

2023-2024



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# [EMPLOYEE HANDBOOK]

This handbook does not contain all policies and procedures inclusive for Caddo Parish Schools and Woodlawn Leadership Academy.

## MISSION STATEMENT

We will become a high performing high school in Caddo Parish through maximizing student achievement by providing engaging learning experiences that focus on student success.

## VISION

Our vision for Woodlawn Leadership Academy is to attain excellence in education and success for every student by facilitating student responsibility. We will educate students utilizing the Louisiana State Standards and elective courses integrating technology as a means to achieve student achievement. We recognize the importance of each individual student, faculty, staff, and administrator. We value the importance of our stakeholders—individual students, faculty, staff, administrators, and community partners—as an integral part of our success.

## GOAL

Woodlawn Leadership Academy strives to consistently engage our students in rigorous instruction that will instill in them the knowledge and information necessary to become successful in their post-secondary endeavors. We seek to accomplish this goal through implementation of the *NIET best practices Model* and the *Louisiana Student Standards*. We recognize that the use of differentiated instructional strategies promotes student engagement. Further, we recognize that consistent review of student data enhances instruction, ultimately, increasing student achievement.

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### **Notice of Non-Discrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Caddo Parish Public Schools are hereby notified that the parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission of access to, or treatment of employment in any program or activities. Any person having inquiries concerning the Caddo Parish Schools' compliance with regulations implementing Section 504 is directed to contact:

Office of Special Programs  
Section 504/ADA Department  
3004 Knight Street  
Shreveport, LA 71105

### **Title IX**

It is the policy of the Caddo Parish School Board not to discriminate on the basis of sex in its educational programs, activities or employment practices as required by Title IX of the Education Amendments of 1972.

If you have any questions concerning Title IX, you may contact the principal of the school. If you have further grievances, you may also contact:

Chief Academic Officer  
P.O. Box 32000  
1961 Midway Street  
Shreveport, LA 71130-2000  
(318) 603-6300

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## CPSB Safe Schools Policy

For purposes of this policy, “employee” means any teacher, administrator, staff person or other employee of any public elementary or secondary school.

The Caddo Parish School Board shall furnish all employees a workplace free of recognized dangers or hazards that are causing serious injury or death.

Any employee, who is reasonable and in good faith believes that imminent danger exists, may request the principal to investigate and resolve the situation. If the employee is not satisfied with the response to his request, the employee may pursue due process in the following order:

Parish Superintendent – Who shall notify the School Board and undertake to resolve the situation within six (6) months of the request.

State Superintendent or his designee – The request shall be made in writing, listing the grounds for the request, and signed by the employee or his representative. Copies shall be provided to the school principal no later than the time of inspection; local school officials shall cooperate fully therewith.

An employee has the right to request anonymity for him/her or others in respect to copies of the request.

If the State Superintendent determines there are reasonable grounds for an inspection, local school officials shall cooperate fully therewith.

If no reasonable grounds for an inspection exist, the State Superintendent will notify the principal and employee in writing.

If the State Superintendent should determine that an imminent danger exists and that there is reasonable probability that serious injury or death could result to an employee, he may issue an order by state law restraining any such condition, practice, method, process, or means in the school and specify the appropriate steps to be taken.

In the event a restraining order should be issued, prompt notification of the School Board, Superintendent, principal and employee is necessary.

The administration shall take such action as is reasonably necessary to avoid, correct, or remove such danger as exists and prevent employees from being exposed or subjected thereto.

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**Bell Schedule**

Entrance Bell-Students	8:25
1st Period	8:30 – 9:25
2nd Period	9:30 – 10:25
3rd Period	10:30 – 11:25
1st Lunch Shift (1 <sup>st</sup> Floor 4 <sup>th</sup> Period)	11:25 – 11:55
4th Period (1 <sup>st</sup> Lunch Shift)	12:00 – 12:55
4th Period (2 <sup>nd</sup> Lunch Shift)	11:30 – 12:25
2nd Lunch Shift (2 <sup>nd</sup> /3 <sup>rd</sup> Floor 4 <sup>th</sup> Period)	12:25 – 12:55
5th Period	1:00 – 1:55
6th Period	2:00 – 2:55
7th Period	3:00 – 3:55
Student Dismissal	3:55

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## **FIRE and LOCKDOWN DRILL SCHEDULES**

### Fire Drills

Wednesday, August 30, 2023  
Friday, September 29, 2023  
Friday, October 27, 2023  
Friday, November 3, 2023  
Friday, December 8, 2023  
Wednesday, January 12, 2024  
Friday, February 9, 2024  
Friday, March 8, 2024  
Friday, April 5, 2024

### Lockdown Drills

Friday, August 4, 2023  
Friday, January 5, 2024  
Friday, March 1, 2024

## **GENERAL FACULTY MEETINGS**

Time: 7:15 a.m. until 8:00 a.m. (*Subject to change*)

Location: Auditorium; Hybrid/Zoom

### Date

Tuesday, September 5, 2023  
Tuesday, October 3, 2023  
Tuesday, November 7, 2023  
Tuesday, December 5, 2023  
Tuesday, February 6, 2024  
Tuesday, March 5, 2024  
Tuesday, April 2, 2024  
Tuesday; May 7, 2024

## **Leadership Team Meeting**

Leadership Team meeting will be held biweekly on Tuesdays at 2:50 (7<sup>th</sup> Period) in Room 200.

Team Members are:

Dr. Grady Smith, Principal  
Jessica Bogosian, Assistant Principal of Instruction  
Alice White, Assistant Principal of Instruction  
Joseph Anderson, Assistant Principal of Administration

Tina Priest-Carter, Mentor Teacher  
Tiffany Christaw, Mentor Teacher  
Whitney Ward, Master Teacher  
Lacanjala Latin, Master Teacher

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### **Learning League Meeting**

Learning League Meetings will be held on Thursdays. View the Learning League list in WLA Staff G Drive to see which Learning League you are scheduled to attend. Attendance and Bring Backs are *required* for these sessions. Location will be in **Room 200**.

### **PBIS Team Members and Meeting Dates**

PBIS Team meeting will be held on the 2<sup>nd</sup> Wednesday of the month at 7:30 in the Hospitality Room. Team Members include: Themessia Kennon, Regina Salone, Rachakka Pierce, Fredrick Pinkney, Ronald Boast, Demetrice Williams-Elie, Elizabeth Henderson, Deputy Stanley Williams, and Thedrick Harris.

September 13, 2023  
October 11, 2023  
November 8, 2023  
December 13, 2023  
January 10, 2024  
February 14, 2024  
March 13, 2024  
April 10, 2024

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**SCHOOL BUILDING LEVEL SCREENING COMMITTEE**  
**(SBLC)**

To assist the teacher in identifying students who need another educational setting or other support services not available in the regular classroom, the school system has mandated that each school form a committee to help the classroom teacher to provide those services. If a teacher has a student who may need special services, he/she may secure a form from the counselor's office. After completing the form, it is returned to the counselor who will present the request to the screening committee. Regular SBLC meetings are scheduled for the **last Tuesday of the month at 9:00 a.m.** in the **Hospitality Room**.

August 29, 2023  
September 26, 2023  
October 31, 2023  
November 28, 2023  
December 12, 2023  
January 30, 2024  
February 27, 2024  
March 26, 2024  
April 30, 2024

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## Semester and Final Exam Schedules

### *First Semester Exams*

\*\*Wednesday, December 13, 2023

\*\*Thursday, December 14, 2023

\*\*Friday, December 15, 2023

\*\*Monday, December 18, 2023

### *Final Exams*

Seniors (12<sup>th</sup>)

Monday, April 29, 2024 – Thursday, May 2, 2024

All Other Grades (9<sup>th</sup>-11<sup>th</sup>)

Tuesday, May 13, 2024 – Thursday, May 16, 2024

No student is to take exams early unless approved by the office (emergencies only). End of the year make-up exams will be administered the first week of summer vacation.

