

EDEN GARDENS MAGNET SCHOOL

STUDENT-PARENT HANDBOOK

2009-2010

626 Eden Boulevard
Shreveport, Louisiana 71106
(318) 861-7654

School Colors: Red, White, and Blue

School Mascot: Eagle

School Motto: Soaring High for Excellence

Our mission...

The Eden Gardens Magnet School faculty, parents, and community pledge to provide a safe and challenging academic foundation for all students in a nurturing educational environment leading to lifelong learning and achievement.



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TABLE OF CONTENTS

Introduction

Eden Gardens: Our Heritage.....	6
Goals.....	6
Expectations.....	7
Teachers.....	7
Students.....	7
Parents.....	7

Alphabetical Listing of Contents

Accelerated Reader.....	8
Arrival.....	9
Attendance.....	9
Bell Schedule.....	11
Bus Procedures and Safety.....	11
Bus Transportation.....	12
Cafeteria.....	12
Cell Phones.....	13
Check In and Out.....	13
Closing/Canceling of School.....	13
Conduct.....	14
Conferences.....	14
Contract Renewal for 1st through 5th Grades.....	15
Contract Renewal for Kindergarten.....	15
Corporal Punishment.....	15
Curriculum.....	16
Detention.....	16
Discipline Policy for Caddo Parish.....	17
Dismissal.....	17
Enrichment.....	18
Enrollment.....	18
Extra Credit.....	18
Fees.....	18
Field Trips.....	19
Gateway.....	19
Grading Scale.....	20
Homework.....	20
Honor's Assemblies.....	20
In School Suspension (ISS)Detention.....	21
Late Student Pick-Up.....	21
Library.....	21
Lunch Schedule.....	22
Medicine.....	22
Middle School Information.....	23
Monday Memo to Parents.....	23
Moving.....	23
Parental Involvement.....	23

Parties	24
Personal Belongings.....	24
Programs.....	25
Progress Reports.....	25
Promotion	25
Promotion Outlook	25
Recess	26
Report Cards	26
Requesting Teachers.....	26
Rules/Consequences.....	27
School Calendar	27
School Crisis.....	28
School Map.....	28
School Office Hours.....	28
School Security.....	28
School Wide Rules.....	28
Science/Social Studies Fairs	29
Section 504 Notice of Non Discrimination	29
Sick Room	29
Spirit and Pride Day.....	30
Student Activities	30
Student Awards/Honors.....	31
Student Directories	31
Student Drop Off	31
Student Pick-Up.....	32
Super Slice Pizza Fridays.....	32
Suspensions	32
Tardies	32
Teacher's Lounge	33
Teacher Roster	34
Teaching Time	35
Telephone Use by Students	36
Testing	36
Textbooks	36
Tuesday Folders	36
Uniform Policy.....	38
Uniform Policy Guidelines/Dress Code Guidelines	39
Visitors	40
Weather Related Emergencies.....	40
Websites.....	41
Who To Call.....	42
Withdrawal	43
Yearbook	43

Our Heritage:

Eden Gardens Elementary School became Eden Gardens Fundamental Magnet in June 1981. The philosophy for the fundamental schools was established by the Caddo Parish School Board and has remained the cornerstone upon which the success of the fundamental school concept was built.

Eden Gardens:

While Eden Gardens is one of several magnet schools, the program we offer has been tailored to meet the educational needs of our particular student population. As a school, Eden Gardens will:

- ◇ provide each student with an educationally sound foundation which will be a springboard for further learning.
- ◇ emphasize an enhanced and student centered approach to learning.
- ◇ present enhanced curricular requirements in a unique, creative format, while utilizing the most technologically advanced materials and methods available to further challenge our students.
- ◇ be an educational leader in Caddo Parish, remaining on the cutting edge of new and innovative educational pursuits.
- ◇ equip our students with the educational knowledge and skills necessary to be productive citizens in a global, diverse world.

Goals:

As a fundamental school, our goals are very student-driven. We will provide:

- ◇ for the physical, social, emotional and intellectual growth of each child.
- ◇ an educational environment conducive to the development of vital, learning skills and core subject knowledge, coupled with challenging enhanced learning activities, while maintaining high standards of discipline and conduct.
- ◇ academic skills in a sequential manner using grade level materials enriched to meet the needs of our very bright students.
- ◇ meaningful homework as a means of reinforcing previously learned skills.
- ◇ letter grades to represent student achievement and grade placement for the next year.
- ◇ the opportunity for students to study and participate in activities relating to patriotism, responsibility, and character.
- ◇ a safe and well maintained facility within which teachers and students may work.
- ◇ technology driven curricular opportunities to prepare students to meet the challenges of an ever-changing global economy.

Expectations:

Just as we have high goals and expectations for our school, we also have high expectations for our teachers, students and parents. By working as a cohesive unit, great things will continue to happen at Eden Gardens!

Teachers will:

- ◇ present the academic skills in a sequential manner using grade level materials enhanced to meet the needs of students.
- ◇ provide for individual differences.
- ◇ grade and report student achievement to parents through Tuesday folders, progress reports, report cards, phone calls, and conferences.
- ◇ model by dress and grooming what is expected of students.
- ◇ maintain neat, orderly, and well-disciplined classrooms.
- ◇ demonstrate school support through involvement and participation in the total school endeavor.
- ◇ plan daily for the instruction that goes on in their classrooms.
- ◇ maintain a teacher website to further communication between school and home.

Students will:

- ◇ practice self-control and assume responsibility for their behavior so that maximum learning can occur.
- ◇ be attentive and actively participate in the instruction being given.
- ◇ respect authority and behave courteously toward the principal, teachers, classmates, and other school personnel.
- ◇ dress in accordance with the Caddo Parish School Board Dress Code and the Eden Gardens uniform policy.
- ◇ leave toys, magazines, electronic devices, and sports equipment at home unless needed for class work.
- ◇ complete assignments using time and materials wisely.
- ◇ respect school property and the rights of others.
- ◇ work and play with peers in a productive and responsible way.
- ◇ obey all class and school rules as set forth in this handbook.

Parents are expected to:

- ◇ serve as a role model by supporting and following all school rules and regulations.
- ◇ require their child to obey all school rules and regulations and cooperate with the school when disciplinary actions are necessary.

- ◇ support the teacher's efforts in the classroom by modeling a positive attitude toward school and a respect for school personnel.
- ◇ attend scheduled academic and behavioral conferences.
- ◇ ensure the student is prompt and regular in attendance as outlined in the Caddo Parish Blue Book.
- ◇ encourage systematic study, show interest in assignments, commend satisfactory performance, provide the proper conditions for study at home, and permit students to complete their own homework.
- ◇ make every effort to pay requested fees and provide needed supplies and materials.
- ◇ show support by attending school functions and taking part in the parent-teacher organization.
- ◇ call the teacher first with a concern or problem, as the teacher will be able to discuss your concern or problem from a classroom point of view.
- ◇ call a member of the administrative team next if concern or problem continues.

Eden Gardens is a school of excellence because we are all working toward the same goal, a great year for every student attending our school. Teamwork is the cornerstone of any successful venture. Thank you for being a vital part of such a great team!

We hope this handbook will be a reference for you during the school year. We welcome your questions, concerns, suggestions, or comments.

Accelerated Reader (AR):

The purpose of the Accelerated Reader Program is to reinforce vocabulary and comprehension skills of students and develop a life long love of reading. The guidelines for taking AR tests include:

1. No test is to be taken unless a faculty or staff member is present.
2. Parents and other students are not to be around the computer area when a test is being taken.
3. No test is to be taken unless student has read the book completely before coming to the computer.
4. Students may take only one movie test per nine weeks. No more than three AR tests may be taken in one day.
5. All books read for testing must be within the students ZPD. Students wishing to read and test on a book above or below their ZPD must have parents submit that request in writing to their Reading teacher. Mrs. Hall will approve or deny the request.
6. Students STAR test results at the beginning and ending of school will be shared with parents.

7. Parents will receive an AR report with nine week Progress Reports.
8. Students will receive two reading grades for AR each nine weeks. One will be for comprehension and will be reported as points. A score of 85% comprehension will be entered as 8.5 on a 10 point scale. The second grade will be based on the number of points earned divided by the grade level goal. Points earned will not exceed goal for grade calculations.
9. AR cutoff dates for 2009-2010 are:

1st 9 weeks	Oct. 9, 2009
2nd 9 weeks	Dec. 18, 2009
3rd 9 weeks	March 12, 2010
4th 9 weeks	April 23, 2010
11. The AR points will be counted toward the grade level goal only if the student has a score of 80% or better on comprehension questions. To participate in AR Treat Day, a student must have met both the book /point requirement and the 80% comprehension.

