



Woodlawn High School

Home of the Panthers

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DISCIPLINE POLICY, UNIFORM AND GROOMING REGULATIONS

Although the ultimate responsibility for student conduct rests with the student and the parents, it is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere for teaching and learning. As prescribed by law, every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct. This applies to any time the student is engaged in a school activity (i.e. waiting for the bus, attending athletic events, etc.). It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Students shall dress and appear on school campus according to standards of propriety, safety, and health.

All items listed below are supplemental to the discipline policy found in the Student Rights and Responsibilities Handbook for East Baton Rouge Parish, which is also applicable to students at Woodlawn High School. The administration of Woodlawn High School will be the final arbiter on whether or not a student's attire and/or accessories are appropriate. The following policies will be followed:

UNIFORM AND GROOMING REGULATIONS:

I. Bottoms

A. Boys & Girls—Tan khaki trousers of full length, cuffed or hemmed (not rolled or cut at the bottom) are required. Belt is required if belt loops exist. Strings, ropes, ribbons, scarves, etc. cannot be worn in place of a belt. Oversized belt buckles, flashing belt buckles and belt buckles that promote unacceptable student behavior are unacceptable. Trousers are to be worn at the waist. This is a zero tolerance issue—warnings will not be given by the administration; students will be disciplined on every offense of “sagging pants.” No blousing or rolling of pants at the bottom, pant bottoms must be of full length. Pants are not allowed to be tucked into shoes or boots.

B. Girls may wear tan skirts or skorts no shorter than three inches above the top of the knee (including any slit) or tan jumpers worn with a uniform shirt and no shorter than three inches (including any slit) above the top of the knee. No shorts, biking shorts, stretch pants, Capri pants, leggings, sweatpants, or cargo pants are permitted.

II. Tops

A. Boys & Girls—only short or long-sleeved Polo-style shirts with

buttons or snaps are acceptable. Sleeves must be fully cut – no sleeveless shirts, or baby tees. Shirts tails must be long enough to be kept tucked in. Shirts must have an open collar. Polo-style shirts must be worn every Monday-Thursday unless otherwise announced by administrators.

B. Only white or purple uniform shirts may be worn. Shirts may be purchased from the main office at a cost of \$16.00. The only purple shirts allowed to be worn are sold in the Main Office. All shirts must be tucked in properly.

C. T-shirts worn as undershirts must be solid, one color, and no writing or emblem on an undershirt may show through a white uniform shirt. Undershirts may not have a collar. School sponsored t-shirts representing a Woodlawn High School sport, club, or sponsored event may be worn on Fridays. (Khaki slacks, skirts, skorts, must be worn)

III. Accessories

A. Shoes can be sneakers, loafers or lace-up. No backless footwear, slippers, house shoes, flip-flops, crocs, or sandals of any style are permitted. The administration will be the final arbiter in any dispute.

B. Students are not allowed to wear head apparel or hair gadgets or ornaments such as hats, caps, wraps, scarves, bandannas, visors, combs, picks, curlers, or hairnets. Sweatbands of any type and sunglasses are also prohibited. These items will be confiscated and held until the end of the school year. Bows and ribbons are permissible for girls. Students are not allowed to wear any accessories or jewelry with sharp or pointed edges that may cause injury to others. Large/oversized hoop earrings are not allowed. Oversize medallions are also prohibited. Wearing accessories with obscene or inappropriate words or symbols on them will not be permitted.

C. No visible body piercing (including tongue piercing) is allowed, except on the ears.

IV. Outer wear:

A. Sweatshirts, sweaters, and jackets (those with or without hoods), Woodlawn or non-Woodlawn are permissible. Hoods must be removed from the student's head upon entering any building on campus. Jackets and sweatshirts may not contain advertisements involving cigarettes or alcohol. Jackets may not be a pullover type. Long or short sleeve shirts worn as jackets over uniform shirts are not permitted. A jacket must zip, button or snap from top to bottom. Long black trench coats are not allowed.

**THE FOLLOWING DISCIPLINARY PROCEDURE WILL BE USED FOR STUDENTS
IN NON-COMPLIANCE:**

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| 1 ST thru 4 th Offense: | Uniform violation ticket issued |
| 5 th Offense: | After school clinic, TOR |
| 6 th Offense: | Uniform violation ticket issued |
| 7 th Offense: | ISS |
| 8 TH Offense: | Uniform violation ticket issued |
| 9 th Offense: | Uniform violation ticket issued |
| 10 th Offense: | Out of School Suspension |
| Every 5 th offense after: | Out of School Suspension |

REPEATED VIOLATIONS OF THE UNIFORM CODE WILL BE CONSIDERED
WILLFUL DISOBEDIENCE AND STUDENTS WILL BE SUSPENDED.