\*\*Tentative Dates (Subject to change)

**\*\*\*Students will be taking semester exams as scheduled. Exams will NOT be taken early unless there is an emergency.**

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## **PERSONNEL**

### **ADMINISTRATION**

Principal: Dr. Grady Smith  
Assistant Principal of Administration/ Discipline: Joseph Anderson  
Assistant Principal of Instruction: Jessica Bogosian  
Assistant Principal of Instruction: Alice White  
Administrative Assistant: Thedrick Harris

### **COUNSELOR ASSIGNMENTS**

9<sup>th</sup> Grade/10<sup>th</sup> T-Z Counselor: Dr. Elizabeth Sullivan  
10<sup>th</sup> Grade Counselor: SPLIT  
11<sup>th</sup> Grade/10<sup>th</sup> I-S Counselor: Pamela Radford  
12<sup>th</sup> Grade/10<sup>th</sup> A-H Counselor: Krystal Gipson

### **MASTER TEACHERS**

ELA/Science: La'Canjala Latin  
Math/SS: Whitney Ward  
Electives: SPLIT

### **MENTOR TEACHERS**

English/Math: Tina Priest-Carter  
Social Studies/Science: Tiffany Christaw  
Electives: SPLIT

### **OFFICE STAFF**

Discipline Clerk: Themessia Kennon  
Library Clerk: Elizabeth Nelson  
Librarian: Contessa Taylor  
Registrar: Kenterria Hartwell  
Bookkeeper: Marlene Tucker  
Office Clerk: Karen Cash  
Principal's Secretary: Kenterria Hartwell  
Attendance/Counseling Clerk: Helen Abercrombie

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## **PARAPROFESSIONALS**

Lesia Browning  
Peggy Davis  
Maurice Grant  
Chiquita Hamilton  
Michael Jiles  
Christopher Johnson  
Roderick Monroe  
Charlotte Sigei  
Cassandra Speed  
Mary Stewart  
Beverly Thomas  
Brigitte Young

### **ISS**

Andrea Lewis

### **JROTC STAFF**

Sr. Army Instructor: SFC Ronald Boast  
Army Instructor: Elaine Pennywell  
Army Instructor: Ronda Cornelius  
Army Instructor: Travis McClusky

### **SECURITY STAFF**

School Resource Officer (SRO): Deputy Stanley Williams  
Security Coordinator: Aubrey Gibbs (1<sup>st</sup> Floor)  
Security Coordinator: Reginald Youngblood (1<sup>st</sup> Floor)  
Security Coordinator: Rosalyn Swinney (2<sup>nd</sup> Floor)  
Security Coordinator: Demtria Crew (3<sup>rd</sup> Floor)

### **CAFETERIA STAFF**

Manager: Carlton Smith  
Technician: Martha Miller  
Technician: Judy Mosley  
Technician: Jacqueline Hughes

### **CUSTODIAL STAFF**

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Head Custodian: Albert Moore  
Assistant Custodian: Eric Ramsey  
Groundskeeper: DeMario Hampton  
Custodian II: Summer Williams  
Custodian II: Patrice Henderson  
Custodian II: Camry Gladney  
Custodian II: Denise Gladney  
Custodian II: Gwen Smith

## **ATHLETICS**

Athletic Director: Thedrick Harris

Baseball: Jonathan Mitchell – Head  
Joseph Rossum–Asst.

Boys Basketball: Kenneth Goldman – Head  
Leandre Gipson – Asst.  
Robert Fleming- Asst.

Cross Country: Michael Jiles – Head

Girls Basketball: Jamal Henry– Head  
Victoria Walters – Asst.  
Lacanjala Latin – Asst.

Golf:

Football: Thedrick Harris – Head  
Jessie Ester, Demise Lloyd, Johnnie Rawls, Larry Smith, Brian Stewart, Ronnard Toney,  
and Reginald Youngblood - Asst.

Boys Track: Michael Jiles – Head

Girls Track: Roderick Monroe– Head  
Chasidee Lewis-Baker-Asst

Softball: A’Issa Fowler – Head  
Brianna Maiden – Asst.

Volleyball: Tekeal Poland - Head  
Demitrice Williams-Elie– Asst.

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## ADMINISTRATIVE RESPONSIBILITIES

<b>Mr. Anderson</b>	<b>Mrs. Bogosian</b>	<b>Ms. White</b>
9 <sup>th</sup> /10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Discipline Hearings SpED, ROTC, Electives	SLTs, Data, Planning, Focus Quizzes, Interims Assessments, and Instruction for ELA, Social Studies, Speech, Foreign Language	SLTs, Data, Planning, Focus quizzes, Interim Assessments, Instruction for Math, Science, Business, Band
Busses/Field Trips	ACT	Workkeys
Emergency Drills Security	Paraprofessionals	Technology/Email
PBIS	Clubs/Organizations/After School Programs	LEAP Testing (DRC)
Duty Rosters	504	Counseling Department
SBLC	Textbooks	NIET Implementation
Custodians	Monthly/Yearly Teacher and Student Recognitions	Dual Enrollment/ Early College Program
Facilities	Subs	Focus Quiz and Interim Administration
	AP/CLEP coordinator	E2020

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## DUTY ROSTER

Teacher On Duty (8:00-8:25)		Location
Joseph Anderson, Jesse Ester		Bus Ramp/Front Parking Lot
Thedrick Harris, Demise Lloyd		Student Parking Lot/ Side Entrance
Chris Johnson, Aubrey Gibbs		Cafeteria
Rosalind Swinney, Bridgette Young		Front of Auditorium/Cafeteria
Demetria Crew, Michael Jiles		Front Office/Stairwell
Reginald Youngblood		Gym Gate
<b>Team A</b>	<b>Team B</b>	Courtyard
Kenneth Goldman	Demetrice Williams-Elie	Gym Area
Nicholas Smith	Roderick Monroe	Cafeteria
Lesia Browning, Renata Bradberry, Demetric Preston, Denisha Ellis, A'issa Fowler, Vernell Fields, Brianna Maiden, Stephanie Peoples, Demetris Pillows, Donna Powell, Brandy Owes, Cassandra Speed, Victoria Walter, Whitney Ward	Kelicia Bryant, Yolanda Calton, Ronda Cornelius, Gwenatic Davenport, Felice Thompson -Doyle, Anna Forest, Maurice Grant, Eula Greenwood, Walter Jackson, Shamara Johnson-Hall, Tatanesha Mincey, Tekeal Poland, Charlotte Siegi, Ronnard Toney	Courtyard
Otis Myers, Betty Thomas, Elizabeth Henderson	Johnny Rawls, Joseph Rossum	Auditorium/Cafeteria Breezeway
Beatrice Potter, Latonia Patterson	Peggy Davis, Chiquita Hamilton	Office Breezeway
Ronald Boast, Elaine Pennywell	Ronda Cornelius, Travis McClusky	ROTC Ramp
Jasmine Billingsley, Sarah Kennedy	Contessa Taylor, Lacanjala Latin	Stairwell /Front of Library
Fredrick Pinkney	Sherika Clay	2 <sup>nd</sup> Floor
Betty Goines	Regina Salone	3 <sup>rd</sup> Floor
Tiffany Christaw	Kelicia Bryant	G-Wing
Johnathan Mitchell	Tina Priest-Carter	Teacher Parking Lot Gate
Personnel Listed Below Should Eat Lunch Between 11:55-12:25		
Maurice Grant, Thedrick Harris, Michael Jiles, Chris Johnson, Roderick Monroe	Lunch Cafeteria Duty (All Lunch Shifts) 11:25-11:55 and 12:25-12:55	
Principal, Asst. Principals, Administrative Assts., SRO, Security Coordinators,	COURTYARD	

## GENERAL INFORMATION

### ACCIDENTS AND ILLNESS

Gloves must be worn when touching injured individuals on school property. Gloves are available from the office secretary and should be immediately accessible to use when dealing with any situation involving contact with bodily fluids.

When a person becomes ill or injured, notify the school secretary immediately. Clean-up procedures must be strictly followed.

Preventive measures should be taken to assure that other students do not come in contact with fluids.

An accident report must be completed for anyone injured at school. A report should be procured from the secretary in the front office and returned to her promptly.

Those accidents which occur at athletic events after regular school hours **must** have a report fully completed in the injury section and forwarded to the office the next school day. Coaches **MUST** sign and date the form before forwarding to the office.

CPSB policy allows office personnel to administer prescription and nonprescription medication to students at school, provided that a written request from a physician and the parent to administer the medication is on file in the office. Staff will not administer medication of any kind to any student.

Employees who sustain an injury during the school day should complete an accident form completing ALL blanks in section 1, "To be completed by Injured Employee". Those items not pertaining to said accident should be noted "N/A". There should not be any blanks left on this section when the employee completes signs and dates the form. The completed form is then forwarded to the principal for further processing and signature

## UNIVERSAL HEALTH PRECAUTIONS

**Universal Precautions** is the proper procedure to follow when exposed to blood or body fluids of another person.

The body fluids of all persons should be considered to contain potentially infectious agents or germs. The term "body fluid" includes: blood, semen, drainage from cuts and scrapes, feces, urine, vomit, respiration

secretions (nasal discharge), and saliva. The following guidelines are given to provide simple and effective precautions against transmission of disease:

**Proper Protection** – An open sore on your hands or simply chapped skin can allow a point of entry for absorption of infectious viruses.

1. Keep a barrier between your skin and the blood or body fluids of another person.
2. When possible, students should be encouraged to take care of their minor bleeding injuries. This can be accomplished by the use of a paper towel or tissue held to a cut or bloody nose.
3. Use disposable latex gloves when coming in contact with any body fluids. Dispose of gloves properly after one use. Wash hands after removing gloves.

**Hand Washing** – This is the primary method of preventing all types of communicable diseases.

1. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water.
2. Liquid soap is recommended for hand washing. If bar soap is used and becomes soiled with blood or body fluids, dispose of it and replace.

**Proper Clean-up**

1. Clean contaminated surfaces with an EPA approved disinfectant such as household bleach and water (1 to 10 solution, prepared fresh daily).
2. Deposit any material used in first aid or clean-up procedure into a plastic bag. Seal and dispose of properly.

