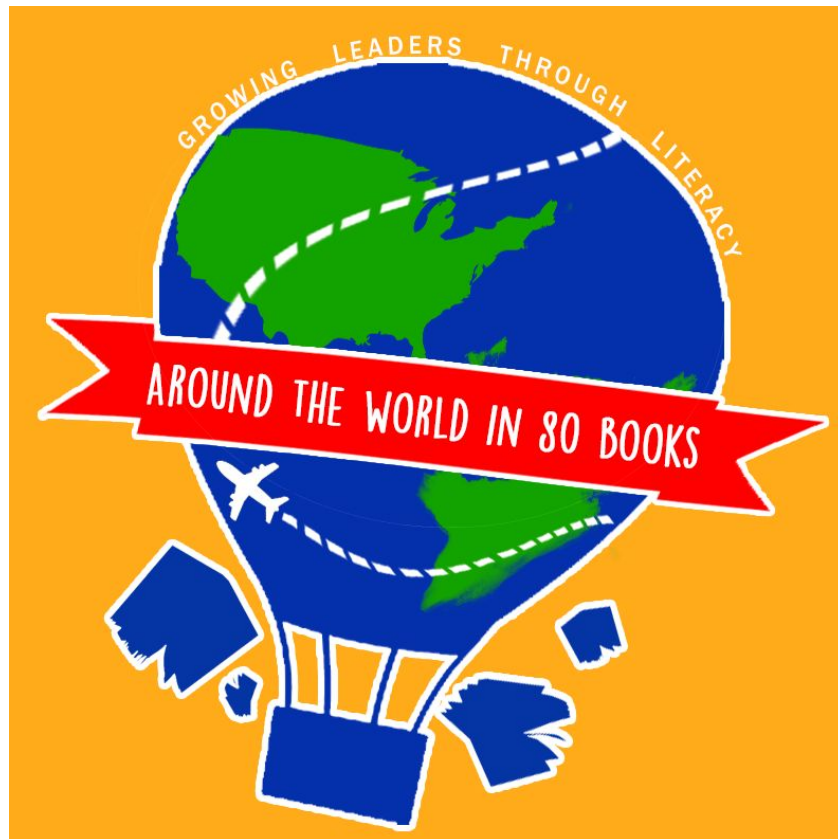
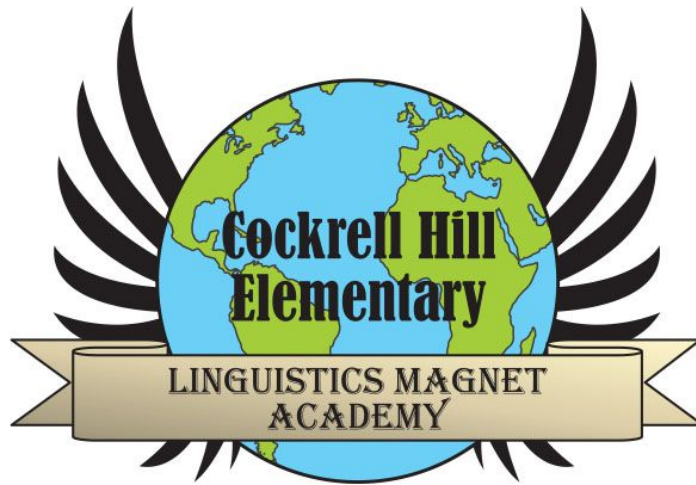


Cockrell Hill Linguistics Magnet Academy

Parent Student Handbook
2017-2018



Leetha Harper, Principal
Wentress Bailey, Assistant Principal
Margo James, Counselor/Parent Liaison



Dear Parents:

I would like to take the opportunity to welcome you to a new year at Cockrell Hill Linguistics Magnet Academy. Included in this handbook is general information regarding district and campus guidelines and policies. Please contact the school office when you have questions or concerns.

I am so excited to be part of the Cockrell Hill community and commend our student, staff, parents and community members for their dedication to quality education and high achievement.

Thank you for choosing Cockrell Hill Linguistics Magnet Academy for your child. We look forward to our continued success and achievement in the 2017-2018 school year.

Sincerely,
Leetha Harper, Principal
CHLMA
(972)220-1692



DISTRICT MISSION

The mission of DeSoto ISD is to prepare students academically and socially to be problem solver and productive citizens.

CAMPUS MISSION AND VISION FOR

Cockrell Hill Linguistics Magnet Academy

We provide experiences for young men and women so they learn and practice the values of high academic and professional achievement as well as wholesome individual and civic character.

