

Woodlawn Leadership Academy

Dr. Grady Smith, Principal



Knights

Parent/Legal Guardian

Student Handbook

7430 Wyngate Boulevard
Shreveport, Louisiana 71106
OFFICE (318) 686-3161 FAX (318) 687-6787

ALMA MATER

Hail, Alma Mata Knights so true,
Clothed in scarlet and royal blue,
Our faith and love we pledge to thee,
Written high in liberty.
Your laurels are vast and as sure as the dawn,
We praise thee forever and ever, WOODLAWN!

FIGHT SONG

Fight Woodlawn, Fight,
We'll come through this game with victory
Fight, Woodlawn, Fight,
For you we give a mighty cheer
Rah! Rah! Rah!
For you must win for Alma Mater,
Fight, Woodlawn Knights and we'll win,
This game tonight, - yea

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This handbook is an attempt to share with parents and students helpful information about expectations and procedures at Woodlawn Leadership Academy. It serves as a guide and should NOT be assumed to cover every situation and circumstance that arises during the course of the year. In all cases, the staff will make changes as situations warrant.

A Message from your Principal:

The Faculty and Staff of The Woodlawn Leadership Academy welcome you to a new school beginning. We are asking you to get involved and aim for success. We also want you to reach your potential for the ABC's of grades.

Research shows that students that are involved in any sort of academics do better in school, and with your help we can improve growth in all areas. We promise to be a useful tool to ensure you a great school year, as well as, provide an atmosphere for learning.

We know that you will (BE)

S-tudents that display
U-nderstanding
C-haracter
C-ourage
E-xcel in school, be productive to
S-ociety and become
S-uccessful Students

Recipe for success:

Fall down seven times; get up eight!

Dr. Grady Smith, Principal

LEGEND OF THE KNIGHT

Since medieval times, the Knight has represented honor, valor, loyalty, and chivalry. This shining armor was worn with pride. Each piece of it had a symbolic meaning. The golden spurs symbolized diligence, the spear symbolized truth and strength, the helmet suggested modesty, the shield protected the Knight's body and he, in turn, used his own body as a shield to protect the lord. The sword represented protection of the helpless. The Knight's charging horse, carrying him to battle, was his tireless and devoted friend. In tournaments, his endurance, athletic ability, and sportsmanship were always evident as he fought to win honors for his favorite lady.

Through formal Knighthood is no longer in existence, the qualities that it represented are as applicable today as they were in the Middle Ages. These objectives of Knighthood – respect for church, truth, bravery, obedience, courtesy, service, sports participation, aid to others, and a quest for knowledge should be incorporated by the students into their lives and actions to prepare them to accept with the pride the accolade given as the final preparation for Knighthood. Then they will be ready to accept the charge,

“Be brave, ready, and loyal,”

As they officially become “Knights of Woodlawn.”

WHOM TO CALL IF...

You want to talk to a teacher: make arrangements with your child's counselor to set up a time.

You have a question regarding absence or attendance: call or come to the attendance office and speak with the attendance clerk or the Assistant Principal of Administration.

You have a question regarding your student courses, placement, or standardized test scores: call the counselors to set up a time to meet with the counselor.

You would like to visit the school: come to the front office where you will be given a visitor's pass and assigned an escort.

You want to volunteer: call or come to the school to sign up and arrange a time. You may also sign-up at Back-to-School night and with one of our auxiliaries.

You want to know about a school activity, student election, or extracurricular activities: call the front office. If an answer cannot be given at that time, please leave your name and phone number and someone will return your call.

You want to get information regarding transportation: call the front office or CPSB transportation department at 603-6300/603-6541.

You want to know if your son/daughter received a progress report: call the counselor or your students' teacher.

You are moving and need to clear your child's records: call the registrar to make an appointment.

You want to talk to another parent about your concerns: attend the PTSA meetings held on the third Tuesday each month. Become involved in the PTSA and make your voice heard.

You need information about: transcripts, withdrawal forms, scholarships, schedules, course approvals, or counseling for your student, call the counselors or registrar to set up an appointment.

You need to pay fees: *see the Bookkeeper.*

You need to know the requirements for graduation: call the senior counselor to make an appointment.

You want information about Sports/Auxiliaries: see activity sponsors

Administration

Principal

Assistant Principal

Assistant Principal

Assistant Principal

Dr. Grady Smith

Mr. Joseph Anderson

Dr. Alyssa Simmons

Ms. LaToria Stewart

Counselors

Senior

Junior

Sophomore

Freshman

Graduation Coach

Ms. Connie Barnes

Mrs. Pamela Johnson

Ms. Felicha Morales

Dr. Elizabeth Sullivan

Ms. Sherita Secoundiata

Superintendent's Hotline

318-603-6300

Woodlawn Leadership Academy Office

318-686-3161

Woodlawn Leadership Academy FAX Line

318-687-6787

CADET HONOR CODE

A CADET WILL NOT LIE, CHEAT, OR STEAL, OR TOLERATE THOSE WHO DO. At Woodlawn Leadership Academy, cadets learn and live a code of conduct that will serve them well during their time at the Academy and long after they have graduated. The code is simple and it should govern everything cadets do on and off campus. Violating it could lead to disciplinary action or dismissal from Woodlawn Leadership Academy.

CADET CREED

I am an Army JROTC cadet. I will always conduct myself to bring credit to my family, country, school, and the corps of cadets.

I am loyal and patriotic. I am the future of the United States of America.

I do not lie, cheat, or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

My God grant me the strength to always live by this creed.

FIVE GENERAL ORDERS

Be at the right place, at the right time, with the right materials.

Follow the orders of the faculty, staff, and cadet leaders appointed over me.

Refrain from loud and boisterous behavior.

Engage in no public display of affection.

Remain in uniform at all times.

Caddo Parish Public Schools 2018-2019 School Calendar

August 6-10	New Teacher Professional Development
August 8-10	All Teachers -- Professional Development Days
August 13	All Students Report 1st Reporting Period / 1 st Semester Begins
September 3	Labor Day (Schools Closed)
October 11	1st Reporting Period Ends (43 Days)
October 12	Professional Development Day (No Students)
October 15-17	Fall Break
October 18	2 nd Reporting Period Begins
November 6	Election Day (Schools Closed)
November 19-23	Thanksgiving Holiday (Schools Closed)
December 20	2 nd Reporting Period (40 Days) / 1 st Semester Ends
December 21 - January 4	Christmas Holiday (Schools Closed)

End of Fall Semester (83 Days)

January 7	Professional Development Day (No Students)
January 8	All Students Report 3 rd Reporting Period / 2 nd Semester Begins
January 21	Martin Luther King Jr. Holiday (Schools Closed)
February 18-20	Presidents' Day / Winter Break (Schools Closed)
March 8	3 rd Reporting Period Ends (40 Days)
March 11	4 th Reporting Period Begins
March 25-29	Spring Break (Schools Closed)
April 19-22	Good Friday / Easter (Schools Closed)
April 30-May 3	Senior Exams
May 3	Senior Last Day
May 14-17	Final Exams
May 17	Last Day for Students 4 th Reporting Period Ends (43 Days) / 2 nd Semester Ends
May 20	Professional Development Day (No Students) Teachers Last Day

End of Spring Semester (83 Days)

Senior Graduations 2019 – TBA
Summer Graduation – August 27, 2019
Student Days – 166
Teacher Days – 172

PD and Teacher Work Days

August 8-10, 2018
October 12, 2018
January 7, 2019
May 20, 2019

Grading Periods

1st August 13 – October 11
2nd October 18 – December 20
3rd January 8 – March 8
4th March 11 – May 17

High School Bell Schedule 2018-2019

Entrance Bell-Students	8:15
1st Period	8:20 – 9:15
2nd Period	9:20 – 10:15
3rd Period	10:20 – 11:15

LUNCH SCHEDULE

11:15 – 11:45	First Lunch Shift
	(TBD)
11:45	1st Lunch Period Ends
11:50-12:45	4th Period

12:15 – 12:45	Second Lunch Shift
	(TBD)
11:20 – 12:15	4th Period
12:45	2nd Lunch Shift Ends

5th Period	12:50 – 1:45
6th Period	1:50 – 2:45
7th Period	2:50 – 3:45
Student Dismissal	3:45

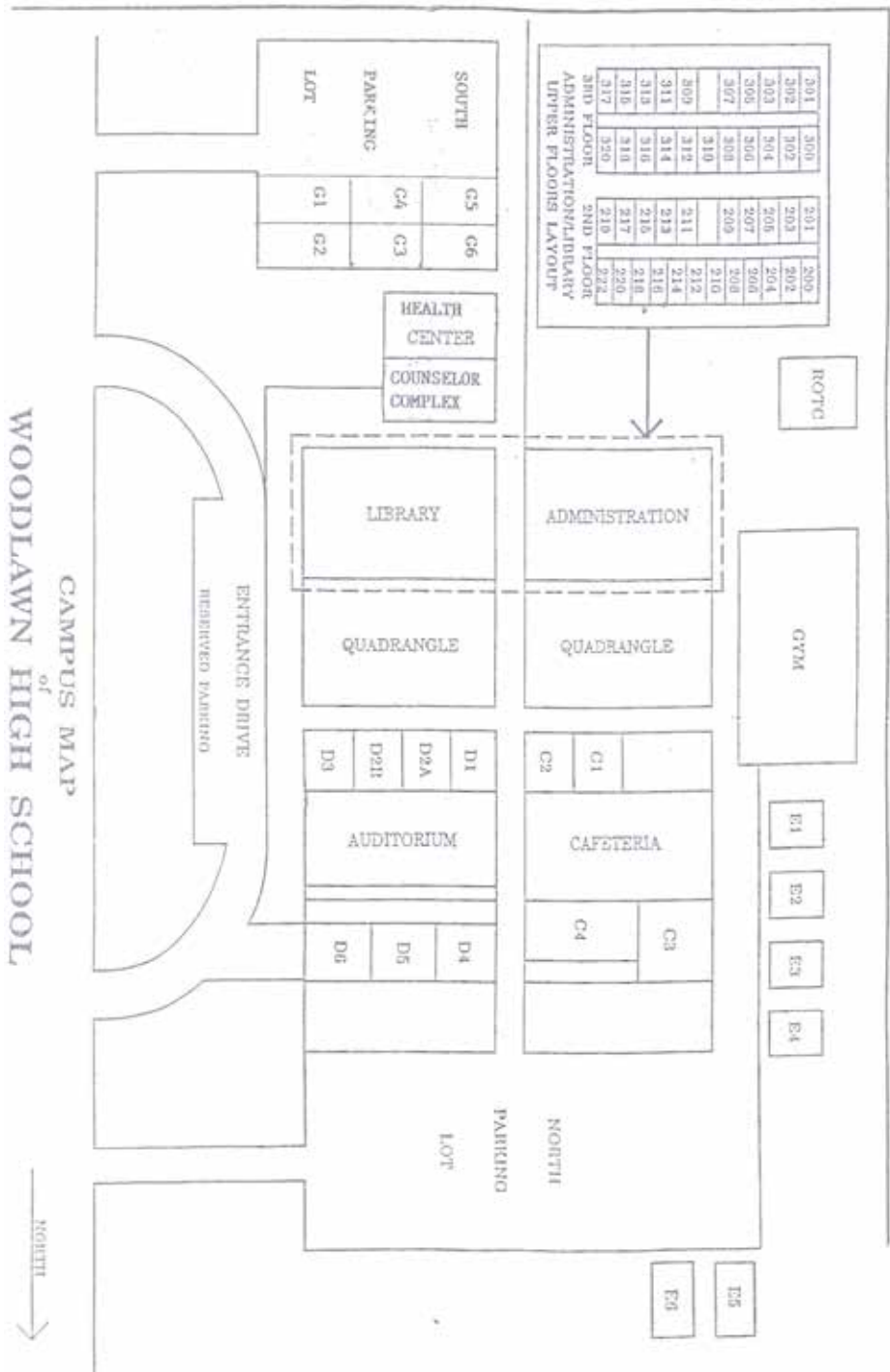
2018 Woodlawn Knights Football Schedule

Day/Date	Game	Home (H) / Away (A)
Fri. 8/24	Southwood (Jamboree)	H Independence Stadium
Thurs. 8/30	Carroll	H Independence Stadium
Fri. 9/7	Captain Shreve	A Lee Hedges
Fri. 9/14	Haughton	A Haughton, LA
Fri. 9/21	BTW*	H Independence Stadium
Fri. 9/28	North Desoto*	A Stonewall, LA
Fri. 10/5	Northwood*	H Independence Stadium
Fri. 10/12	Minden*	A Minden, LA
Fri. 10/19	Bossier*#	H Independence Stadium
Fri. 10/26	Benton*	A Benton, LA
Thurs. 11/1	Huntington*	H Independence Stadium

*Denotes District Game

#Denotes Homecoming

Campus Map



General Information

ACCIDENTS ON CAMPUS

Students involved in accidents on campus that result in injury and/or illness should report to Office to file an accident report immediately.