**Common Sense** procedures will help prevent students and employees from transmitting a range of infections to each other, including colds and flu. This is why it is best to treat all body fluids as if they were infected

## ANNOUNCEMENTS

Request for morning announcements **MUST** be recorded on the appropriate form and submitted to the principal's secretary by 12:00 p.m. prior to the date(s) to be announced. Exceptions will be made for achievements accomplished after the school day, i.e. festivals, games and competitions. The announcements will be presented each day at the end of first period. A copy of the announcements is sent daily to each teacher via e-mail. All teachers shall post announcements each day.

## ASSEMBLIES

The conduct of students in assemblies is directly related to what each teacher demands of his/her group. Teachers are to attend assemblies in the auditorium and in the gymnasium with their class. If the assembly is in the auditorium, then each teacher should sit on the last row of the rows assigned to his/her class. If a

teacher has no class during the assembly period, then he/she should stand or sit near the outer aisle. Encourage students to take their seats quickly in order to avoid blocking the aisles. There will be a seating chart for assemblies in the auditorium.

Teachers are requested to cooperate in maintaining a standard pattern of behavior for students:

1. Discuss expectations for conduct at the assembly.
2. Permit no discourtesy. Prohibit talking during speaker's presentation or the posting of the colors and Pledge of Allegiance to the Flag.

## **ATTENDANCE (*EMPLOYEES*)**

### **CLOCK – IN / CLOCK – OUT**

*Teachers* are to clock – in by 8:00 a.m. and may clock – out at 4:00 p.m.

*Secretaries/Clerks* are to clock – in by 8:00 a.m. and may clock-out at 4:00 p.m.

*Paraprofessionals* are to clock - in by 8:00 a.m. and may clock out at 3:55 p.m. Hours for the *custodial staff* vary and should be complied with as established.

### **SIGN-OUT REGISTER**

If you must *leave the campus* during the school day, you must check with the **Principal** and fill in the appropriate information on the sign-out register located in Ms. Hartwell's office. Staff members will *only* be allowed to leave campus for *emergencies*.

### **EMPLOYEES REPORTING FOR WORK “LATE”**

Any staff reporting after 8:00 a.m. is required to complete a “Late for Work” form. Employees are to write their name, date, time of arrival, and reason for being tardy on the form. On the third accumulated tardy, an informal meeting will be held by an administrator. On the 4<sup>th</sup>, documentation will be placed in your school personal file. On the 5<sup>th</sup> and successive tardies, documentation will be placed in your CPSB Personnel file.

### **ABSENCE FROM WORK**

When an employee is absent, he/she **MUST** provide a reason when requesting a day off. If **NO REASON** for the absence is given, the bookkeeper will report “No Reason” on the weekly absentee report, and the employee will be **DOCKED THE DAY’S PAY**.

### **Aides**

Aides are required to contact Mrs. Bogosian (or another administrator if he is unavailable) no later than 6:00 a.m. to report an absence.

### **Clerks**

See above procedures for Aides and follow accordingly.

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### Custodians

Custodial employees are required to report absences to Mr. Moore and Mr. Anderson. Contact information should be obtained directly from these individuals.

### Secretaries

Secretaries are required to contact Dr. Smith (or another administrator if he is unavailable) no later than 6:00 a.m. to report an absence.

### Security Coordinators

Security personnel should contact Mr. Anderson when reporting an absence. Contact information should be obtained directly from Mr. Anderson.

### Teachers

Teachers who find it necessary to be absent should notify the substitute system at 1-800-942-3767 or [www.aesonline.com](http://www.aesonline.com) by 9:00 p.m. on the day **prior** to the absence, or no later than 5:45 a.m. on the day of the absence. If you report your absence *after the times* indicated above, on the day of the absence, you **MUST** call the help desk at 318-603-7298, 318-603-6458 or 318-603-6403 and also contact Mrs. Bogosian or Mrs. White **between 6:15 a.m. and 6:30 a.m.**

### AESOP Information

The substitute employment management system can be accessed by phone or by logging on to the internet at <http://www.aesonline.com>. Each teacher is responsible for registering with the Automated Educational Substitute Operator (AESOP) at **1-800-942-3767**.

To register, you must:

Call AESOP by dialing **1-800-942-3767**. Enter your ID number (the ten digit phone number you provide to CPSB) and PIN number (last four digits of your Social Security number).

Once you are logged in the system, you will be given prompts for various menu choices. It is very important that you clearly and accurately record your name and subject area for substitutes to hear when accepting a job in your absence.

When entering an absence by phone, please wait until you receive a confirmation number before terminating your call. Your absence is not registered until you receive a confirmation number. You can also access AESOP on the Internet to enter absences, check your absence schedule, update personal information, and other features.

Absence Reasons:

1. Personal Illness
2. UPR Day
3. Illness of Other
4. Emergency
5. Military Leave

6. Maternity or Sabbatical Leave
7. Medical Appointment
8. Court Appearance
9. Professional Day
10. Workshop
11. Death in Family
12. Vacation

## **ABSENCE FROM DUTY**

- Every teacher is required to have **five (5) days of emergency lesson** plans in the substitute folder on the teacher's desk. Emergency plans will be used in the event a teacher is unable to provide a daily lesson plan. Emergency plans should be thorough and generic enough that anyone can follow the objectives, activities, and evaluation.
- CPSB policy allows 12 days of absence per school year for illness and emergencies without loss of pay.
- Unused sick leave accumulates to the credit of the employee without limitation.
- Sick days are to be used for personal illness or for serious illness or death of members of immediate family (spouse, child, parent, grandparent, sister, or brother).
- Two UPR (Urgent Personal Reason) days may be used for unquestioned absence.
- All teachers who must be absent from school for **any reason** are to secure a substitute through AESOP.
- If AESOP is inaccessible, the employee should contact the API at the previously listed contact information.
- An employee is responsible for activating AESOP and recording a voice identification upon employment with or transfer within Caddo Parish.
- An employee who is absent from school at least two (2) class periods but less than (4) periods will be counted absent from duty ½ day.
- An employee absent four (4) class periods or more will be counted absent one (1) full day.
- If an emergency arises during the school day, the employee should notify the Principal's Secretary in the main office. Permission to leave is granted by the **Principal. Employee must sign out in Ms. Hartwell's office.**

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- An employee who is going to be absent from school any part of the day for field trips, athletic events, or other events **must ask for professional leave at least three weeks prior to the event and secure a substitute.**

## **CAFETERIA**

Students are expected to display proper behavior while in the cafeteria. Students are to return trays when they have finished eating and are to clean up the area in which they eat. Cutting line will result in disciplinary action.

All teachers are invited to eat in the cafeteria, not only as a means of getting a delicious and well-balanced meal, but for the fellowship gained while eating together.

Teachers and staff are invited to step to the head of the line, select their food and enter the teacher's dining room (located through the door to the left of the serving line).

The employee price for breakfast is \$1.50 and lunch is \$3.50. **Teachers are NOT to send students to get food, milk, etc. for consumption away from the cafeteria.**

## **CELL PHONE USE (CPSB Policy Manual – File: GBCB)**

Employees are prohibited from using cellular telephones, pagers, beepers, and other electronic communication devices during the workday unless otherwise authorized or upon prior approval of their immediate supervisor. Employees may use the above-described devices during breaks or in emergency situations. (Reminder - time with students should be free from such distractions.)

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## **CHILD ABUSE AND NEGLECT - MANDATED REPORTING**

Any person who provides training and supervision of a child, such as a public or private school teacher, teacher's aide, instructional aide, school principal, counselor, school staff member, social worker, security coordinator, etc. is a mandated reporter. The following information needs to be provided with each report:

Names, addresses, and phone numbers of parents/guardians

Name of suspected victim and birth date

Names of siblings and their birth dates

What was told to you? What did you see? Have you seen this before? Have you ever reported this family before? Tell of any other concerns.

**A written report should be mailed to Child Protection within 5 days of the phone report.**

A reporter does not have to disclose his/her name. If the reporter chooses to state his name, state law protects the identity of all mandated reporters, and they are given immunity from legal liability as a result of reports made in good faith.

### **Phone Numbers:**

Child Protection (676-7326)

Hot Line (676-7622)

CSO Juvenile Detention (929-9987)

SPD – Juvenile Division (673-7020)

Sex Crimes Unit (673-6955)

## **CHILDREN OF FACULTY**

Faculty members are not to have their children at school during the school day.

## **DRESS CODE (*Faculty / Staff*)**

### **FACULTY / STAFF INFORMATION**

Teachers are encouraged to dress in a manner that distinguishes them from students or other adults on the campus. Uniform dress is optional for staff. **NO FLIP FLOPS** (of any color) or inappropriate clothing is to be worn.

