



**HERNDON MAGNET SCHOOL**  
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March 10, 2010

Dear Parents of 4<sup>th</sup> and 8<sup>th</sup> Grade Students:

State testing time is almost here! Students in grades 4 and 8 will take Phase I of the LEAP test on Tuesday, March 23, 2010. These same students will take Phase II of the LEAP test the week of April 12 – 16.

It is extremely important that students be in school and on time everyday during testing. Please make this a priority. A good breakfast, whether at school or home is also helpful for students.

Another very important part of testing is a student's attitude and mind frame. Parents can help us with this by doing everything possible to make sure that mornings are calm and free of conflict. I know this is not always easy, but appreciate any help you can give in this area.

Following test security guidelines is imperative during testing. The following violations may result in a "0" on a test:

- Discussing any portion of the test
- Copying answers from another person's test
- Unauthorized removal of a test or answer document from a classroom
- Use of a cell phone during the test. **Cell phones will NOT be allowed in the classrooms during testing.** If a student is caught with a cell phone in the classroom during testing, a test violation form will be completed and turned in to the district test coordinator. This is a serious violation, so please make sure that your child understands the related consequences.

After testing is completed each day, students will continue to receive instruction in their classes. Adjustments will be made to schedules as needed to accommodate testing situations.

Please do not allow students to bring iPods, CD players, Gameboys or similar items to school during testing or at any other time.

Everyone at Herndon has been working to get the students ready for testing and we are looking forward to great results!

Sincerely,  
Brenda McDonald  
Principal