Students will be assigned to ISS when:

1. A student helps another student with a test. Both students will loose privileges.
2. A student takes a test for another student.
3. A student uses another student's password.
4. Tests taken under the above conditions will be deleted from the student's record.

Arrival:

1. Teachers and other school personnel arrive before 7:30 AM to prepare for their educational day. However, supervision of students does not begin until 7:30 AM.
2. Parents of car riding students are asked to **keep students in the car** until the 7:30 bell rings and supervision of students by school personnel begins. Students are not to be left unattended.
3. Car riders who arrive between 7:30 AM and 7:45 AM will line up by grade level in the back of the school if weather permits.
4. If weather is cold, rainy, etc., students who arrive between 7:30 AM and 7:45 AM will go to the auditorium (grades 3- 5) or cafeteria (K-2).
5. At 7:45 AM, all students will report directly to their assigned classroom. They are not to stop off in other classrooms, restrooms, etc. If a stop is necessary, they must report to their assigned classroom first. Failure to do this will result in a minus five being given for not following school rules.

Attendance:

1. State Law mandates a student must attend a minimum of 160 days to be eligible for promotion.
2. When a child is absent, parents are asked to call school with the reason for the child's absence. If a parent does not notify the school, the attendance clerk will contact the parent

- or guardian to confirm the absence and request an explanation for the absence.
3. An absence is excused only if (1) a doctor's note is presented when the student returns to school, (2) there has been a death in the student's immediate family (parent, sibling, grandparent), (3) the student is celebrating a religious holiday, or (4) the student is participating in approved school activities.
 4. After a student is absent 5 days, a letter generated from Central Office is sent home to parents explaining the attendance policy. Another letter is sent home when a student is absent 8 days and the Caddo Parish Attendance Department is notified. After accumulating 15 unexcused absences, a student will be referred to the parish juvenile authorities for follow-up regarding excessive absences and risk losing enrollment privileges for the next school year.
 5. A child who accumulates 30 or more unexcused absences will be considered "truant" and dismissed from Eden Gardens. The Attendance Department will notify the receiving school's principal that the child has repeated or habitual unauthorized absences from school and the Caddo Parish School Board Truancy Policy will be followed.
 6. Students who check out before 10:00 AM due to illness will be counted absent for the entire day. When a student checks out sick, the absence for that day only is excused. If the illness causes the student to miss additional days, a doctor's excuse will be required for these absences to be considered excused.
 7. Student assignments will be sent home upon request. However, assignments will not be provided prior to an absence. Rather, assignments will be collected and sent home for completion when the student returns to school or as requested by parents.
 8. A request for assignments must be made by 9:00 AM on the day the assignments will be picked up. Requests made after 9:00 AM will not be ready until the next school day. Assignments will be available after 2:30 PM in the school office.
 9. Students will be given one day to complete missed school assignments for each day absent (i.e. three days home sick means students will have three days upon their return to school to make up missed assignments). Tests scheduled the day of student return will be made up on a day determined by teacher.
 10. Only students living in Caddo Parish may attend Eden Gardens. Parents may be required to provide documentation of Caddo Parish residency.
 11. Absences on the report card are reported only when the accumulated absence equals a whole day. The Central Office computer program is not able to report half day absences. However, absences kept in teachers' grade books will be accurate to the half day. When a dispute arises, the teachers' grade books are the final source of reference.

Bell Schedule:

- 7:30 Teachers and staff report to assigned location
- 7:40 All teachers report to duty or classrooms
- 7:45 Students report to class
- 7:55 Tardy Bell
- 2:55 Car riders, daycare vans, and walkers dismissed

Bus Procedures and Safety:

1. Students are to ride only on their assigned buses.
2. **Parents wishing to make a verbal transportation change must call the office by 2:30 to request the change. Changes will not be made if the request is made after 2:30.**
3. If parents want their child to ride on another bus, **written notification** must be sent to the school and signed by the principal or designee. Verbal notification from your child is not acceptable. If we do not have something in writing, **your child will be placed on the regular assigned bus.**
4. When riding a bus, the student will:
 - ◇ follow directions of the driver, be respectful and comply with all reasonable requests
 - ◇ not bring weapons, animals, glass containers, tobacco, alcohol, radios, tape and CD players, compact discs, ipods, cameras, cell phones and any other electronic device that might cause a disruption on the bus
 - ◇ not damage the bus in any way
 - ◇ keep arms, legs, and head inside windows
 - ◇ keep aisles clear
 - ◇ enter and exit the bus in an orderly manner
 - ◇ stay seated until bus has stopped
 - ◇ use quiet voices
 - ◇ never yell or talk out of bus windows
 - ◇ never throw anything from bus
5. Parents of students who exhibit inappropriate behavior will be called by the bus driver. The bus driver will complete a Louisiana Department of Education School Bus Behavior Report when it becomes necessary to send the student to the Instructional Coordinator for repeated inappropriate behavior on the bus. Continued inappropriate behavior will result in the student being suspended from the bus.
6. Parents are asked to be supportive of our bus drivers as they supervise and transport our students. If a problem develops, we ask you to talk first with the bus driver. If a problem persists, then call the Instructional Coordinator.

Bus Transportation:

1. The Caddo Parish School Board will provide bus transportation to Eden Gardens from designated bus stops throughout the parish (except Cross Lake area).
2. Eden Gardens students participate in several Bus Exchange programs.
3. Most buses arrive at Eden Gardens by 7:45 AM.
4. Early bus riders are dismissed at 2:55; late bus riders are dismissed at 3:10.
5. Questions pertaining to bus stops, arrival times, overcrowding, etc., should be directed to the Transportation Department at 603-6535.

Cafeteria:

1. Parents can pre-pay for their child's lunches and/or breakfasts for a week, month, or the entire school year. The cafeteria accepts cash or money orders. (No personal checks.)

2. Meal prices are:

<u>Breakfast</u>		<u>Lunch</u>
Full price	\$1.00	Full price \$1.50
Reduced	30 cents	Reduced 40 cents
Parents	\$1.90	Parents \$3.80

3. Additional milk may be purchased for 50¢. Juice and bottled water is available for an additional 50¢. Students purchasing a cafeteria lunch may purchase ice-cream on designated days for an additional 50¢.
4. Please indicate when you send money to school if the entire amount is to be put in your child's lunch account, or if you want some to be placed in the "extras" account. Sometimes children run out of money because they buy extras without parents' permission.
5. Any student who does not have lunch money will be allowed to borrow money and eat a regular cafeteria lunch. A notice and repayment envelope will be sent home. It is expected that money will be paid back the next day. Any student who does not have lunch money the second day will be served cheese crackers, fruit and water.
6. Breakfast will be served to car riders and walkers from 7:30-7:45. Bus students will eat breakfast upon their arrival at school. Students are encouraged to eat quietly, so they may get to class before instruction begins.
7. **Caddo Parish School Board policy prohibits fast food being eaten in the cafeteria (McDonald's, Burger King, pizza, etc).** Please save this type of food for after school treats.
8. Students purchasing a hot lunch may not bring chips, candy, etc. to have in addition to the hot meal. Students who bring lunch from home may not purchase ice cream from the cafeteria.
9. Students are expected to:
 - ◇ follow cafeteria procedures daily as instructed by the cafeteria monitors.
 - ◇ be respectful to cafeteria staff.
 - ◇ use appropriate language and manners.

- ◇ eat lunch in a manner that is not offensive to fellow students.
- ◇ not talk to students entering/exiting cafeteria or sitting at other tables.

Students who continually display inappropriate behavior will be given a -5 for lack of self control.

10. When eating with your child, please sit at the end of the table where your child normally sits, so that you may enjoy this time together. Classmates may not join you and your child for lunch. Parents are asked to send a note or call the cafeteria (861-6848) by 10:00 AM if they are planning to eat lunch with their child.
11. All students must eat lunch, either one brought from home or purchased at school. If a sack lunch is forgotten, student will eat a hot lunch from the cafeteria.
12. All lunches taken on field trips will be prepared by the cafeteria.

Cell Phones:

1. Students are prohibited from having cell phones at school.

Check In and Out:

1. Parents should communicate **in writing** to the child's teacher what time their child will be checking out and he/she will be waiting for you in the office.
2. Parents who check out their child from school once classes have started will need to sign their child out in the office.
3. **There will be no student checkouts between 2:30 and 2:55.** Please do not check children out during the day unless absolutely necessary. Instruction continues until 2:45.
4. No student will be released to anyone other than a parent without **written parental permission.** If someone other than you comes to check out your child, they must be listed on the enrollment card or have a permission note from you.
5. Children who are habitually checked out early miss vital instruction. A conference may be requested to discuss options to early check outs.