AFTER SCHOOL ACTIVITIES

Students must obtain all necessary materials and report to the location of the school-sponsored activity by 3:50 p.m. At the conclusion of the activity, students are to exit the building immediately. Students waiting to be picked up must wait in the breezeway from 3:45–4:00 p.m. The school will not be responsible for the supervision of students after 4:00 p.m. unless the student is involved in some type of extracurricular or supervised school activity. **Unsupervised students will be subject to disciplinary action.**

ANNOUNCEMENTS

Announcements are made daily to keep students informed.

ASSEMBLIES

Assemblies are held in the auditorium or gymnasium. Parents are encouraged to attend. Students are expected to be respectful and attentive during the assembly; i.e. no gum chewing, reading, writing, inappropriate responses (yelling, whistling, etc.). Furthermore, students on stage for a performance or recognition are expected to exhibit the type of behavior that will not draw extra attention to themselves. (Example: gesturing, waving, “strolling”, etc.)

ATHLETIC DRUG TESTING (LHSAA)

Caddo Parish School Board conducts a mandatory drug policy program for student athletes as mandated by the Louisiana High School Athletic Association (LHSAA). Adherence to this program is mandatory for athletic eligibility.

ATTENDANCE AT ATHLETIC EVENTS

It is understood that students attend athletic events for the purpose of observing the event and supporting their team. Students are expected to conduct themselves in an orderly manner, observe good sportsmanship, *and to leave the premises immediately at the conclusion of the activity.* Failure to vacate the premises in a reasonable time frame will result in a student not being allowed to participate in subsequent events.

BOOK BAGS

Students are permitted to bring book bags to school. The school has the authority to search book bags if it is deemed necessary. Students are encouraged to permanently color/paint their names on their backpacks for easy identification.

BUS STOPS AND WALKING

Students are under school jurisdiction from the time they leave their home en-route to school until they arrive home at the end of the school day. Their behavior on the way to school, as well as on their way home, should be the same as if they are on school property and are subject to the same disciplinary action. This includes walking to and from school, waiting at the bus stop and riding the bus.

CAFETERIA RULES

All students may pre-pay for lunch if they desire. Applications for free or reduced lunches must be approved prior to eating free. Students will be coded free or reduced on ID cards. Free lunch will begin as soon as applications are approved.

STUDENTS MAY NOT LEAVE CAMPUS FOR LUNCH.

Do not enter the cafeteria unless you are going to eat. If you are not eating, you will be asked to leave. Students will not be allowed to go to their lockers during lunch until the bell rings ending the lunch shift.

All foods must be consumed in the Cafeteria. No food items will be allowed into the hallways and classrooms. **NO COMMERCIAL (FAST FOOD) IS ALLOWED ON CAMPUS AT ANY TIME.**

Students are expected to abide by the following rules:

- 1) Return food trays/plates to the prescribed area.
- 2) Leave their table clean for others.
- 3) Enter and leave the cafeteria in an orderly manner. **NO RUNNING, SAVING OR CUTTING LINE.**
- 4) Under no circumstances should a student throw food, paper, or any object in the cafeteria.
- 5) Students are not to save chairs at tables.
- 6) Students are not to move chairs from tables.
- 7) Students are to leave the cafeteria promptly after completing their meals

CHILD NUTRITION - BREAKFAST AND LUNCH

Breakfast is served daily from 8:00 - 8:15 am. Students are to present their issued I.D. card when they go through the breakfast/lunch line. Students are to present their issued cafeteria I.D. card when they go through the breakfast/lunch line. Monthly prepayments can be arranged with the cafeteria manager if desired. Students bringing lunch may buy milk or juice in the cafeteria.

Deliveries from commercial establishments are not allowed.

Students are not to check-out for lunch.

CHILD NUTRITION - SPECIAL LUNCHESES/DIET

Any student requiring a special diet as requested by a practicing physician should contact their counselor and provide a written statement from a currently licensed physician to be renewed annually. The counselor will provide a copy of the documentation to the Cafeteria Manager, on-site school based health center, central office nutrition department and any other CPSB on a need-to-know basis.

CONCESSIONS

Students are allowed to purchase concessions from Woodlawn Leadership Academy the last ten minutes of each lunch shift. Students may only purchase items on their respective lunch shift. All paper must be discarded in the appropriate receptacles or concession sales will be suspended. No glass containers or fast food items are allowed in the classroom or on the campus at any time. **OFF-CAMPUS FOOD ITEMS MAY NOT BE DROPPED OFF FOR STUDENTS DURING THE SCHOOL DAY.**

CLASSIFICATION

Students are classified according to the number of credits which have been earned at the **BEGINNING** of each school year. Those classification requirements are as follows:

Ninth Grade	0- 04 ½ credits	Tenth Grade	5- 10 ½ credits
Eleventh Grade	11- 16 ½ credits	Twelfth Grade	17 or more credits

It is most important that students understand that a senior does not graduate (receive a diploma or participate in the graduation exercise) unless all requirements have been met prior to graduation exercises (including passing the Graduation Exit Exam). A student who is classified as a junior, but plans to graduate in the current year, is responsible for notifying the counselor, yearbook sponsor and senior sponsor.

CLOSED CAMPUS

Students will remain on this campus from the time they arrive in the morning until school is

dismissed in the afternoon except as noted below:

- Students may leave to attend classes at the Career Center.
- Students who must leave campus for dental, doctor, or other appointments must follow the proper check out procedure in the Attendance Office.
- Students are not allowed to bring small children to school. ALL visitors must report to the school office immediately upon arriving to WLA.
- No visitors will be allowed for visitation purposes during school day.

COMPUTER USE (please refer to Blue Book for CPSB policy)

Woodlawn Leadership Academy has made a profound and pervasive commitment to providing excellence in computer related educational experiences for all its students. In order that optimum advantage may be taken of both the equipment and computer related classroom experiences, mature and responsible behavior is expected of all students at all times. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

Specific Understandings:

The computers are to be used for academic purposes only.

- Students are not to occupy themselves in writing personal letters or sending personal e-mail messages on the computers.
- The computers may never be used to review or transmit *indecent or harassing material*.
- All students using computers, and their parents, are required to sign the Computer Usage Agreement. This contract will be kept on file.
- Students are not to install personal software or use external storage devices on the school's computers.

CONDUCT IN THE HALL

Students are expected to:

- 1) Go directly from one class to the next.
- 2) Walk and not loiter in the halls.
- 3) Avoid gathering in the halls/breezeways in a manner that interferes with others.
- 4) Avoid inappropriate physical contact.
- 5) Refrain from excessive noise

CREDITS

Upon successful completion of a semester of instruction in most courses, a student earns one-half unit of credit. It is expected that students who take six courses each semester would earn six credits each year and would graduate in four years with 24 credits. In order to earn credit, a student must attend class for eighty-one days by state law.

DANCE GUIDELINES

Dances are sponsored as a part of the total school program and for the benefit of Woodlawn's students and their invited guests. The following guidelines apply to dances:

1. Tickets must be purchased in advance. No tickets will be sold at the door or after the end of the announced deadline.
2. Woodlawn students and guests must have a school ID card or some other appropriate form of identification.
3. Invited guests MUST be registered by a Woodlawn student no later than the announced deadline and must be approved by the administration.
4. Students MUST comply with dress code for dances.

5. Acceptable behavior **MUST** be demonstrated by all attending.
6. Suspended students (in-school or out-of-school suspensions) are prohibited from attending dances. **Students suspended for fighting are prohibited from attending any school-sponsored activities for nine weeks.**
7. Acceptable behavior, including appropriate dancing, must be demonstrated by all attending students. Students who violate the guidelines may be asked to leave with no refund of admission fee.
8. Failure to vacate the premises in a reasonable time frame will result in a student not being allowed to participate in subsequent events.

Note - The administration reserves the right to deny admission or continued participation of any Woodlawn student or invited guest who violates Caddo Parish Board policies or Woodlawn standards of acceptable behavior.

Driving - Office of Motor Vehicles

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of any student who is expelled or suspended from school for ten or more consecutive days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows; the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff. In accordance with R.S. 17:416.1(D), the principal must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to disciplinary action as defined in this statute, so that we may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student's eighteenth birthday.

DRESS CODE

The school uniform for students at Woodlawn Leadership Academy is as follows:

Shirts must be purchased at the school at a cost of \$15.00 each (purchased at WLA's ROTC Dept):

9th & 10th GRADE – GRAY 11th Grade – Blue 12th Grade-Red

***Shirts must be tucked in/ID MUST BE WORN at all times**

ID Badge: Must be worn at all times on the outer most garment around the neck; temporary badges must be worn at chest level

Pants: Khaki pants...Long or short pants (***No Sagging!***)
Black Jeans, Jogging Pants, Tights and Leggings will NOT be allowed

CAPRI (girls only) Khaki; **NO LOW-RIDING**

BELT Belts of appropriate length must be worn with pants and shorts, and the belt must be tucked through the belt loops.

SHORTS/SKIRTS Length must be to the knee; NO CUT-OFFS; must be hemmed

SOCKS Any color is permitted. No drug or vulgar references.

SHOES NO Steel Toe Boots, NO Sandals, Flip Flops, Shower or House Shoes.
All Shoes must be "closed in" and matching pair. No lights are allowed on shoes

JACKET/HOODIE Black JROTC jacket or waist length jacket; or an approved Woodlawn spirit pullover/hoodie. No other hoodie may be worn from another school.
A uniform shirt must be under the hoodie. Hoods should not be worn in the building/cafeteria/gym.

JEWELRY ¼ inch stud earrings all students. No drug or vulgar references. Stud nose ring only. **NO OTHER PIERCING/S WILL BE ALLOWED**

HAIR COLOR	Extreme coloring is not acceptable. Hair must be of natural tint
HEADGEAR	Baseball caps, hats, scarves, rags, du-rags, head-bands etc. are not allowed on campus. Beanies are approved only during cold weather. Sunglasses or non-prescribed glasses are not permitted. No headgear of any type will be allowed in the building/cafeteria/gym.

Dress code will be enforced daily by administration, faculty and staff. Students and their clothing should be neat, clean, and well-groomed. No mode of student appearance will be considered proper for school that detracts from or disrupts the classroom and/or school decorum. The principal or his designee shall make the final decision of what is considered proper or improper appearance.

JROTC UNIFORM DAYS

On JROTC uniform days (Wednesday), cadets are required to properly wear the complete uniform for the entire school day.

--Mixing of civilian clothing items with the military uniform is not authorized. This includes nonmilitary headgear, sneakers, pants, shirt, and socks. The only exception is a WLA approved cold weather coat during adverse weather.

--Only the military issued shoes are authorized to be worn with the military uniform. Sneakers, slides are not authorized. --Wear of the military uniform will be in accordance with Army Regulation 670-1 and will be taught to every JROTC cadet before they are allowed to wear the military uniform.

--All teachers have the authority (and responsibility) to enforce the military dress code policy and will receive training on the proper wear of the uniform at a faculty meeting prior to the cadets wearing uniforms.

--Student ID on a lanyard or clip-on is required to be worn with the JROTC uniform on the school campus. The student ID will not be worn when in JROTC formation; however, it will be placed back on prior to departing JROTC for the next class.

--There will be no exceptions to this policy.

--Failure to comply is a violation of the school uniform policy and subject to the same disciplinary actions for failure to comply with the school uniform policy.

SPIRIT DAYS

Every Friday (or Thursday football game days) will be considered Spirit Days. Spirit shirts may be worn (football, basketball, band, softball, JROTC, etc.). Spirit shirts must not be altered in any way (cutting and tying, writing, etc.) Khaki uniform pants/shorts/skirts must be worn. There will be no non-uniform days.

DRESS CODE PENALTIES

Students found in possible violation will be appropriately disciplined.

First Offense: The school policy is reviewed with the student and the student is given an opportunity to change or ISS.

