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***This handbook is not intended to be a complete legal explanation of every Louisiana, Caddo Parish, and Southwood High School regulation. It is simply intended to be a guidebook to assist in general understanding and guide of what is required of students. Any omissions or errors will not constitute liability of Southwood High School. Please review regularly to ensure updates are communicated and visit www.caddoschools.org for more information.

Southwood High School Staff Telephone Numbers

Administrators

Dr. Kim Pendleton Principal 364-5891
Kenneth Coutee Assistant Principal 364-5907
Rosie Hudson Assistant Principal 364-5908
Patrick Lindsey Assistant Principal 364-5896
Stephanie White Assistant Principal
Michelle Berry Administrative Assistant 364-5887

Counselors

Megan Allen 10th graders 364-5905
Susan Holmes 12th graders 364-5906
Kathryn Murphy 11th graders 364-5904

Secretaries/Office Staff

Carol Crow – Attendance 364-5902
Sabrina Keith – Attendance 364-5899
Lucinda Gardner - Registrar 364-5901
Amy Hilton – Counselor's Clerk 364-2519
Daphne Lott – Dr. Pendleton's Secretary 364-5891
Prentiss Jones – Front desk 364-5885
Misty Wallace - Bookkeeper 364-5893

Athletic Director – Latonya Loche 364-2527

Librarian – Shawn Bray 364-5868

ROTC – Sgt. Russel Mason 364-5870

SRO – Deputy Williams – 364-1583

Cafeteria – Carmen Mack – 364-5861

Southwood Fax Number 364-3482

Southwood Website www.southwood.caddoschools.org

Parents/Guardians: Whom to Call If:

You want to talk to a teacher . . . Ask the school secretary to leave a note for the teacher.

You want to meet with a teacher . . . Call the appropriate counselor to set up a conference.

You want to get assignments due to an extended illness . . . Call the counselor's office

You have a question regarding your child's courses, phasal placement, correspondence courses, or standardized test scores . . . Call the appropriate school counselor.

You would like to visit the school . . . Come to the Main Office * No visitors without prior approval*

You want to volunteer to help with activities. . . Call 686-9512 and leave a message for the PTSA president to contact you.

You want to know about a school activity or extracurricular activity. . . Call 686-9512.

You want to get information regarding the school bus schedule . . . Log in to www.caddoschools.org and click on the Transportation link. Click on Bus Stops and follow directions.

You are moving and need to clear your child's records . . . Call your child's counselor.

Southwood High School

2022-2023 Bell Schedule

Teacher Sign-In/Report to Duty Location	8:00-8:15
Expectation: All duty teachers are required to be at their post on time	
Students Enter Through Main Doors ONLY	8:05
1st Bell Report to Homeroom(1st Period Class)	8:15-8:25
Homeroom: ANNOUNCEMENTS/TAKE ROLL	8:25-8:35
1st Period	8:35-9:30
2nd Period	9:35-10:30
3rd Period	10:35-11:30

**CHANGES THIS YEAR: ALL STUDENTS WILL REPORT TO THEIR
4TH PERIOD CLASS AND THEN BE RELEASED TO THEIR
APPROPRIATE LUNCH SHIFT.**

4th Period: D-WING ONLY	11:35-11:45
1st Lunch Shift: D-WING ONLY	11:45-12:10
4th Period: D-WING ONLY	12:15-12:55
4th Period: A/B WING & ROTC ONLY	11:35-12:30
2nd Lunch Shift: A/B WING & ROTC ONLY	12:30-12:55
5th Period	1:00-1:55
6th Period	2:00-2:55
7th Period	3:00-3:55

There will be a dead zone time(Tumbleweed Time) 15 minutes after each class period bell, and 15 minutes before the end of each class where there will be no movement: ie..no restroom breaks(only those with a doctor's excuse entered in J-Campus will be allowed to go.

During each lunch shift those students/classes **NOT** on lunch will **NOT** be allowed to leave their class unless escorted by security to checkout or to be escorted to D-120 for a disciplinary reason.

Alma Mater

SOUTHWOOD, OUR ALMA MATER,
THE PRIDE OF THE ORANGE AND BLUE,
WE SHALL LAUD YOUR SPIRITS PROUDLY
AND KEEP YOUR STANDARDS TRUE.
WE SHALL SING YOUR PRAISES FOREVER
LIFTING OUR VOICES TO THE SKY,
RESOUNDING ECHOES LING'RING ALWAYS
KEEPING OUR HEADS HELD HIGH.
AN INSTITUTION BUILT ON PRIDE, TRADITION SPIRIT AND LOVE

Fight Song

WE'RE THE FIGHTING COWBOYS FROM SOUTHWOOD WITH OUR MIGHTY SPIRIT
WE'LL RIDE ON TO VICTORY WE'RE THE FIGHTING COWBOYS FROM SOUTHWOOD
WALKING PROUD, RIDING TALL AND WE'LL ALWAYS BE ROUGH AND TOUGH,
BOLD AND BRAVE COWBOYS STRONG AND TRUE.
WE'RE THE FIGHTING COWBOYS FROM SOUTHWOOD MIGHTY COWBOYS WIN
THIS GAME FOR THE ORANGE AND BLUE

Discipline

Philosophy of Discipline

Every student is entitled to an education, which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the state and the Caddo Parish School Board having to do with student behavior. In a democracy, many privileges and freedoms exist, 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.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his or her maximum potential. The home shares responsibility in the education of its youth, and the attitude of the home toward school is reflected by the student.

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.

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.

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 and the Louisiana State Law R.S.17:416, each school principal shall:

1. Implement the Caddo Parish School 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, 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 request 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 indicated 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 school 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

In fulfilling one's obligations, each student shall:

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 and report 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 on arrival and should be 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).

8. Cooperate with searches using metal detectors by the principal or designee(s).

9. Complete all assignments.

Responsibilities of the Parent or Guardian

A parent shall:

1. Recognize and understand that the teacher must enforce school rules and regulations.

2. Teach the child to have respect for the law, authority, 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. A parent who willfully refuses to attend a conference, meeting or hearing shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731.
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.

Infraction of School Rules

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 a school bus, or attending school-sponsored events. Students suspended for ten (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: A pupil who is suspended will be given an opportunity to gain 75% credit for work made up while suspended from school.