Closing/Canceling of School:

1. The Caddo Parish Superintendent has authority to close schools due to inclement weather.
2. Closures prior to the starting of a school day will be announced to news media by 6:00 AM.
3. If school is in session, but the weather conditions worsen during the day, schools may be forced to close early. This early closure will also be given to news media.
4. If you feel there is a possibility school may close, listen to a local radio/television station.
5. Be sure your child knows what to do if a situation like this occurs. Plan ahead! When early dismissal is deemed necessary by the Superintendent, buses will run their usual routes beginning at the designated time of dismissal.
6. Do not call the school office unless it is absolutely necessary. Current information regarding the closing of school will be available by calling the **Hot Line Number 868-5253** or **checking our website at www.edengardensmagnet.com.**

7. We encourage you to include the name of a neighbor or friend on your child's enrollment form for emergency check-out.
8. Occasionally, a "delayed start" will be announced, due to inclement weather. All buses will run their routes two hours later than normal. School will begin at approximately 10:00 on designated "delayed start" days.

Conduct:

1. All students are held accountable for their behavior throughout the school day. This includes during classroom instruction, enrichments, lunch, recesses, restroom breaks, and before and after school. A weekly conduct grade will be determined in the following manner:
 - ◇ Kindergarten—Students are expected to have acceptable behavior. Students who do not respond to verbal reminders will be given a yellow light. Continued inappropriate behavior will result in a red light being given. Students are expected to receive "Satisfactory" in all five areas of Conduct/Social Development throughout the year.
 - ◇ First - 5th Grades – Each student will begin the week with 100 points. Each time a school or class rule is broken throughout the week, five points will be deducted from the 100. The resulting conduct grade at the end of the week will be placed on the student's Tuesday folder.
2. Parents will be contacted by their child's teacher when the weekly conduct grade reaches a "C" either by phone call or note.
3. If a student's conduct grade falls to a "D", an assignment to detention may occur.

Conferences:

1. Teachers will contact parents by telephone or note when an academic, behavioral or peer relationship concern arises. A conference may be requested.
2. Mandatory conferences will be held at the end of each nine weeks reporting period if a student has grades below a "C" on the report card. The principal, counselor, and/or coordinator will be a part of these "In Danger" conferences. Students whose grades continually fall below a "C" during the year may not meet the criteria to return to Eden Gardens the next school year.
3. Parents may call the school office to set up a conference (861-7654).
4. Please conference with your child's teacher first if a problem occurs. No one knows how your child is doing and the problems that are occurring in the classroom better than your child's teacher. Once you have input from your child, please get input from the teacher before you decide the best course of action to follow.
5. The principal, counselor, and/or coordinator should be called AFTER a conference has

been held with the teacher if a parent feels that involvement from a higher level of authority is necessary.

6. Please do not “drop in” to conference with your child’s teacher when students are present in the classroom. A teacher’s first responsibility is to the supervision and instruction of students.
7. We want your child to have a successful year. By working together and communicating openly and regularly, we can ensure that it will be.

Contract Renewal for First through Fifth Grade Students:

1. Contract renewal is held in May of each year.
2. The following criteria will be reviewed prior to contract renewal:
 - ◇ acceptable behavior—student may not have 2 or more 9 week conduct grades below a “C”
 - ◇ final grades of “A”, “B”, or “C” in all courses
 - ◇ 90% attendance with minimal tardies and check-ins/check-outs
 - ◇ 50%ile or higher on standardized tests
 - ◇ iLEAP and LEAP for the 21st Century (3rd—5th graders must score basic or above)
 - ◇ compliance with all areas of the Student/Parent Contract
 - ◇ review of office referrals
3. Children are assessed on an individual basis during contract renewal time. A conference may be necessary prior to a final contract renewal decision.
4. Contract renewal for a student will be postponed if there is any question that contract renewal criteria may not be met. Once final grades and test scores are available, conferences will be scheduled to determine final contract renewal status.

Contract Renewal for Kindergarten Students:

- ◇ **acceptable behavior (“Satisfactory”) in all areas for final reporting period**
- ◇ **review of office referrals**
- ◇ pass Kindergarten Reading and Math Mastery Tests with score of 66% or above
- ◇ 90% attendance
- ◇ compliance with all areas of the Student/Parent Kindergarten Contract

Corporal Punishment:

1. Corporal punishment is not administered.

Curriculum:

1. Students are taught grade level instruction that is aligned with the Louisiana Course Content Standards and Assessment, enriched as required to meet student's individual academic needs.
2. First through fifth grade students will receive letter grades of A, B, C, D, or F in Reading, Language Development (language, spelling, and process writing), Math, Science, Social Studies, Health, PE, Art, and Music on a report card each nine weeks period.
3. Handwriting (penmanship) will be assessed with a check if it is satisfactory on the nine weeks report card or a minus if it needs to improve.
4. In order to be promoted from one grade level to the next, students must successfully pass two of the following: reading, mathematics, and language development **and either** science or social studies. Fourth grade students must also meet the requirements for high stakes testing.
5. Parent Information forms are sent home three times a year.

PI-1 (Grades K-5) Beginning of the School Year

This form provides basic information about criteria for promotion, grading, and progress reporting.

PI-2 (Grades K-5) Second and Third Nine Weeks

This form is sent to inform parents their child is having difficulty in school and, unless achievement improves, may need to repeat the grade. The parent should sign and return the bottom section of the PI-2 form and schedule a conference with the teacher.

PI-3 (Grades K-5) May

If it becomes necessary for a child to repeat a grade, parents are to be notified using the PI-3 prior to receiving the final report card. The parent should sign and return the bottom section of the PI-3 and schedule a conference with the school, if desired.

6. Any questions regarding the curriculum at school should be asked of the individual teachers or Instructional Coordinator.

Detention:

1. A student may be placed in Detention for the remainder of a day, recess or enrichment class when:
 - ◇ inappropriate conduct in classroom is excessive
 - ◇ a pattern of inappropriate behavior has developed in an enrichment class
 - ◇ bus, playground, or school rules are not followed
 - ◇ wood chips, rocks, or other items are thrown that could cause injury to another student
 - ◇ an infraction is committed that requires a Detention assignment, as outlined in the Caddo Parish School Board Student Discipline Policy
2. if immediate removal is necessary, student will wait in Detention until formal referral is

made and an appropriate consequence is determined.

3. Parent notification of a Detention assignment will be made through one of the following:

- ◇ a phone call
- ◇ parent copy of the State of Louisiana Behavior Report

4. Students placed in Detention will:

- ◇ be under the direct supervision of the In School Suspension (ISS) Facilitator. Directions and work will be provided by the homeroom teacher.
- ◇ not participate in enrichment classes
- ◇ complete all work assigned by their teachers in the ISS room
- ◇ be given assistance, as needed, by the ISS Facilitator
- ◇ receive grades for all work completed
- ◇ will have a minus five deducted from the weekly conduct grade for each day assigned to Detention

Discipline Policy for Caddo Parish:

1. Students will be disciplined in accordance with Caddo Parish School Board policy.
2. The principal/designee will render due process to the student prior to determining the disciplinary action that will be taken.
3. The principal will follow parish policy when disciplining students for violating any publicized policy approved by the superintendent.

Please see the Caddo Parish Blue Book 2008-2009 for the Elementary Progressive Disciplinary Dispositions.

Dismissal:

1. Car riders must be picked up through carpool. Car riders:

- ◇ will be dismissed at 2:55 PM, and will go with a duty teacher from their grade level directly to the cafeteria to wait for their rides
- ◇ will go to the back of the school when their name is called and wait behind the red line for their ride to enter the carpool line
- ◇ will wait until the car comes to a complete stop before approaching it
- ◇ will read a book while waiting in the cafeteria for their name to be called
- ◇ will receive a conduct slip for excessive talking
- ◇ will not do homework while awaiting pick-up

2. Bus & Van students who:

- ◇ ride bus 106, 247, 403 and 441 are dismissed at 2:55 and will be taken outside to board their bus by a duty teacher
- ◇ ride all other buses are dismissed at 3:10 and will be taken outside to board their bus by a duty teacher
- ◇ ride daycare vans will follow the bus schedule
- ◇ exit the building through the front doors are expected to walk down the front steps and go

directly to their respective buses/vans. Students may not cut through shrub beds to get to their buses. Duty teachers will supervise.