**ALL EMPLOYEES SHOULD DRESS IN A PROFESSIONAL MANNER AT ALL TIMES.**

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## CLASSROOM MANAGEMENT REMINDERS

1. Remain in your classroom throughout class periods. **NEVER LEAVE YOUR CLASSROOM UNATTENDED.**
2. Require your students to bring their standard materials (textbooks, notebooks, pencils and paper) to class each day.
3. Require your students to be seated immediately and to begin the warm-up exercise or any other assignment that you have assigned on the chalkboard.
4. Check roll while the students complete the warm-up exercise from the board.
5. Start the class as quickly as possible and maintain instruction until the end of the period. Have a distinct, specific plan, which incorporates several different methods of instruction
6. Stand in the presence of your students and require all of them to listen to you and to participate in the classroom discussion.
7. Use various learning styles and methodology, visual aids, and up-to-date bulletin boards in your instructional plans.
8. Get your students into the habit of *not asking* to leave the classroom during the class period.
9. Arrange your desks in an orderly pattern and keep your desks and floor clear of paper and rubbish at ALL times.
10. Expect consideration and respect from students and at the same time provide them with the same.
11. **NEVER** send students from your room into the hall because of misconduct.
12. Stand at the door between classes and urge the students to move on to their respective classrooms before the tardy bell rings. Do not allow students to congregate in halls.

## CLUBS AND ORGANIZATIONS

- Any sponsor of a WLA club or organization must have a constitution and/or by-laws for his organization and a list of members on file in the office.
- When dealing with club monies, the sponsor must strictly follow the financial guidelines outlined in this handbook. The sponsor is responsible for notifying other teachers the names of the students who will be absent from class for field trips and activities.
- Students are to leave campus by 4:15 p.m. each day unless under the direct supervision of a teacher, coach, or other CPSB employee. Sponsors of group meetings after school must adhere to the above conditions for meetings, practices, etc.

### CLUB / ORGANIZATION SPONSORS

#### ORGANIZATIONS

#### SPONSORS

**Band**

**Nicholas Smith - Director**

**Barrio Elize**

**Shakia Franklin**

**Cheerleaders**

**Shamara Johnson-Hall**

**Classes**

**Freshman**

**Dr. Sullivan, Priest Carter, Hammond**

**Sophomores**

**Mr. Anderson,**

**Juniors**

**Mrs. Bogosian, Ms. Radford, Ms. Billingsley.**

**Seniors**

**Ms. White, Ms. Gipson, Ms. Salone**

**Danceline**

**-Sponsor**

**Mercedes Dorsey-Coach**

**FCA**

**Michael Jiles**

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FBLA  
Flagline  
Knight Care  
Knights in STEM  
Majorettes  
Pep Squad

Dr. Fredrick Pinkney  
Shaneice Ellis  
Dr. Fredrick Pinkney  
Whitney Ward

Shamara Johnson-Hall

ROTC  
Student Council  
Yearbook  
318 Foundation

SFC Ronald Boast  
Felise Thompson- Doyle  
Contessa Taylor  
Coach Elie-Williams

## COPIES / REPRODUCTION

Due to continually rising costs, teachers are encouraged to make efforts to minimize the numbers of copies needed in the classroom by utilizing a *classroom set of copies* with activities and tests.

## COPYRIGHT LAW

The “fair use” section of the revised copyright law (PL94-553) spells out the rights of teachers. This section of the law became effective January 1, 1978. “.....the following statement of guidelines is not intended to limit the types of copying permitted under the standard of fair use under judicial decisions and which are stated in Section 107 of the Copyright Revision Bill. There may be instances of copying which do not fall within the guidelines stated below but may nonetheless be permitted under the criteria of fair use.”

## DANCES

All dances must be approved by the principal before being placed on the Master School Calendar. Please follow the procedures outlined under *Master School Calendar* in this document. If the activity is considered a *fund raiser* and the appropriate form should be completed and returned to the bookkeeper for the principal’s approval. No student shall be admitted into a dance without a **numbered** ticket sold to that individual. Sponsors are responsible to assure that ample tickets are prepared for the anticipated turn out. When turning in the money to the bookkeeper, the tickets sold and money receipted **must** balance. All unsold tickets **must** be submitted to the bookkeeper for audit purposes. ***There is no exception to this policy.*** If all printed tickets are sold, no one will be admitted at the door.

## EVALUATION INFORMATION

You will be provided an e-copy through your email for you to review.

### FACILITIES – CARE

- A well-kept, attractive school building is of utmost importance in establishing a suitable educational climate.
- It is the responsibility of each teacher to instruct his/her students to take proper care of the school facilities.
- Consequently, **students will not be left in a classroom without direct faculty supervision.**
- In addition, teachers must station themselves outside their doors in the hallways between classes to promote appropriate care of the school.

### FACILITIES – MAINTENANCE

**Teachers are accountable for the physical conditions of their classrooms.** If any repairs need to be done (e.g., lights replaced, sink unstopped), the teacher should complete the maintenance request form and turn it in to Mr. Moore, the same day the need first occurs.

### FIELD TRIPS

*Regular education trips* include the following: activity trips that are specific to an academic area such as ROTC, literary rallies, historical tours, scientific exhibits, economic and vocation experiences. ALL regular educational trips *must* be objectively oriented and require the initiation and completion of the **Special Trips Request** form. This should be completed several months in advance of the proposed trip. The request for regular field trips should originate with permission from the principal at least 30 school days in advance. The **Professional Leave Request** must be approved by Dr. Smith 20 school days in advance and 15 days in advance by the Superintendent.

Any trip planned for any school group which deviates from the regular field trip policy must have approval by the Superintendent or his designee before planning for the trip is done. The written request for the trip should include the purpose of the trip, the location, number of students involved, mode of transportation, mode of funding, estimated cost, and inclusive dates.

Buses for field trips must be secured through Mr. Anderson after the Principal grants approval of the field trip. A form for this purpose can be secured from Mr. Anderson.

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ALL FIELD TRIPS **MUST BE PLACED ON THE MASTER SCHOOL (Activity) CALENDAR.** Failure to do so will result in cancellation of the trip. Check the Master Calendar to avoid scheduling conflicts. Sponsors are also responsible for checking the calendar (one week prior) to assure that events are posted as scheduled and for notifying Ms. Hartwell when posted events are canceled or changed.

Alphabetized rosters of participating students are to be submitted electronically (e-mail) to Mr. Anderson, **7 days (one week) PRIOR** to the scheduled trip. Failure to do so will result in cancellation of the trip.

## **GRADE BOOK**

All teachers are responsible for accurate entries of daily grades, test grades, themes, and other assignments on JCAMPUS in order that grades reported to parents can be substantiated. Each record should indicate the assignment name/type, points possible, the points earned by each student. Absences and tardies must also be recorded. **Grades should be current.** Items assigned are to be graded and returned in a *timely* manner. At the end of every nine weeks, you need to print a report of your students grades and turn in to the API's office. The records will be kept on file for a minimum of five (5) years, after which time they will be destroyed.

## **GUEST SPEAKERS**

Teachers are encouraged to utilize available resources in the community and invite guest speakers whenever appropriate for the enrichment of the students. Teachers should notify the principal's secretary and API **five days in advance** prior to the visit.

## **KEYS**

Each teacher has complete responsibility for taking care of his/her keys. **Do not** permit anyone to handle your keys, particularly students. **Do not** duplicate keys. **Do not** leave keys in lockers or in your faculty box. Keys will be returned to the office at the end of the school year. Teachers will be required to sign a key contract and will be held accountable for loss, duplication, or misuse.

**Your classroom is to be LOCKED when not in use. It should be unlocked while students are in the classroom**

**Do not** change the lock without the approval of the principal.

## LESSON PLANS

Each teacher must have **lesson plans by your door**. Lesson plans should be typed, current, and available for review at all times. For the purpose, of observation a copy of the lesson plan should be made available to the observer upon entrance into the room.

Teachers are required to provide an instructional program utilizing the Louisiana state content standards, adopted scope and sequence, and NIET best practices in a manner that will enhance the growth of the student in his or her classes.

CPSB policy states that *every teacher* is required to have lesson plans every day. In order for instruction to be deliberate and not occur by chance, the teacher must plan effectively. Effective planning includes writing complete lesson plans. Lesson plans serve to organize ideas, serve as a record of classroom activities, and assist in directing the observation of anyone observing the lesson in progress (including the teacher). *Every lesson plan* shall include:

1. Objectives (desired outcomes)
2. Activities (what the students will do to accomplish the objectives)
3. Individual Differences
4. Materials needed for the lesson
5. Evaluation/Mastery criteria (how the teacher and students will know that they have accomplished the objectives)
6. Content Standards

The teacher shall file these lesson plans and be able to readily present them upon request. Lesson plans will be submitted in the G Drive on Sunday night for the following week. .

An electronic version of your lesson plan template is available in the G Drive.

## LIBRARY SERVICES

Library Hours: 8:00A.M. – 3:00 P.M.

### Part I: BOOKS, REFERENCE & RESEARCH

#### Attendance

1. Students will be able to use the library before and after school.
2. Students coming to the library from class must bring a Library pass signed by the teacher.
3. Library Passes must be presented to the Library Staff upon entering and upon leaving the library. Library Passes are needed during lunch break.
4. By prior arrangement with librarian, teachers may send up to five (5) students to the library during class periods.
5. These groups, unaccompanied by the teacher, are to check with the librarian for seating assignment, etc.