Second Offense: The student is permitted to change with an unexcused absence for classes missed and a parental contact or ISS.

Third Offense: The student is given Out of School Suspension for one (1) day with a Parental Return.

Fourth Offense: The student is referred to the school psychologist/counselor and given a two-day suspension with a parent contact.

*Note: Upon students 4th Out of School Suspension, student will be referred to Attendance for an Expulsion Hearing.

DRUGS/ALCOHOL

Possession or use of an illegal narcotic drug or other controlled substance or alcoholic beverage on school property, school bus, or at a school-sponsored event is prohibited. Any student in violation of this policy will be asked to submit to a mandatory drug/alcohol screen before being readmitted. If a student is found in possession of illegal drugs or alcohol, parent(s) of the student and law enforcement officials shall be contacted and criminal charges will be filed with the appropriate law enforcement agency. Moreover, the principal or designee shall arrange and conduct a conference with parents(s) and student to determine additional consequences.

EARLY OUT STUDENTS

Students granted an early out for work study programs must vacate the campus within ten minutes of the completion of their last class. Repeat offenders will have their status canceled and will be rescheduled into classes for the rest of the day.

ELECTRONIC EQUIPMENT (please refer to CPSB Blue Book for policy)

Students are not allowed to bring electronic entertainment or recreational equipment to school. Examples are radio, CD player, iPod, video camera, camera, laser pointer, MP3 player, video games, Bluetooth speakers etc. Possession of unauthorized electronic equipment at school is an offense punishable by discretionary suspension. Lasers are forbidden on school campus.

CELL PHONE USAGE IS NOT ALLOWED ON CAMPUS DURING THE SCHOOL DAY. Cell phones and headphones should not be visible. The equipment will be taken from the student. All unclaimed items will be donated to Goodwill Industries, Providence House, or Rutherford House. Refer to Caddo Parish School Board Policy for disciplinary procedures.

EXITING/ENTERING BUILDING

All students will use interior stairs to enter hallways and exterior stair wells to change floors.

ENROLLMENT/WITHDRAWAL

Students enrolling MUST provide the following:

- 1) birth certificate (students new to Caddo Parish),
- 2) Louisiana health card,
- 3) last report card,
- 4) official withdrawal form and school records from previous school,
- 5) proof of address (recent utility statement; legal contract for lease or purchase of apartment/home from the legal guardian - not rent receipt, income tax record), and
- 6) Proof of legal guardianship if applicable.

Evaluation of credit for graduation will be made from a completed, official transcript.

Withdrawing students MUST complete the following:

- 1) Parent must make request in person,
- 2) report to Counseling Office between 8:20 -8:30 a.m. on day of withdrawal,
- 3) pick up withdrawal form and get instructions from registrar in Counseling Office,
- 4) return all books to the registrar office,
- 5) Return completed withdrawal form to registrar at the end of the school day.
- 6) JROTC Cadets must clear their hand receipt with the JROTC Department,
- 7) Upon withdrawal from school the photo ID must be returned.
- 8) Before graduating or withdrawing all outstanding bills or fines from previous years must be paid.

ALL DEBTS MUST BE PAID BY WITHDRAWING STUDENTS BEFORE STUDENT IS DROPPED AND RECORDS ARE RELEASED.

ATTENDANCE ZONES

Students (by law) must attend the school in which their custodial parent or legal guardian resides. It does not matter where the student lives. Students who have approved transfers

from the Caddo Parish School Board are exceptions to this law. Any student seeking a transfer from the home school must apply to the Caddo Parish School Board by April 15th of each year.

FEES

Some courses by their very nature necessitate fees. These fees are used for materials consumed and/or used by the student. **It is required** that any student paying fines, fees, etc. either sign a money receipt list or receive a receipt indicating payment. A student may request an individual receipt for any payment. Students who fail to pay fees will have their report cards held each nine weeks until the fees have been paid.

FINAL EXAMS

Final exams are required in all areas and will be administered as scheduled by Caddo Parish Board Policy. **These exams will not be administered early.** A student not present for an exam will have a zero recorded for that grade until make-up is allowed for legitimate excuses. If the student presents a legitimate excuse for the absence within two days upon return to school*, the exam may be made-up according to the school's make-up policy. If a student is absent the last day of school and if the absence is excused, the student should contact the assistant principal of attendance within two school days* to make an appointment to take the missed exams.

*Late excuses must be submitted to the assistant principal of attendance for evaluation.

FUNDRAISERS

Every attempt is made to minimize a student's involvement in fundraising. Students who accept tickets or merchandise for resale **are obligated to return all monies or unsold items.** Failure to do so will result in withheld report cards. It is the responsibility of the sponsor to fill out a Fundraising Authorization Form for administrative approval. Fundraisers should be placed on the calendar.

HALL PASSES

Properly completed hall passes are required of every student who is excused from a class. No pupil is permitted to leave a class without an official time, date, and signed hall pass issued by a teacher. Before allowing students to leave, teachers will adhere to the following:

- Use only official hall pass.
- Write all hall passes in ink, and fill out the complete hall pass.
- Do not issue permanent hall passes.
- Never permit students to go to another classroom without permission from the office.

* Retrieve the hall pass from the student upon completion of task

HAZING

Hazing shall not be permitted. No initiation activities shall be conducted before membership is confirmed. Any plans for initiation activities shall be presented, in writing, by the president of a club/organization to the sponsors and principal for written approval no later than ten (10) school days before an initiation date. The plan shall include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

INSURANCE (school)

The Caddo Parish School Board provides the opportunity for all students to enroll in a school insurance program. Students can enroll in an all-day school plan or a twenty-four hour plan. Enrollment forms are available at the beginning of the school year, and students are encouraged to take the information home to parents. Students who are athletes or members of a performing group must have a notarized waiver before they begin participation. The school cannot be responsible for replacement of personal items lost or damaged on the school campus. Families are encouraged to cover such items with personal insurance policies.

Library

The Library is open from 8:00 a.m. – 4:45 p.m. for reference and circulation. The library staff is available for guidance in the use of all library materials. Reference books can be checked out for overnight only. All reference books are to be returned in the morning at 8:20 when the bell rings. Fines on general collection books are .05 cents a day. If a reference book is overdue, the fine is \$1.50 for the entire day. Reference books must be returned even if the student is absent. A card with the due date is placed in the pocket of the book.

Library services include:

1. Copies - .10 cents a page/.25 cents a page color
2. OPAC is the on-line card catalog.
3. Full article text CD ROM of 100 magazines, 150 magazines indexed with citations available. Two research data bases are Gale Group/Infotrac and EBSCO.
4. World Book Encyclopedia (on-line).

Students can come to the library at any time but **MUST HAVE A HALL PASS FROM THEIR CLASSROOM TEACHER**. The library is open during lunch shifts for students who wish to read and study. No food or drink is allowed in the library. Book bags are to be left on the shelves by the door.

LOCK OUTS

Lock outs are done on a daily and hourly basis. Any student caught in a lock out will be subject to disciplinary action under the tardy progression policy.

LOST AND FOUND

All lost and found articles should be turned in to the attendance office. Articles not claimed within a reasonable period of time will be given to Goodwill Industries. Lost textbooks and notebooks, etc. should be turned in to the Assistant Principal of Instruction before or after school.

MEDICATION

If a student has special medical concerns, parents/legal guardians should contact the counselor to include information in the student's school records. Students who need to take medication at school must comply with the following regulations:

- 1) The medication must be prescribed and directions given by the physician for administering the medicine.
- 2) A Medical Request Form must be picked up from the counselor, completed by both parent/legal guardian and physician and delivered in person by the parent or legal guardian to the counselor.
- 3) The counselor will direct the student and parent/legal guardian to the health center for completion of requirements for administration and storage of medication.
- 4) Students may not possess ANY medication at school including prescription and over-the-counter drugs. (CPSB Policy)

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents/legal guardians, 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 Public Schools are hereby notified that this parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission on access to, or treatment of employment in any program or activities. Any person having inquiries concerning this notice is directed to contact Caddo Parish Schools, Section 504.

OFFICE HOURS

Office hours during the school term are 7:30 a.m.- 3:45 p.m.

SUMMER HOURS

Office hours during June, July and immediately prior to the beginning of school in August are 7:00 a.m.-4:00 p.m. Counselors are available during the week prior to the opening of school and the week following the closing of school. One counselor is available from 8:00 a.m. - 12:00 p.m. on the remaining days of June, and July,

PARKING

Parking Rules and Regulations:

1. Speed limit is to be five (5) miles per hour at all times while on the campus of Woodlawn.
2. Do not park on the sidewalk.
3. Do not park in "NO PARKING AREAS" anywhere on the campus of Woodlawn.
4. Back vehicles in parking space in order to help when you leave the campus.
5. Leave vehicle immediately after parking. No loitering will be permitted.
6. Be advised that all parking lots will be monitored throughout the school day and any violators are subject to disciplinary action..

P. D. A.

Public Display of Affection is prohibited on campus.

Engaging in mutual display of affection is prohibited on school campus. (Kissing, etc.)

1st offense - The student is assigned (2) days ASD or its equivalent and parental contact is made.

2nd offense - The student is assigned (2) days ISS pending a parent conference.

3rd offense - The student is suspended for (3) days with a parent return and refer for counseling

4th offense – The student is suspended for (5) days with a parent return and refer to the school psychologist/counselor social worker/behavior invention specialist.

PEP RALLIES

Pep rallies are held at designated times during the school year in the gymnasium. This is an important part of the educational program as students perform and practice those skills learned in the classroom. Invited guests and parents are welcome. Students are expected to act in an appropriate manner during the activity. Violation will result in loss of pep rally privileges/disciplinary action.

REGISTRATION

Each spring students are asked to select courses for the next year. Parent/legal guardians are asked to affirm those selections since they are most important. At the time of registration, students are also asked to carefully select alternate electives. If scheduling conflicts occur, the student may be placed in one of these electives without notification. Prior to the second week in June, students are able to request that a change be made in those selections if they have their parent/legal guardian' approval. After that time, courses are considered a commitment for the next school session. Changes in that schedule can be made only if the placement is an error in phasing or the course has been completed in summer school or by correspondence.

SCHOOL RESOURCE OFFICER (SRO)

A School Resource Officer (SRO), a Caddo Sheriff's Deputy, is on duty daily. The SRO has the responsibility for safeguarding the campus and has full authority to act as a law enforcement officer, i.e. make arrests, etc.

SECURITY COORDINATORS

Security coordinators are on duty daily to assist in the supervision of the campus.

SENIOR CLASS RANK

Senior class rank is based on the seventh semester SA-12. The report of grades sent with college applications is a copy of the sixth or seventh semester SA-12. The official transcript of grades is not available until late June following graduation.

SEX EDUCATION

The school system is required to provide sex education for all tenth-grade students. A student, with parent/legal guardian permission, may exercise the option of not participating. Physical education and ROTC instructors teach sex education.

SEXUAL HARRASSMENT

SEXUAL HARASSMENT DEFINED ~ Sexual harassment shall include, but is not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct or communication is, either explicitly or implicitly, made a term or condition, of obtaining or retaining employment, of promotion, or of a student's education; or
2. Submission to or rejection of such conduct or communication is used as a favor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with individual's work performance or education, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Uninvited letters, telephone calls, or materials of a sexual nature;
3. Inappropriate and uninvited leaning over, cornering, patting or pinching;
4. Uninvited sexually suggestive looks or gestures;
5. Intentional brushing against a student's or employee's body.
6. Uninvited pressure for dates;
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment, promotion, or educational status;
8. Uninvited sexual teasing, jokes, remarks, or questions;
9. Demanding equal favors accompanied by implied overt promises of preferential treatment with regard to an individual's employment, promotion or educational status;
10. Any sexually motivated unwelcome touching; or
11. Attempted or actual rape or sexual assault.

SEXUAL HARASSMENT REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the Caddo Parish School Board, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School Board employee as designated by this policy. If the complaint involves the employee designated by this policy to receive the report, the report should be made to the highest-ranking administrator at the particular school or other site designated by this policy to receive such reports or directly to the Assistant Superintendent of Human Resources. If criminal activity is involved, a victim should also report the incident to the police. The School Board encourages the reporting party or complainant to use the report form at the School Board's central office receptionist desk.