Contact Information

Cockrell Hill Linguistics Magnet Academy
425 Cockrell Hill Rd.
DeSoto, TX 75115
(972)230-1692
(972)274-8081 FAX

LeeTha Harper, Principal	l.lecadre-harper@desotoisd.org
Wentress Bailey, Assistant Principal	wentress.bailey@desotoisd.org
Margo James, Counselor	margo.james@desotoisd.org
B'Chesca Young, Instructional Coordinator	byoung@desotoisd.org
LaShaa Jennings, GT Coach	lashaa.jennings@desotoisd.org
Lynnette Jefferson, Diagnostician	lynnette.jefferson@desotoisd.org
Rhonda Levingston, School Nurse	rhonda.levingston@desotoisd.org
Sandra Vail, Secretary	svail@desotoisd.org
Yolanda Johnson-Wilson, PEIMS/Attendance Clerk	y.johnson-wilson@desotoisd.org
Barbara Wafer , Receptionist	bwafer@desotoisd.org
Receptionist, Cynthia Garcia	cynthia.garcia@desotoisd.org
Patricia Linzy, Cafeteria Manager	patricia.linzy@desotoisd.org

POLÍTICAS ESCOLARES E INFORMACIÓN GENERAL
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ARRIVAL AND DISMISSAL



School Hours 8:00 AM – 3:15 PM

First Bell rings at 7:50

Instruction starts promptly at 8:00 AM

ARRIVAL

Students should NOT arrive on campus before 7:15 AM. All students should enter through the Cafeteria. All students eating breakfast will report to the cafeteria by 7:45AM. All students need to report to the gym after eating breakfast. Students are encouraged to bring a book to read while waiting in the gym.

Students report to assigned classrooms at 7:45AM. Students who report to school after 8:10AM must receive a permit to class from the office. Excessive tardiness will be addressed by a member of the office staff.

Parents are required to sign in upon entry to the building for any reason and receive a visitor's badge noting the purpose of their visit.

DISMISSAL

ALL students will be issued a carpool card that should be placed on the car dashboard for easy viewing.

Upon dismissal at 3:15 PM, students should be picked up promptly or instructed to walk or ride bikes directly home. Older siblings will meet the youngest sibling at their dismissal location.

We ask you to remain in your car during the dismissal process in an effort to dismiss all students safely and as quickly as possible. If you choose to park in the parking lot, please walk to the front lines to pick up your child. For safety and security reasons, students will not be permitted to wait by the street, side parking lot, etc.

All students should be picked up by 3:45 PM. After school care is not available. Please make arrangements to pick your child(ren) on time every day.

Please send a note to your child's teacher or to the office if there is a change in how your child goes home; changes must be received by 2:50 PM. (For example, if your child normally rides a day care bus, they must ride the day care bus unless we hear otherwise from you through a dated note.) If you plan to pick your student up early for any reason, please do so before 2:50pm; we are transitioning for a smooth dismissal. **BEFORE YOUR CHILD COMES TO SCHOOL, BE SURE THAT HE/SHE KNOWS HOW THEY WILL BE GETTING HOME IN THE AFTERNOON.**

ATTENDANCE



Students are considered tardy if they are not in their classroom by 8:10am. After 8:10am students must report to the office for a tardy permit to enter class. Tardy students should have a written note signed by a parent or guardian explaining the delay.

Students should be in attendance at all times unless ill. If it is necessary for a child to leave school early for a doctor's appointment, etc., that information will be handled through the office. If a child is absent, a telephone call from the parent or guardian is appreciated. For students absent more than one day, makeup assignments may be requested through their classroom teacher. Within two days of returning to school, a student must bring a note explaining the reason for the absence, even if a telephone call was made. If no note is received, the absence automatically becomes unexcused. According to state guidelines, excessive absenteeism (students not in attendance for 90% of the time) may result in denial of credit for that grade level.

Reasons for excused absences:

Illness

Death in Family

Certain religious holidays

All other absences will be considered unexcused.



BIRTHDAYS

Student and staff birthdays are announced each morning. Store purchased items may be shared with the class in order to celebrate your child's special day. These items may be dropped off in the office. Please provide enough snacks for the entire class.

Please do not bring desserts that need to be cut and served. Candy, balloons, gifts, etc. are not permitted. Birthday treats will be passed out the last 30 minutes of the instructional day.



CLASS PARTIES

Class parties will be observed at designated times. Parent notification will be sent home. Periodically the campus will hold class parties to celebrate academic achievements.

CLASSROOM OBSERVATIONS

A meeting with a campus administrator is required for all classroom observations. Parents will be required to sign acknowledging the classroom observation expectations and procedures. Policy GKA (Local) states that the principal or designee may:

- Refuse entry to unauthorized persons
- Request that a person engaging in unacceptable conduct leave
- Request the assistance of law enforcement
- Some or all visitors may require an employee escort while on campus

Reasons for limitations on classroom visits:

- Duration and frequency may be addressed
- No interference with delivery of instruction
- No disruption to school environment

Dual Language and IB Program

All students at CHLMA will participate in IB/PYP program. Participation will improve student's ability for critical thinking. Throughout the year, students will showcase their learning through performances/assemblies on and off campus. We encourage you to support our students by donating and/or attending events.