6. Scheduling classes: Teachers are encouraged to bring classes to work in the library on individual projects and assignments that require research. Scheduling may be done at least one week or months in advance. At time of scheduling, librarian & teacher will complete a collaborative lesson plan that includes a copy of the students' assignment.

**CLASSES MAY *NOT* BE SENT TO THE LIBRARY WITH A SUBSTITUTE TEACHER OR PARAPROFESSIONAL.**

Classes are required to sit together in the designated area, to be determined by the type of research to be done. Teachers are to remain with their classes and monitor their behavior. All students and staff are required by CPSB to have a signed *Computer Usage Agreement* form on file in the library.

**NO EATING, DRINKING, CHEWING GUM OR ANY TYPE OF FOOD ALLOWED IN THE LIBRARY!!!**

Circulation for Students

1. Circulation to students: All materials excluding Audio-visual (DVDs, VCRs, etc), will be checked out using the online circulation system.

2. Student ID cards are required when checking out books. Books may be borrowed for a period of two (2) weeks and renewed for an additional two weeks unless needed for an assignment.

3. The library may, periodically, restrict the circulation period for any materials based on demand.

4. Reference books and materials will be restricted to overnight loan in order that the greatest number will have access to them.

5. Overnight loans must be returned before the first hour the following school day. A fine of 25 cents per hour will be charged for late overnight books and magazines. An overdue fine for two-week books is ten (10) cents a day and twenty-five (25) cents per school day for overnight books.

Circulation for Teachers

1. Books are checked out to teachers for an unlimited period, provided that there are no requests for them.

2. If books checked out by teachers are lost, they must be paid for by the last day of school.

3. It is realized that many books and calculators checked out by teachers are passed on to students.

Teachers are asked to hold the student responsible and he/she may be required to sign the library book card, clearing the teacher's responsibility. This matter will be settled between the teacher and student.

4. In cases of *classroom collections*, the entire class must be made aware of its responsibility for paying for books that are lost.

5. Teacher Textbook Editions are located in the Library.

Copy Machines and Printers

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Copies can be made in the library for a fee. Black/white copies are 10 cents per copy. Color copies are 25 cents per copy. Lamination fee is 15 cents per foot. The fees apply to **everyone**.

### Periodicals: Magazines and Newspapers

Current issues of magazines and newspapers are to be *used in the library*. Back issues may be checked out for a class period or for overnight loan. Back issues of newspapers are maintained for three (3) months.

### Research Papers and Projects

Parish policy requires that all research papers for English classes be written during the 2<sup>nd</sup> semester. Teachers are urged to sign up in advance of their actual time. Research topics should be narrow in scope. During the third nine weeks, non-fiction library resources may be placed on temporary reserve. All class research projects need to be completed by the *end of April*.

## **Part II: AUDIO-VISUAL MATERIALS and EQUIPMENT**

1. A-V materials and equipment are available upon request. All materials and equipment are checked out using the online circulation system.
2. A sign-up book for A-V materials is located in the A-V 1 room. You are urged to make your requests in advance.
3. Prior approval must be received from Mrs. Hobson *before* checking out DVDs, VHSs, or other media equipment for classroom instruction. Bring your approval form with you to check out these resources.
4. All visual materials should be previewed by the teacher for any sensitive content.
5. All materials **MUST** be returned each day by 3:45. Parish policy mandates all equipment **MUST** be returned to the library at the close of each school day. All exceptions **MUST** have the Principal's approval.
6. Teachers must operate equipment or train a responsible student to do so.
7. Report any malfunctioning equipment or faulty software to the A-V librarian immediately.
8. Replacement bulbs for your overhead projectors are available in the A-V1 room. Send the burned-out bulb so that we will know which type you need.

## **LUNCH SCHEDULE**

Lunch periods are determined by the classroom's students are in during 4th period.

**REFER TO REGULAR BELL SCHEDULE LUNCH TIMES.**

**First Lunch Shift: 1st floor, C Wing, D Wing G Wing, ROTC, Band, 2<sup>nd</sup> Floor Rooms 212-220 and Gym**

**Second Lunch Shift: 2<sup>nd</sup> Floor Rooms 200-210 and 3<sup>rd</sup> Floor**

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## MAIL and MEMOS

Each teacher will be assigned a mailbox, and all mail or written communication will be placed in his/her box. Teachers should check their boxes before and after school, on their planning periods, and at lunch for mail, messages, or in-house communication. Boxes should be emptied *daily*. **DO NOT** place ANY items in teachers' boxes without administrative approval.

**Teachers are required to check their CPSB email daily.** The announcements and student activity rosters are delivered to teachers via e-mail. Other important communication is also distributed using this venue.

## MASTER SCHOOL (Activity) CALENDAR

ALL activities involving students or requiring use of the building or grounds *must* be discussed and approved by the principal and placed on the Master Calendar by Ms. Hartwell. **This pertains to ALL activities at school or away.** An activity calendar form must be completed by the teacher and approved in writing by Ms. Hartwell before the activity is officially approved. A copy of the approved completed form will be placed in the teacher's mailbox. Failure to get an event/trip on the Master Calendar will result in *cancellation* of the scheduled activity.

## MEDICATION

When it is necessary for a student to take medication at school, there are forms that the doctor and a parent must fill out. Medication must be delivered to the school by a parent in a prescription bottle with proper labeling. **There are no exceptions to the Caddo Parish School Board Policy.** If a student does not have these forms filled out and the medication is not officially listed at school, a parent will have to come personally to administer the medication. If medication needs to be administered at school, students should go to the front office to pick up forms to be signed by the parent and the doctor. If a student was on medication the previous school year, new forms must be completed at the beginning of each new school year. This Caddo Parish Medication Policy applies to all medications including: Tylenol, aspirin, cough drops, and any over-the-counter-drugs.

## NEWS RELEASES

All news releases are to be handled through the principal. A news release form, located on the website, should be filled out and turned in to Ms. Hartwell (principal's secretary) for the principal's

approval. An individual is not to release information to the news media on his/her own. Teachers are to notify the principal of any media personnel scheduled to visit the campus.

## PARENT-TEACHER CONFERENCE

A parent or a teacher must arrange a conference through the counselors. A counselor will give the teacher at least 1 days' notice and will notify the teacher as to the time and the place. The conference will be attended by the parent or guardian, the teacher, a counselor, and/or administrator. The student may or may not attend. Conferences will be arranged during your planning period and before/after school. We must remember that responsibility for the success or failure of a conference rests primarily with the teacher, counselor, and/or principal. You are encouraged to consider the following procedures:

- Build a cooperative relationship with parents by sitting with them at a table.
- **BE RECEPTIVE.** That is, receive anything the parent tells you without showing surprise or disapproval. If the teacher cannot do this, he will not get an honest picture of the parent's attitude and feelings.
- Comparison to siblings, discussing other students, or naming other children shall be avoided.
- Be accurate and specific about the student's academic and/or behavioral performance.
- Provide detailed current progress report.
- Try to end the conference with a plan or mutual understanding.
- Document all parent conferences on Parental Contact Form.

### TIPS IN DEALING WITH PARENTS

- Make first contact.
- Find something positive to say.
- Make it a cooperative effort.
- Be honest.
- Offer suggestions.
- Be a good listener.
- Have your documentation.
- Remain calm.

### TIPS ON AVOIDING HOSTILITY

- Establish rapport.
- Give respect; get respect.
- Actively involve students in hands-on, challenging activities.
- Communicate with fellow teachers.
- Do not fall victim to anger or frustration.
- Remove audience when necessary.

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- Meet as a team.
- Have administrator there if necessary.
- State choices.
- Be consistent.
- Use humor.
- Have a plan.
- Learn to recognize anxiety.
- Use good vocal skills.
- Smile.
- Acknowledge mistakes if appropriate.

## PARENTAL INVOLVEMENT PLAN

**PHILOSOPHY:** The faculty and staff of Woodlawn Leadership Academy uphold the position that all students can learn. By establishing effective lines of communication among parents, teachers, community members, and students, we believe that these groups will be aware of the responsibilities they have in the educational process, and that from this shared effort, Woodlawn Leadership Academy will move successfully toward producing future citizens who are educated, productive, and capable of contributing to the betterment of society. Parental involvement at Woodlawn Leadership Academy includes the following major components:

**PARENT SUPPORT IN THE HOME:** Parents should: encourage systematic study, show interest in assignments, provide proper conditions for study at home, assist the school in promoting and maintaining acceptable standards of conduct, agree to meet with the staff periodically to discuss student progress, insure the students' prompt and regular attendance, become familiar with school rules, cooperate with the school in solving problems when disciplinary actions are necessary.

**SCHOOL COMMUNICATION WITH THE HOME:** The instructional goals are designed to meet "the needs of a student body which represent diverse educational, economical, and social backgrounds." Goals are communicated to students and parents throughout the school year. The annual Back-to-School Night is another opportunity for parents to meet the faculty and staff. Throughout the school year, the *Parent-Teacher-Student Association Newsletter* is mailed to parents. Progress reports are sent home with each student quarterly (mid-point of each nine-week period). If a grade changes to an "F" any time before the end of the nine weeks, a report is sent. Teachers also send reports periodically as a general update of the academic progress of students.