STUDENT ID CARD POLICY

General Regulations

- 1) All students must have their school ID on them around their neck at all times while on campus.
- 2) The card may not be defaced in any way, front or back, including writing, cutting, or placing stickers on the card. Students will be required to purchase a new card if it is defaced in any manner in which the card cannot be returned to its original state. A \$5.00 fee is charged.
- 3) Any student caught wearing or in possession of another student's ID card is subject to discretionary suspension.
- 4) After 1st period, students purchasing a temporary ID will be given one (1) day ISS on the following day. The only exception to this will be for students checking in after 1st hour.

Temporary IDs are \$1.00 each.

5) Any student unable to purchase a temporary ID for \$1.00 may face disciplinary action.

Price of Card

- 1) The first ID card and lanyard will be given free to every student.
- 2) If a student loses a card or the card is defaced, there will be a \$5.00 replacement fee for a new card. Replacement lanyards are \$3.00 each.
- 3) Replacement IDs will be made in the Library.
- 4) Temporary IDs are \$1.00 each.

Purpose/Use of the ID Card

- 1) The primary use of the ID card is to improve campus security and student safety.
- 2) The card will be needed to enter the school building in the morning.
- 3) The card will be needed to enter each classroom.
- 4) The card will be needed to check-in and checkout of school.
- 5) The card will be needed to check out library books.
- 6) The card will be needed to purchase school lunches.
- 7) The card will be needed to purchase tickets to school activities.
- 8) The card will be needed to attend school dances and other functions

SUMMER SCHOOL / CORRESPONDENCE COURSES

Students who fail to earn credit in required courses during the regular school session are strongly encouraged to make up those courses in summer school. Failure to do so may mean that a student may not be scheduled for the next sequenced course the following year. Correspondence courses are available to upperclassmen. Summer school credit can be used to earn athletic eligibility but not magnet eligibility. Both summer school and correspondence courses have fees which are payable in advance. See counselor for additional information.

TARDY POLICY

Since the academic achievement of students is related directly to the amount of instructional time received, it is IMPERATIVE that students get to class on time. A student who arrives more than fifteen minutes late to class without appropriate documentation will be sent to the office with a JCAMPUS "referral" for skipping class. An assistant principal or designee will attempt contact with the home and disciplinary action will occur. Tardies will accumulate throughout the school day and semester. Student must go to the attendance office and get a tardy slip/ receipt from the attendance clerk and give the slip/ receipt to the teacher to get into class

The Assistant Principal and attendance clerk will maintain records of student tardies and use the following progression of consequences:

- 1st- 4th Tardy – Verbal Counseling
- 5th Tardy - Parental Contact
- 6th – 7th Tardy – After School Detention
- 8th – 9th Tardy -1 Day of ISS
- 10th Tardy and each one thereafter – 1 Day OSS
- *2 Tardies in 1 day; Automatic 1 Day OSS

TELEPHONE CALLS AND DELIVERIES

Because of the number of daily requests and the size of the office staff, it is impossible to deliver telephone messages to students except in EMERGENCY CASES. **Students may check with office personnel between classes and during lunch in the event that a forgotten item may have been delivered by a parent. At no time will students be allowed to receive balloons, flowers, or gift items during the school day.** In accordance with CPSB Policy, visitors must check in with the front office before visiting any area of the campus.

TELEPHONE USE

The telephone in the front office is not for student use. Only in the case of an extreme emergency and only after securing the proper permission may a student use the **attendance office telephone**. Students **MUST NOT** be released from class to use the telephone.

TEXTBOOKS

Responsibility for textbooks rests with the student to whom the book was issued. Lost or damaged books must be paid for by the student to whom it was issued. Theft will not be accepted as reason for non-payment.

TRANSCRIPTS / REPORT CARDS

The first requested transcript for a student is free. A fee of \$3.00 is charged for each additional copy. Copies of a student's SA-12 and report cards may be obtained from the Counselors' Office for a fee of \$1.00 per copy.

TRUANCY

Truancy is defined as any absence not authorized by school authorities and parents/legal guardians when students are under school jurisdiction. Students classified as such will receive zeros for all work missed. Proper disciplinary procedure will be followed.

UNIFORMS - Physical Education

Uniforms for girls' and boys' physical education classes may be purchased for \$16.00 at the school or Sports World. These uniforms must be worn during class participation. JROTC uniforms are provided by the military at no cost to the student. Dance line, Flagline, Cheerleaders, and Pep Squad are responsible for the purchase of new or used uniforms, and Band members are responsible for the purchase of informal uniforms.

VIDEO TAPING

The administration will authorize the use of video cameras to tape persons attending athletic events, dances, etc. and any other school activities as deemed appropriate for security and safety of the school environment. Surveillance cameras operate to secure the school's perimeter.

VIOLATION OF TESTING PROCEDURES

If a student violates testing procedures, he/she will receive a reduction in grade on the test and/or referral to the office for disciplinary action.

VISITORS

School policy is to accept only those visitors who have legitimate business to attend to at school. Visitors and guests must register in the main office immediately upon entering the building. Students are not permitted to have visitors during the school day.

WAITING AREAS & BUILDING HOURS

Before School

SUPERVISION IS PROVIDED FOR STUDENTS ON CAMPUS 15 MINUTES BEFORE AND AFTER SCHOOL.

Students should not arrive on campus before 8:00 AM.

The school cannot be responsible for supervision prior to 8:00 AM. Students should be dropped off in the North Parking Lot (vehicle loading/unloading zone). Students driving should park in the North Parking Lot. Students should not park in School Bus Parking Area. After arriving on campus, students are not allowed to leave campus without properly checking out.

After School

Students awaiting bus pick-up transportation should report to the front of the school by 3:50 PM. Students who drive to school, awaiting car pick-up, or walking should report to the North parking lot by 3:50 PM.

*Note - It is IMPERATIVE that all students make arrangements to leave campus immediately after school. Any unsupervised student found on campus after 4:00 p.m. will be referred to the office for disciplinary action such as detention, ISS, or suspension. All students are required to vacate the campus by 4:00 PM, if they are not involved in a supervised activity. Students are to be in compliance with the uniform policy at all times.

WEAPONS

Weapons are absolutely forbidden at school or school activities. According to state law, the principal shall be required to suspend a pupil who is found possessing a weapon. Additionally, the principal shall immediately recommend the pupil's expulsion to the superintendent. School officials, in accordance with statutory provisions, shall have total discretion in imposing any disciplinary actions for possession of a weapon that is stored in a motor vehicle if there is no evidence of the pupil's intent to use the weapon in a criminal manner.

Weapons include, but are not limited to:

- 1) fire arms
- 2) fireworks of any kind
- 3) clubs or night sticks
- 4) Razors, box cutters or knives, including pocketknives of any length are prohibited. Blades of 2 inches or more will result in a concealed weapons charge.
- 5) metallic knuckles
- 6) chains
- 7) Any other object used in a way that threatens to inflict bodily injury to another person. This prohibition will not normally apply to school supplies such as pencils, compasses, etc. unless they are used in a menacing or threatening manner.
- 8) Laser beam lights/pointers.

***According to R.S. 14:95.2**

A student who commits the crime of carrying a firearm on school property shall be imprisoned at hard labor for not more than five years.

ZERO TOLERANCE POLICY

Our team (Students, Teachers, & Administration) is working hard to make Woodlawn Leadership Academy a pleasant and peaceful place where students learn. It is our goal to provide an atmosphere of consistent expectations and consequences to encourage responsibility, respect, and motivation in our students. We want our students to score in the acceptable range for Louisiana high school students on the LEAP & IOWA tests.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. **"UNDER CPSB FILE JG,"** students are expected to submit to the authority of self-discipline in their words and actions, resolve conflicts in a constructive manner, and respect the persons and property of fellow students and the school.

To improve the learning environment, Woodlawn Leadership Academy has taken a position to enforce a policy of **ZERO TOLERANCE**. This means that the following violations will result in immediate suspension and police being called: fighting, causing serious injury to another, possession of a knife or gun, possession of a controlled substance, and assault and/or battery. Students who commit one of the above violations will be arrested. Students suspended for fighting will forfeit the right to attend any school function for a nine weeks period beginning with the effective date of the suspension.

ATTENDANCE

Secondary students must be present a minimum of eighty –one (81) days per semester to be eligible to receive credit for the courses taken. Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of

the child's own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances must secure approval by the parish supervisor of child welfare and attendance in consultation with the principal prior to the event. The student shall present the excuse in writing within two school days after returning. Days suspended shall be considered unexcused. Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has three days or a number of days equal to the days of consecutive absences, whichever is greater, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) have been received in accordance with policy.

ABSENCES

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for make-up work. The student will be reported as being absent from class but not absent for accounting purposes.

TYPES OF ABSENCES

Temporarily Excused Absences

Students will be considered temporarily excused from school for personal illness, serious illness in the family as verified by a Physician or Dentist, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and will be given the opportunity for make-up work.

Unexcused Absences

Students will not be excused for any absence other than those listed and will be given failing grades in those subjects for those days missed with no make-up work allowed.

Students will not be excused from school to work on any job including domestic service even in their own homes or for their own parents/legal guardians or tutors.

Absences can never really be made up. For this reason, regular attendance is important. You are expected to be in school all day - every day. Check in and out only in emergency. You must check out any time you leave the school grounds - even before school.

Suspended Days

Suspended days are UNEXCUSED absences. Make-up work is allowed for suspended students.

In-School Suspension (ISS)

ISS days are considered to be excused absences; however, work must be completed and submitted upon return to class. No extended make-up time is allowed.

ADMIT TO CLASS

Students absent from school should report to the Attendance Office area between 8:05 a.m. - 8:25 a.m. for an Admit to Class. Appeals and late notes should be addressed to the assistant principal of attendance. **Students are responsible for presenting the admit to all teachers of classes missed.** Students who fail to bring a written excuse within two (2) school days verifying the absence was due to one of the six reasons outlined by the State Compulsory Attendance Law will be recorded as ABSENT from class.

ASSIGNMENT REQUESTS

When a student is absent* more than one day and is unable to get his/her class assignments from another student, parents may request assignments through their child's counselor. There must be one day's notice, and the assignments must be picked up after school in the Counselors' Office. A student absent only one day, should be able to make-up his/her assignments upon returning to school. If a student has prior knowledge of an extended absence, he/she may make arrangements with his/her teachers beforehand.

*Absences due to disciplinary action do not qualify for this privilege.

CHECK-INS

Students who arrive late to school (after 8:20 tardy bell), must check in at the attendance office. Students checking into school should report to the Attendance Office with a note from a parent, guardian, physician, etc. verifying that the check-in is due to one of the six acceptable reasons outlined by the State Compulsory Attendance law in order to receive an Admit to Class. Students arriving late to school for some reason other than the six outlined by the State Compulsory Attendance law will be marked unexcused and will count as a tardy. Unexcused check -ins will be handled as tardies and the office will follow tardy procedures. Students who establish a habitual pattern of tardiness are subject to disciplinary action.

ABSOLUTELY NO CHECK INS AFTER 8:35 AM UNLESS ACCOMPANIED BY A PARENT OR GUARDIAN.

CHECKOUTS

Students are encouraged not to make off campus appointments during the school day; however, when it is absolutely necessary, students should report to the Attendance Office before school 8:10 a.m. - 8:25 a.m. with a note from home. The note should include date, reason and time for checking out, means of transportation and a contact telephone number. In order to check out, students must have a completed Caddo Parish School Student Registration SA-1 Form on file. Students who become ill at school should report to the attendance office to checkout. Students will report back to class until a parent is notified. Students will be called by office staff, given a checkout slip, and Parent/Legal Guardian must sign checkout sheet before leaving campus. Students must return the checkout slip and any other official document(s) to the office if returning the same day. Students will not be allowed to checkout by telephone except in cases of emergency or illness. STUDENTS ARE NOT TO USE ANY SCHOOL PHONE TO CHECK OUT OTHER THAN THE ONE IN THE ATTENDANCE OFFICE.

ONLY A PARENT/LEGAL GUARDIAN (with proper identification) may check out a student. If a parent wants someone else to have checkout authority, the request must be submitted in writing by the parent to the office clerk or have provided the information on the SA-1 Form on file in the office.

NO CHECKOUTS AFTER 3:30 PM

TARDINESS TO SCHOOL

Regardless of weather conditions, students are expected to arrive at school on time. Students shall be in their seats or assigned places when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. When a student is late for school he/she must report to the attendance office and obtain an admit before going to class.

Doctor appointments (verified), and verifiable car accidents are generally the only acceptable reason for being late to school. Additional reasons may be included at the principal or assistant principals' discretion. Failure to follow the above procedures will result in disciplinary action.