Infractions:

- Possessing weapons or using any tool or instrument to do bodily harm
- Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for battery of a teacher, bus driver, or other school personnel)
- Threatening a teacher or any other school personnel
- Initiating or instigating a fight
- Participating in a fight (If it can be clearly determined that participant engaged only in self defense, that participant shall be eligible to have the suspension rescinded.)
- Possessing or using any controlled substance or alcohol on any school campus, school bus or at school-sponsored events
- Defacing, stealing or destroying school or personal property
- Initiating any false alarms and/or bomb threats
- Bullying, threatening, or hazing students
- Loitering on any school campus or school bus while under suspension or during truancy
- Possessing tobacco, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events
- Possessing or using fireworks on any school campus, school bus or at school-sponsored events
- Using and/or operating any electronic communication device, unless authorized by the principal
- Refusing to comply with any reasonable request of a teacher or any other school personnel while they are performing their official responsibilities

- Committing an act of defiance, either in language or action, on any school campus or school sponsored event
- Using forged notes or forged official forms
- Leaving any class and/or school campus without permission
- Violating the parish/school dress code on any school campus or school bus
- Violating traffic and safety regulations
- Using profanity toward school personnel
- Using profanity toward other students
- Failure to attend all assigned classes/skipping
- Possessing dice
- Participating in gambling
- Engaging in mutual displays of affection
- Committing immoral practices or acts
- Making unfounded charges against school personnel
- 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

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 home 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.

Metal Detectors/Searches

As per Caddo Parish School Board policy, a minimum of one classroom will be randomly chosen to be searched per week. Students will be searched using a metal detector while book bags, purses, and bags will be searched by hand. An assistant principal, his or her designee, and security coordinators will conduct these searches.

When there is reasonable suspicion, a student may be called into the office to be searched. This type of search will be done in a confidential setting with at least two staff members present, with one being an assistant principal. Attempts will be made to notify parents of this search even if the result of the search turned up nothing. At no time will a student be subject to a strip search. Periodically a canine unit may be brought on campus to “sweep” the school and/or parking lot. At no time will the dog come in contact with a student.

Lockers and vehicles parked on campus are subject to search. Any bag, purse, or book bag brought on campus is subject to search.

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 of hard labor up to fifteen years: 1) criminal mischief, i.e. giving false alarm of fire; 2) bomb threats; 3) terrorizing; and 4) possessing fake explosive devices.

Conduct in the Hall

Students are expected to do the following:

- go directly from one class to the next
- walk and not loiter in the halls
- avoid gathering in the halls in a manner that interferes with others
- avoid inappropriate physical contact
- possess and wear an official school I.D.

Harassment

Any student who is harassed or intimidated emotionally, physically, or sexually should report the behavior immediately to a teacher, counselor, and/or administrator.

Fighting: Initiating and Instigating (Southwood High School's procedure is indicated with an *.)

● A mandatory suspension of three (3) to nine (9) days shall be imposed for any student who willfully participates in, initiates, or instigates a fight on Caddo Parish School Board property during school hours, traveling to or from school, at a school bus stop or at any school-sponsored event.

● Test for Willful Participation in a Fight will be determined by the administration with the following:

✓ Did the participant contribute in any manner (verbally, physically, by action or gestures, by communication in writing or pass of verbal exchange through another person either by telephone or other form of communication) to the instigation or continuation of the confrontation?

✓ Were there opportunities for the participant to seek adult intervention prior to or during the confrontation?

✓ Is the participant of an age and mental competency to be responsible for his/her decisions and subsequent actions?

● Participation in a "group" fight (more than two students) will result in a Caddo Parish School Board Hearing.

● If it can be clearly determined that a student engaged only in self-defense, the participant shall not be suspended.

● *It shall be the procedure of Southwood High School to refer students involved in a fight to the School Resource Officer, Caddo Parish Sheriff's Deputy for disturbing the peace charges.

- If it can be clearly determined that students run to a fight, video a fight, and impede any school personnel from stopping a fight those students will be suspended up to three (3) days.

The school administration reserves the right to request a Caddo Parish School Board hearing for a student initiating or instigating a fight. *Parents are encouraged to file charges where there is bodily harm.

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 screening 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 parent(s) and student to determine additional consequences following Caddo Parish School Board policy. (RS 14:403)

Sexual Harassment

Students who engage in sexual harassment on school premises or at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Reports of sexual harassment are to be reported to one of the counselors or administrators. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

Dance Guidelines

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

- Tickets must be purchased in advance. No tickets will be sold at the door or after the end of the announced deadline.
- Southwood students and guests must have a school I.D. card or some other appropriate form of identification.
- Invited guests must be registered by a Southwood student with the dance sponsor no later than the announced deadline and must be approved by the administration. (maximum age - 21 years)
- Students MUST comply with dress code for dances.
- Acceptable behavior MUST be demonstrated by all attending.
- Suspended students (out-of-school suspensions) are prohibited from attending dances.
- All attending students must demonstrate acceptable behavior, including appropriate dancing.
- Students who violate the guidelines may be asked to leave with no refund. 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 Southwood High student or invited guest who violates Caddo Parish Board policies or Southwood standards of acceptable behavior.

Hazing

Hazing shall not be permitted. No initiation activities shall be conducted before membership is confirmed. All 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.

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 by a student on school property or when such weapon is stored in a motor vehicle and there is no evidence of the pupil's intent to use the weapon in a criminal manner.

Weapons include but are not limited to the following:

- firearms
- fireworks of any kind
- clubs or night sticks
- razors, box cutters, or knives. Pocket knives of any length are prohibited. Having a knife with a blade of 2 inches or more will result in a concealed weapons charge.
- metallic knuckles
- chains
- any other object used in a way that threatens to inflict bodily injury on another person. This prohibition does not normally apply to school supplies, such as pencils, compasses, etc. unless they are used in a menacing or threatening manner.
- 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.

Dress Code Policy

It is Southwood High School's responsibility to enforce those parameters of proper attire for students in order to provide an educational atmosphere conducive to learning. Students found in possible violation will be referred directly to the discipline office. Any student in violation of the dress code will not be allowed to attend class until appropriate clothing is worn. Consequences for violation of the dress code include but are not limited to detention. The administration reserves the right to alter and announce changes in the dress code guidelines to address situations that interfere with an appropriate educational environment established by the Caddo Parish School Board or that may raise issues of safety as determined by the administration. Principals, after consultation with the School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

The basic responsibility for the appearance of the students of Caddo Parish Schools rests with the parents and the students themselves. Parents have the obligation, and within certain prescribed bounds, the right to determine the student's dress. Students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines:

- Attire *and/or accessories* must not be destructive to school property.
- Pants, shorts, and skirts must be worn at the waist. "Sagging" is not permitted.
- Headwear and hair rollers are prohibited in the building.
- Shirts, sweaters, jackets, and other tops worn over leggings must be no shorter than four inches above the knee. Skirts should be no more than four inches above the knee.
- Sunglasses are prohibited in the building unless they are prescribed.
- Bare midribs, see-through garments, white undergarment type t-shirts, bare backs, halter tops, tank tops, tube tops, spaghetti straps, and cutoffs cannot be worn. There are to be no holes or tears in clothing on the school campus.
- Loose fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. Cutoff shorts, rolled up jeans, *pajama pants*, or spandex shorts cannot be worn. No other article of clothing can be worn beneath the shorts for viewing.
- Obscene, profane language or provocative pictures on clothing or jewelry is prohibited.
- Satanic, cult, *clique*, or gang-related symbolism in any form is prohibited on school campuses.
- Drug-related symbols in any form, including advertisement or promotion of alcohol or tobacco, are prohibited on campus.
- Bandanas and dew rags are prohibited on campus and will be confiscated.
- Hats, caps, sweatbands, beanies, bandanas, do-rags are prohibited on campus and will be confiscated. Knit caps may be worn on campus during cold weather but may not be worn inside the building. **Hoods, and or ski mask/hunting mask may not be worn inside any building/classroom.**
- Pillows, blankets, and other bedding items are not allowed on campus.