Parent conferences are initiated frequently by teachers or by the administrators. The school website is updated periodically as a method of communicating with parents. The administration and faculty can be contacted through e-mail. All e-mail addresses are available on the school's website.

**PARENTAL INVOLVEMENT AT SCHOOL:** The PTSA is active at Woodlawn. Parents and community members serve as resource persons, assistants for special projects, members of the hospitality committee, and volunteers for athletic events. Community and parental support enrich our school.

**PARENTAL INVOLVEMENT IN LEARNING ACTIVITIES AT HOME:** Woodlawn teachers are encouraged to require students to maintain a Grade Recording Sheet for their class. This allows the parents and students to know the students' current grade standings at any time. E-mails by parents to teachers can be sent requesting information. Parents are encouraged to check periodically with the counselor to request a Student Questionnaire to be completed by teachers. This questionnaire gives an overview of student behavior, attitude, and completion of assignments. If this report shows that improvement is needed, the parent can request a conference with the teacher.

**PARENTAL INVOLVEMENT IN GOVERNANCE AND ADVOCACY:** The Woodlawn PAA PTSA executive committee and advisory board have regularly scheduled meetings throughout the school year. The principal sits on this board. Input regarding curricular and co-curricular activities from the PTSA is received as the school calendar is developed.

## **PARKING**

The CPSB is not responsible for any damage to vehicles or any items lost or stolen from vehicles while parked on school property.

Parking on school property constitutes consent to search your vehicle.

Students should back the car into the space between the yellow stripes and they should not park in the row nearest the school, which is reserved for teachers and visitors. Students are not to be sent to the parking lot during the day without authorization from the office.

## **PERSONAL ITEMS**

Woodlawn Leadership Academy is not responsible for personal lost/stolen items. Keep them secured at all times.

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## **PERSONNEL EVALUATION PLAN**

This document is updated by CPSB and issued to every teacher. It is to be maintained in the teacher's Personal File folder for the current year.

## **PROFESSIONAL DEVELOPMENT**

Professional Development sessions will be held on Tuesdays and Thursdays unless otherwise specified. Attendance is ***required*** to these sessions. Locations will vary based on the subject matter to be discussed during the session.

### **Four Types of Professional Development Credit**

Once activities are submitted, a determination of the type of credit to be awarded will be made. There are a number of types of credit:

- Re-licensure CLUs for those new teachers with Level 2 or Level 3 Certificates seeking to accumulate 150 CLUs over each 5-year period. These CLUs may focus on instructional strategies and do not have to be content specific. Examples are classroom management, cooperative learning, frameworks of poverty, etc.
- College courses will be counted at 15 CLUs per credit hour in addition to the college credit earned. College courses will apply for Re-licensure CLUs.
- Professional Development Credit on an hour-by-hour basis will be given for those activities which teachers participate in but which do not meet the requirements of "high quality" professional development as defined by NCLB.

### **Register for Workshops Online**

Access CPSB website: [www.caddoschools.org](http://www.caddoschools.org)

Click on the tab entitled "Staff"

Click on "Classlink"

Under "Kickup"

Click on the class you would like to take

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NOTE: **Documentation of completed coursework/professional development completed outside** Woodlawn Leadership Academy and Caddo Parish sponsored professional development must be presented to Mrs. Bogosian or Ms. White, API to enter on the district site.

### **Professional Growth Plan Instructions**

Each employee prepares a professional growth plan at the beginning of an evaluation period. **The PGP should support the Woodlawn Action Plan and the system's overall goals.** Additional objectives can be used as needs indicate.

For less experienced teachers or any employee whose performance needs to be strengthened, the objectives should be directed toward professional improvement. For experienced, successful employees, objectives may extend beyond the professional responsibilities included in the job description and may be used to explore new untried, innovative ideas or projects.

### **PROFESSIONAL LEAVE**

Request forms for professional leave can be obtained from the website and completed at least 3 weeks prior to the intended leave. Completed forms along with a copy of the agenda or registration, are to be submitted to Ms. Hartwell, Principal's Secretary.

### **PTSA MEMBERSHIP**

All faculty, staff, students, and parents are strongly encouraged to join and support the PTSA. The PTSA has a meeting every other month in the WLA auditorium in which all parents are invited to attend. This hardworking group continues to assist and support us in our efforts to provide the best educational environment and opportunities for our students. Research has proven that if parents are involved in their child's school, student achievement increases and behavioral problems decrease. Please get involved in the WLA PTSA today! Dues are \$6.00 for everyone (parents, teachers, students, grandparents, etc.)

### **GENERAL RULES FOR PERSONNEL**

The purpose of these rules and regulations is not to restrict the rights of anyone, but is to define these rights, protect the rights of all, and to insure cooperation. Committing any of the following violations will be sufficient grounds for disciplinary action.

1. Smoking while on duty.
2. Failure to wear presentable dress and/or uniform if required.
3. Unreported absences from work or failure to report absences in a timely manner.

4. Reporting late for work.
5. Leaving the job during working hours without permission. All employees **must** sign out before leaving and check in when returning (Mrs.Hartwell's Office). **Permission from Dr. Smith is required prior to leaving.**
6. Possession of weapons on school premises.
7. Refusal to obey orders of supervisor.
8. Refusal or failure to do job assignment or follow job description.
9. Abusive language to employees, supervisor, or students.
10. Fighting on premises
11. Theft or misappropriation of property of CPSB and employees of the school.
12. Possession, use or under the influence of any alcohol/drug on school premises or school activities.
13. Immoral conduct or indecency.
14. Using a cell phone at times not allowed by CPSB policy.
15. Placing material and/or information in teacher's mailboxes without **prior** approval from an administrator. **A signature is required.**
16. Failure to follow and enforce the rules and regulations as established for Woodlawn Leadership Academy.

## SCHOOL CORRESPONDENCE

An administrator must approve any official correspondence leaving the Woodlawn Campus.

## SCHOOL DAY DEFINED

High school teachers must clock – in by 8:00 a.m. daily. Paraprofessionals and secretaries must clock in by 8:00 a.m. Teachers' will remain on campus at least fifteen minutes at the end of each school day. Students may be given permission slips to come to a teacher's room before school if the teacher is in the room and remains with the student. Students are to leave campus by 3:55 P.M. each day unless under the direct supervision of a teacher, sponsor, coach, or other employee of Caddo Parish School Board. Sponsors of groups meeting after school must adhere to the above conditions for meetings, practices, etc. **Assigned duty supersedes** meetings, practices, etc. Students are not allowed in the Teachers' Lounge at any time.

## SCHOOL FINANCE

### Accounting / Bookkeeping Procedures

#### Regulations (summary)

1. All funds collected for any activity, curricular or co-curricular, must be entered in the school's account. Fund raising forms must be completed and approved by the principal.
2. Advertising, soliciting, and selling for school or non-school events are not permissible unless written approval is given by the principal.
3. A *local purchase form* must be completed and signed by the principal before making purchases. When requesting a purchase order, you must have vendor, item #, description, quantity and price.
4. The original invoice and/or receipts of purchase must be turned in to the bookkeeper on ALL purchases.
5. The school will not be held responsible for any purchases made in the school's name without the approval of the principal.
6. Teachers collecting money from students must issue a numbered receipt and deposit such funds immediately (*the same day*) with the bookkeeper. ALL receipt books must be turned in to the bookkeeper at the end of the school year.
7. The principal, by law, has the responsibility of budgeting ALL funds. Before assessing any fees, the principal must approve the assessment.
8. Any teacher turning in money, must receive a receipt *before* they leave the bookkeeper's office
9. Check requests need to be turned in to the bookkeeper 48 hours prior to needing a check.
10. ALL fundraisers must be approved by the principal.
11. Fund raisers will not be approved (except for special cases) after the third Friday in April of the current school year. All fund raisers and forms must be completed and turned in to the bookkeeper by **Friday, May 3, 2024**.
12. All money collected each day **MUST** be turned in to the bookkeeper by 3:00 p.m. each day. Teachers are to remain in the bookkeeper's office until the money is counted and a receipt is given. Teachers are not to send students to the bookkeeper to turn in money.
13. Count money and complete a deposit slip **BEFORE** going to the bookkeeper. It is the responsibility of the bookkeeper to *verify* the deposit **NOT** count your money.
14. **Maintain ALL documentation for audit purposes.**

### General Policies and Procedures

The objective of the *School Activity Accounting Manual* (CPSB policy) is to offer a documented reference for all those involved in the school accounting system. The accounting system is intended to place a significant value on supporting education for all Caddo School students, faculty and administrators by providing accurate, timely and useful reports of all school fund activities.

The manual is also intended to update and incorporate new policies needed as a result of the automated system adopted by the Caddo Parish School System as well as rules and regulations enacted or recommended by the Louisiana Legislature, Legislative Auditor, and the Department of Education.