Failure to follow the above procedures will result in disciplinary action. We will follow the previously stated guidelines concerning tardiness to school developed by the Woodlawn Leadership Academy:

1st- 4th Tardy – Verbal Counseling

5th Tardy - Parental Contact

6th – 7th Tardy – After School Detention

8th – 9th Tardy -1 Day of ISS

10th Tardy and each one thereafter – 1 Day OSS

***2 Tardies in 1 day; Automatic 1 Day OSS**

COLLEGE DAYS FOR SENIORS

Seniors are allowed two (2) days for visiting colleges not located in Shreveport or Bossier City. Any senior wishing to be excused from class for a college day must:

- 1) complete a College Day Form and submit it to the appropriate counselor for approval **prior to the absence;**
- 2) have a college official verify his/her attendance by signing and placing the seal of the college on the form;
- 3) Submit the documented form to the registrar in the Counselors' Office for an admit upon return to Woodlawn.

If the *College Day Form* is not verified by the college but is signed by a parent/legal guardian, the day(s) will be recorded as unexcused/make-up allowed. Any request for additional days resulting from extenuating circumstances must be appealed in writing to the assistant principal of attendance prior to the anticipated visit or no additional days will be granted.

HOMEBOUND

Homebound services are available to students with extended illnesses or injuries and a referral from a physician. Students should contact their counselor for additional information.

MAKE-UP WORK

- 1) Students may make-up class work for excused absences and absences which are substantiated by notes from parent/legal guardian for illness, etc. Notes should be presented within two (2) school days of the student's return. After two (2) days, notes must be presented to the assistant principal of attendance for evaluation. Students will have no less than three (3) days or the same number of days equal to the number of days absent in order to make up work or a longer time as specified by the individual teacher with the following exceptions A student who is absent on the day on which a culminating activity takes place (paper, project, test, exam, essay, etc.) and who was not absent for a major part of the instructional input that culminates on that day, will be expected to submit the project or take the test on the day the student returns to school.
- 2) Students who are at school during any part of the day are responsible for submitting the activity to the teacher on that day, or the activity will be deemed late work.
- 3) Students choosing to attend Hamilton Terrace while suspended must submit make-up work immediately upon return to class.

In all cases concerning students who are absent, it is reasonable to expect that the student put forth every effort to return to school prepared to resume his/her work and that teachers should exercise good judgment in assisting students, but the ultimate responsibility of make-up lies with the student. **Teachers have the latitude of giving additional time if it is deemed appropriate.**

REPORTING OF ABSENCES

The number of absences reported on a student's report card reflects the number of days a student has missed in a particular class regardless of reason, including absences due to field trips and other school sponsored activities. This method of reporting absences allows a parent to know the attendance pattern of the student in each class. Please note that absences due to school-sponsored activities do not count against a student for purposes of compliance with the state attendance law and that make-up work for these absences is allowed.

Woodlawn Leadership Academy and Caddo Parish School Board DISCIPLINE POLICY

I. PHILOSOPHY OF DISCIPLINE:

Every student is entitled to an education, which shall be offered in an orderly, healthy atmosphere, both physically and emotional, and to firm, fair treatment in all matters pertaining to school life. Every student shall comply with all rules and regulation of both the state and the Caddo Parish School Board having to do with student behavior.

In a democracy, there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations. It should be made very clear that any student, by one's own failure to comply with school regulations, may lose his/her right to a public education. All administrators are to ensure that the discipline policy is administered in a consistent manner for the prescribed grade levels.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve maximum potential.

The home shares responsibility in the education of youth and the attitude of the home toward school is reflected by the student.

II. DEFINITION OF DISCIPLINE

Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. Any student whose behavior or conduct is deemed inappropriate or whose behavior is not conducive to a viable learning environment shall be subjected to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.

III. DEFINITION OF DISCIPLINARY ACTION

Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. It involves the acts of correcting, restricting, withholding privileges and administering other penalties and punishments, commensurate to the particular infraction of rules and/or regulations.

IV. DISCIPLINE AND THE LAW

Responsibilities of the Principal

In order to exercise the proper disciplinary control of the school in which one is assigned through the authority granted by the Caddo Parish School Board each year and the Louisiana State Law R.S. 17:416 each school principal shall:

1. Implement the Caddo Parish Board Policy in a consistent manner.
2. Inform all teachers, students and other employees of the discipline policies and procedures adopted by the Caddo Parish School Board each year and documentation must be on file.
3. Support teachers, bus drivers, school board employees and parents whenever possible in fulfilling the commitment made by school board policy.
4. Plan effective in-services to help teachers and other employees understand Louisiana school laws and how the laws relate to their position.
5. Use professional skills and understanding to prevent small incidents from becoming major problems.
6. Develop means of communication with parents and the community concerning discipline problems, school board policies and state discipline laws.
7. Receive, review and act upon requests from teachers regarding violations of Revised Statute 17:416 (A). Failure to act upon such a report requires that the principal notify the superintendent and the employee making the referral in writing of the reasons for inaction.
8. Maintain school records with accurate personal data of students, including current address and phone numbers, both home and emergency.
9. Maintain a standardized format for denoting parental contact as dictated by policy.

Responsibilities of the Teacher

In fulfilling one's obligations to the student, the public and the profession, the teacher shall:

1. Start and end classes on time.
2. Supervise all students and correct misbehavior of students wherever it occurs.
3. Organize work in a manner that will encourage student interest and involvement for the full period of instruction
4. Use professional skill and understanding to prevent small classroom incidents from becoming major problems.
5. Deal justly and impartially with all students under supervision.
6. Support the Caddo Parish School Board's policies and the school in which one is assigned.
7. Maintain records with accurate personal data of students, including addresses and phone numbers, both home and emergency.
8. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.
9. Address routine problems and make parental contacts along with maintaining documentation.
10. Call for assistance from administrative staff or other teachers if the situation requires it.
11. Enforce rules and regulations concerning conduct and make reports to the principal or designee of violations.

Responsibilities of the Student

1. Comply with all rules and regulations of the Caddo Parish School Board discipline policy.
2. Provide classroom teachers with accurate personal data, including current address and phone numbers, both home and emergency.
3. Respect the authority of all teachers and other school personnel as well as the rights of other students.
4. Attend school on a regular basis, reporting to all classes on time.
5. Follow the school's dress code.
6. Abide by regulations set by the school and the Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
 - a. Private vehicles must be registered with the school and parked in the student lot.
 - b. Automobiles are to be vacated immediately upon arrival and reentered only at the time of authorized departure.
 - c. The parking of privately owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).
 - d. Complete all assignments.

Responsibilities of the Parent or Legal Guardian in the School and Community

Parental visits to the schools are encouraged. Visitors must receive authorization from the principal or designee. A parent/legal guardian should:

1. Recognize and understand that the teacher must enforce school rules and regulations.
2. Teach the child to have respect for the law, authority, and the rights of others, for private and public property.
3. Communicate with teachers regarding their child's academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.
5. Provide current address and phone numbers to school personnel for parental contact.
6. Maintain the child's physical and mental health by providing periodic health examinations.
7. Attend conferences with teachers and other school personnel as required by Louisiana Law.
8. Show an interest in school by attending school functions and participating in the Parent-

Teacher Association and other school-related organizations.

9. Arrange time for study at home and work with the school by implementing recommendations made in the best interest of the child.
10. Encourage the child to respect the diversity of others.
11. Emphasize the importance of being prepared for school by providing materials and supplies.
12. Respect and support school rules.

Unauthorized Visitors on Campus

Only those persons who have presented themselves to the school office and who have received approval of the principal or designee to visit may be considered authorized. A search by use of a metal detector or by the principal or designee(s) may be conducted on reasonable suspicion.

School Bus Conduct

Students must conduct themselves in a manner that promotes safety and follow rules of the transportation department whether riding the bus to and from their homes or school-sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S. 17:416 utilizing the same procedures applicable to suspension and expulsion from school. School personnel must review the rules for riding school buses with all students at the beginning of each semester (Bulletin 1191).

V. INFRACTION OF SCHOOL RULES IN MIDDLE AND HIGH SCHOOLS

Students committing infractions may be punished by suspensions, expulsions or other disciplinary actions; or they may be provided with an alternative educational setting. Students shall be held strictly accountable for their behavior while at school, on school buses or attending school -sponsored events. Students suspended for (10) days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs. Students suspended for less than ten (10) days may be allowed to attend an approved alternative educational setting.

NOTE: As prescribed in state law, “a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled.”

Infractions

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Striking a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for striking a teacher, bus driver, or school personnel).
3. Threatening a teacher or any other school personnel.
4. Initiating or instigating a fight.
5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded).
6. Possessing or using any controlled substance or alcohol on any school campus, school bus or at school-sponsored events (refer to Policy JFCI, Policy Manual).
7. Defacing, stealing or destroying school or personal property.
8. Initiating any false alarms and/or bomb threats.
9. Bullying, threatening or hazing students.
10. Loitering on any school campus or school bus while under suspension or during truancy.
11. Possessing tobacco, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events.
12. Possessing or using fireworks on any school campus, school bus or at school-sponsored events.
13. Possessing or using any electronic communication device, unless authorized by the principal.
14. Refusing to comply with any reasonable request of a teacher or any other school personnel while they are performing their official responsibilities.
15. Committing an act of defiance, either in language or action, on any school campus, school

bus or school-sponsored event.

16. Using forged notes or forged official forms.

17. Leaving any class and/or school campus without permission.

18. Violating the parish/school dress code on any school campus or school bus.

19. Violating traffic and safety regulations.

20. Using profanity toward school personnel.

21. Using profanity toward other students.

22. Failing to attend all assigned classes/ skipping.

23. Possessing dice.

24. Participating in gambling.

25. Engaging in mutual displays of affection.

26. Committing immoral practices or acts.

27. Violating any publicized rule, approved by the superintendent that is unique to the individual school provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

NOTE: Upon a second suspension, the principal shall require that a counseling session be held with the student and parent/legal guardian by the school counselor or designee. A third removal from the same class requires that principal or designee and teacher confer before disciplinary action is imposed and that a conference be held with the teacher, parent and principal or designee prior to the student's readmission to class as provided in R.S.17:416(1)(C)(v).

Alternatives to Suspension or Expulsion Programs

Since academic achievement is associated with the amount of instructional time received by the student, the utilization of alternatives to suspension or expulsion is encouraged. Alternatives which may be used include the following: communication with parents, referral for counseling services, behavioral contracts, detention centers, using a team approach, corporal punishment (elementary and middle school), in-school suspensions, the time-out room, supervised work assignments and placement in approved alternative educational programs.

Schools are Zero -Tolerance Zones for Drugs and Guns

DISCIPLINARY CONSEQUENCES

Students who fail to comply with Caddo Parish School Board Policy or Woodlawn Leadership Academy Policy are subject to the following consequences:

In-School Suspension is held each day for six hours. Students are under the ISS Facilitator during this time. Students may be assigned to ISS by individual periods or for the entire day. An assignment sheet will be placed in the teacher's box and must be returned to the ISS facilitator's box no later than 8:15 a.m. on the date the student is assigned to ISS. The student will report directly to ISS with all materials and books necessary to complete the assigned work. The students in ISS are isolated from other students during the day. They do not take breaks and are escorted to the restroom during prescribed breaks. Their lunch is also isolated. If a student is assigned to ALL DAY ISS, he/she may not attend or participate in any school activity. The student must turn in any all assigned work to the ISS Facilitator who will return the completed work to the assigning teacher.

1. **Suspension Pending a Parent/Legal Guardian Conference:** Parents may be notified immediately after a behavior infraction and the student will be sent home to the supervision of his/her parent/legal guardian and will remain out of school until the parent/legal guardian brings the student to school for a conference with one of the assistant principals. At that time some commitments must be made by the student with support from the home to assure that behavior will change. **During a Suspension Pending a Conference, a student may not attend any school activity or make up work missed.**
2. **Suspension-**A student is suspended when his/her behavior is such a severe disruption that the student's removal from school is necessary or the student has failed to reform

his/her behavior after repeated efforts on the part of the school. During the time of a suspension, a student may not attend or participate in any school activity. Furthermore, the student is not able to make up any of the work missed during the suspension. It should be noted that a student who is suspended will be ineligible for membership and selection or election to many of the organizations in our school's extracurricular program.* Fighting (initiating or willfully participating) is an offense for which there will be an automatic suspension for three to nine days.