- Jewelry that depicts drug paraphernalia, weapons, etc. is prohibited and will be confiscated.
- House shoes and slippers are not to be worn on campus.
- Medallions may be no longer than 1 ½” in width and/or length.
- Students are prohibited from wearing another high school’s logo or name on an article of clothing.

School administrators have the right to determine what appropriate dress is. If the principal or administrator determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in school suspension for the remainder of the day or until an acceptable change of clothing is made. Persistent non-compliance with dress code may result in more serious disciplinary action being taken.

Dress code disciplinary consequences

- 1st offense – Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. student returns to class after reviewing the policy and parent/guardian is called.
- 2nd offense – ONE DAY LUNCH DETENTION WITH PARENT CONFERENCE AND OPPORTUNITY TO CHANGE CLOTHES
- 3rd offense – THREE DAYS IN-SCHOOL SUSPENSION
- 4TH offense – THREE DAYS OUT OF SCHOOL SUSPENSION

I.D. Cards

- All students will be required to wear the appropriate Southwood High School ID card. The first ID card and lanyard will be provided at no cost. ID cards are needed to enter the school building, check-in, check-out, purchase breakfast and lunch, check out library books, purchase tickets to school activities, attend dances, and to identify students who leave campus during the school day.
- The ID must be worn on the torso with an approved lanyard where it is **plainly visible**. All means used to display IDs must be in compliance with the dress code. IDs may be removed for P.E. classes or science labs but must be put back on BEFORE leaving the classroom.
- The ID is not to be defaced in any way including writing, cutting, or placing stickers on the card. Students are required to purchase a new ID card if it is defaced in any manner and cannot be returned to its original state.
- NO STUDENT is to be allowed on campus, except as specified above, without their ID being properly displayed. If a student is found without an ID, he or she will be coded. The penalties are the same for not having an ID as well as NOT WEARING an ID.
- Replacement IDs will be made in the student center (D120). The cost is \$5. Replacement lanyards can be purchased in the student center for \$2. Temporary IDs will be issued each morning BEFORE school from 8:00 am until 8:30 a.m. for \$1.00 in the School Foyer.
- Noncompliance with these policies will result in the following disciplinary actions:
 - 1st offense–Warning
 - 2nd offense–One day of lunch detention
 - 3rd offense–Two days of lunch detention
 - 4th offense–One day of In-School Suspension
 - 5th offense—Two days of In-School Suspension
 - 6th offense–One day of Out of School Suspension
 Additional offenses may include suspension/expulsion

SOUTHWOOD CLASSROOM AND SCHOOL MANAGEMENT & DISCIPLINE PLAN

Classroom and school management/discipline refers to those student behaviors that affect decorum and interfere, interrupt, or disrupt the learning environment.

Student Objectives/Choices That Lead to Success -- (Violations will lead to penalties.)

1. I will always be courteous and respectful to others.
2. I will always have permission to talk and/or walk about the room.
3. I will always be on task from bell to bell.
4. I will always take care of school property and will not touch another individual or another Individual's property without permission.
5. I will always be in compliance with the dress code and ID card policies.

Penalties for Violating the Objectives/Choices That Lead to Success

1. First Violation – Verbal warning from teacher
2. Second Violation – Teacher makes parental/guardian contact. Behavior Management Minor Form (optional)
3. Third Violation – Teacher makes parental/guardian contact and refers to counselor through Behavior Management Minor Form.
4. Fourth Violation – Referral to office.

Students who cause severe classroom disruptions will be referred to the office immediately.

Note: Students may not argue or question warnings or assigned detentions. If a student feels that he/she has been treated unfairly, he/she should report this information to the office on his/her own time. If a student argues or questions the warning or detention, the teacher may immediately proceed to the next step of the management plan.

Southwood's Academic Plan

Academic management refers to the student's learning activities.

Academic Choices That Lead to Success

1. I will have the required materials, supplies, and textbook each day.
2. I will make-up all missed work/tests as the result of an excused absence within the prescribed time.
3. I will turn all assignments in at the time requested.
4. I will be prepared with completed home learning assignments at the time requested.
5. I will meet or exceed the minimum standard for acceptable work.
6. I will listen to instructions for the first time.

Each teacher will give students information regarding penalties for violation of academic rules.

A Contract between Southwood High School, the Student and His/Her Family (2021-2022) Each family is asked to read and comply with the contract.

It is the purpose of the Classroom Management Plan to ensure each student the right to a quality education without interference, interruption, or disruption from others. I have read and understand that my success in my classes will be greatly enhanced if I follow the rules of success. I also understand that interferences in the teachers' right to teach, my right to learn, and my classmates' right to learn will result in penalties. Violations of the rules will be administered fairly and consistently. All discussion regarding classroom management violations must occur at the right time, in the right place, and in a respectful manner. The right time and place is NOT during the class instructional time. Questions about my behavior may be asked after class or after school so long as I do it in a respectful manner, at the right time, and in the right place.

If my behavior results in my assignment to Detention after school, then I understand that I am responsible for showing the Detention Form to my parent/guardian. I also understand that my family and I will be responsible for making arrangements for my transportation home after detention.

DISCIPLINARY CONSEQUENCES

REFERRAL TO OFFICE

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

"Code 1" Student's behavior has disrupted teaching and learning and needs **immediate** attention. Student's behavior appears to be creating a volatile situation.

"Code 2" Student's behavior has violated the classroom management plan but not stopped teaching and learning in class and/or normal school activities.

The school's response to student behavior which is not corrected includes the following steps:

DETENTION is held in room D112, Tuesdays through Thursdays during the students' lunch shift. Students are assigned to detention for disciplinary infractions. During detention students are required to complete specific assignments related to behavior and discipline. It is the student's responsibility to notify the parent/guardian by presenting the detention form which will indicate the infraction and the date the detention is to be served. Failure to attend detention will result in assignment to ISS.