LOST AND FOUND

From time to time student will lose or misplace articles during the school day. We have a large lost and found box in the cafeteria. Small items such as jewelry, keys or money will be kept in the office area. At the end of each nine week grading period, materials left in the lost and found will be donated to a local clothing bank.

Parent Conferences



Parent-Teacher conferences are strongly encouraged.

Scheduled parent conference dates:

October 26
February 15

Please contact your child's teacher to schedule conferences as needed. Be sure to jot down questions or bring notes to ensure that conference goals are met. Please do not expect to conference with teachers during instructional or transition times. All conference will need to be scheduled.

SCHOOL VISITS

All parents and other visitors must register in the office. This is a state law and is designed for the safety of students. We will use the **RAPTOR** system that requires a state issued driver's license, state photo ID card or a current passport. If it is necessary to contact your child or his teacher during the day, the office staff will assist you. Classroom visits must be approved in advance by the principal.

Parents are invited to eat breakfast and/or lunch with *only* their child(ren) in the cafeteria. Please use the vacant tables designated for visitors. **Please register in the office and wear a visitor's badge. Parents must remain in the designated areas during campus visits. Parents without a badge will be asked to return to the office.**

Due to student health and allergy regulations, parents bringing food for their child during lunch may not share food with other students.

If a student needs to leave school during the days, the parent must come to the office and sign the student out of school. Parents are required to display a state issued picture ID. Please comply with all campus rules and procedures.

DeSoto ISD Policy allows administration to remove any individual who is disruptive, abusive, threatening, or violent. Superintendent/designee may ban who engage in prohibited conduct.

What can a parent visitor do while on campus?

- Lunch or breakfast with child in the cafeteria.
- Parent-teacher conference or meeting with other educators (e.g. ARD meetings)
- Observe child's class with consent of principal and teacher
- Pick-up or drop off child
- Volunteer Work
- Other activities as permitted by campus administration

Examples of Impermissible Conduct

- Yelling, shouting, cursing
- Barging into classroom during instruction or without an appointment
- Threatening employees or others verbally or physically
- Approaching or communicating with students in a threatening manner
- Entering prohibited areas of the campus without authorization
- Inappropriate dress/appearance for school-skimpy clothing, obscene tattoos
- Carrying of firearms or other weapons inside school buildings
- Use of tobacco products or e-cigarettes
- Possessing, using, or being under the influence of alcohol/drugs

STUDENT BEHAVIOR EXPECTATIONS

In general, discipline will be designed to correct the misconduct and to encourage observance by all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Our school-wide positive behavior interventions and supports (PBIS) system help students learn the behavior expectations for various areas of our school. These clear and concise expectations will improve the school climate and help teaching and learning for all. Students are expected to abide by all school guidelines and will be rewarded with student incentives, assemblies and campus celebrations.



STUDENT DRESS CODE

Students are expected to dress in a neat, clean manner and to exhibit good taste in selection of type and style of clothing. Students attending these schools are expected to comply with the code of dress and should arrive at school dressed appropriately for the school day. If students do not abide by the dress code, the student may be subject to disciplinary consequences.



IN SCHOOL *in style*

Sweaters, Cardigans, Vests, and Sweatshirts

- **Colors:** Solid, single-colors - white, forest green, black, gold; DeSoto ISD logos allowed

Shirts and Blouses

- **Style:** Collared, long or short sleeve knit polo or golf shirts; turtlenecks; 9-12 grade dress-style button-downs. Must be tucked into bottoms at all times
- **Colors:** Solid, single-colors - white, forest green, black, gold, gray, spirit and college shirts

Skirts, Jumpers, and Shorts

- **Style:** Between knee and 3 inches above kneecap; pleats or flat-front
- **Colors:** Solid, single-colors - khaki, black, DeSoto plaid

Socks, Hose/Tights

- **Colors:** Solid, single-colors - white, khaki, black, flesh-tone

Jackets and Coats

- **Colors:** Solid or combination of approved colors - white, forest green, black, gold, khaki and brown; District letter jackets and DeSoto ISD logos allowed

Belts and Buckles

- **Style:** Dress type, plain buckles
- **Colors:** Solid, single-colors - white, forest green, black, gold, khaki and brown

Slack, Pants and Capris

- **Style:** Pleats or flat-front; fastened at the waist; belt must be worn with pants that have belt loops
- **Colors:** Solid, single-colors - khaki, black

Shoes

- **Style:** Athletic, loafers, dress shoes - must be close-toed and close-heeled, fastened or tied; shoes must match each other
- **Colors:** Any color or combination of colors



STUDENT MEDICATION

All medication brought to school by students shall be prescription only and contained in a pharmacy labeled bottle. The label must include the student's name and the times and dosages. The medication must be accompanied by a note from the parent requesting the medication be taken at school. It is the responsibility of the student to report to the clinic to take his/her medication. According to the policies of DeSoto ISD School Board, NON PRESCRIPTION (OVER THE COUNTER) MEDICINE MAY NOT BE BROUGHT TO SCHOOL. All medications sent to the school must be checked in the nurse office and must remain there throughout the day.