- ◇ run, play tag, hit or engage in any other behavior that might cause injury to themselves or others will be referred to the principal.

3. Walkers are:

- ◇ dismissed at 2:55 PM. and will be escorted outside by a duty teacher
- ◇ expected to leave the school campus upon dismissal and immediately start walking home.
- ◇ not to run, play tag, hit or engage in any other behavior that might cause injury to themselves or others.

Enrichment:

1. Students will have 45 minutes in an enrichment (art, music, or PE) class each day.
2. Students will also have the opportunity to participate in computer lab, communications lab, and library at assigned times throughout the year. Parents must sign a permission form for students to use internet.
3. Students are expected to follow the rules set forth by each enrichment teacher.
4. Continued disruption in an enrichment class will result in the student being placed in Detention during the enrichment period. Duration of the Detention will be determined by the school administration. Repeated disruption will result in an assignment to ISS.

Enrollment:

1. Each student attending Eden Gardens must have a Caddo Parish Schools Enrollment Form, a current State of Louisiana Health Card, a copy of the birth certificate, and social security card on file.
2. Pertinent information will be completed by a parent/guardian on the day of enrollment.
3. All information must be filled out completely and legibly (preferably printed).
4. At least 2 emergency numbers must be listed that are different than the home number.
5. Parents are asked to update the information if it changes during the school year by calling or sending a note to the school office.

Extra Credit::

Extra credit assignments are not given. Students are expected to do their best on each regular assignment given in their classrooms.

Fees:

1. PTA Membership Fee and party money will be collected at Back-to-School nights. (PTA/ Party)
2. Materials Fee (\$25.00) - payable the first day of each school year or within 9 days thereafter. This fee helps defray the cost of student workbooks, as well as materials to support the enrichment classes in our school.

3. If there is a financial reason the entire fee cannot be paid during this time, a parent should contact the principal or school secretary, so a payment schedule can be worked out.

Field Trips:

1. Field trips are:
 - ◇ paid for by our PTA
 - ◇ taken throughout the year.
 - ◇ limited to the parish boundaries unless special permission is given by the school board.
2. Parents will receive information about the field trip along with a permission slip for their children to attend. It must be signed and returned to the organizing teacher prior to the scheduled trip.
 - . Any student who fails to return the signed permission slip will not be allowed to go on the field trip. Verbal permission cannot be accepted.
4. Students are expected to behave in an exemplary manner. Field trips are an extension of the classroom.
5. If a student chooses to behave in an unacceptable way, he/she will not be allowed to go on the next field trip.
6. If inappropriate behavior was severe, an assignment to ISS may follow.
7. Some field trips require parent assistance. Please check with your child's teacher if you would like to volunteer.

Gateway (Gifted and Talented Education):

1. Gateway is
 - ◇ a program designed for academically gifted children.
 - ◇ open to children who are identified by appropriate testing through Special Education.
 - ◇ an individualized education program for kindergarten through fifth grade students.
2. Children may be referred to the school counselor by teachers or parents for possible Gateway screening.
3. Gifted children have most of the following characteristics:
 - ◇ read at least **two grades above** current grade level
 - ◇ a curiosity for math, often solving problems at least two grades above current grade level
 - ◇ score 90th percentile or higher on a standardized test in reading and math
 - ◇ are curious and use that curiosity to evaluate and use information
 - ◇ always ask questions, want to know and use new words, understands facts and concepts, and analyzes and compares information
4. Questions concerning your child's eligibility for Gateway testing should be directed to the

school counselor.

Grading Scale:

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	0	-	59

Homework:

1. Homework will be given Monday through Thursday evenings.
2. Students will have 2-4 homework assignments per evening. Students are required to read an Accelerated Reader book at least 15 minutes every night.
3. Homework should not exceed an hour.
4. If your child is taking longer than one hour to complete his homework, notify his teacher immediately.
5. A parent may request homework assignments by calling the school office by 9:00 AM on the day assignments will be picked-up. Requests made after 9:00 AM will not be available until the following day. Assignments will be available after 2:30 in the school office.
6. Occasionally fifth grade students may be assigned a project that will require some work to be done on the weekend.
7. Homework is a very important extension of classroom instruction. Students who do not have their homework assignments, may be required to complete the missing assignment during recess.
8. A maximum extra grade of 25/25 will be given to any K-3 student completing a Social Studies or Science Fair project. A maximum extra grade of 50/50 will be given to any 4th - 5th grade student doing both a Social Studies and Science Fair project. The student will need to indicate which project will be for extra credit when the project title sheet is turned in. No changes can be made after the project title sheet has been turned in.

Honor's Assemblies:

- ◇ Are held after each nine weeks to celebrate student successes and achievements.
- ◇ Are attended by first through fifth grade students. Parents may attend.
- ◇ Include kindergarten children for the last Honor's Assembly of the year, as they have a possibility of being recognized for achievements other than academic.

In School Suspension (ISS)/Detention:

1. The Caddo Parish School Board provides an In School Suspension Program in all schools in

Caddo Parish. Students will be placed in ISS (In School Suspension) in accordance with the Caddo Parish School Board Student Discipline Policy.

2. Parent notification of an IS/Detention assignment will be made through one of the following:
 - ◇ a phone call
 - ◇ In School Suspension letter explaining the ISS program at Eden Gardens
 - ◇ parent copy of the State of Louisiana Behavior Report
3. Students placed in ISS/Detention will:
 - ◇ be under the direct supervision of the ISS Facilitator collaborating with the classroom teacher
 - ◇ not participate in enrichment classes, recess, field trips or other special activities
 - ◇ complete all work assigned by their teacher(s) in the ISS room
 - ◇ be given assistance, as needed, by the ISS Facilitator
 - ◇ receive grades for all work completed
 - ◇ have a minus ten deducted from the conduct grade for each day assigned to ISS; a minus five for a detention assignment
 - ◇ make up any missed time due to illness, upon their return to school

Late Student Pick-Up:

1. The school day ends at 2:55 PM with duty teacher supervision until 3:15 PM.
2. Parents **must** pick their child up by 3:15 PM in the back of the school.
3. Daycares are to be notified by parents that children must be picked up by 3:15 PM. Parents will be called at work when a daycare van is excessively and consistently late.
4. We realize that occasionally parents may be unexpectedly detained. Children will be taken to school office after 3:15 PM to await pick-up.

Library:

1. The library is open from 8:00 a.m. to 3:00 p.m.
2. Children can use the library at any time during these hours when the librarian is not working with a class and with permission from their teacher.
3. Kindergarten children will begin checking out books in January.
4. 1st - 5th grade students may check out two books. The books are due back in the library one week from when they checked them out. If a student is working on a report or project they may get special permission to have more than the 2 books checked out.
5. No food or drinks are to be brought into the library.
6. If a parent comes into the library with younger brothers or sisters, they are not to remove books from the shelves or play on the computers.
7. No child is to be left in the library without adult supervision. Our request is younger children not be in the library.
8. All children visiting the library without their teacher must have a library pass.

Lunch Schedule:

Kindergarten	11:00—11:30	
First Grade	10:45—11:15	1. Students will come to lunch as a grade level.
Second Grade	11:15—11:45	2. Hot lunch students will come to cafeteria first.
Third Grade	12:15—12:45	3. Children who brought lunch from home will come in next.
Fourth Grade	11:30—12:00	4. Children will be under the supervision of grade level teachers.
Fifth Grade	11:45—12:15	

Medicine:

Caddo Parish policy mandates:

Students who need medication given to them during the school day must have a “State of Louisiana Medication Order” form completed by parents and their physician on file in our school office.

- ◇ Medications must be brought to school by a parent to be checked in by authorized office personnel.
- ◇ Medicine must be in a prescription bottle and the amount of medicine in the bottle must match what is on the pharmacy label. Instructions for administering medication on the prescription bottle must match the instructions outlined by the doctor on the “State of Louisiana Medication Order”.
- ◇ Parents who need to keep half of the medicine for home use need to request the pharmacy to divide the medicine and put each in a separate bottle with separate labels.
- ◇ Parents must also fill out an “Emergency Plan” detailing any unusual signs, symptoms, or occurrences the office staff needs to watch for and what to do if any of these symptoms occur.
- ◇ At the end of the school year, parents need to pick up any unused medicine. All unclaimed medicines will be disposed of.
- ◇ If a parent wishes to come to school to give medication, he/she must come to the office to

administer the medicine.