ALL DAY IN – SCHOOL SUSPENSION (ISS) is held each school day in the ISS room. Students are under the supervision of the ISS facilitator during this time. Students report directly to ISS after the opening bell. They are not to go to lockers or to any other area of the building. During the course of the day, the students will have assignments, which will focus on knowing and understanding the school and parish discipline rules, identifying the behaviors which were violations of those rules, and preparing strategies for correcting behavior and redirecting behavior into productive ways of being a successful student. The students in ISS are isolated from other students during the day. They do not take breaks during normal break times and are escorted to the restrooms during prescribed breaks. Their lunch is also isolated. On a day that a student is in ISS, he/she may not attend nor participate in any school activity. The student is allowed to make up missed class work, but it is the student's responsibility to have all work ready according to the teacher's timeline. A student who is assigned to ISS for a disciplinary offense may be ineligible for membership and selection/election to many of the organizations in our school's extra-curricular program.

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. 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.

COUNSELING

Counselors are available to assist students. Counselors may also be used to help modify inappropriate student behavior.

CONFLICT RESOLUTION (WHAT TO DO INSTEAD OF FIGHTING) The security coordinators at Southwood are trained in conflict resolution. Students should report to the assistant principal anytime that they are having a problem with other students. At that time the assistant principal or one of the security coordinators will perform a conflict resolution. The meeting will be documented and guidelines set forth to prohibit further confrontation between the parties involved. If an agreement cannot be made, or if one of the parties continues to instigate and provoke after the agreement is made, then suspension may occur.

CPSB HEARING TO RECOMMEND EXPULSION

On the fourth suspension, a student is required by state law to attend a hearing with a representative from the Caddo Parish School Board Attendance Office. A recommendation for placement at an alternative school may be made at this time. Note: A principal or his designee may require a disciplinary hearing before the fourth suspension.

APPEAL PROCESS

All discipline decisions made at Southwood High School including suspensions may be appealed through the Caddo Parish School Board. The following appeal procedure should be followed: 1. The student and/or parents should first try to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. An appeal should be made with the Principal. 2. In the event that the matter is not resolved on the school level then an appeal may be made to the Attendance and Child Welfare Office, located at the Caddo Parish School Board. 3. Within five days after meeting with the attendance supervisor, if the parents want to appeal the decision, they may request an appeal hearing with the Caddo Parish School Board.

Parents and students recognize and acknowledge that the Caddo Parish School Board may change its policies at any time with appropriate notice provided under Louisiana law and students are subject to any revisions or additional policies approved by the Caddo Parish School Board which do not appear in the current district handbook.

Parents and students recognize and acknowledge that Caddo Parish School Board policies and other Actions are published in its official journal and on its website at www.caddoschools.org.

SCHOOL ATTENDANCE AND THE LAW

The compulsory school attendance law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system.)

Secondary students must be present a minimum of one hundred seventy two (167) days during the school year 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 approved by the parish supervisor of child welfare and attendance in consultation with the principal. The student shall present his/her excuse in writing within two days after returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal to the Attendance Appeal Committee.

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 number of 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) or guardian(s) have been received in accordance with this policy.

Note: Teachers are responsible for keeping the official attendance of students.

Types of Absences

Excused Absences

These absences are excused by a practicing physician, authorizing agency, or the Caddo Parish School Board. These absences will not count against the total number of days students must be present at school. Students are allowed to make up class work.

Unexcused Absences / Make-up Allowed

These absences may be confirmed with a note from home indicating illness and will count against the total number of days students must be present at school. Students are allowed to make up class work at a maximum of 75% credit.

Suspended Days

Suspended days are UNEXCUSED absences. Make-up work is allowed for suspended students at a maximum of 75% credit.

In-School Suspension (ISS)

ISS days are not considered to be absences from school. Work must be completed and submitted upon return to class. No extended make-up time is allowed.

Make-Up Work

Students may make-up class work for excused absences and absences which are substantiated by notes from parents for illness, etc. Parent/Guardian notes should be presented within two (2) school days of the student's return. After two (2) days, parent/guardian notes must be presented to the assistant principal of attendance for evaluation. When a student returns to school after an excused absence (Green Admit or Parent Note), he/she has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following his/her return to class to make up work. Make-up work will not be taken after 4:00 p.m. on the due date.

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.

Admit to Class

Students absent from school due to a medical/funeral absence should report to the Student Services Center between 8:05 a.m. and 8:25 a.m. for an **Excused Absence** to be placed in JCampus. Students who fail to bring a written parent excuse within three (3) school days verifying the absence was due to one of the reasons outlined by the State Compulsory Attendance Law will be recorded as ABSENT - UNEXCUSED. Appeals and late notes should be addressed to the assistant principal of attendance or CPSB Attendance Office. Check-out slips are not used as admits to 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 front office. If a student is absent only one day, then he should be able to make-up his assignments when he returns to school. If a student has prior

knowledge of an extended absence, he may make arrangements with his/her teachers beforehand.

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

Check-Ins

Students arriving at school after 8:30 a.m. will report directly to the school foyer. If it is between 8:30 a.m. and 8:45 a.m. the student will receive a **late to school slip** or a **late bus slip**. After 8:45 a.m. students should report to the Student Services Center 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** slip. Students arriving late to school for some reason other than the six outlined by the State Compulsory Attendance Law should report to the Student Services Center for an **Admit to class** slip.

Late to School disciplinary consequences:

- 4th late—Parental contact & student conference
- 5th late—One day lunch detention
- 6th late—Two days lunch detention
- 7th late—One day In-School Suspension
- 8th late—Three days In-School Suspension
- 9th late—Five days In-School Suspension
- 10th late or more: Out of School Suspension

Check-Outs

Students are encouraged not to make off-campus appointments during the school day. Students will not be allowed to check-out by telephone except in extreme cases of emergency or illness. Students who become ill at school will request a hall pass to the Front Office from their current teacher.

STUDENTS ARE NOT TO USE ANY PHONE TO CHECK OUT OTHER THAN THE ONE IN THE FRONT OFFICE. ONLY A PARENT/LEGAL GUARDIAN may check-out a student with proper identification. If a parent wants someone else to have check-out authority, the request must be submitted in writing by the parent to the attendance secretary. **STUDENTS WHO FAIL TO FOLLOW CHECK IN/OUT PROCEDURES ARE SUBJECT TO DISCIPLINARY ACTION.** Students will **NOT** be allowed to check-out for lunch. Please do not call the front office or email the school and ask for a student to be released. Please make sure to have a picture license or government ID when you come into the front office to check a student out. If your student drives to school the front office clerk will have to have a note and copy of parent or guardian identification on file in addition to speaking with the parent or guardian every time before that student may check-out.

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 their attendance by signing and placing the seal of the college on the form, and
3. submit the documented form to the counselor for an admit upon return to Southwood.

If the *College Day Form* is not verified by the college but is signed by a parent, the day(s) will be recorded as unexcused/make-up work 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. Contact counselor for additional information.