Parents should also know that students who initiate or willfully participate in a fight will be referred to the School Resource Office (sheriff's deputy) for charges of "disturbing the peace" to be filed in juvenile court. They will also be removed from all extra curricular activities for nine (9) weeks. Students who engage in fights involving more than two individuals will be reviewed as "group" actions and will result in a recommendation for placement in an alternative school setting.

*Beginning with the 95-96 school year, the Louisiana Legislature enacted a statute mandating local school systems to provide an alternative site for the education of students who have been suspended from school. This site in Caddo Parish is Hamilton Terrace Learning Center located at 1105 Louisiana Avenue. Suspended students have the option of attending this site under the following guidelines:

- a) It is the student's responsibility to obtain all assignments from classmates. This includes assignments to Time Out Room (TOR) and ISS.
- b) There is no extended make-up time. Work must be completed and submitted upon return to class.
- c) The absence will be marked excused and will not count toward the state attendance law, but it will be counted as an official suspension. The student may not attend any school-related activity nor be present on the campus at anytime while on suspension.
- d) **CPSB hearing to Recommend Expulsion** On the fourth suspension, a student will be recommended for expulsion in accordance with state statutes. A recommendation for an alternative school (School Away from School) may be

FALSE ALARMS/THREATS

The following infractions are all federal offenses that are punishable with penalties that consist of fines of up to \$15,000. and/or imprisonment with hard labor up to fifteen years:) criminal mischief, i.e. giving false alarm of fire, 2) bomb threats, 3) terrorizing, and 4) possessing fake explosive devices.

METAL DETECTORS/SEARCHES

In accordance with CPSB Policy, Woodlawn will periodically conduct random searches. Caddo Parish Security Coordinators and school personnel will execute the search. The student's person will be searched with a handheld metal detector. Drug dog/administrator/security personnel will search book bags, purses, etc. At no time will the dog be in contact with the students.

SCHOOL BUS SUSPENSION

The principal may suspend from school or "suspend from riding the bus" any student who commits any infraction set forth in R.S. 17:416 utilizing the same procedures applicable to suspension and expulsion from school. The infractions listed include the violation of any safety or traffic regulations for the habitual violation of school rules.

The Procedural Policies for discipline cases will be followed as outlined in the revised Student Discipline Policy, July 2001.

IN-SCHOOL SUSPENSION RESTRICTIONS

Students' assigned in-school suspension is prohibited from:

- 1) attending school-sponsored events,
- 2) Participating in school-sponsored activities.

Suspension Restrictions

Students on suspension are recorded as absent and unexcused from school and prohibited from:

- 1) attending school,
- 2) receiving credit for missed work*
- 3) attending school-sponsored activities,
- 4) participating in school sponsored activities,
- 5) Coming onto school grounds.

REFERRAL TO OFFICE

Students who fail to demonstrate appropriate behavior are referred to the office of assistant principal with the following coding system:

“Code 1” Student’s behavior has disrupted teaching and learning and needs immediate attention.

“Code 2” Student’s behavior has interfered but not stopped teaching and learning in class and/or normal school activities.

“Code 3” Immediate medical attention is requested.

CLASS RULES - WOODLAWN LEADERSHIP ACADEMY

1. Come to class on time. Standing outside the door and rushing in after the bell has begun to ring will constitute a tardy. You must be INSIDE the door when it begins ringing to be counted on time.
2. Begin the start up activity within 1 minute after the tardy bell. Directions will be on the projection screen or the board. Please do not wait for me to remind you to begin since I need to take roll and attend to other duties for the first few minutes of the period. When I begin class, directions for the start up may be taken down, so don’t delay.
3. Attend to personal needs before coming to class. Do not ask for passes during the first fifteen minutes of class or during a lecture unless you have an emergency.
4. Remain in your assigned seat unless you have permission to get up. Throw trash away at the end of the period on your way out and do NOT sharpen pencils while I am speaking to the whole class.
5. Do not chew gum; eat candy or other food in class unless you have been given special permission.
6. Bring required materials every day unless you are otherwise directed.

JROTC CLASS RULES

Each class will have a class leader and assistant class leader normally the highest ranking cadets in the class.

- 1) Classroom that is open.
 - a) Enter classroom and stand at parade rest behind your assigned seat.
 - b) When the Tardy Bell Rings, the Class Leader will call the class to attention.
 - c) Once the class is at attention the teacher will direct the class to “Take Seats”, the class will respond with “Thank you sir or ma’am”, If the teacher is not present the class leader will direct the class to “Take Seats”, the class will respond with “Thank you sir or ma’am”. The class will sit quietly until the teacher arrives. If the teacher does not arrive within 5 minutes the class leader will use the intercom to notify the office.
- 2) Classroom that is closed or locked.
 - a) Cadets will stand at parade rest in line outside the classroom and wait for the teacher to unlock the door.
 - b) If the teacher does not arrive within 5 minutes the class leader will send a runner to notify the office.
- 3) Classroom with a Guest Teacher. There will be occasions when the regular teacher will

be absent. During those times, the school will provide cadets with a guest teacher. The ranking Cadet/Class Leader is responsible for assisting the guest teacher with preliminary classroom procedures. Cadets must respect the guest teacher, follow directions that are given by the guest teacher, maintain self discipline, and cooperate with the guest teacher.

MILITARY COURTESY

All Cadets are expected to conduct themselves in a manner that will reflect no discredit upon themselves, their family, their school, or the Cadet Corps.

Military courtesy is nothing more than the display of good manners and politeness in dealing with other people. The only distinction between military courtesy and civilian courtesy is the form of expression by the military, which is part of the customs and traditions of the service.

- 1) Cadets addressing or being addressed by teachers, administrators or other staff will answer with “Yes/No Sir or Yes/No Ma’am” and stand at PARADE REST during the conversation.
- 2) Cadets will render the hand salute to Cadet Officers, JROTC and staff members and members of the Armed Forces.
- 3) Cadets walking in hallways, both inside and outside will walk to the right in the direction of travel.
- 4) Additionally, they will move out of the way “make way for teachers and administrators walking in the hallway.

MILITARY ORDERS

Orders may be oral or written; JROTC cadets are expected to obey the orders or directives from our principal and teachers, the SAT and AI, and those cadet leaders who rank higher than those to whom the order is directed.

If every subordinate were to question the fairness, justice, propriety, or wisdom of orders received from any authorized source, there would be no discipline and the Cadet Battalion would soon degenerate.

A cadet is to obey lawful orders first and, if aggrieved, register a complaint to their superiors after complying with the order. One of the main purposes of JROTC training is to develop one’s leadership ability and the capacity to command. To command, one must first learn to obey. The ideal cadet is one who finds no task too small to be faithfully performed.

GRADES

The Caddo Parish School Board adopted a parish grading scale in October of 1985. That policy is as follows:

The grading policy for Caddo Parish Middle and Secondary Schools will be a percentage-based grade. Middle and secondary teachers will determine the grades (nine-week and semester) according to a percentage of the students’ scores. At the high school level, these scores shall accumulate until the end of the semester, at which time, if the percentage of the scores reflects a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit. For full year courses, scores accumulate until the end of the course, at which time, if the percentage of the scores reflect a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit.

Under a percentage-based grading system, grades on the report card ultimately reflect scores earned from the first day of the semester through the last day of the semester (or course for full-year courses). The mid-semester grade (nine weeks) reflects the student’s percentage of scores (his progress) at that point during the semester.

UNIFORM GRADING SCALE

A	B	C	D	F
100 – 93%	92 - 85%	84 – 75%	74 - 67%	66 - 0%

CLASS RANK

Rank in class will be determined by a weighted system including all four years of high school enrollment. Subjects will be assigned a weighted value with enriched courses earning higher grade- point values. If a student repeats a course, the higher grade will be used in determining class rank. Correspondence and summer school courses will be included in determining class rank. Courses taken as pass/fail will not be included in class rank.

PROGRESS REPORTS

The Caddo Parish School Board requires that every teacher in the parish send a progress report to parents whose children are making D's or F's. That report is given to the student during the third and fifth week of each grading period. Progress reports can be expected during the following weeks, although a progress report may be sent whenever deemed appropriate by the teacher.

END OF GRADING PERIOD

Students will receive report cards at the end of the following grading periods:

End of Grading Period

1st August 14 - October 13
3rd January 8–March 9

2nd October 19–December 20
4th March 12–May 17

Report cards for the final grading period will be mailed from the school board office. Students who do not receive a report card should notify the school, since failure to receive a report card may indicate an unresolved obligation on the part of the student.

WEIGHTED GRADES

For calculation of the grade- point average at the end of each grading period, a student's grades are weighted. Students earn additional points for the grades received in enriched courses. The weighted points earned for each phase are as follows:

GRADE	ENRICHED	GENERAL
A	5	4
B	4	3
C	3	2
D	2	1
F	0	0

Not all classes are phased. Any class which is not phased is considered a general class and earns the 4, 3, 2, 1, and 0 point values for the A, B, C, D, and F grades.

WITHHOLDING REPORT CARDS

At the end of each grading period, students who have failed to meet financial obligations or have not cleared their fee/textbook records will not receive report cards or any school records until the debt is satisfied. The student must satisfy all debts prior to receiving a report card.

STUDENT GRADE CLASSIFICATION

Progression from one classification to the next is based on the number of credits earned with a passing grade. Classification is based on the number of credits required for high school graduation.

24-Unit Plan

- 9th - 0 - 4 ½ credits
- 10th - 5 - 10 ½ credits
- 11th - 11 - 16 ½ credits
- 12th - 17 or more credits

LOUISIANA HIGH SCHOOL DIPLOMA ENDORSEMENTS*

*subject to change

Academic Endorsement	
LA Core 4 4 Units of English I, II, III, IV 4 Units of Math: Algebra I, Geometry, Algebra II, and one of: Advanced Math I or II, Calculus, AP Calculus BC, Pre-Calculus, Probability & Statistics, or Discrete Math 4 Units of Science: Biology, Chemistry, one advanced science from: Biology II, Chemistry II, Physics, Physics II, and one other science. 4 Units Social Studies: 1 unit of Civics; 1 unit of US History; 1 unit from the following: World History, World Geography, Western Civilization, or AP European History;	1 unit from the following: World History, World Geography, Western Civilization, AP European History, Law Studies, Psychology, Sociology, or African American Studies. ½ Unit Health or JROTC I & II 1 ½ Units PE (JROTC is permissible) 1 Unit of Fine Arts 2 Units of Foreign Language 3 Units of Electives
Assessment Performance Indicator – Students Graduating in 2013 – 2014 and beyond	
End of Course Testing (EOC)	
Students shall achieve a score of good or excellent on each of the following EOC test: English II and English III Algebra I and Geometry Biology and US History	Students shall achieve a score of good or excellent on each of the following EOC test: English II and English III Algebra I and Geometry Biology and US History
High School Area of Concentration	
Students who meet the requirements for a college and career diploma and satisfy the following performance indicators shall be eligible for a career/technical endorsement. Students shall complete the career area of concentration. The areas of concentration shall be developed locally by a district Curriculum-Design Team and approved by BESE.	Students who meet the requirements by completing LA CORE 4 for a college and career diploma and satisfy the following performance indicators shall be eligible for an academic endorsement.

