



Herndon Magnet School
11845 Gamm Road
Belcher, LA 71004
(318) 221-7676
www.herndonmagnetschool.com

August 12, 2019

Dear Parents,

In order to keep our car line drop off and pick up safe for everyone, we need your help. You can help keep your child and all students safe by giving your full attention to driving and not using your cell phone in the car line. Remember, it is against the law to call, text, or use social media while driving in a Louisiana school zone. You can also help us keep the line moving expeditiously by following the guidelines below:

DROP OFF – The gate will unlock at 7:30 AM and close at 7:45 AM each morning. Please have students get ready to unload as you turn in the driveway, by gathering backpacks, lunch boxes, etc. Then students can unload as you come to a complete stop. All students should exit from the passenger side of the vehicle and move quickly to the breezeway. Then you can pull ahead to leave.

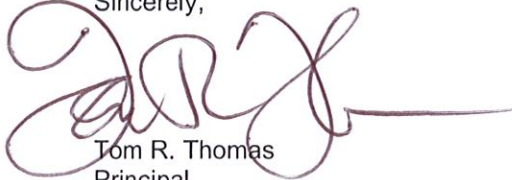
PICK UP – The gate will unlock at 3:00 PM each afternoon. K-2 students dismiss to the car line first. If you pick up **only K-2 students**, you should arrive by 3:05 and be in the far left lane. All other parents should line up in the right hand lane.

K-2 PERMANENT CAR RIDERS – Please make sure to get a numbered car tag for your car. This helps us keep the pick-up line moving and ensures we send the right students to the right car (especially at the beginning of the year when we don't know which students go to which car).

TRANSPORTATION CHANGES – ALL transportation changes should be requested in a note that includes the **child's first and last names and their homeroom teacher's name or by calling 221-7676**. Transportation changes must be made BEFORE 2:00 PM in order for the changes to be included on the afternoon sheet. This ensures that all teachers, staff, and bus drivers are aware of the change and your child will be in the correct spot to go home. This is for the safety of all of our students and helps us release the busses in a timely manner.

Thank you for your help and continued support of Herndon Magnet School.

Sincerely,



Tom R. Thomas
Principal

**REQUEST FOR
STUDENT AFTERNOON TRANSPORTATION CHANGE**

Student Name _____ Homeroom _____

Grade _____ Contact Name and Number _____

Regular Transportation _____

Transportation Today _____

Reason _____
_____ Ok'd by _____

Please fill out and return to the office or homeroom teacher in the morning.
Request have to be made by 1:30 so it can be put on the afternoon sheet.

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