Reporting of Absences

The number of absences reported on a student's report card reflects the number of days a student has missed a particular class regardless of reason, **excluding 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.

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. The tardy policy of Southwood High School and CPSB is designed to foster within students an appreciation for the need to be on time.

Students reporting to class after the tardy bell has rung will be entered as tardy by their teacher during the first five minutes. After that time it is considered skipping and students will be referred to the office.

Beginning August 10, 2022, Southwood instituted a new tardy policy that deals with student's tardies on a class by class basis. Once a student reaches their 4th tardy and each one thereafter to a particular class, they will be called to the office for disciplinary consequences. Tardies will be "zeroed" out at the beginning of each new nine weeks.

First Tardy–Parental Contact - JPAMS

Second Tardy–Parental Contact - JPAMS

Third Tardy–Parental Contact - JPAMS

Fourth Tardy–Parental contact and student conference

Fifth Tardy–1 Days of LUNCH DETENTION

Sixth Tardy–2 Days of LUNCH DETENTION

Seventh Tardy–1 Day of ISS

Eighth Tardy–3 Days of ISS

Ninth Tardy–5 Days of ISS

Ten Tardy or more–OUT OF SCHOOL SUSPENSION

The administration reserves the right to implement a tardy lockout randomly, when any student late to a particular class will receive an automatic one day **PARENT RETURN**. When a lockout is ordered, the above tardy policy will be suspended for that time. During a tardy lockout, any student found outside a classroom must accept the **PARENT RETURN** form. If the student had permission to be out of the classroom, the student may appeal to the teacher who granted the permission. The teacher then appeals to the administration.

Skip disciplinary consequences

1st skip–2 days lunch detention

2nd skip–1 day of In-School Suspension

3rd skip–2 days of In-School Suspension

4th and thereafter–Out of school suspension

Restroom Breaks (Tumbleweed Time)

There will be **NO MOVEMENT(restroom passes)** during the first 15 minutes after the tardy bell, and 15 minutes before the end of class bell. Only those students who have an approved excuse from their doctor and entered into the JPAMS system will be allowed to go to the restroom. Any student who chooses to violate this rule will be sent home on a **PARENT RETURN**.

CPSB HIGH SCHOOL DISCIPLINARY PLAN

***See CPSB student handbook link below**

<https://www.caddoschools.org/wp-content/uploads/2020/11/Student-Handbook-FINAL-2020-2021-CPSB-Student-Handbook-11.13.2020.pdf>

GENERAL INFORMATION

Grades

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 reflects 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.

GRADING SCALE FOR HIGH SCHOOLS

A B C D F

100%- 92%- 84%- 74%- 66%-

93% 85% 75% 67% 0%

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 and honors 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, 0 point values for the A, B, C, D, and F grades.

Teachers will not weight assignments or assessments for their individual classes

Classification

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

Ninth Grade 0 - 4 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, including passing the Graduation Exit Exam, have been met prior to graduation exercises.

Announcements

Announcements are made daily to keep students informed. These announcements are read in homeroom classes, posted in classrooms and available at southwood.caddoschools.org, and placed on the electronic bulletin board in front of the school.

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 four courses each term would earn four credits each term and would graduate in four years with 32 credits. In order to earn credit in a term, a student must attend each class for eighty-one days by state law.

Enrollment/Withdrawal

Students enrolling **MUST** provide the following:

- birth certificate
- health card
- last/current report card when enrolling at the start of the school year,
- official withdrawal form and records from previous school
- proof of address (recent utility statement; legal contract for lease or purchase of apartment/home in the school district
- proof of legal guardianship if applicable.

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

Students withdrawing from school **MUST** do the following:

- bring letter from a parent verifying withdrawal, have parent make request in person, or call the counselor's office
- report to Counseling Office between 8:10 a.m. and 8:30 a.m. on day of withdrawal using front entrance
- pick up withdrawal form and get instructions from registrar in Counseling Office,
- drop each class by following regular schedule and returning all books, and
- return completed withdrawal form to registrar at the end of the school day.

Students who withdraw must pay all debts before records are released.

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 E's. That report is given to the student during the third week of each

grading period. Progress reports can be expected during the following weeks, although a progress report can be sent whenever deemed appropriate by the teacher.

Report Cards/End of Grading Period

See CPSB Calendar on page 6

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.

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.

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. Students are not allowed out of class the first and last five minutes. Additionally, no student is to be issued a pass after 3:15 p.m.

Before allowing students to leave, teachers will adhere to the following:

- Use only official hall passes.
- 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.

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.

Attendance Zones

Students (by law) must attend the school in which their custodial parent resides. Students who have approved transfers from the Caddo Parish School Board and seniors who move out of the district after school begins 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.

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 has an excused absence for the day the semester exam is administered, he/she student must contact the assistant principal of instruction within two school days* to make an appointment to take the missed exams. *Late excuses must be submitted to the assistant principal of instruction for evaluation.

After School Activities

Students must obtain all necessary materials from lockers and report to the location of the school sponsored activity by 4:00 p.m. At the conclusion of the activity, students are to exit the building immediately. Students waiting to be picked up must wait on the bus ramp from 3:55 - 4:30 p.m. The school will not be responsible for the supervision of students after 4:30 p.m. unless the student is involved in some type of extracurricular or supervised school activity. **Unsupervised students will be subject to disciplinary action.**

Athletic Drug Testing (LHSAA)

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

Computer Use

Southwood High School 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.

These are the guidelines to follow to prevent the loss of network privileges at school.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not attempt unauthorized access into others folders, work or files, including so-called "hacking."
- Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- Do not agree to meet with anyone you may have met online without parent/guardian approval. Any contact of this nature or the receipt of any message that makes you feel uncomfortable is inappropriate and should be reported to the teacher/administrator immediately.
- Do not disclose, use, and disseminate any personal information regarding yourself or any other person via the Caddo Parish Schools Network.
- Do not post contact information (e.g. address, phone number) about yourself or any other person via the Caddo Parish Schools Network.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the policies of acceptable use or Internet safety are violated.

All parents and all students using computers are required to sign the *Computer Usage Agreement*. This contract will be kept on file.

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.

Attendance at Athletic Events

It is assumed 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, to 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.**

Accidents on Campus

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

Assemblies

Assemblies are held in the auditorium/gym as needs arise. 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 additional attention to themselves. (Examples: gesturing, waving, "strolling," dancing, etc.)

Book Bags

Students are permitted to bring book bags to school. The school has the authority to search book bags if deemed necessary. Students are encouraged to permanently color/ paint their names on their backpacks for easy identification. Drug, satanic, cult or gang related symbolism is prohibited on book bags and subject to disciplinary action. Homeroom and P.E. teachers will teach appropriate guidelines for backpacks and bookbags during the first two weeks of school.

