given credit for make up work completed for the days missed in class and will receive credit for attendance. Middle school students sent to ISS will need to bring lunch money for the days they attend Hosston. This program is provided as an alternative to out of school suspension.

## **MIDDLE SCHOOL AFTER SCHOOL DETENTION**

Middle School 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.

## **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. **Work missed during a suspension cannot be made up.**

## HOMWORK

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 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.

## GRADING SCALE

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

|                               |  |
|-------------------------------|--|
| A-- Excellent:<br>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<br>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<br>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<br>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<br>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.**

## 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 (1<sup>st</sup> – 8<sup>th</sup>) at the mid-nine weeks point.

## 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.

## 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](http://www.caddo.k12.la.us).

## 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."***

## PARENTAL INVOLVEMENT

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.

## CONFERENCES

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.

**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. 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.

## 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 to take the ITBS by the Caddo Parish School Board. Student attendance is mandatory this week per Louisiana State Department of Education.

## 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:

- o Drinks brought from home must be opened from the original 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.)
- o Drinks may **not** be taken from the cafeteria.
- o 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

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

## 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.

## 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.

## 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.

## 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 2<sup>nd</sup> lunch shift ends until 3:15 p.m.

## 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 \$5.

## 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.

## 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 consequences for further and above infractions refer to the CPSB Discipline Policy.

**The school is not responsible for lost or stolen items.**

## 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.

## DELIVERIES

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

## 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.

## AGENDAS

Agendas are provided to students by our PTSA. Agendas are required as hall passes if it becomes necessary for a student to leave the classroom. Agenda Announcements are placed on the afternoon sheet as needed. 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 are asked to sign the agenda daily.**

## 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.**

## 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 10 of Agenda).** Students not following the Caddo Parish 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.

## CELL PHONES

Cell phones are **NOT** allowed on buses. 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.

Caddo Parish School Board Policy JG-R states: **"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.**

Students shall be disciplined for violations of this policy in accordance with the policy as follows:

### **Elementary School students**

1. First offense—the device is confiscated for five (5) school days and returned to parent; (After 5 days the phone may be picked up in the office by the 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; (After 5 days the phone may be picked up in the office by the 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 is referred for counseling.

## TELEPHONE PROCEDURES FOR STUDENTS

Teachers will inform students that they are not to come to the office without either a pass or written permission unless it is an emergency.

They will not be allowed to use the phone between classes.

**Transportation arrangements and needed materials for school should be taken care of before arriving at school.** After arrival, students will not be able to make these kind of calls.

### **BUSINESS SHOULD BE TAKEN CARE OF AT HOME.**

*Due to high demand for telephone lines, students are requested to keep calls as brief as possible.*

# **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  
 2009 – 2010 School Calendar**

|                    |  |
|--------------------|--|
| August 3-7         | Professional Development (as required)                     |
| August 10-12       | New Teacher Inservice                                      |
| August 13          | All Teachers -- Professional Development Day               |
| August 14          | All Teachers -- ½ Faculty Meeting/ ½ Classroom Preparation |
| August 17          | <b>All Students Report/ 1st Reporting Period Begins</b>    |
| September 7        | Labor Day (Schools Closed)                                 |
| October 15         | <b>1st Reporting Period Ends (43 Days)</b>                 |
| October 16         | Fall Break (Schools Closed)                                |
| October 19         | <b>2nd Reporting Period Begins</b>                         |
| October 19-23      | GEE Retest Days  |
| November 23-27     | Thanksgiving Holiday (Schools Closed)                      |
| December 21-Jan. 1 | Christmas Holiday (Schools Closed)                         |
| January 8          | <b>2nd Reporting Period Ends (45 Days)</b>                 |

**End of Fall Semester (88 Days)**

|                    |  |
|--------------------|--|
| January 11         | <b>3rd Reporting Period Begins</b>                               |
| January 15         | Professional Development Day (Schools Closed)                    |
| January 18         | Martin Luther King Jr. Holiday (Schools Closed)                  |
| February 8-12      | GEE Retest Days  |
| February 15        | Presidents' Day Holiday (Schools Closed)                         |
| March 12           | <b>3rd Reporting Period Ends (42 Days)</b>                       |
| March 15-19        | Spring Break (Schools Closed)                                    |
| March 22           | <b>4th Reporting Period Begins</b>                               |
| April 2            | Good Friday Holiday (Schools Closed)                             |
| <b>April 12-16</b> | <b>LEAP/iLEAP Test Days</b>                                      |
| May 11-13          | Senior Final Exams   |
| May 13             | Senior Last Day  |
| May 27             | <b>4th Reporting Period Ends (48 Days) Last Day for Students</b> |
| May 28             | Teacher Work Day   |

**End of Spring Semester (90 Days)**

Senior Graduations – May 18-24 or May 21-23  
 Summer Graduation – August 24, 2010  
 Student Days – 178  
 Teacher Days – 182

**Professional and Teacher Work Days**

|                 |                  |
|-----------------|------------------|
| August 13, 2009 | January 15, 2010 |
| August 14, 2009 | May 28, 2010     |