## General Control Requirements

All principals, faculty, bookkeepers, and administrators are ultimately responsible for ensuring that all financial transactions retain the following characteristics:

- That all transactions and activities are properly authorized;
- That there is a segregation of incompatible duties;
- That there is appropriate documentation and records;
- That there is adequate control over assets and records; and
- That there is always a measure of individual responsibility for all decisions.

## **NOTE: Failure to create and maintain proper accounting records and internal controls constitutes willful neglect of duty and subjects employees to disciplinary action up to and including termination.**

Invoices and other supporting documentation, when paid, should be marked paid and attached to the canceled check for filing when it is returned from the bank. Invoices should be reviewed and signed by the person responsible for the account from which the invoices are to be paid.

## **Funds Received by Teachers**

Teachers who receive funds for various activities and purposes must always write receipts or maintain a log in order to create accountability when funds are first received by a school employee. Following are procedures to be followed related to teacher / sponsor receipt writing:

1. The school office should maintain detailed records on all receipt books issued to teachers. Never issue CPSB printed receipt books to teachers.
2. The teachers and sponsors should be required to keep the office informed as to what funds they are collecting from students.
3. All receipts issued by the teachers should be pre-numbered (preferably with preprinted numbers) and the duplicate copy permanently maintained in the receipt book.
4. Receipts should be written for all funds collected by the teachers (unless otherwise documented as outlined in the accounting manual). This should be done at the time any money is collected and in the presence of the student or parent from whom the money is being collected. The original receipt should then be given to the student/parent.
5. All receipts should contain the date, amount, description, from whom the money is received, and the fund into which the money is to be deposited, as well as the signature of the person receiving the funds.
6. All funds collected should be turned in to the office daily and the office should properly receipt the funds as outlined in this accounting manual. Never make expenditures with cash receipts. The teacher collecting the money is responsible for safeguarding the funds until they are turned over to a bookkeeper.
7. All voided receipts should be maintained in the receipt book.
8. The bookkeeper and the teachers/sponsors should periodically reconcile the individual receipt books with the receipts issued by the office.

## Fund Raising

The following section outlines the policies and procedures to be followed for all fund-raising projects. It is important that the following procedures are followed in order that proper accounting and control over funds raised are maintained.

Every fund-raising project should benefit students at the school both financially and educationally. Projects that have been unsuccessful or difficult in the past should be avoided.

## General Policy – Fundraising Activities

All fund-raising activities must be approved by the principal prior to the start of the activity. Schools should not conduct raffles, bingo games, or other activities construed to be forms of gambling or games of chance. Parent organizations may sponsor these activities, but board policy prohibits the solicitation and sale of raffle tickets in the schools or at school sponsored events.

The form entitled *Report on Fund Raising Project* (From IA-82 / Rev. 3/88) is required for all fund-raising projects conducted which use the name of the school. This includes fund raisers which are conducted by the PTA, booster organizations, or any other outside organizations.

No expenditures are to be made from cash receipts. All payments must be made by school check. All invoices should be turned in to the bookkeeper on a timely basis so that they can be paid within 30 days of the date of the invoice.

### Recommended Procedures in the Financial Operation and Reporting for Fund Raising Projects

The *Report on Fund Raising Project* includes an approval section which must be prepared by the sponsor and signed by the principal prior to the start of the fund-raising activity. The remaining portion of the form is completed when the fund-raising activity is over. At the conclusion of the project this must be signed as prepared and/or reviewed by the sponsor of the activity and the principal.

The *Report on Fund Raising Project* must be sent to the School Board Auditing Department for review.

The approval section should be sent upon start of the activity, and the completed form should be sent upon completion of the fund-raising activity. These reports are maintained on file at the Central Office.

**Exempt Projects:** The only projects which are exempt from using the *Report on Fund Raising Project* form are school pictures, yearbooks, school newspapers, school store, and concession sales where several concession items are purchased from multiple vendors and the project extends over a long period of time. The fund-raising form must be prepared by each organization conducting a fund-raising project. The report should be used to report the details of the project to the principal. Efforts should be made to ensure that the information reported on the form is accurate, complete and in agreement with school bookkeeping records. Any inaccuracies should be investigated and corrective action should be taken to resolve the problems.

Fund raising forms may be obtained from the School Board Auditing Department. Documentation for Fund Raising Projects

For each fund-raising project, the sponsor should ensure that records are maintained with an adequate audit trail, to include:

1. The name of each student participating
2. The amount/number of items issued to each student
3. The amount of funds collected by each student,
4. An explanation of all funds or products that were returned

**Receipts:** Additionally, documentation must be maintained by the sponsor for all funds received from students/fund raising participants. This should be accomplished by the issuance of pre-numbered receipts to each student/participant turning in money. In some cases, it may be more appropriate to maintain a list of students turning in money and have each student sign and date the list acknowledging the amount of money being turned in to the sponsor. The receipt and/or list should always include the date and a detailed explanation as to the source of the funds.

**Maintenance of Records:** All receipts and other records, including credit memos, invoices, and records including the information described above should be retained at the school for 3 years after they have been audited. These records should never be discarded prior to their being audited.

### **Collection of Funds**

All funds collected from students must be given to the school office by the end of each school day. Funds should not be taken home by faculty members or left in the classroom overnight.

When funds are turned in to the office, the money should be counted and a receipt issued immediately to the person turning in the funds.

Expenditures should never be made from cash receipts of the fund raiser. All expenditures of the fund raiser should be paid by school check.

Each student should be required to sign for items that are distributed to them to sell. The sponsor should request assistance from the school principal when unable to collect money from students.

A listing of all students owing money should be attached to the form.

Damaged or spoiled goods should be disposed of with a witness on hand and documented.

Lost or stolen funds or goods should be reported on a PL-76 (Property Loss Notice)

### **Employee Ethics**

The Code of Governmental Ethics (Act 443 of the 1979 LA Legislature) was designed to prevent the use of public employment for private gain and to preserve the integrity of governmental employment. In that context, most provisions of the Code relate to possible conflicts of interest between a person's public employment and some private interest or contact. All school employees, especially those in administrative positions, should take care to follow the Code since failure to abide by its provisions could result in both disciplinary action being taken against the employee as well as fines of up to five thousand dollars. 66

A summary of some of the provisions of this law, which apply to principals and other school employees, follows:

I. No public servant (public employee or elected official) shall receive any thing of economic value, other than compensation and benefits from the government entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position. (“Thing of economic value” means money or any other thing having economic value, except food, drink, or refreshments consumed by a public servant while the personal guest of some person.)

II. No public servant shall receive any thing of economic value from a person to whom the public servant has directed business of the governmental unit.

III. No public servant shall participate in a transaction in which he has a personal substantial economic interest of which he may be reasonably expected to know involving the governmental entity.

IV. No public servant shall participate in a transaction involving the governmental entity in which, to his actual knowledge, any of the following persons has a substantial economic interest:

- Any member of his immediate family.
- Any person in which he has a substantial economic interest of which he may reasonably be expected to know.
- Any person of whom he is an officer, director, trustee, partner, or employee.
- Any person with whom he is negotiating or has an arrangement concerning prospective employment.
- Any person who is party to an existing contract with such public servant or who owes anything of economic value to such public servant and who by reason, thereof, is in a position to affect directly the economic interests of such public servant.

V. No public servant, member of such public servant’s immediate family or legal entity in which he has a controlling interest (25% ownership) shall bid on or enter into contract, subcontract, or other transaction which is under the supervision or jurisdiction of the agency of such public servant.

VI. No public servant shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such a person has or is seeking to obtain contractual or other business or financial relationships with the public servant’s agency.

VII. No public servant shall use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself, any other public servant, or other person with anything of economic value.

### **Fixed Assets**

You are responsible for all fixed assets in your possession. No item should be removed from or delivered to your classroom without the fixed asset coordinator’s knowledge. If anyone from the Central Office removes or replaces an item in your classroom, please ask for some type of documentation for your records.

Accurate and complete records provide a basis for periodic inventory of assets and aid in identifying and possibly recovering lost or stolen assets. Inaccurate fixed asset records could lead to violation of grant programs; therefore, it is imperative that the school administrators assist Central Office personnel in maintaining accurate records by conducting inventory of the fixed assets

## SCHOOL FUNCTIONS

Teachers are urged to attend school functions as guests of the school. This includes athletic contests, dances, concerts, plays, etc. Teachers and students gain when teachers see students and parents in a setting other than the regular classroom. **ALL TEACHERS are required to attend Back-to-School Night, Graduation, and other special functions as designated by the principal.**

## SCHOOL WIDE SEARCH PROCEDURES

1. Police officers cannot conduct the search. They can arrest should we find anything.
2. Employees of the CPSB must conduct the search (use the metal detector/have them empty their pockets/search backpacks/binders/lockers).
3. At no time is any employee to touch a student of the opposite sex (protects you and the child).
4. Employees are to confiscate any items that can be used or transformed into a weapon (rat tail comb, broken rulers, pointed scissors, etc...).
5. Students are to be removed from class and lined up against the wall for metal detector search. Jackets and backpacks are to remain in the classroom where “teams” will search those items. Teachers performing metal detector searches are to have students step out of line, searched, and then return to their spot in line. Do not have students moving up and down the line. This will prevent students from picking up someone else’s items which were removed from their pockets.
6. Teams searching backpacks need to be specific. You must open/unzip every pocket and section on the backpack. Razor blades can be concealed in small areas such as notebooks. Lunch sacks/boxes also need to be searched.
7. Lockers will be searched for drugs with the use of police K-9’s. Physical searches may also be conducted to search for other weapons.
8. Items containing “gang graffiti” should also be confiscated and tagged.
9. Use tape that can be written on. The yellow sticky notes come off easily and may prevent proper identification of items to owners.
10. Be mindful of the security cameras.