- ◇ Children may not bring any form of medicine to school. This includes aspirin, allergy pills, cough drops, ointments, etc. This is for the protection of all students on campus.
- ◇ Teachers are prohibited from giving any medication at school except during field trips. Only trained office personnel have been given that responsibility and will adhere to the parish guidelines without exception.
- ◇ If a student needs to receive medication while on a field trip, the medication will be prepared by trained staff, but administered by the teacher.

Middle School Information:

1. All 5th grade students will receive an informational letter the first Monday after the Christmas holidays.
2. Application/Registration procedures for several middle schools will be outlined.
3. Concerns or questions should be directed to the school counselor.

Monday Memo to Parents:

1. This memo will be sent home every Monday.
2. It will have events for the coming week, important reminders, the lunch menu, and other school communications. Please check this for the most current information/changes about school events.

Moving:

1. Parents are requested to send updated information when an address/phone number has been changed.
2. If a move occurs and the student will be attending a different school, parents need to request withdrawal forms at least one day prior to needing them.
3. Parents moving out of state are encouraged to call the school counselor to seek help in securing information about their new school system.

Parental Involvement:

1. Classroom - Individual teachers will send home information about volunteer needs in their classrooms.
 2. Fall Carnival - Parents have the opportunity to donate food, money, prizes, or time for this event. Informational notes will be sent home in October.
-
1. PM. Car students will remain in the cafeteria until their names are called. At that time, students will exit to the back of the building.
 2. Walkers will be allowed to cross the street at the school crossing guard post **only**.

3. Field Day - Parents, again, have the opportunity to donate food, money, or time for this day of fun, competition, and sportsmanship. Additional information will be sent home in April.
4. PTA - Our Parent Teacher Association is involved in all facets of school life. We have 100% PTA membership every year, as school support is a part of the Parent Contract that is signed each spring.
5. Parents have the opportunity to serve on one or more PTA committees or the School Improvement Committee by returning a volunteer form.
6. Office Volunteers – Parents have the opportunity to help in the office from 9:00 to 11:30 and then from 11:30 to 1:00 each day. Tasks include answering the telephone, receiving visitors to the school, and helping children. A form will be sent home that may be returned by interested parents.
7. Occupation/Special Hobbies, Interests - Please make your child's teacher aware of a job, hobby, or interest you would be willing to share with our students.
8. Please arrange for child care when volunteering at school. It is impossible to supervise a young child while completing volunteer assignments.

Parties:

1. Individual birthday parties may not be held at school.
2. Invitations may not be passed out at school.
3. Kindergarten and first grade children may bring edible birthday treats ONLY with prior approval from the classroom teacher.
4. Second through fifth grade students may bring edible birthday treats only on designated days once a month. Teachers will send out further information.
5. Children may not receive balloon bouquets, flowers, goodie baskets, etc. in their rooms. Such "surprises" will be kept for the student until the end of the day in the office.
6. Parents are welcome to eat lunch with their child on this special day, but **Caddo Parish Policy** states **no fast food** may be brought to eat in the cafeteria. Please save fast food meals for after school enjoyment.
7. Students have two parish-sanctioned parties each year — Christmas and End-of-the-Year.
8. Room mothers will contact parents for help with these parties.

Personal Belongings:

1. Radios, tape and CD players, compact discs, ipods, cameras, cell phones, balls, trading cards, or other toys and electronic items may not be brought to school unless requested by a teacher for an educational purpose.
2. All belongings must be stored in the student or teacher's locker except when being used in the classroom.
3. Requested items will be sent home when they are no longer needed for educational purposes.
4. Unauthorized items will be confiscated and kept by principal to be picked up by parents.
5. Toys may not be brought to school for use during recess including footballs, soccer balls and frizbies. Students may bring jump ropes.
6. All personal clothing items should be labeled with student's name for easy identification.

Programs:

1. Various programs are held throughout the school year. Please watch the Monday Memo to Parents for the most up-to-date information about programs and special events.

Progress Reports:

1. Progress Reports are sent home mid-nine weeks of every grading period to inform parents of their child's academic and behavioral progress.
2. Teachers will average grades in every subject up to progress reporting time.
3. Questions about progress report grades, papers, or requests for conferences should be made on the "comment" section of the progress report.
4. Progress reports should be signed and returned to school after parent review. No questions should be asked of school administration without first being asked of individual teachers. Progress Report dates are:

Wednesday, September 16, 2009

Wednesday, November 11, 2009

Wednesday, February 17, 2010

Wednesday, April 21, 2010

5. Students are prohibited from signing their own Progress Reports.

Promotion:

1. Pupil Progression Plan Guidelines established by the Caddo Parish School Board and approved by the Louisiana State Department of Education will be followed. Promotion information specific to each grade level will be provided on the Parent Information Form Number 1 (PI-1).
 - ◇ Kindergarten Students must score a 66% or above on locally developed tests that are correlated with the State Content Standards in the area of language arts and mathematics to promote to Grade 1.
 - ◇ Grades 1-5 - To be promoted from one grade to the next, students must successfully pass reading, mathematics, and language development and either science or social studies. Grade 4 students must meet all high stakes testing requirements.
 - ◇ Attendance – All elementary students must be present a minimum of 160 days to be eligible for promotion (no more than 18 unexcused absences). Exceptions can be made only in the event of extended personal illness, as verified by a physician, and/or other extenuating circumstances as approved by attendance supervisor in consultation with the principal. Make-up work for unexcused absences will not be graded.

Promotion Outlook:

1. Promotion Outlook is reported on the report card for the second and third nine weeks, and refers to a student's progress toward the parish required quality point formula.

Recess:

Kindergarten	11:30-12:00	1:30-2:00
Grade 1	11:15-11:45	
Grade 2	11:45-12:15	
Grade 3	11:45-12:15	
Grade 4	11:00-11:30	
Grade 5	12:15-12:45	

1. Students will go outside if the temperature is 42°F or higher. We check wind chill/heat index prior to making recess decisions.
2. If the temperature is below 42°F, it will be an inside recess.
3. When the temperature or heat index is above 95°, we will have indoor recess.
4. Please check the weather each morning to make sure your children are dressed properly for our ever-changing weather.

Report Cards:

1. Report cards are sent home after every nine weeks grading period. The dates for the 2009-2010 school year are:

October 23, 2009	March 26, 2010
January 15, 2010	Last report card mailed from Central Office
2. If mistakes or omissions are found on your child's report card, the teacher should be notified in writing of the errors.
3. Parents will receive two copies of each report card. Keep the top copy (white). Sign the second copy (yellow) and return it to school.
4. The final report card for each year is mailed from the school board. Parents whose children owe money or who have lost books will be required to pick report cards up at school. Please be sure the school has your correct address.
5. All questions concerning grades should be directed to the appropriate teacher for explanation and clarification.

Requesting Teachers:

1. Many factors are considered prior to scheduling students into specific classrooms each year. It is done with great care and thought.
2. It is our goal to schedule every child into a classroom that will challenge and nurture his/her educational efforts.
3. We, therefore, ask parents not to make teacher requests and to support the placement decision that has been made for his or her child.
4. A parent is welcome to submit in writing information about his or her child's educational, social or emotional needs at the end of the school year to the principal. Again, do not request a teacher by name when discussing placement concerns.

R u l e s /
(CPSB):

Consequences

**SEE
CADDO PARISH SCHOOL BOARD
DISTRICT HANDBOOK
BLUE BOOK
2009—2010**

Failure to abide by these parish rules will result in one or more of the following actions being taken:

- ◆ conference with student
- ◆ phone call/note sent home
- ◆ conference with parents and student
- ◆ detention—Student will be placed in Detention for the remainder of the day, recess, or enrichment class. A minus five will be deducted from a student’s conduct grade for each day in Detention
- ◆ In School Suspension (ISS) - Student will be placed in the ISS room. The length of stay will be determined by the Caddo Parish School Board Discipline Policy. A minus ten will be deducted from a student’s conduct grade for each day in ISS.
- ◆ suspension from school—Students will be suspended from school in accordance with the Caddo Parish School Board Discipline Policy. A suspension will result in an “F” in conduct for the week.

School Calendar:

Students will not report to school on the following dates:

September 7, 2009	Labor Day
November 23—27, 2009	Thanksgiving Break
December 21—January 1, 2010	Christmas Break
January 15, 2010	Professional Development (all day)
January 18, 2010	Martin Luther King Holiday
February 15, 2010	Presidents’ Day Holiday
March 15-19, 2010	Spring Break
April 2, 2010	Good Friday
May 27, 2010	Last Day for Students

School Crisis:

All Caddo Parish schools are required to have plans in place to assure the safety of all students during a crisis situation. Occasional drills will be held to assess plans that are in place.