STUDENT BEHAVIOR

We believe good behavior is a cooperative effort and a matter of common sense. If every student were to adopt the policy that the main purpose of school is education and strive toward that goal, disciplinary problems would be nonexistent. The following statements are presented to serve as a guide to acceptable behavior:

1. DO NOT CUT CLASS. Cutting is defined as not being in a scheduled class or place during the school day without written approved authorization.
2. DO NOT LEAVE CAMPUS FOR ANY REASON UNLESS CHECKED OUT THROUGH THE OFFICE.
3. The use of profanity, fighting, littering, running in the halls, throwing objects, defacing school property, screaming yelling, horseplay, stealing, tampering with fire alarms/extinguishers, and violence are some acts which are considered poor behavior and will result in disciplinary action.
4. A hall pass is required to be excused from class to go to another area of the school.
5. When passing in the hall, keep to the right.
6. School equipment, lockers, and textbooks are loaned to you for your use. They are your responsibility.
7. Do not go into the buildings during lunch shift.
8. The gym may only be used when supervised by a PE teacher/coach.
9. The use of tobacco products, drugs, or alcoholic beverages is prohibited.
10. Cell phones, iPods, and other electronic devices, whether working or not, will be considered contraband on campus or school property. These articles will be confiscated and turned over to parents only. Suspension may also result.

CAUSES FOR DISCIPLINE CENTER, SUSPENSION OR EXPULSION

Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct but not limited to any of the following:

1. Continued and willful disobedience.
2. Bringing on campus any instrument that may be used as a weapon (gun, knife, etc.)
3. Open defiance of the authority of person(s) having authority over them.

4. Conduct of such character as to constitute danger to the physical well-being of other students.
5. Physical assault of any student or school employee.
6. Taking or attempting to take, personal property or money from another student or from his/her presence by means of force or fear.
7. Willfully causing or attempting to cause damage of school property.

DISCIPLINE CENTERS

An alternate to out of school suspension is the Discipline Center. Students will be assigned to the D.C. at an off campus site. Students attending the D.C. will be given excused absences and required to attend from 7:30 a.m. to 1:30 p.m. If a student fails to attend the D.C. it will be an unexcused absence. Assignments to the D. C. are from two to ten days.

SUSPENDED OR EXPELLED STUDENTS

1. Students are not allowed to return to Woodlawn's campus during the time they are suspended or expelled.
2. Students are not allowed to attend any school activity during the time they are suspended or expelled (athletic events, pep rallies, dances, programs, assemblies, etc.)
3. Students attending D. C. may make up all work.

BEHAVIOR REGULATIONS

- 1) Students are not allowed to have iPod/music devices, headphones, cell phones, or any other potentially disruptive electronic devices out/visible on campus, once the tardy bell rings at 7:02am. Students may be suspended, and these items will be confiscated and held for the remainder of the school year. On the first offense, if student surrenders the cell phone, a parent may come claim and sign for the cell phone, after 24 hours. If the student refuses to surrender cell phone, they will be suspended out of school for 2 days. On second offense, if student surrenders cell phone, the cell phone will be confiscated until the end of the school year and the student will receive ISS. If the student refuses to surrender cell phone, they will be suspended for 3 days. Any violation after the second offense will be treated just as the 2nd offense. Earphones and headphones will be confiscated and held until the end of semester.
- 2) Students are to refrain from inappropriate acts of affection at school such as hugging, kissing, sitting in another's lap, etc.
- 3) The sale of any items on campus for personal or school purposes, including foodstuffs and candy, is strictly prohibited. Any food or drink other than water bottles brought onto campus must be disposed of before reporting to class. Students are not allowed to have food or drink brought to them during school hours unless authorized through the front office. These items will be confiscated and will not be returned. Students in violation may be suspended.

- 4) Students are to report directly to the attendance office when dismissed from class (with a behavioral referral for discipline issues or with a pass for all other reasons). Failure to report directly to the office or administrator, faculty or staff member that called to the class to retrieve the student – said student will be suspended.

CHEATING

Any student caught cheating on a test will receive a grade of “F” on the test. A second offense during the same semester will result in an “F” for the semester. Cheating rules apply to anyone aiding in the cheating process as it does to the information or work receiver.