**Grading Periods**

|                           |                        |
|---------------------------|------------------------|
| First (1 <sup>st</sup> )  | August 17 - October 15 |
| Second (2 <sup>nd</sup> ) | October 19 - January 8 |
| Third (3 <sup>rd</sup> )  | January 11 - March 12  |
| Fourth (4 <sup>th</sup> ) | March 22 - May 27      |

**Herndon Magnet School**  
**2009-2010 Master Calendar**

*Dates are Subject to Change*

**August**

- 3- 7 Professional Development as Required
- 10 – 12 New Teacher Inservice
- 13 All Teachers Professional Development Day
- 14 All Teachers ½ Day Professional Development  
½ Day Room Preparation
- 17 ALL Students Report (K- 8)  
First (1<sup>st</sup>) Reporting Period Begins
- 18 – 21 Kindergarten Testing—Report only on assigned day
- 24 ALL Kindergarten Students Return to School

**September**

- 1 Back to School Night—Elementary 6:00 P.M.
- 3 Back to School Night—Middle School 6:00 P.M.
- 4 Street Clothes—Follow CPSB Dress Code  
Back to School Social (Student Council)
- 7 Labor Day—Schools Closed
- 9 K-5 School Pictures—Wear School Uniforms
- 10 6-8 School Pictures—Wear School Uniforms
- 16 Progress Reports Go Home
- 19 Susan G. Komen Walk/Race for the Cure
- 25 PTSA Fall Fundraiser Kickoff--Auditorium
- 28 – 30 Yearbook Sales

**October**

- 1 -2 Yearbook Sales Continued
- 6 K – 8 School Picture Retakes—Wear School Uniforms
- 7 K-5 Christmas Pictures—Wear Dressy Clothing
- 8 6-8 Christmas Pictures—Wear Dressy Clothing
- 15 First (1<sup>st</sup>) Reporting Period Ends (43 Days)  
Faded Flower Pageant  
Street Clothes—Follow CPSB Dress Code
- 16 Fall Break—Schools Closed
- 19 Second (2<sup>nd</sup>) Reporting Period Begins
- 29 Family Fun Night (PTSA)
- 30 K-8 Pumpkin Contest (Student Council)  
Costume Dress Up Day—NO MASKS  
Follow CPSB Dress Code  
Halloween Social (Student Council)

**November**

- 3 First (1<sup>st</sup>) Nine Weeks Honors Assemblies
- 5 School Diabetes Walk
- 9 – 13 Fall Book Fair
- 10 Honors Lunch Field Trip (4.0)  
Honors BINGO (3.5-3.9)
- 11 Grandparents Day K-2
- 12 Grandparents Day 3-5
- 18 Progress Reports Go Home
- 20 Street Clothes—Follow CPSB Dress Code
- 23 – 27 Thanksgiving Holidays—Schools Closed
- 30 Students Return  
Yearbook Sales

**December**

- 1 – 4 Yearbook Sales
- 7 – 11 Spirit Chain
- 8 PTSA Meeting 6:00 P.M. Auditorium
- 9 Middle School Science Fair Set Up
- 10 Middle School Science Fair
- 18 Christmas Assembly—Gym—9:00 A.M.
- 21 – 31 Christmas Holidays—Schools Closed

**January**

- 1 Christmas Holidays—Schools Closed
- 4 Students Return
- 8 Second (2<sup>nd</sup>) Reporting Period Ends (45 Days)  
End of Fall Semester (88 Days)

**January (continued)**

- 11 Third (3<sup>rd</sup>) Reporting Period Begins
- 12 K-8 Magnet Open House—2010-2011
- 13 Elementary Science Fair Set Up
- 14 Elementary Science Fair
- 15 Professional Development Day—Schools Closed
- 18 Martin Luther King Jr. Day—Schools Closed
- 21 K – 5 Class Pictures—Elementary Library
- 26 Second (2<sup>nd</sup>) Nine Weeks Honors Assemblies
- 28 100 Day
- 29 Bal Masque XXI (Mardi Gras)

**February**

- 2 Honors Lunch Field Trip (4.0)  
Honors BINGO (3.5-3.9)
- 10 Progress Reports Go Home
- 11 Elementary Jump Rope for Heart
- 12 Middle School Hoops for Heart (A.M.)  
Mardi Gras Parade (P.M.)  
Street Clothes—Follow CPSB Dress Code
- 15 Presidents Day—Schools Closed
- 16 - 18 After School Beauty Pageant Practice  
16<sup>th</sup> (6-8) 17<sup>th</sup> (3-5) 18<sup>th</sup> (K-2)
- 20 HMS Beauty Pageant
- 24 K – 5 Spring Pictures (Wear “Dressy” Clothes)
- 25 6-8 Spring Pictures (Wear “Dressy” Clothes)

**March**

- 8 - 12 Math-a-thon (K-8)
- 12 Third (3<sup>rd</sup>) Reporting Period Ends (42 Days)
- 9 PTSA Meeting 6:00 Auditorium
- 12 Street Clothes—Follow CPSB Dress Code
- 15 – 19 Spring Break—Schools Closed
- 22 Fourth (4<sup>th</sup>) Reporting Period Begins