School Map: Please visit our website at www.edengardensmagnet.com to view our school map.

School Office Hours:

Our school office is open from 7:30 a.m. till 3:45 p.m. No one will be allowed entry to the school after 3:45 p.m. Please remind your children to bring home all assigned homework each day.

School Security:

A Security Coordinator is on staff and walks our building and grounds periodically throughout the day. However, he cannot be in all places at all times. Please do not leave cars unlocked or valuables unsecured. Park on school property when possible. Our school also has visual surveillance equipment in use.

School Wide Rules:

1. Follow directions the first time and pay attention in class.
2. Talk at appropriate times.
2. Keep hands, feet, and all objects to yourself.
3. Show respect to parents, staff, and fellow students.
4. Use self-control.

Examples of Minor Infractions

Refusing to comply with a reasonable request the first time given
Committing an act of defiance either in language or actions
Using forged notes or school forms
Being disrespectful toward teacher, students, or other personnel
Habitual classroom disturbance

Examples of Major Infractions

Possessing a weapon of any kind
Using any tool or instrument to do bodily harm
Initiating or participating in a fight
Possessing or using narcotics, alcohol, or tobacco
Willfully defacing, stealing, or destroying school property
Threatening a student, teacher, or other school personnel
Inappropriate/vulgar language
Willful disobedience of a teacher

Science/Social Studies Fairs:

1. Every fourth and fifth grade student is required to do either a Science or a Social Studies project.
2. Projects will be assessed in the classrooms. Exemplary projects will be sent to the auditorium to be judged during the Science/Social Studies Fairs.
3. Students in K-3 who choose to do a project will get an additional maximum grade of 25/25 in the grade book.
4. Fourth and fifth grade students who choose to do an extra project will receive an additional maximum grade of 50/50 in the grade book.

Section 504 Notice of Non-Discrimination:

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Caddo Parish Schools are hereby notified that this Parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission of Access to, or treatment of employment in any program or activities. Any person having inquiries concerning the Caddo Parish Public Schools' compliance with regulations implementing Section 504 is directed to contact: **Section 504/ADA Department, 3004 Knight Street, Building 6, Shreveport, LA, 71105**, who, coordinates the Caddo Parish Public Schools' efforts to comply with regulations implementing Section 504.

Sick Room:

1. A student who becomes ill at school will be sent to the office.
2. His/Her temperature will be taken.
3. If the student has no temperature or other obvious symptoms, he/she will be sent back to the classroom, unless a parent has asked in writing for us to follow a different procedure.
4. A student who has a temperature, has vomited, or has diarrhea will be placed in the sick room until a parent can pick up the child.
5. The sick room is a holding area only. It is not equipped with a bed; therefore, we request that you come as quickly as possible.
6. Students who have been ill at home **must be free of temperature for 24 hours before returning to school.**
7. Please do not send your children to school ill. It would be better for them to miss a day than to send them to school to infect other children.
8. **We also ask that you not tell them to "call you if they don't feel better." If they are sick, keep them home.**
9. Other health concerns:
 - ◇ Head Lice - please notify the school if your child gets a case of head lice. We will advise parents by letter that a student in the room is infested, and discuss options and remedies. Students must be nit-free before returning to school

- ◇ Pink Eye - highly contagious. Student must remain at home until released by their doctor.
- ◇ Ring Worm - students may come to school if the infected area is being treated and covered. This too is highly contagious and all affected areas must be covered.
- ◇ Strep Throat - student should remain out of school until 24 hours after starting antibiotic therapy.

Spirit and Pride Day:

1. Spirit and Pride Day is celebrated every Friday.
2. Teachers and students wear Eden Gardens T-shirts and uniform pants, shorts, or skirts to show school spirit and pride.

Student Activities:

1. **Athletics** - Organized sports are offered by many groups throughout the city. Various groups practice at Eden Gardens, some of which are school sponsored.
2. **Spirit Squad**
 - ◇ Spirit Squad is open to all 5th grade girls.
 - ◇ Practices are held immediately after school on days determined by sponsors.
 - ◇ Participants will lead cheers at football games and specified functions throughout the year.
 - ◇ Uniforms will be purchased by parents for members to wear when cheering, on Spirit and Pride days, and at other specified times.
 - ◇ Students are expected to behave in an exemplary manner or be subject to reduced privileges.
3. **Running Club**
 - ◇ An informational letter will be sent home 2 to 3 weeks after school starts.
 - ◇ Running Club traditionally meets in October, November, March and April during scheduled enriched times.
 - ◇ Children should wear their uniform shirt or Running Club t-shirt and khaki shorts or pants, whichever is appropriate for the weather.
 - ◇ **Tennis shoes are required.**
 - ◇ Running Club objectives stress both mental and physical development and growth.
 - ◇ Parents who would like to help with Running Club may call the school office, leaving name and phone number. They will be contacted by a sponsor to work out the details.
 - ◇ Children who do not follow Running Club rules and procedures will have their Running Club privileges suspended for a period determined by principal and sponsors.

Student Awards/Honors:

1. Principal's Award - Students having Straight A's (including conduct) on their report card will receive this award every nine weeks in our Honor's Assembly.
2. A-B Honor Roll - Students having all A's and B's on their report card (including conduct) will be recognized in our Honors Assembly and receive a certificate in their classrooms.
3. Perfect Attendance - Students who have perfect attendance for a nine week reporting period and for the entire year will be recognized in our Honors Assembly.
4. Presidential Academic Fitness Award - Students must:
 - ◇ have a 3.5 grade point average for 3rd, 4th, and 5th grades.
 - ◇ achieve at the 85th percentile or higher in two of the following four areas: reading, math, composite, core on the Iowa portion of iLEAP.
5. Straight A Parties - Students earning Straight A's on their report card will be treated to refreshments in the cafeteria after each reporting period.
6. Many other awards are given by principal, counselor, teacher, or committee chairperson at Honors Day Assemblies that are scheduled each nine weeks.
7. Awards given at school will be limited to awards earned while participating in school-related work and/or projects.
8. Questions about student awards should be directed to the school counselor.
9. First through fifth grade parents may attend Honor's Assemblies throughout the year. Kindergarten children may attend last Honor's Assembly of the year, as Kindergarten children may receive recognitions and honors at this time.

Student Directories:

1. Student Directories are sold in the fall of each year.
2. Parents will fill out the Student Directory Form, including only the information they want printed in the Directory.
3. If no information is filled out, only the student's name will appear.

Student Drop Off:

See detailed map of traffic flow located in booklet.

1. All students are to be dropped off in the back of the school between 7:30 AM and 7:55 AM. A bell will ring at 7:30 signaling the beginning of school supervision. Students may get out of their cars when the bell rings.
2. **Children who ride in cars must go through carpool. No parking and walking students in is permitted.**
3. **No students are to be dropped off in the bus loop before 8:00 AM.** The bus loop is reserved for bus and daycare vans only as indicated by the posted signs.
4. Our primary concern is the safety of your children. We appreciate your cooperation and your compliance with these requests.

Student Pick-Up:

1. Car students are to be picked up in the back of the school between 2:55 PM and 3:15 PM. Car students will remain in the cafeteria until their names are called. At that time, students will exit to the back of the building.
2. Walkers will be allowed to cross the street at the school crossing guard post **only**.
3. Car riders must be picked up through carpool line. You may not walk in to pick up.

Super Slice Pizza Fridays:

1. Cost is \$2.00 for one slice of pizza and a cup of cola, \$4.00 for two slices of pizza and a cup of cola. An opportunity to purchase pizza in advance for the entire school year is made available to each student before our first Super Slice Pizza month. Information will be sent home after school begins.
2. Generally held the first Friday of each month.
3. If not purchasing pizza in advance for the entire year, pizza slip must be turned in by Thursday afternoon.

Suspensions:

1. Principals are given the authority to suspend students from school for the following reasons:
 - possession of a weapon
 - participating in a fight, exchanging blows
 - possession of or using narcotics or alcohol on campus, bus, or at any school sponsored event
 - willfully defacing, stealing, or destroying school property. The legal guardian will be required to pay the cost of repairs/replacement
 - leaving class and/or campus without permission
 - committing an act of defiance, whether in language or action
2. A phone call to the parent will be made to notify him/her of the decision to suspend.
3. Parent will be required to come in for a conference prior to the child returning to school if the suspension is to the student's home instead of at school.
4. Official documentation will be made on the Louisiana Department of Education School Behavior Report.