IN-SCHOOL SUSPENSION (ISS)

In School Suspension (ISS) is an alternative to out of school suspension for those students who have violated school policies. Students are assigned to ISS for committing minor offenses. Students are required to do assigned work and will be given 100% credit for the value of the work that is completed. No student is counted absent while in ISS. A student will be assigned to ISS no more than three times before being suspended from school.

OFF LIMIT AREAS

The following areas are off limits to students during regular school hours:

1. Student parking lot: Park your car, get out, and enter the school building. Students are not allowed to return to a car or the lot during or between classes.
2. Band parking lot: No student cars are allowed.
3. Any buildings (during lunch shifts) where classes are being taught.
4. Driveway behind Cafeteria.
5. During lunch periods – Industrial Arts area is off limits.
6. All Teachers’ lounges.

WHEN IN DOUBT – STAY IN CAFETERIA OR COURTYARD.

MEDICATION POLICY **EAST BATON ROUGE PARISH SCHOOL BOARD**

1. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medication cannot be administered before or after school hours.
2. Possible exceptions to the general policy:
 - A. Medication for behavior modification (e. g. Ritalin)
 - B. Insect sting allergy: Must have note from the physician with specific instructions.
 - C. Anticonvulsive medications (e.g. Difantin, Phenobarbital).
 - D. Medication for asthmatic conditions.
 - E. Extenuating circumstances
3. Antibiotics and other short-term medications, including non-prescription medications, shall not be given at school.

4. Students shall not be allowed to have medications in their possession on the school grounds. Teachers and principals have the right to take the medication from the students and contact the guardian for appropriate information.
5. Prior to the administering of medications during school hours, the following will be required:
 - a. The Parental Consent/Physician's Order form completed by the physician and signed by the parent or guardian.
 - b. The medication should be taken to school by the guardian in a container labeled by the pharmacist. Unlabeled medications will not be administered in schools.
 - c. Only one week's supply of medication should be kept at school; the empty bottle should be sent home with the student.
 - d. At the beginning of each school year and anytime there is a change in medications, a new form from the physician should accompany the new prescription.
 - e. All medications should be recorded daily on the Medication Log. The Parent Consent/Physician Order Form should be attached to the Medication Log.

STUDENT SERVICES

STUDENTS ARE NOT PERMITTED TO HAVE GUESTS OR BRING VISITORS TO SCHOOL WITHOUT ADMINISTRATIVE APPROVAL.

Parent/Teacher conferences: A parent/teacher conference may be initiated by parents, teachers, and/or principals. The Guidance office, phone 753-2665, will schedule and host all requested conferences. There is a 24 hour turnaround on face-to-face conferences.

Work permits: Work permits are handled through the school's main office. Intent to employ forms should be turned in before school, during lunch or after school. Intent to employ forms will not be accepted during class time. Work permits will be processed the following day.

Textbooks: Textbooks are provided with state funds. They are used free of charge by students but must be paid for IN FULL REIMBURSEMENT PRICE if lost or damaged.

STUDENT PARKING

Student who brings cars must park in the student parking lot. All student vehicles are to display a parking pass. Parking passes may be purchased for \$10.00. The following paperwork is needed to purchase a parking pass: Driver's License, Registration, and Proof of Insurance. No students will be allowed to park by the band room/behind cafeteria, or in the teacher parking lot. Violators of these or any other parking rules may have their parking rights revoked. Students are to park in the student lot by the gym and theater. Violations or parking regulations could result in your vehicle being suspended from campus and/or towed. The student parking lot is the only area in which students may park their cars.

East Baton Rouge Parish School Board **Pupil, Attendance and Discipline Procedures**

DEALING WITH ABSENCES

When a student who has been absent returns to school, he will have five days to bring the attendance office a note from home or a doctor's excuse so missed assignments can be made up.

The note should contain the student's name, reason for the absence, telephone number and parent's signature. Students may be excused for the following reasons:

- 1) Personal illness
- 2) Serious illness in the family
- 3) Death in the family
- 4) Religious holiday

It is the student's responsibility to submit a note to the office within five days of the absence or the absence will have to be excused by the Supervisor of Child Welfare and Attendance. *Altering a doctor's note in any fashion will be considered a violation of the discipline policy and the student will be suspended from school. No more than 5 parent notes can be accepted during the school year per CWA.*

Any student in grades 9 through 12 must be present in class for 85 of the 90 days in a semester to receive credit for that class. Only absences excused by a note from a parent or a physician verifying a personal illness or a death in the immediate family do not count as days missed. If a student is under a doctor's care for a chronic illness or condition, a note from the doctor must be placed on file in the attendance office at the beginning of each year. For the absence to be excused, the student must bring a handwritten note from the parent turned in to the attendance office each time the student is absent due to such condition. Any other extenuating circumstances must be approved by the principal.