**April**

- 1 Street Clothes—Follow CPSB Dress Code
- 2 Good Friday—Schools Closed
- 6 Third (3<sup>rd</sup>) Nine Weeks Honors Assemblies
- 8 Testing Pep Rally (Grades 3 – 8)
- 12 – 16 State Testing (LEAP 4<sup>th</sup> & 8<sup>th</sup> -iLEAP 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>)
- 20 Kindergarten Cap and Gown Pictures  
Honors Lunch Field Trip (4.0)  
Honors BINGO (3.5-3.9)
- 21 Progress Reports Go Home  
AR Carnival
- 22 Middle School Health Fair
- 26 – 30 Spring Book Fair  
Student Council Week
- 30 2010-2011 Student Council Elections  
Middle School Sadie’s Hawkins Social (Student Council)

**May**

- 4 PTSA Meeting 6:00  
Highstepper Spring Show
- 7 Almost Anything Goes Day—Middle School
- 11 National Junior Honor Society Induction Auditorium  
NJHS Reception—MS Library
- 14 Field Day—Elementary
- 21 Seventh (7<sup>th</sup>) Grade Day
- 25 Eighth (8<sup>th</sup>) Grade Commencement-Auditorium 10:00 A.M.
- 26 Kindergarten Commencement (A.M.)  
End of Year Pep Rally (P.M.)
- 27 Fourth (4<sup>th</sup>) Reporting Period Ends (48 Days)  
Street Clothes—Follow CPSB Dress Code  
Slide Show  
Last Day for Students

# Herndon Magnet School Uniform Policy 2009 – 2010

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.

**Colors:**

**Shirts** Navy, Light Blue, and Solid White

**Pant, Shorts, Capri:** Khaki and Navy

**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, K-5<sup>th</sup> 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.

**Shirts:** 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** undershirt/turtleneck may be worn under any uniform shirt. **SHIRTS MUST BE TUCKED IN.**

**Girl’s Blouses:** Solid white, light blue or navy peter pan collar. Sailor blouses do not have to be tucked in.

**Pant, Short, Skirt, Capri, and Jumper:** No jean style (metal brads on pants), corduroy or low-rise pants. (Grades K-5<sup>th</sup> may wear elastic waist uniform pants, shorts, and skirts with or without belt loops.) Grades 6-8 must have belt loops, on all above except skirts).

**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), 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, sweats/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.**

## **Herndon Magnet School Consequences for Uniform Policy Violations/Gum Chewing**

### **Elementary School Consequences**

**1<sup>st</sup> Violation:** Parent notified by teacher phone call. Violation documented by teacher on page 12-13 of student agenda. On the next school day, the teacher will check for parent signature on page 12-13 of the agenda. (Parent signature required)

**2<sup>nd</sup> Violation:** Parent notified by teacher phone call. Violation documented by teacher on page 12-13 of student agenda. On the next school day, the teacher will check for parent signature on page 12-13 of the agenda. (Parent signature required)

**3<sup>rd</sup> Violation:** Parent notified by office staff phone call. Violation documented by office staff on page 12-13 of student agenda and one day of recess detention recorded. Teacher checks for parent signature on the next school day and initials page 12-13 when detention is served. (Parent signature required)

**4<sup>th</sup> Violation:** Parent notified by administrator phone call. Violation documented by administrator on page 12-13 of student agenda and two days of recess detention assigned. Teacher checks for parent signature on the next school day and initials page 12-13 when detention is served. (Parent signature required)

**5<sup>th</sup> and Continuing Violations:** Continued violations will be recorded by the teacher on page 10 of the student agenda and result in recess detention for each violation. Parents will be notified by phone of each violation. Teachers will check for parent signature on page 10 of the student agenda on the next school day and initial when detention is served. (Parent signature required)

### **Middle School Consequences**

**1<sup>st</sup> Violation:** Parent notified by teacher phone call. Violation documented by teacher on page 12-13 of student agenda. On the next school day, the teacher will check for parent signature on page 12-13 of the agenda. (Parent signature required)

**2<sup>nd</sup> Violation:** Parent notified by teacher phone call. Violation documented by teacher on page 12-13 of student agenda. On the next school day, the teacher will check for parent signature on page 12-13 of the agenda. (Parent signature required)

**3<sup>rd</sup> Violation:** Parent notified by office staff phone call. Violation documented by office staff on page 12-13 of student agenda and one day of after school detention recorded. Teacher checks for parent signature on the next school day. Administrator initials page 12-13 when detention is served. (Parent signature required)

**4<sup>th</sup> Violation:** Parent notified by administrator phone call. Violation documented by administrator on page 12-13 of student agenda and two days of after school detention assigned. Teacher checks for parent signature on the next school day. Administrator initials page 12-13 when detention is served. (Parent signature required)

**5<sup>th</sup> and Continuing Violations:** Continued violations will be recorded by the teacher on page 12-13 of the student agenda and result in after school detention for each violation. Parents will be notified by phone of each violation. Teachers will check for parent signature on page 12-13 of the student agenda on the next school day. Administrator will initial page 12-13 when detention is served. (Parent signature required)