### PROCEDURES

1. Turn bells off.
2. Lockdown announcement over the intercom (no one leaves the classrooms)
3. Post employee outside of school and in student parking lot. (Prohibit check outs, avoid anxiety from parents, etc...)
4. K-9 will check lockers for drugs (hall & P.E.) and all vehicles on the campus.
5. Teams will search classrooms and students (and lockers if needed).
6. Teams will remain in radio contact throughout the search. Any team experiencing a problem

should notify Dr. Smith or Mr. Anderson immediately.

7. Deputy Williams will assist the teams as needed.

Mr. Don Gibbs or Mr. Don Otis from the CPSB Security department will help supervise.

Mr. Gibbs will be posted outside the school entrance. No one enters the building. Calm parental concerns.

Let them know this is an annual event designed to promote safety and security at our school.

K-9 Officer will maintain control of the K-9's during the search.

## **SEXUAL HARASSMENT POLICY**

It shall be the policy at Woodlawn Leadership Academy that every student and employee is free of sexual harassment. A grievance procedure that provides for prompt and equitable handling of sexual harassment complaints may be initiated through Mr. Anderson.

### **I. GENERAL STATEMENT OF POLICY**

Sexual harassment is a form of sex discrimination which is prohibited by federal and state law. It is the policy of the Caddo Parish School Board to maintain a learning and working environment that is free from sexual harassment. This policy of the School Board specifically prohibits all forms of sexual harassment.

It shall be a violation of this policy for any employee, non-employee volunteer, or board member of the Caddo Parish School Board to harass a student, any employee, or non-employee volunteer through conduct or communication of a sexual nature as defined by this policy.

The School Board through the Superintendent of schools or his or her designee will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any employee or non-employee volunteer who sexually harasses a student, employee, or non-employee volunteer of the School Board.

## **STAIRWELLS**

**The East stairwell (near the bus ramp) will not be used by any students.**

This stairwell is accessible from the outside, therefore unauthorized visitors are able to enter the main building without being seen.

## **SUBSTANCE ABUSE**

ALL incidents of suspected cases of substance abuse must be reported. Each school has a drug education team (Mr. Anderson, Chair) which will discuss the case, meet with the parents of the

student reported, and make recommendations for treatment, counseling, or other appropriate action.

If a teacher observes physical symptoms of drug use, he/she shall refer the student to the drug education team.

## SUBSTITUTE INFORMATION

The teacher **MUST** provide the substitute with the **Substitute Folder with Emergency Plans**, which is kept on his/her desk, containing the following information:

- a. Written Lesson Plans – **NO PLANS will be taken by phone**
- b. Duty schedule
- c. Class schedule
- d. Lunch schedule
- e. Seating chart
- f. Student roster
- g. Referral forms
- h. Hall passes (no more than 5)
- i. Emergency procedures (i.e. disaster drills, lock down, etc.)
- j. Attendance procedures
- k. Other information **PERTINENT** to your classroom situation

The teacher **MUST** prepare a minimum of 5 days of emergency plans/activities. **Emergency plans should be thorough and generic enough that anyone can follow the objectives, activities, and evaluation. The objectives should be familiar to the students.** The activities should be content embedded and purposeful. These plans shall be replaced with new ones as they are used throughout the year.

Make the necessary preparations for your absence. **DO NOT** expect the substitute to make copies. **DO NOT** instruct the substitute to send to the office for copies to be made for the class. **TAKE CARE OF YOUR RESPONSIBILITIES!**

## SUPERVISION

Students must be supervised at all times. Remain in your classroom throughout class periods. **NEVER LEAVE YOUR CLASSROOM UNATTENDED** with students present. **NEVER** send students from your room into the hall because of misconduct. When moving students from the classroom to another location (i.e. Library, computer lab), the teacher must accompany the students while in transition. Do not send the class to the new location unsupervised. All of these situations present a liability issue and are indefensible.

**2023-2024**

**Stand at the door between classes and urge the students to move to class quickly. Do not allow students to congregate in the hallways.**

After school activities must be supervised. Students are not allowed to remain on campus after school with proper supervision.

### **TEACHER ROSTER/STUDENT SCHEDULE**

**Students should be in the class that is on their schedule only.** Teachers should not have any students in their class who does appear on their roster. \*If students need to make-up assignments (E20/20 etc.) that student needs permission from administration

### **TELEPHONE CALLS**

Teachers are reminded to limit personal calls to 3 minutes. Phones for calling parents are available in the attendance office and main office phone. Personal telephone messages will be delivered in cases of emergency. Any message which does not represent an emergency will be placed in the teacher's mailbox. Teachers are encouraged to make every effort to return parents' calls. Efforts to return calls, including inability to reach parents, should be documented and maintained by the teacher on the Parental Contact Sheet to be submitted each month. **Every teacher** is asked to make a minimum of 5 parental contact calls each month.

### **TEXTBOOKS**

When textbooks are issued to student, the student **must** sign the textbook loan form indicating that he/she has received the book. At the end of the year, each student **must sign indicating that he/she has returned the book.** The TEACHER shall WRITE the Student Name, Year of Use, Teacher's Name, and Room Number into each textbook issued.

If you issue a student more than one book, please fill out a textbook loan form on each textbook. If a textbook is lost or damaged, inform the student they must pay for the textbook before receiving another text. The teacher shall collect the money (cash or money order only), issue the student a receipt, and then turn the money in to the bookkeeper. **DO NOT** send a student to the bookkeeper to pay for a textbook. Once the fee has been paid, the teacher may issue another textbook to the student.

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**Full price** will be assessed on lost or damaged books.

**Check textbooks at the beginning of each 9–week grading period.** This will help to minimize the number of lost textbooks at the end of the year.

### **TOBACCO PRODUCTS**

It is against CPSB policy to have tobacco products on school board property. Employees and visitors will not use tobacco products in the building or on these premises.

### **TRANSFER STUDENT**

Any student entering Woodlawn will receive a yellow schedule form from a counselor. The teacher should check the schedule carefully and then initial the appropriate class information on the schedule. The teacher must obtain from the counselors any grade and attendance information which the student has already acquired for the present grading period.

When a student has a schedule change during the semester and receives a yellow schedule form from the counselor, he should adhere to the following procedure for each period which is affected by the change. The student must first go to the teacher for that period on the original schedule. The teacher will take up the student's textbook if the new schedule does not place the student in that same course with that same teacher any time during the day. The teacher will acknowledge the change with his initials next to his name as listed on the yellow form. The student will then proceed to his new class for that period. This teacher must also acknowledge the change with his initials on the yellow form.

Any student who wishes to withdraw from Woodlawn must first go to the APA's office. Parents will be contacted and procedures outlined. The counselor's secretary will notify each of the student's teachers to supply the student's grade which is cumulative, attendance record which is calculated by nine weeks, and book number(s) to her within twenty-four hours. The returned textbooks will be placed in the teachers' boxes.

### **VENDOR CONTRACTS**

Faculty and staff do **NOT** have the authority to sign any type of contract on behalf of the school. All contracts must be reviewed by the principal and the CPSB Director of Risk Management. After consultation with the Director of Risk Management, the principal will sign any contract approved by the Director. Any employee who violates this mandate will be responsible for any monetary or legal liability. This includes but is not limited to: charter bus contracts, dance facilities (Homecoming/Prom), candy, etc.

## VISITORS

**Visitors, including parents and alumni, who are on campus for any reason must report immediately to the front office upon arrival.** All visitors will be issued a “VISITOR” badge while they are on campus. Visitors should not be in your classroom during instructional time unless the visitor has been approved by administration.

**. \*Students are not allowed to bring children to school during school hours.**

## WHITE BOARDS

### Care and Maintenance

If you have a white board (dry erase) in your room, below is a list of items to help you maintain them:

1. DO NOT put tape (masking, duct, or scotch) on the board.
2. Use **ONLY** dry erase markers on the white board surface. All other markers will destroy the board.
3. White boards should be cleaned at least once a month with a cleaner such as 409 or Fantastic.
4. After cleaning, wash the board with a car paste wax, then buff it with a rag.

The above items should keep the boards in excellent operation for years to come.

## WORKROOM

A well-equipped work area is provided for your convenience. Please do all of your paper copying, machine test grading, and other machine usage in the workroom. The workroom is yours. Keep it clean and do not waste. Use what you need and take care of your equipment. Repairs are costly and can cause serious delays in service.

### REMIND APP

If you are new to the staff please join by texting @woodlawnf to 81010. I send out communications through this method.