Participation in a school activity or event on a school day or night requires that the student be in school by the beginning of 3rd block, or present for a minimum of three full blocks. Failure to comply without prior authorization will result in non-participation.

DELIVERIES AND MESSAGES TO STUDENTS

Only emergency messages will be made to students at school. Food and drink and other such deliveries should not occur and will only be accepted if previously approved through administration. Please be sure the students know their means of getting home from school before leaving them in the morning. Please do not ask us to disrupt a class to deliver something or get a message to the student.

CHECKING OUT

1. Students who know they will be checking out during the day (for a doctor's appointment or other legitimate excuse) should turn in a note to the attendance office before school.
2. Students who become ill at school or need to check out due to an emergency should request a check out form from their teacher. After completing the form, return it to the teacher who will place it on the clip outside the classroom door or have the student deliver it to the attendance office between classes.
3. The student wishing to check out will be called down to the attendance office at the end of class. The time a student is to check out will be written on the form. No student will be allowed to check out until the attendance clerk talks to a parent or responsible adult.

4. Students should present the check-out slip to the teacher when it is time for them to check out. Parents should report to the attendance office to pick up their children. Before a student can leave campus he/she must sign the check-out book and indicate what time he/she is leaving.
5. Students will only be allowed to check out 2nd through 5th unless it is an emergency. No student may check out after 2:00 p.m. unless a note is brought to the office before school the morning the student is to check out.

CHECKING IN

Any student arriving at school after 7:10 or who is tardy to Homeroom must check in at the attendance office. The student will be given an admit slip indicating excused or unexcused. Students must present the admit slip to the teacher to be admitted to class. Morning tardies are dealt with separately from tardiness to class. On the 5th morning tardy offense, student will be issued an infraction letter from the Truancy Officer and a parent/guardian must attend a conference with the appropriate administrator(s), or teacher(s) prior to his/her reinstatement. On the 10th morning tardy offense student will be suspended out-of-school.

TARDIES

A student is tardy when he/she is not inside the classroom when the tardy bell **begins** to ring. Loitering between classes and then running into class at the last instant before the bell rings will not be permitted. Tardy students will be reported by the tardy room teacher. If a student is not in class when the tardy bell starts ringing for 2nd-5th blocks, he/she is to report directly to the tardy room. Students who are more than five minutes late reporting to the tardy room will be counted as cutting class and reported to the school administration for disciplinary action. On the 4th tardy of the semester, a student will be sent to TOR. On the 7th tardy of the semester, the student will be placed in ISS for one school day and then for 10th tardy that student will be suspended out-of-school and assigned to an off-campus Discipline Center. Every 5th tardy thereafter, the student will receive another suspension. A student who has 2 class tardies on the same date will be assigned ISS. A student with 3 tardies in one day will be assigned 2 day suspension.

Students who are tardy to class by more than 5 minutes will be considered to be cutting class and will be sent to the office and assigned to ISS the following day. They will then be sent back to the tardy room with an admit slip for an unexcused tardy.

After the tardy bell at 7:10, **no students are to be allowed to exit a classroom unless it is a medical emergency or the student has been called by administration. No student is to be released for bathroom, water, etc. Students must take care of these concerns before entering class or at the 7:40 bell. **

DISPOSITIONS

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| Cutting class: | 1 st offense – In School Suspension 2 nd and thereafter-Suspension (Discipline Center) |
| Leaving campus without checking out: | Two Day Suspension (Discipline Center) |
| Class Tardies | 4 th offense – TOR 7 th offense – ISS (all day) 10 th offense – Two Day Suspension (Discipline Center) |
| **2 Class tardies on the same date**: | ISS (all day) |
| **3 class tardies on the same date**: | Two Day Suspension (Discipline Center) |
| Morning Tardies: | 5 th offense student will be issued an infraction letter from Truancy Officer and a parent/guardian must attend a conference with the appropriate administrator(s) prior to his/her reinstatement. 10 th offense – Two Day Suspension (Discipline Center) Each 5 th offense will result in a Two Day Suspension. |