Tardies:

1. **Students should be in their classrooms when the tardy bell rings at 7:55 a.m.. Classroom doors will be closed when the tardy bell rings. A student who has to open the door to enter the classroom will be marked tardy. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability.**

2. Adjustments to the tardy bell will be made to accommodate inclement weather, major traffic delays or trains stopped on the tracks.
3. Schools shall follow the stated guidelines concerning tardiness to school developed by the Caddo Parish School Board:

First Tardy:	Parent check-in with student and a verbal warning is issued.
Second Tardy:	Parent check-in with student and a verbal warning is issued.
Third Tardy:	Parent check-in with student receiving a standard tardy letter.
Fourth Tardy:	Parent check-in with student along with a conference with the counselor or coordinator.
Fifth Tardy:	Parent check-in with student with an administrative conference.
Sixth Tardy:	Parent check-in with student and issued one-day recess detention.
Seventh Tardy:	Parent check-in student and issued two days recess detention.
Eighth Tardy:	Parent check-in with student and issued one day ISS or its equivalent.
Ninth Tardy:	Parent check-in with student and issued two days ISS or its equivalent.
Tenth Tardy:	Student is placed in ISS pending a CPSB administrative conference from the Attendance Department.

4. Accumulated tardies will terminate at the end of the semester.

Teacher’s Lounge:

1. **Children are not allowed in the Teacher’s Lounge unless accompanied by an adult.**
 This is a room reserved for teachers and staff. Children may not come into the lounge for snacks unless accompanied by an adult. Children may not sit in the lounge and visit.

Teacher Roster:Kindergarten:

Minette Gilbert	124
Lana Gilliam	K-1
Cindy Harrison	125
Jennifer Spears	126

Second Grade:

Patti Jackson	209
Debbie Little	210
Colleen Wray	218
Cassandra Johnson	213

Fourth Grade:

Toni Cameron	206
Cathryn Hendrix	207
Deanna Wagner	208

Enrichment:

Kristi Wren	Art—K2
Macura Hamilton	Music—127
Christa DiPaul	PE –Auditorium Office (A)

Patty Lee	Gateway (K,1,4 & 5) - T-Building 110
Shannon Wicklund	Gateway (2,4 & 5) - T-Building 112
Betsy Snow	Gateway (3) - Room off of Cafeteria

Gina Hahnel	Computer Technology—215
DeAnn Bazzell	Communications Lab—213

Anne Lasseigne	Speech—Auditorium Office (B)
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Dinah Roach	Librarian—Library
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Teaching Time:

- Teachers are required by the Louisiana Department of Education policies to teach a pre-determined number of minutes each day per subject.

Kindergarten

7:45-8:30	Social Living
8:30-10:00	Language Arts
10:00-10:45	Enrichment
11:00-11:30	Lunch
11:30-12:00	Recess
12:00-12:30	Math
12:30-1:30	Rest Time
1:30-2:00	Snack/Recess
2:00-2:40	Centers
2:40-2:55	Story, Prepare for dismissal

State Mandated Minimum Time Requirements:**Grades 1, 2, and 3**

Language Arts	195 minutes
Math	60 minutes
Social Studies/Science	45 minutes
Health or PE	30 minutes
Music, Arts and Crafts	<u>30 minutes</u>
	360 minutes

Grades 4 and 5

Language Arts	150 minutes
Math	60 minutes
Social Studies	45 minutes
Science	45 minutes
Health and PE	30 minute
Music, Arts and Crafts	<u>30 minutes</u>
	360 minutes

- Every interruption in the time a teacher has with students is teaching time lost.
- We ask that:
 - ◇ your children arrive on time and remain in school the entire day until dismissal.
 - ◇ interruptions be kept to a minimum (bringing lunch, homework, etc.). **We will not buzz the classroom except for an emergency.**
 - ◇ you not check your child out daily between 2:30 PM and 2:55 PM, as instruction continues until 2:45 PM. Children who leave prior to that time miss valuable learning time.
 - ◇ you not interrupt the teaching/learning time unless it is an emergency.

Telephone Use By Students:

1. The school phones are for business purposes only.
2. Students are not allowed to use the phones except in emergency situations. A staff member will make the call if the reason is deemed important and necessary for the student's ability to perform at school. **Students may not call home for homework.**
3. We ask that your children have a clear idea of what they are doing after school and that a check is done to make sure they have homework, lunch, etc. before leaving home each morning. If they are staying for an after school activity, all plans should be finalized before leaving for home.

Testing:

1. All students kindergarten through fifth grades are tested in the areas of reading and math at designated times throughout the year.
2. All kindergarten students in Caddo Parish are given The Developing Skills Checklist during the first week of school.
3. Specific grade levels will participate in parish and state testing in the spring of each school year. Testing dates for students in grades three through five are April 1-3 and April 6-7, 2009.
 - ◇ Grade 2—Iowa Tests of Basic Skills
 - ◇ Grades 3 and 5—iLEAP
 - ◇ Grade 4—LEAP 21Details are sent home the week before testing begins.
4. Questions pertaining to testing at Eden Gardens should be directed to the School Counselor.

Textbooks:

1. The textbooks students use are very expensive.
2. Students are responsible for caring for their books. **It is required that all books be covered at the beginning of the school year to minimize wear and tear.**
3. Students will have to pay for any lost or damaged books before they can receive their report cards.

Tuesday Folders:

1. Graded papers and school communications are sent home every Tuesday for parent review and signature.
2. If the teacher has had an emergency/illness and does not have graded papers ready, a note will be sent home explaining what has happened and when papers will be sent.
3. Parents are asked to:
 - ◇ Go over graded work with their children
 - ◇ Sign the folder on the designated line

4. Please remember that the work in the Tuesday folder shows you how well your child did in school the week before.
5. School communications will continue to be sent on Monday. (Monday Memo, activity announcements, flyers, etc.) Occasionally, notes may need to be sent during the week also. Check your child's backpack or check with your student daily for additional school related notices.

Uniform Policy:

Students are required to wear the following school uniforms:

GIRL'S ITEMS

TOP	BOTTOM	ACCESSORIES
Red, white or navy knit pullover shirt - short or long sleeve	Khaki uniform walk shorts	White socks
White oxford/cotton blouse with Peter Pan collar - short or long sleeve	Khaki uniform skort	Closed-toe shoes with a back (NO SANDALS, BOOTS, CROCKS, FLIP FLOPS)
White oxford/cotton blouse with sailor collar short or long sleeve (red, navy or plaid tie may be worn)	Khaki uniform long pants, no cargo, carpenter, hip hugger, capri, low rider, bell bottom or denim allowed	Brown belt (must be worn with shorts and pants that have loops) First through fifth grades only
White oxford/cotton blouse with button down collar - short or long sleeve	Plaid jumper (style #18837 or #19437)	Solid red or navy sweatshirt with or without school emblem
	Plaid skirt (style #13437)	Red or navy fleece Red or navy sweater
		Hair accessories must be school colors

BOYS' ITEMS

TOP	BOTTOM	ACCESSORIES
Red, white or navy knit pullover shirt - short or long sleeve	Khaki uniform walk shorts	White socks
White oxford cloth button down shirt – short or long sleeve	Khaki Uniform long pants, no cargo, carpenter, or denim	Closed-toe shoes with a back (NO SANDALS, BOOTS, CROCKS, FLIP FLOPS)
		Brown belt (must be worn with shorts and pants that have loops) First through fifth grades only
		Solid red or navy sweatshirt with or without school emblem
		Red or navy fleece Red or navy sweater

No logos or emblems allowed (excluding tennis shoes)

**Plaid items may be purchased at either Sports World or Shreveport Gymnastics. Our plaid is Plaid #37. All other items are carried at Sports World, Shreveport Gymnastics, Burlington, Toys R Us, J.C. Penney's, Sears, Wal-Mart and K-Mart.

***Pants, shorts, and skorts for boys and girls are "UNIFORM STYLE" only. These "UNIFORM" pieces can be purchased in the UNIFORM section of the above mentioned stores. Cargo, carpenter, beige denim, low riders, hip hugger, Capri, Bermuda and all other store brand/designer name brand shorts, skorts, and pants are not part of our uniform.

SPIRIT & PRIDE DAY	FIELD TRIPS	SCOUTS	RUNNING CLUB
Eden Gardens School T-Shirt with Uniform khaki shorts, skorts or pants	Attire will be decided by class/grade level on an individual basis	All scouts will be allowed to wear their FULL uniform (top and bottoms) on meeting days.	Running Club participants will be allowed to wear Running Club T-Shirt with Uniform khaki shorts or pants.

Uniform Policy Guidelines/Dress Code: PLEASE LABEL YOUR CHILDREN’S CLOTHING!