Bus Stops and Walking

Students are under school jurisdiction from the time they leave their homes 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 is subject to the same disciplinary action. This includes walking to school, waiting at the bus stop, and riding the bus.

Lost and Found

All lost and found articles should be turned in to the front office. Articles not claimed within a reasonable period of time will be given to Goodwill Industries. Lost textbooks and notebooks, etc. that are found should be turned in to the front office.

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 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.

Cell Phones/Telephone Use

No student shall use or operate any electronic telecommunications device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public school building or on the grounds thereof during the academic day.

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.

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.

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.

Students shall be disciplined for violations of this policy in accordance with policy JG as follows:

- First Offense – The device is confiscated for three (3) school days and returned to the parent.
- Second Offense – The device is confiscated for three (3) school days and returned to the parent; and student is assigned two (2) days ISS and parental contact is made.
- Third Offense – The device is confiscated for three (3) school days and returned to parent; student will be barred from attending two (2) extracurricular activities at the discretion of the principal.
- Fourth Offense – The device is confiscated for three (3) school days and returned to parent; the student is suspended for three days (3) days with a parent return and referred for counseling.

Cafeteria Rules

Students are expected to abide by the following rules:

1. Return trays and dishes to the prescribed area, careful not to throw away dishes or utensils.
2. Enter the cafeteria in an orderly manner. NO RUNNING, SAVING PLACES, OR CUTTING IN LINE.
3. Under no circumstances should a student throw food, paper, or any object in the cafeteria.
4. Students are to leave the cafeteria promptly after their meals.

Child Nutrition - Breakfast and Lunch

Breakfast is served daily from 8:00 to 8:20 a.m. Lunch is served during fourth period. Students are to present their issued 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. **No food is to be delivered to students during the school day. Students are not to leave campus for lunch or check-out for lunch.**

Child Nutrition – Special Lunches/Diet

The assistant principal of administration issues lunch passes. These passes are issued only when it is determined that the school’s cafeteria cannot provide the diet being requested by a practicing physician. Any student requiring a special diet as requested by a practicing physician should contact the assistant principal of administration.

Concessions/Food

Students are allowed a ten-minute time period to purchase snack foods at the end of each lunch shift. All items must be purchased and consumed before leaving the lunch areas. The only drink containers that should be in any classrooms with the exception of concession time should be plastic bottled water containers. No glass containers or fast food containers are allowed in the classroom at any time. Students are NOT allowed to sell candy during school unless under the supervision of their faculty sponsor.

Library

The library is open from 8:10 a.m. – 4:00 p.m. for reference and circulation. The library staff is available for guidance in the use of all library materials. The library is open for lunch periods for educational use unless scheduled classes are using the facility. Students **MUST** have a pass and an assignment with materials needed to come to the library during class time.

Library Circulation

Books are loaned for 2 weeks; they may be renewed two weeks on or before the date due by bringing the book to the library circulation desk. Books on reserve are loaned for overnight only, beginning at 3:35 p.m., and must be returned before 8:27 a.m. the next morning. Each student may borrow two books at one time. Exceptions will be made to accommodate special circumstances. With written permission from the teacher, visual aids may be borrowed for class presentations and returned at the end of the block.

Library Fines

A fine of 5 cents per block is charged for reference books returned after 8:27 a.m. A fine of 5 cents per day is charged for overdue books on regular loan. Fines may be charged to a student's account but must be settled in full before report cards can be issued. The maximum fine for any book is \$3.00. Computers are available for educational use only. Printing is 10 cents per page, and copies may be obtained for 25 cents per page. As a courtesy to students, the library sells mechanical pencils, pens, computer floppy disks, and CD-R's for 50 cents each.

Office Hours

Office hours during the school term are 7:30 a.m. - 4:00 p.m. Counselors are available after 4:00 p.m. by appointment only.

Summer Hours

Office hours during June and August are 8:30 a.m. - 3:30 p.m. All counselors are available during the week prior to the opening of school and the week following the closing of school.

Medicine

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

- The medication must be prescribed and directions given by the physician for administering the medicine.
- A Medical Request form must be picked up in the front office, completed by both a parent/guardian and physician and delivered in person by the parent or guardian to the principal's secretary.
- **Students may not possess any medication, including prescription and over-the-counter drugs at school.**

All medications meeting the above guidelines are kept in the general office safe. (CPSB Policy)

Notice of Nondiscrimination

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 this Parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission of access to, or treatment of employment in any program or activities. Any person having inquiries concerning this notice is directed to contact Caddo Parish Schools, Section 504.

STUDENT DRIVERS **RULES & REGULATIONS**

All Southwood students that are permitted to drive will have to abide by the following rules and regulations:

- Must have a cumulative GPA of a 2.0
- Must be the legal age as deemed by the State that issued the Drivers License
- Must be a registered driver with a current school year parking permit/decal displayed in registered vehicle at all times
- Must pay a \$25 parking permit fee which will cover the current school year
- Must park in designated student parking area and parking spot number (there will be no exceptions made for safety reasons)
- No student will be allowed to park in the teacher parking area at ANY given time
- Upon parking ALL occupants of the registered vehicle MUST IMMEDIATELY unload and move off the parking lot and enter the school building
- Maximum speed on campus is 5 MPH
- No music that is audible outside the vehicle will be permitted on campus.
- Do not leave valuables in your vehicle and lock your doors. SOUTHWOOD IS NOT RESPONSIBLE FOR ANY STOLEN ITEMS OR ITEMS THAT ARE DAMAGED.
- ALL NON-REGISTERED VEHICLES WILL BE TOWED AT THE OWNER'S EXPENSE
- SOUTHWOOD HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY VEHICLE THAT IS DAMAGED OR STOLEN ON SCHOOL CAMPUS.

PARKING VIOLATIONS

The following are parking violations but are NOT limited to reprimands deemed by Southwood High School Administration that can revoke any students parking privileges:

Late to school, leaving campus without permission, speeding, parking in wrong area, and or parking spot

1st Violation	Student/Parent Warning
2nd Violation	3-Day Driving Suspension
3rd Violation	5-Day Driving Suspension
4th Violation	9-Week Driving Suspension
5th Violation	Driving Privileges revoked

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.

School Resource Officer (SRO)

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

Security Coordinators

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

Registration

Each spring students are asked to select courses for the next year. Parents are asked to affirm those selections since they are very 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. **The courses selected will be commitments for the FULL SCHOOL YEAR.** The following exceptions may apply: (1) The course prerequisite has not been met. (2) A senior needs a certain course for graduation. (3) Clerical error. (4) Course requested is closed. (5) Administrative discretion.

Sex Education

The school system is required to provide sex education for all tenth grade students. A student with parental permission may exercise the option of not participating. Physical education instructors teach sex education.