Career/Technical Endorsement	
Core Courses	
LA Core 4 4 Units of English I, II, III, IV 4 Units of Math: Algebra I, Geometry, Algebra II, and one unit of: Advanced Math I or II, Calculus, AP Calculus BC, Pre-Calculus, Probability & Statistics, Discrete Math 4 Units of Science: Biology, Chemistry, one unit of advanced science from: Biology II, Chemistry II, Physics, Physics II and one other science. 4 Units Social Studies: 1 unit of Civics; 1 unit of US History; 1 unit from the following: World History, World Geography, Western Civilization, or AP European History	1 unit from the following: World History, World Geography, Western Civilization, AP European History, Law Studies, Psychology, Sociology, or African American Studies. ½ Unit Health or JROTC I & II 1 ½ Units PE (JROTC is permissible) 1 Unit of Fine Arts 2 Units of Foreign Language 3 Units of Electives
GPA	
Current	
TOPS Opportunity GPA ACT of 20 (or state average) or Silver Level on WorkKeys	TOPS Opportunity GPA ACT of 23 or SAT Equivalent
Other Performance	
BESE-approved Industry-based certification in a student's area of concentration; OR 3 college hours in a Career Technical area that articulate to a postsecondary institution, either by actually obtaining the credits and/or being waived from having to take such hours in the students area of concentration; AND • A minimum of 90 work hours of work-based learning experience related to the student's area of concentration OR a Senior Project related to students area of concentration with 20 hours work-related learning and mentoring.	Senior Project OR 1 Carnegie unit in an AP course and attempt the AP exam OR 1 Carnegie unit in an IB course and attempt the IB exam OR 3 college hours of non-remedial, articulated credit in core area (Mathematics, Social Studies, Science, Foreign Language, or English Language Arts)

TOPS UNIVERSITY DIPLOMA REQUIREMENTS (For Class of 2018 and beyond)

English	4 units
Shall be English I, II, III and English IV in consecutive order.	
Mathematics	4 units
Shall be 1 unit each of the following: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II And 1 unit from the following courses: <ul style="list-style-type: none"> • Algebra III • Advanced Math • Pre-Calculus • Calculus 	
Science	4 units
Shall be the following: <ul style="list-style-type: none"> • 1 unit of Biology • 1 unit of Chemistry And 2 units from the following courses: Physical Science, Earth Science, Environmental Science, Physics, Biology II, Chemistry II,	
Social Studies	4 units
Shall be the following <ul style="list-style-type: none"> • 1 unit of U.S. History • 1 unit of Civics And 2 units from the following courses: <ul style="list-style-type: none"> • European History • Western Civilization • World Geography • World History 	
Health & Physical Education	4 units
Physical Education I & half unit from Physical Education II, Marching Band, Extra Curricular Sports, Cheering or Dance Teams. ½ unit of Health. JROTC I and II may be used to meet the Health Education and P.E. requirements.	
Foreign Language or American Sign Language	2 units
Shall be 2 units in the same Foreign Language.	
Arts	1 unit
Art, Theater, Dance, Music, Fine Arts Survey, Visual Arts, Drafting or Speech III and IV(one unit combined)	
Electives	3 units
TOTAL	24 units

NOTE: After finishing two years of high school, a student and parents may choose to OPT in to JumpStart diploma pathway. This option is for a student not planning to immediately attend a 4 year university.

JUMPSTART CAREER DIPLOMA REQUIREMENTS (For Class of 2018 and beyond)

English	4 units
Shall be 1 unit each of <ul style="list-style-type: none"> • English I • English II And 2 units from the following: English III, English IV, AP or IB English Courses, Business English, Technical Writing, or Comparable Louisiana Technical college courses offered by Jump Start Regional Teams as approved by the State Board of Elementary and Secondary Education.	
Mathematics	4 units
Shall be 1 unit from the following: <ul style="list-style-type: none"> • Algebra I • Algebra I Part I and Algebra I Part II or an applied or Hybrid Algebra Course. And 3 units from the following: Geometry, Math Essentials, Financial Literacy (formerly Financial Math), Business Math, Algebra II, Algebra III, Advanced Math – Functions and Statistics, Advanced Math – Pre-Calculus, Pre-Calculus or Comparable Louisiana Technical College Courses offered by Jump Start Regional Teams as approved by State Board of Elementary and Secondary Education.	
Science	2 units
Shall be 1 unit of the following: <ul style="list-style-type: none"> • 1 unit of Biology And 1 unit from the following: Chemistry I, Earth Science, Environmental Science, Physical Science, Agriscience I and Agriscience II (one unit combined) or AP * or IB* Science	
Social Studies	2 units
One credit of Civics may be substituted for any two of the one-half credit Social Studies courses Specified) Shall be 1 unit from the following: U.S. History, AP* US History, IB* History of the Americas I. ½ credit from the following: Government, AP* U.S. Government and Politics: Comparative, or AP* U. S. Government and Politics: United States. ½ credit from the following: Economics, AP* Macroeconomics, or AP* Microeconomics.	
Health & Physical Education (JROTC may be substituted for P.E)	2 units
Shall be 1 unit of the following: Physical Education I Shall be ½ unit from the following: Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Teams. And ½ unit from the following: Health Education (JROTC I and II may be used to meet the Health Ed Requirement).	
Jump Start	9 units
Jump Start course sequences, workplace experiences, and credentials as approved in Regional Jump Start proposals.	
TOTAL	23 units

NOTE: After finishing two years of high school, a student and parents may choose to OPT in to JumpStart diploma pathway. This option is for a student not planning to immediately attend a 4 year university.

IBC = Industry-Based Credential

TOPS Core Curriculum (For Class of 2018 and beyond)

For the Opportunity, Performance and Honors Awards

Units	Courses ¹
ENGLISH = 4 Units	
1 Unit	English I
1 Unit	English II
1 Unit from the following:	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following:	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
MATH = 4 Units	
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
1 Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL
SCIENCE = 4 Units	
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II, AP Biology, or IB Biology II
SOCIAL STUDIES = 4 Units	
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
½ Unit from the following:	Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
½ Unit from the following:	Economics, AP Macroeconomics, or AP Microeconomics
	(one unit of Civics may be substituted for the two ½ Units above)
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics
<i>Please see reverse side for continuation of TOPS Core Curriculum</i>	
FOREIGN LANGUAGE= 2 UNITS	
	Foreign Language, both units in the same language, which may include the following: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V, American Sign Language
ART = 1 Unit	
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; or IB Theatre I, Drafting
TOTAL = 19 Units	

LOUISIANA SCHOLAR'S DIPLOMA-GOLD SEAL AWARD

To earn the Louisiana Scholar's Diploma Gold Seal Award, students must meet Regents Scholar graduation requirements as well as a stringent list of additional requirements. These requirements include higher ACT scores, higher GPA, and no high school suspensions.

GUIDANCE AND COUNSELING SERVICES

Counselors are located in the front office. Students wanting to meet with their counselor must complete a "Request to see counselor" form. This form can be picked up from the counselor secretary before school, after school or during lunch. The counselor will schedule students for individual conferences and the counselor secretary will call the student when it is time for his/her appointment. **STUDENTS NOT SCHEDULED WILL BE RETURNED BACK TO CLASS – STUDENTS WILL NOT BE ALLOWED TO "SIT" AND WAIT FOR A COUNSELOR.** Emergencies will be handled by the Assistant Principal of Administration.

COUNSELING

Personal Counseling

Students are encouraged to seek help from the counselors when a personal problem or concern arises. The counselors visit with the students and then determine the best method of handling the situation. If outside counseling or community resources are necessary, the counselors follow through with proper steps. Parent/legal guardians are asked to consult with counselors if they feel there is a need. It is the responsibility of the school to refer suspected child abuse to the Child Protection Agency. The school has the authority to call appropriate personnel for assistance when a student's personal safety is threatened.

Parent/Legal Guardian-Teacher Conferences

If a student is having difficulty in a class or if a parent/legal guardian has a question concerning a specific class, the counselor will schedule a parent/legal guardian-teacher conference during the teacher's planning period. Communication between parent/legal guardian and teachers is vital for students to be successful in all areas of their academics.

Progress Reports/Update

Students are encouraged to discuss grades and ways of improvement with their counselor. Progress updates are available at the request of the parent. Requests should be made to the appropriate counselor by contacting the counselor secretary. A one day notice must be given to complete this request.

Forms needing completion by the Counselor

Forms may be dropped off with the counselor's secretary and will be ready within one day for pick-up.

SUMMER PROGRAMS

The Counseling Center has information on local, state, national, and international summer programs. Files on these programs are located in the file cabinet in the Career and College area of the Library. A master list with brief summaries of each program is available. Guide books with more detailed information are also available. The counselors can assist students in exploring summer options.

DRUG EDUCATION

The Substance Abuse Team is a group of teachers, counselors, and administrators who are committed to an effective drug education program. When apparent or a teacher is concerned about possible drug abuse, the team conducts an intervention which may lead to a student's being evaluated and offered assistance. Films, guest speakers, and other resources are used as a means of prevention of drug abuse.

REGISTRATION

Each spring students are asked to select courses for the next year. Parent/legal guardians are requested to affirm those selections. These course selections are most important. Prior to the second week in June, students are able to request that a change be made in those selections if they have their parents' approval. After that time, courses are considered a commitment for the next school session. Changes in that schedule can be made only if the placement is an error in phasing or the course has been completed in summer school or by correspondence.

GUIDANCE

The following testing programs are available to students:

ACT - The American College Test is offered five times a year. Students planning to enter a Louisiana state college or university are required to take the ACT for admission. The TOPS financial program requires an ACT score for eligibility.

The test is taken at a local college/university on a specified Saturday. Juniors are advised to take the test in February, April or June.

ASVAB - The Armed Service Aptitude Battery is a voluntary test which is given to 11th graders at no cost to the student. Its purpose is to identify vocational areas in which the students show interest / ability to succeed.

PSAT - The preliminary Scholastic Aptitude Test is a voluntary test. The cost is \$9.50 per student. The score earned on the PSAT is used to select National Merit Semifinalists. The PSAT may be taken by any high school student; however, only juniors qualify for the National Merit Competition.

SAT - The Scholastic Aptitude Test is required of students making application to colleges outside of Louisiana or to colleges offering selective programs. It is recommended that students who wish to apply for scholarships in out-of-state programs plan to take the May or June test at the end of their junior year. Results will be received before scholarship applications are due in the fall.

Each of these testing opportunities gives information that is useful in selecting colleges and careers. Through the testing program students learn about their abilities, achievements, and interests. The counselors will assist students in interpreting test results.

GUIDANCE SERVICES

Each year various groups and organizations offer scholarships and monetary awards to qualified graduating seniors. The information concerning specific scholarships is posted and announced to the senior class as it is received by the counselors. Students are encouraged to apply for scholarships and financial aid, and assistance in completing required forms is given.

TOPS (Louisiana's Tuition Opportunity Program for Students) is a comprehensive program of state scholarships. The FAFSA form must be completed and filed to apply. Specific criteria will be shared with students and parents throughout the year.

College Planning

Students are encouraged to explore information about colleges early in their high school careers. College catalogs and pamphlets are available in the library, and students are allowed to use the materials at their convenience. Computer programs are used to determine colleges which offer specific areas of study. The counselors are available to discuss college plans, and they are willing to write letters of recommendation for students as they apply to various colleges or universities.

College Admissions Seminar

Held annually in October, this meeting is primarily for parents of seniors who are beginning the application process for college. Local college/university officials assist in the program which helps parents understand the expectations and requirements for scholarships/financial aid and college admission. This is a general information meeting which is not directed toward a specific institution.

Career and College Center

Located in the library, this area contains both college and career resources which make it easier for students to conduct research and receive special counseling. Resource materials and services available in the career and college center include:

- Career reference books/brochures
- Post-secondary school reference books
- College catalogs

- Literature on national and local scholarships
- Computerized scholarship search
- Information on visits by college representatives
- Individual and/or group sessions on college admissions issues during lunch shifts

College Informational Meeting

Held in the early spring, this meeting is for parents/legal guardians of juniors who are college-bound. Counselors discuss topics such as graduation requirements, admission's tests, application procedures, scholarships and financial aid applications, interviews and campus visits. Parents/legal guardians receive information which will be helpful in selecting the right college for their student.

College Representatives

To provide students with information about specific colleges, representatives from various colleges come to speak to interested students during the lunch shifts throughout the school year. These representatives discuss the academic programs, academic requirements, freshman admissions, freshman class profile, application process, student life, athletics, student services, annual expenses and financial aid.

Career and Vocational Planning

Students are encouraged to read about different vocations, and various computer programs offer specific requirements involved in a particular career or job. Counselors are available to guide students toward a satisfying vocational choice.

SUMMER SCHOOL AND CORRESPONDENCE COURSES

Students who fail to earn credit in required courses during the regular school session are strongly encouraged to make up those courses in summer school. Failure to do so may mean that a student may not be scheduled for the next sequenced course the following year. It is crucial that all courses attempted are passed if one plans to graduate within the four year period. Correspondence courses are available to upperclassmen. Both summer school and correspondence courses have fees which are payable in advance.

See counselor for additional information.

HONOR GRADUATES

To receive graduation honors a student must have a cumulative (seven semesters) grade-point average greater than 4.0 or be among the top five percent, according to class rank, of the remaining graduating class.

PHASING

It is the policy of the Caddo Parish School Board (5/7/80 and 5/12/80) that two phases exist for the senior high school. Woodlawn offers General and Enriched phases.

PHASAL PLACEMENT

High School students are phased according to their achievement test scores, grades, teacher recommendations, and rim and cluster data from the middle schools. There are two phases: general and enriched. The purpose of such phasing is to place each student in a learning environment in which he/she is capable of being successful. See "weighted grades."