Uniform Policy

1. School Uniforms must be worn. Pants, shorts, and skorts are UNIFORM STYLE only. These uniform pieces can be purchased in the “Uniform” section of Burlington, Toys R Us, J. C. Penney, Sears, Wal-Mart or K-Mart. This excludes cargo, carpenter, beige denim, and all other store brand/designer name brand shorts, skorts, and pants. Skirts, skorts, and shorts must be no shorter than four inches above the top of the knee and no longer than the bottom of the knee. Pants must not drag the floor.
2. Plaid (#37) items for girls may be purchased at Sports World or Shreveport Gymnastics.
3. No logos or emblems are allowed on clothing. This does not include logos on tennis shoes.
4. Monograms may be placed on clothing to help with identification of lost items.
5. Closed-toe shoes with a back (NO SANDALS OR BOOTS) are to be worn. Heels on shoes should be no higher than 1-1/2 inches. White socks must be worn with shoes. Navy or white tights may be worn by girls on cold days.
6. Brown belts must be worn with shorts and pants that have loops, excluding kindergarten students.
7. Eden Gardens School T-shirt with uniform khaki shorts, skorts or pants can be worn each Friday for Spirit and Pride Day.
8. Running Club participants will be allowed to wear Running Club T-shirt with uniform khaki shorts or pants on Running Club days only.
9. Scouts will be allowed to wear their Scout shirt on meeting days.
10. Spirit Squad members will be allowed to wear their uniform on Spirit and Pride Day.
11. Remember — if it has legs in it, it’s khaki; if not’ it’s plaid.
12. Hair bows need to be red, white or blue to compliment uniform colors.

Dress Code

Students and their clothing should be neat, clean and well groomed and must meet the following guidelines as outlined by the Caddo Parish School Board.

1. Shoes must be worn at all times. No rubber “flip-flops”, platform shoes, roller blades, cleats, crocs or boots; shoes and sandals need to have a back strap. These are safety concerns. Socks are required with all shoes. Only solid colored (red, white or blue) knee socks, socks, stockings, leotards or leggings. (No bright colors or stripes.)
2. Headwear, sunglasses, wallet chains, hair rollers, make-up, fake finger nails and tattoos are prohibited.
3. Only midy blouses designed to be worn outside skirts shall be worn in that manner. All other shirts must be tucked in clothing. Belts are required if clothing with belt loops is worn, excluding kindergarten (no scarf-type or big buckle belts).
4. Pants, shorts, skorts or skirts must be worn at the waist. No “sagging” is permitted. No clothing may be shorter than four inches above the knees.
5. Label all possessions (including clothing) so that lost items may be returned. The school is not responsible for lost or damaged items.
6. Students are encouraged to keep a sweater or sweatshirt in their lockers to wear as needed. All outerwear within the building must be red, white or navy. Other outerwear is permitted, but must remain in the student’s locker during school hours.
7. Only solid white, short/long sleeve undershirts with no logo under uniform shirts.
8. Attire must not be destructive to school property (such as cleats). No mode of student appearance will be considered proper for school that detracts from or disputes the classroom and/or the school decorum. **The principal (or designee) will make the final decision of what is considered proper or improper appearance.**
9. Sunglasses, excessive jewelry, profane/obscene language or pictures on clothing is prohibited.
10. Hair should be clean and combed so as to permit full vision at all times. Unnatural hair coloring is not allowed. Headwear such as hair rollers, combs, sunglasses, bandannas, scarves, headbands with long hanging ties are prohibited. Caps may be worn outside, but not within the building.

Visitors:

1. We welcome parents and visitors to our schools.
2. Please make sure that you obtain your visitor’s pass from the “School Check In” system located in the office.
3. Cars should be parked on our school campus.
4. If you wish to visit in your child’s classroom, prior arrangements **must** be made with the teacher.
5. Parents are not allowed to go anywhere in the building without a visitor’s badge.
6. Parents may not go to a classroom to have a “drop in” conference. Teachers are providing instruction and student supervision throughout the day and cannot stop to have a doorway conference.

Weather Related Emergencies:

1. Occasionally, weather conditions will worsen as the school day progresses.
2. Office personnel will constantly monitor these conditions so that appropriate decisions can be made.

3. In the event of any weather related emergency, students will be held at school until buses are able to run or until parents or other authorized persons pick up students.
4. It will be nearly impossible to call into our office, as lines become overloaded with calls. Preplanning with your children for such an emergency will lessen their fears. **Information may be obtained about current status of school closing by calling the Hot Line Number at 868-5253 or checking our website <http://edengardens.caddo.k12.la.us>.**
5. No student will be released to anyone other than a parent without written parental permission and picture ID. We encourage you to list several additional persons on your enrollment forms who have permission to check out your child. However, if you send someone not listed to pick up your child, please send a permission note with him or her.
6. Parents might want to include permission on the enrollment form for a specified neighbor or family member to pick up their child during a weather-related emergency.
7. Your child's safety is our number one concern. When in doubt, he/she will remain at school. School personnel will remain until all children have been picked up.

Websites:

There are three different websites that are accessible to you. We encourage you to look them up for valuable information pertaining to your child, teacher(s), calendar of events, links to educational materials, Caddo Parish School Board information, etc.

- ◇ www.edengardensmagnet.com—to access information regarding our school
- ◇ www.teacherweb.com— Once you are on this website, under “Parents and Students”, select “Find your Teacher”. Choose “LA” for state, then select “Eden Gardens Magnet” for our school. At that point you may select the teacher or other that you wish to access. Our teachers are continually updating their own web pages with valuable information as well as links to websites that may be helpful to your child. Teachers maintain their websites to further communication between school and home.
- ◇ www.caddo.k12.la.us—This is our Caddo Parish website which offers information on all of our schools as well as bus routes, district news, school board members, district calendars, etc.

Please use these websites for valuable information for you and your child.

Who to Call:

Principal: **Jan Hughes**

Any suggestions, ideas or concerns that you may have

Coordinator: **Ellen Hall**

- ◇ Reading and math programs at Eden Gardens
- ◇ Scheduling “extra help” sessions
- ◇ Requesting additional instructional materials
- ◇ Curriculum questions
- ◇ Tardy letters and policy

Counselor: **Sydney Allen**

Any concerns related to your child, such as:

- ◇ Enrollment/registration questions
- ◇ Questions about standardized testing
- ◇ Gateway questions/referral information
- ◇ Counseling for a child
- ◇ Moving—need copy of school records
- ◇ Questions about health card, social security card, or fees, contract/contract renewal

Other services:

- ◇ School tours
- ◇ Middle school questions
- ◇ Drug education programs

School Secretary: **Susan Foley**

- ◇ Need another copy of a school letter or communication
- ◇ Money related questions (T-shirts, yearbooks, pictures, found book refunds, etc.)
- ◇ Messages to teachers
- ◇ Questions about monthly calendar events

Office Clerk: **Lisa Doyal**

- ◇ Absences, attendance, tardies
- ◇ Homework for an ill child
- ◇ Messages to teachers
- ◇ Change in transportation plans

Your child's teacher:

- ◇ Academic progress or concerns
- ◇ Playground or peer concerns
- ◇ Report Card questions or corrections
- ◇ Volunteer to help

Transportation: 603-6535

- ◇ Overcrowded bus
- ◇ Late bus
- ◇ Child not home when expected
- ◇ Exchange bus or route information

Cafeteria—861-6848: Cafeteria Manager—Annie Phillips

- ◇ Questions about individual accounts
- ◇ Special dietary requirements
- ◇ Reservations to eat lunch with your child

Withdrawal:

The following guidelines should be followed:

1. Parent contacts Counselor by phone or visits the school at least 2 days before withdrawal is officially made.
2. We ask that all debts/financial obligations be paid before a request for records is made.
3. Withdrawal paperwork is a time consuming process and cannot be done in just a few minutes.

Yearbook:

1. An opportunity to purchase a school yearbook will be given every fall.
2. Every student will be included in the yearbook, as well as special award pictures and candid.
3. School sponsored extra-curricular activity groups will be photographed and included in the yearbook.

THE FOLLOWING CRITERIA
WILL BE REVIEWED
PRIOR TO CONTRACT RENEWAL

- ◆ acceptable behavior (conduct grade “C” or above)
- ◆ grades of A, B, or C in all courses
- ◆ 90% attendance
- ◆ 50%ile or higher on standardized tests
- ◆ iLEAP and LEAP 21
(3rd–5th graders must score “Basic” or above)
- ◆ compliance with all areas of the Student/Parent Contract