Telephone Calls and Deliveries

Due to the number of daily requests and the size of the office staff, it is impossible to deliver telephone messages and packages to students except in EMERGENCY CASES. Deliveries of balloons, flowers, etc. for students will not be accepted. **Students may check with office personnel between classes and during lunch in the event that a parent may have delivered a forgotten item.** In accordance with CPSB Policy, visitors must check in with the front office before visiting any area of the campus.

Textbooks

Textbooks are provided to the student and the student is responsible for their care and return, or an assessment for loss or damage will be levied. Report cards are held if the student fails to return or pay for lost/damaged textbooks.

Violation of Testing Procedures

If a student violates testing procedures, he/she will receive a zero, and parent/guardian will be notified.

Transcript/Report Cards

The first transcript is free and mailed to the student. A fee of \$2.00 is charged for each additional copy. Copies of a student's SA-12 and report cards may be obtained from the Counselors' Office for \$1.00 a copy.

Truancy

Truancy is defined as any absence not authorized by school authorities and parents/guardians when students are under school jurisdiction. Students with unauthorized absences will receive zeros for all work missed, and administration will follow CPSB Discipline Policy.

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 help secure the school's campus.

Waiting Areas for Students Before School

Students should not arrive on campus before 8:00 a.m. The school cannot be responsible for supervision prior to 8:05 a.m. Students should be dropped off in front of the school. After arriving on campus, students are not allowed to leave campus and should wait in the front of school until the front doors are open. After the front doors are open, students are allowed in the student center and the courtyard. **No students are allowed on the 2nd floor or in the D-Wing (exception is Student Service Center in D120) before 8:25 without a hall pass.** Students may enter the building before school only for official school business or to meet with a member of the faculty or administration (hall pass required).

Waiting Areas during Lunch Shifts

Students are allowed in the following areas: Cafeteria Student Center Courtyard

Students are not allowed on the 2nd floor, D-Wing, during lunch shifts unless they have a hall pass.

Waiting Areas for Students After School

School is out at 3:55 p.m. Students awaiting transportation should remain at the front of school to be picked up. The school will not be responsible for the supervision of students after 4:30 p.m. unless the student is involved in some type of extracurricular or supervised school activity. NOTE - It is **IMPERATIVE** that all students make arrangements to leave campus immediately after school. Any unsupervised student found in an unauthorized area without a written pass from a teacher after 4:00 p.m. will be referred to the office for disciplinary action, such as detention, ISS, or suspension.

Visitors

In accordance with Caddo Parish School Board policy, all visitors must have an official visitor's pass from the main office. Students are not allowed to bring non-students, relatives, and friends to school unless it is for official school business or approved in writing by the principal or an assistant principal.

Delivery of Personal Items

Students will not be called to the office regarding deliveries. Personal items needed during the day must be dropped off at the office and students are responsible for checking between classes or lunch. This includes money, books, backpacks, clothes, sporting equipment, etc. Delivery of flowers, balloons, or other gift items to school is also not allowed.

CLUBS AND ORGANIZATIONS

Academic Rally

Each year students, based upon their academic achievements, are nominated by teachers to participate in the Academic Rally. From this exceptional group of students, teams of three are selected to attend the Northwest Louisiana Academic Rally at Northwestern State University in Natchitoches, Louisiana. Students are tested and receive an individual and team score. Students with the highest scores may be chosen to compete at the State Academic Rally at LSU in Baton Rouge.

Membership Requirements: Students must receive a teacher nomination based upon their final grade in the course to be finalized by the Rally Committee to form a team of three with one alternate. Students cannot be enrolled in the next level class. The committee also considers the students' discipline reports.

Band (Marching)

The SHS marching band provides support for the sport organizations. The marching band demonstrates school pride and encourages the crowds to show their pride.

Membership Requirements: Students who wish to be in the marching band must have written authorization by the band director and must enroll in the marching band class. Students must attend after school rehearsals, attend football games, and compete in festivals.

Band (Flags and Majorettes)

These organizations promote school spirit and add color to the halftime performances. **Membership Requirements:** Students must audition for these positions. Students must have and maintain a 2.5 grade point average. Students must attend after school rehearsals, football games, competitions, and accompany the band to all of their performances. Students must enroll in the Color Guard class.

Band (Symphonic)

The symphonic band promotes higher musical learning and promotes music advocacy in the parish. Students perform at festivals to showcase SHS and perform a spring concert to showcase what they have learned during the school year.

Membership Requirements: Students who wish to be in the symphonic band must have written authorization by the band director and must enroll in the symphonic band class. Students must attend after school rehearsals, sectional rehearsals, and perform at festivals.

BETA Club

BETA Club is an honor society, service club that encourages leadership and character as well as service.

Membership Requirements: Students are selected by maintaining an overall grade point average of 3.25, keeping a good record of conduct in the office, and having teacher recommendations. Students are required to attend all meetings, which are held on the first Tuesday of each month. Students must maintain an overall grade point average of 3.25 and successfully complete 10 service points each year.

Chapparrelles

This organization is the SHS pep-squad spirit group.

Membership Requirements: This organization is open to students in ninth through twelfth grades. Members must have a 2.0 grade point average, remain eligible under School Board policy, and be in good standing in their organization. Members must be able to bear all personal expenses, such as uniforms, practice outfits, and camp expenses. Members must have no record of suspension for major disciplinary reasons during the current school year. All Chapparrelle members must be enrolled in the designated Chapparrelles class.

Cowboys for Christ

This organization is comprised of students from all religious backgrounds that come together for fellowship, encouragement, and spiritual growth through worship and various guest speakers.

Membership Requirements: There is a \$5.00 fee for the school year.

Drama Club

The drama club presents two major productions during the school year, which provide the opportunity for students to work backstage in costumes, lights, sound, makeup, and props. Drama Club members may also audition for acting parts. The club supports acting and forensic debate competitions throughout the state of Louisiana. We are “Touching Lives through Theatre.”

Membership Requirements: Students must have at least a 2.0 grade point average and a good discipline record. Students must be willing to participate in at least one forensic competition in Shreveport. There is a \$10.00 fee.

Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a student-driven organization that has been in existence for more than 50 years. Its central focus is to positively impact the lives of all coaches, athletes, and anyone else whom members might influence. Southwood's huddle meets twice per month and is focused on involvement within the school and community. FCA participates in many activities, receptions, sports events, banquets, and Christian-focused activities. Students do not have to be involved in organized athletics to be a member.

Membership Requirements: Students must be in good standing with the school and represent the school, community, and organization with a high standard of citizenship. Fee is \$5.00

Junior Ring Committee

This committee, comprised of juniors, organizes and conducts the Junior Ring Ceremony toward the end of each school year. During the ring ceremony, juniors receive their class rings. Traditionally, the ceremony symbolizes the juniors becoming seniors.