REPHASING

During the course of the year, and particularly before registration for the following year, students may be rephased according to their achievement test scores, current grades, and teacher recommendations. Rephasing may be requested by the student and his/her parent' or the teacher. The Caddo Parish School Board policy allows a parent to request phasing a student at a higher level. Such requests should be directed to the appropriate counselor. The counselors and assistant principal of instruction/curriculum will evaluate the student's record to determine whether rephasing is appropriate. **Rephasing may be requested within the first ten (10) days of each semester only.**

GIFTED AND TALENTED

Gifted and Talented classes are available for those students who have been evaluated and so deemed by the Caddo Parish Special Education division. These classes are special sections within the enriched phase.

ADVANCED PLACEMENT and HONORS

Advanced Placement classes are available in English, chemistry, physics, calculus, biology, American history and western civilization. These classes provide the student with the opportunity to earn college credit while in high school by demonstrating sufficient knowledge on advanced placement exams. Advanced Placement classes are special sections within the enriched phase and carry regular enriched credit. In order for advanced placement to be indicated on the student's transcript, it is necessary that the student take the advanced placement exam. Fees for the exams will be collected during the first nine weeks of school.

It is the student's responsibility to check with individual colleges to determine if credit will be awarded. Seniors should note that several of the exams are administered after they are dismissed from school and that they will be expected to return to the school for the exams.

Honors courses are special sections within the enriched phase and are designed to provide a sequential preparation for advanced placement courses for students who have a commitment to exceed the requirements of the enriched course. Grades received in honors courses carry the same weight as those in enriched courses. Students enrolling in honors courses are expected to allow one hour of home-learning time for the course, be prepared for essay testing which requires critical thinking skills, and prepare for the course through additional reading and summer preparation. Students interested in Honors English are asked to provide a writing example to be critiqued by the English faculty.

STUDENT ACTIVITIES/ORGANIZATIONS - DEFINITION

Activities which take place outside the classroom serve to enrich the thoughts and to broaden the ideas of Woodlawn students. Through extracurricular and co-curricular activities students are able to put to practical use the concepts of participation and leadership gained in academic activities. A variety of activities are available at Woodlawn, enabling any student to pursue particular interests. Organizations provide a way for the student to develop skills in working with others.

Those students with leadership ability who want to assume positions of responsibility may run for one of the many elective offices at Woodlawn. Through the varied athletic activities students develop a sense of accomplishment and unity and also learn the importance of cooperation and dependability which is necessary in later life.

Through the scholastic achievement of one's high school career greatly influence a student's future life, these other activities will be remembered as taking an equal place in shaping one's character and personality.

CLASSES

SENIOR CLASS - The senior class prepares twelfth graders for a lifetime of challenges and rewards. This group elects class officers and class favorites. Selections are also made for class motto, song and colors. These students exhibit leadership for ninth through eleventh graders and leave a memorable legacy for future students.

JUNIOR CLASS - The junior class elects officers in the fall of each school year. The officers are president, vice-president, secretary, treasurer, and chaplain. The main project of the class is sponsoring the Junior-Senior Prom that is given by the juniors for the seniors in the spring of each year.

SOPHOMORE CLASS - The sophomore class officers and interested students meet to discuss ways of improving the school, boosting school spirit, and developing strong values among the class members. The sophomores hold fund raisers and participate in school events throughout the year.

FRESHMAN CLASS - The freshman class has an organized election of class officers which involves an assembly so that candidates may give speeches to the entire freshman student body. Any other activities are organized as required,

DECA

Distributive Education Clubs of America identifies the only program of youth activity related to marketing education and designed to develop future leaders in marketing. DECA encourages economic awareness through individual instruction and creative marketing experience in business establishments.

Through this club, students may compete in a variety of marketing categories on the state and national level. This competition is designed to enhance the classroom activities that are to prepare students for the business world. DECA contributes to the school's purpose of preparing well-adjusted citizens for its community, and it also encourages civic responsibility.

J.R.O.T.C. AUXILIARY UNITS

COLOR GUARD - The male and female members of the color guard present the American Flag at home football games and numerous other events. They also march in many parades and compete with other schools.

RIFLE TEAM -This team competes with other schools in shooting precision air rifles on indoor ranges. The members learn marksmanship as well as the safe handling of firearms.

DRILL TEAM - The Drill Team is a precision marching unit of male and female ROTC cadets. The cadets compete with drill teams from other schools and march in parades throughout the Ark-La-Tex. They also do demonstrations at middle schools and perform at numerous other events. They have marched in the Christmas Parade in Natchitoches and the Veteran's Day Parade in Bossier City.

ORIENTEERING TEAM - Orienteering is a very old Scandinavian sport. The cadets learn to find their way through forests and swamps with the aid of a map, compass, and watch. They compete against other schools at events all over the Ark-La-Tex.

ADVENTURE CHALLENGE TEAM – This team competes in challenging team events in both the Fall and the Spring such as assembling and crossing over a one rope bridge.

ACADEMIC TEAM – This team competes at both the local and national level on their knowledge of JROTC and world events. The opportunity is available to the regional winner to compete at the national level.

KNIGHTS FOR CHRIST

The purpose of Knights for Christ is to provide Christian fellowship among Woodlawn students, regardless of religious denomination, and to provide a spiritual outlet by which Christian students will allow the power of God in them to make a positive difference in their immediate school environment.

Activities usually include participating in "See You at the Flagpole", having fellowship with other youth groups, sending Christmas cards to military personnel abroad, visiting a nursing home, writing letters to troubled youth, and sponsoring a "Prayer Request" project for the entire school. Dues are \$4.00.

KNIGHTS' PRAYER GROUP

The purpose of this group is to provide an atmosphere for students to pray for their families, for the school, faculty, administrators, students, world affairs, and people in need. The motto is "Each One Teach One; Each One Help One".

NATIONAL HONOR SOCIETY

The National Honor Society is a national honors organization whose membership is by invitation only. Any junior or senior who has a 3.30 overall average, is a member of an active participant in at least two service organizations, and passes a screening committee made up of faculty members may be invited to join. The student must exhibit scholarship, leadership, service, and good moral character.

The Woodlawn Chapter of the National Honor Society is a service organization. Members participate in Teacher Appreciation Week, peer tutoring, and beautification projects at our school.

STUDENT LEADERSHIP ADVISORY COUNCIL

SLAC is a council formed of presidents, captains, and other leaders of clubs, groups, and organizations at Woodlawn High School. The purpose of SLAC is to allow students to serve in an advisory capacity on current school issues and concerns that may directly or indirectly affect or influence student life. To allow an open communication from the student body to the administration. To make suggestions on how we can improve school climate. To voice and give input on strategies to help improve student achievement. To help promote the policies, rules, and regulations of the parish and the school.

SPIRIT

CHEERLEADERS - Cheerleaders must have a 2.0 grade average and maintain it throughout the school year. Each cheerleader must have been a member of pep squad, band or a varsity sport for one year. Cheerleaders must attend all football and basketball games. The cost varies between \$500.00-\$800.00 for uniforms, camp and other expenses.

LANCERETTES /Pep Squad- Lancerettes is an organization founded to provide enthusiasm and school spirit at athletic and academic events. Students in grades nine through twelve who have a 2.0 GPA may participate. New uniforms and supplies cost around \$100.00. Used uniforms are available on a first-come, first-served basis and are \$50.00 to \$60.00. No additional fees are required.

Lancerettes attend all football games on Caddo Parish school buses and attend only home basketball games. They also participate in the Memorial Service in the spring.

In order to be eligible to try out for cheerleader, majorette, or flag line, a student must have successfully completed one year of pep squad service.

BAND AUXILIARY AND DRILL UNITS (Majorettes and Flag Line)

Band Auxiliary and Drills provide the opportunity for public performances and marching techniques. Students are required to participate in all activities including football games, parades, competitions, and summer camp.

SPORTS

All students must have a 2.0 GPA to be eligible to participate in sports.

VARSITY FOOTBALL - All students from grades ten through twelve are eligible. There are ten regular-season games with possible play-off games for a state championship.

JR. VARSITY FOOTBALL - All tenth- and eleventh- grade varsity football players are eligible. There are seven games.

FRESHMAN FOOTBALL- Freshman Football is open to all ninth graders. There are seven games and a city championship.

BOYS' VARSITY BASKETBALL - All tenth- through twelfth-grade students are eligible. Twenty regular season games, four tournaments, and possible play-off games are played.

BOYS' JUNIOR VARSITY BASKETBALL - Boys' Junior Varsity Basketball is open to all varsity basketball tenth and eleventh graders. There are fourteen games.

BOYS' FRESHMAN BASKETBALL - Boys' Freshmen Basketball is open to all ninth graders. There are fourteen games and a city championship.

GIRLS' VARSITY BASKETBALL - All girl students are eligible. Twenty regular-season games, four tournaments, and possible play-off games for a championship are played.

GIRLS' JUNIOR VARSITY BASKETBALL - All varsity tenth and eleventh graders are eligible. Fourteen games are played.

GIRLS' FRESHMAN BASKETBALL - All ninth-grade girls are eligible. Fourteen to twenty games are played, and there is a city championship.

BOYS' BASEBALL - All ninth through twelfth graders are eligible. There are twenty regular season games with a possible playoff for a state championship.

BOYS' JUNIOR VARSITY BASEBALL - Junior Varsity Baseball is open to all ninth, tenth, and eleventh graders. Ten to fourteen games are played.

GIRLS' SOCCER - All girl students are eligible. Soccer season begins in November and goes through February. Fifteen to 20 games are played with possible play-off for championship.

Twenty regular-season games are played with possible play-off games for a state championship.

TENNIS TEAM - Woodlawn's tennis season begins in late February and continues through the last week of April. The tennis team members compete in district and state tournaments. Any male or female students with prior tennis experience may try out.

BOYS' TRACK - All male students are eligible. There are eight track meets; there are district and regional meets held to qualify to participate in the state track meet.

GIRLS' TRACK - Girls' Track is open to all girl students in the ninth through twelfth grades. There are eight track meets; there are regional and district meets to participate in, as well as the state track meet.

BOYS' AND GIRLS' GOLF - All ninth through twelfth graders are eligible. Participants play in eight matches plus regional and state tournaments.

STUDENT COUNCIL

Student Council is a student governing body that helps build leadership skills in students. Student Council works to enhance school life for students and teachers by supporting other school organizations, planning extra-curricular activities, planning community-service projects, and representing our school in all capacities.

Student Use of Electronic Telecommunication Devices Prohibited Except in Emergency

- A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof, during the academic school day.
- B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus.
- C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.
- D. It will be considered "use" or "operation" of an electronic telecommunication device if the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.
- E. Students shall be disciplined for violations of this policy in accordance with policy JG as follows: (Middle and High School Students).
 1. **First offense** - the device is confiscated for **five (5)** school days and returned to parent;
 2. **Second offense** - the device is confiscated for **five (5)** school days and returned to parent; and student is assigned **two (2) days ISS** and parental contact is made;
 3. **Third offense** - the device is confiscated for **five (5)** school days and returned to parent; student will be barred from attending **two (2)** extracurricular activities at the discretion of the principal;
 4. **Fourth offense** - the device is confiscated for **five (5)** school days and returned to parent; and the student is **suspended** for three (3) days with a parent return and referred for counseling.

Adopted: September 16, 2003

Amended: August 17, 2004

Amended: December 18, 2007-

LSA R.S. 12:239

La. Attorney General Opinion No. 03-0351

La. House Concurrent Resolution No. 172 of 2004

If you have any questions about this policy please contact the school at 686-3161.

PLEASE DETACH AND RETURN THIS FORM

TO: WOODLAWN LEADERSHIP ACADEMY
7340 WYNGATE Boulevard
SHREVEPORT, LA 71106

Please be advised that we, the parent/legal guardian and child,
have read and understand all of the information in the
Student/Parent/Legal Guardian Handbook for the
2018 - 2019 school year.

PARENT /LEGAL GUARDIAN SIGNATURE

STUDENT SIGNATURE

DATE

Handbook Disclaimer

This handbook is **NOT** intended to be a complete legal explanation of every Louisiana, Caddo Parish School Board, or Woodlawn Leadership Academy policy or regulation. It is simply intended to be a guidebook to help students and parents understand what is required and other information to guide students and parents during the school year. In all cases, the administration will make changes as situations warrant.