Due to limited room in the clinic, we cannot supervise students who are ill or injured for extended periods of time. When contacted about a child's injury or illness, please pick up the student as quickly as possible. Please keep current phone numbers updated with our office.

TEACHER PLANNING PERIODS & LUNCH TIMES

Teacher planning periods are designed for parent conferences, collaborative meetings, and preparing the classroom. Parents should make appointments for conferences. Feel free to download the **NutriSlice** App to access the breakfast and lunch school menus. Log onto the DeSotoISD.org website; click on the Parent Link; click the red apple for "school menus" located on bottom right; click the word **NutriSlice** for additional information.



Student Lunch Times

Kindergarten	10:45 - 11:15
1st Grade	11:30 - 12:00
2nd Grade	11:10-11:40
3rd Grade	11:45- 12:15
4th Grade	12:15-12:45
5th Grade	1:00-1:30

Teacher Planning Periods

Kindergarten	11:45 - 12:40
1st Grade	9:10 - 10:05
2nd Grade	8:10 - 9:05
3rd Grade	10:05 - 11:00
4th Grade	1:15 - 2:10
5th Grade	2:10 - 3:05



TOYS, GAMES & ELECTRONIC DEVICES

BYOD

BRING YOUR OWN DEVICE FOR INSTRUCTION

We use BYOD for learning through teacher directed instruction. Bringing your device to school is a privilege, not a right. DeSoto ISD allows for BYOD use through a guest network - DISD Public. Students are expected to stay on task to keep BYOD privileges. The classroom teacher has the final say on use during class.

Students bring electronic devices to school at their own risk. Devices must be powered OFF during prohibited times and in prohibited locations. *Device infractions will be referred to administration for disciplinary action.*

PROHIBITED
Devices prohibited in testing areas - they must be powered OFF. Unauthorized phone calls or audio/video recordings; any use that disrupts school is prohibited.

TEACHER DISCRETION
When you enter the classroom, devices are turned off and put away. No device use, phone calls, videos, photos or texting allowed unless directed by teacher.

USE ALLOWED
Passing time & cafeteria; single head-phone/earbuds allowed but, for safety, students must not have both ears covered or with earbuds in place.

For additional information, please review the DeSoto ISD Acceptable Use Policy and BYOD Guide posted online.

DeSoto Independent School District

DeSoto ISD allows students and teachers to bring their own technology devices to use at **specified times** during the school day. **With classroom teacher approval,**

students may use their own devices in the classroom to participate in **instructional activities**.

Toys, games, etc., are **not** permitted at school. This includes video games, game boys, pagers, cell phones, laser devices, **Spinners** etc. Non-instructional items may be confiscated.

The district will not be held responsible if a device is lost, stolen, or misplaced, including those that have been confiscated.

VOLUNTEERING AT CHLMA

"Volunteerism is the voice of the people put into action.

These actions shape and mold the present into a future of which we can all be proud."

Helen Dyer

Volunteers are vital to the support of educational programs and activities here at Cockrell Hill. Volunteers give their time, dedication and encouragement to our students and school staff in various ways. Whether you are a parent, business/community partner or individual volunteer we appreciate you for giving your services and time.

All volunteers that engage in campus and student activities must complete the application process and receive a background clearance by the Human Resources Department. Once cleared, volunteers will report to the main office and be given a volunteer duty assignment. Volunteers are expected to remain in the assignment area.

Application process:

From a PC:

Go to www.desotoisd.org

Under the Departments tab go to "Volunteers"

Scroll down and click "Click Here to Begin the Volunteer Application"

From a mobile device:

Go to www.desotoisd.org

Click on "Menu"

Click on "Departments"

Click on "+" sign

Scroll down to "Volunteers"

Scroll down and click "Click Here to Begin the Volunteer Application"

Applications are valid for one year. Once volunteers are cleared, they will be given an assignment and must sign in AND sign out with the front office.

Please feel free to contact our **Parent Liaison**, Mrs. Margo James with any further questions and/or inquiries about volunteer opportunities at (972)230-1692 ext. 603.