Membership Requirements: Students must be juniors with at least a 2.5 grade point average. Students must have three teacher recommendations and be willing to speak in front of a crowd.

JROTC Color Guard

The JROTC Color Guard consists of two teams, male and female. The Color Guard has fun throughout the school year, plus the team builds strong character and motivation. The color guard competes in competitions with the other high schools in the parish twice during the school year, spring and fall. The team displays a strong degree of patriotism in the community and city. The team posts and presents our nation's colors throughout the school year as a true sign of patriotism.

Membership Requirements: This is open to all JROTC cadets. There is no fee to join the team, but there is a requirement to attend practices, usually three days per week, from 7:30-8:15 a.m.

JROTC Orienteering

JROTC Orienteering is a competitive sport that teaches self-confidence, map reading, compass use, time management, and terrain association. Practices are scheduled on Tuesday and Thursday afternoons from 4:00 until 5:00 p.m. The team also competes in parish competitions and other area competitions. This is a challenging sport that demands mental and physical preparation. Step up to the challenge.

Membership Requirements: Team membership is open to all JROTC cadets. There is no fee to join the team, but there is a requirement to attend practices regularly.

JROTC Rifle Team

The JROTC Rifle Team consists of two teams, varsity and junior varsity. Varsity matches are conducted in the fall against all other Caddo Parish high schools. The junior varsity conducts five matches; competition rotates among selected high schools within the parish.

Membership Requirements: Cadets are required to attend a mandatory Rifle Team Safety Class prior to firing any Pellet Rifle. Cadets must pass the safety examination with a score of 100 percent to participate in any Rifle Team activity. The Rifle Team is a competitive organization and will be limited to the most qualified team members. A Varsity Letter may be earned; requirements for lettering are discussed with each individual shooter. There is no cost associated with the Rifle Team; however, all team members must be members of JROTC in good standing.

Lariat Staff

The *Lariat* Staff is responsible for writing and distributing the school newspaper. This involves selling ads, interviewing, and writing.

Membership Requirements: This class is open to sophomores, juniors, and seniors. Students must have the signature of the newspaper advisor and meet an advertising quota.

Mu Alpha Theta

Mu Alpha Theta is a national high school mathematics honor society. During the year, the students meet to prepare for the American Mathematics Competition and the “Log 1” Contests. Members work with the National Honor Society to tutor students before school during the school year.

Membership Requirements: Students must have a 3.0 grade point average and a 3.0 in their mathematics classes. To become a full member, students must have completed 4 semesters of math.

National Honor Society

The National Honor Society strives to recognize the total student, one who excels in all of the following areas: scholarship, leadership, service, and character. Membership in this organization, however, is more than an honor. It carries with it more than certain privileges. It incurs a responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in selection.

Membership Requirements: Students have a small fee to pay. Students are required to maintain a 3.60 or higher grade point average during each school year at Southwood. Students are required to attend all meetings and functions. Students must have successful membership in at least two clubs/organizations. Students must donate time to outside projects. Students must have teacher recommendations.

Orchestra

The Orchestra Club consists of students in grades 9-12 who are enrolled in orchestra. These students go the extra mile by giving total support from themselves as well as their parents to mandatory activities.

Students give their time to support other school-related activities, such as Open House, 8th grade presentations, Yazzy Jazz participation, fundraisers, and recruiting. The Orchestra Club supports other clubs sponsored by the school.

Membership Requirements: To be a member of the Orchestra Club, the following requirements are needed:

- 1.) To know how to play a stringed instrument (2 years previous study)
- 2.) To follow rules and directions well
- 3.) To have a positive attitude
- 4.) To have good and acceptable social skills (in class and out of class meetings)
- 5.) To participate 100 percent in class and all activities
- 6.) To maintain a good practice record (on instrument)

- 7.) To pay a fee of \$25.00
- 8.) To be reliable.

Silver Spurs

This organization is the SHS spirit and dance group.

Membership Requirements: A student in this organization must be female and a sophomore, junior, or senior. The student must have successfully completed one full year as a member of one of the following spirit groups: Flag Line, Chaparralles, and Cheerleader. The student must maintain a cumulative 2.0 grade point average.

Southwood Varsity Cheerleaders

This organization is designed to demonstrate and promote school spirit.

Membership Requirements: Students must have a 2.0 grade point average, remain eligible under School Board policy, and be in good standing in their organization. To try out for cheerleaders, students must have held or currently be enrolled in an approved SHS spirit group and must have completed each full year that they participated in the organization except for males trying out for cheerleader or mascot. Judging for squad members comes from teacher evaluations and NCA or UCA judges' evaluations during tryouts, held during April or May. Members must be able to bear all personal expenses related to cheerleading and have no record of suspension for major disciplinary reasons. Cheerleaders must be enrolled in the designated cheerleading class and must attend summer camp and practices.

Spanish Club

Spanish Club promotes fun and fellowship as well as a greater understanding of the Hispanic culture. Members meet often to make banners for athletic events, to eat in Mexican restaurants, and to serve the community by making favors and visiting an area nursing home. The club's long-range project is the making of several pinatas each year to hang in the sponsors' classrooms as reminders of all the effort and fun members experience.

Membership Requirements: This club welcomes any SHS student who is enrolled in Spanish either term of the current school year, is a member in good standing from the previous year, or has taken Spanish II or a higher level at SHS or another high school. Exchange students from any country are always welcome. Dues must be paid when joining. Activity points are required for each quarter.

Student Council

Student Council is an organization that aims to develop civic competence among youth by providing means for youth to solve problems of interest through citizenship education. Students are taught to use the democratic process to solve immediate problems and use this information to work out solutions to adult problems by the same means in their religious, social, and civic organizations.

Membership Requirements: All candidates must have three teachers approve their running for Student Council, as well as administrative approval. Candidates must have a 2.5 grade point average, no suspensions for the current or previous school year, and be in good standing with at least one club or organization. Candidates are required to make a speech no longer than three minutes and must be approved by the Student Council advisor. Each candidate is required to create two posters to be hung in the Student Center during election week.

Yearbook Staff

The *Roundup* Staff is responsible for creating the yearbook. This involves designing pages, selling ads, and distributing the yearbook. Staff members get a lot of experience with desktop publishing.

Membership Requirements: The staff is open to sophomores, juniors, and seniors. Students must have the signature of the yearbook advisor and meet advertising quota.

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Southwood High School. PBIS promotes the development and implementation of positive behavior supports at the school-wide, classroom, targeted-group and individual student levels.

PBIS is: A collaborative, assessment-based approach to developing effective interventions for problem behavior.

Emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

Aims to build effective environments in which positive behavior is more effective than problem behavior.

Please see Ms. Stephanie White in room A214 for additional information on SHS PBIS