Southwood Elementary School

Dear Families,

At Southwood Elementary School, we are committed to providing a foundation for a safe and respectful learning environment. This handbook provides information regarding our school policies and procedures. Please review the guidelines described in this handbook together with your child.

If you ever have any questions please feel free to contact us. We look forward to a wonderful year together.

Sincerely,

The Southwood Faculty & Staff

**Arrival/Dismissal Procedures**

Morning Supervision Plan

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* For the safety and supervision of our children, we request the cooperation of our parents in helping our students arrive at school **no** **earlier than 8:15 a.m.** unless they are participating in a school-sponsored activity that is supervised by school employees.
* Students enter the school through the front gate near the pre-k entrance or through the carpool loop. **The carpool lane close at 8:43. Students who arrive after this time must enter via the front office.**
* Breakfast is served from 8:15 a.m. – 8:35 a.m. and is available for all Southwood students.
* Upon arriving to school or after breakfast, students are required to report directly to their designated area. Beginning at 8:15 a.m., staff members will be outside monitoring the designated student areas.
* Classroom teachers will pick up their students from the designated areas at 8:40 a.m. and classroom instruction begins promptly at 8:45 a.m.
* Students who are not in their classroom by 8:45 a.m. are considered tardy. **If a student is tardy to school, the family member is required to walk their child into the front office and sign the tardy log.**

Important Times to Remember

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| Students Arrive to School | 8:15 a.m. – 8:40 a.m. | Report to assigned area |
| Breakfast Open | 8:15 a.m. – 8:35 a.m. | Cafeteria and/or courtyard |
| Tardy Bell | 8:45 a.m. | Students must be in classroom |

Dismissal Supervision Plan

* Academic instruction begins promptly at 8:45 a.m. and concludes at 3:00 p.m. (2:00 on Wednesdays) for dismissal. Students will begin to leave their classrooms at 3:00 p.m. (2:00 on Wednesdays) for dismissal. Please plan pick-up accordingly.
* **Dismissal during school hours is** **discouraged**; however, **if absolutely necessary**, we request that parents send a written note on the morning of the early dismissal stating the reason and time of pick-up.
* Students are **not** permitted to be signed out between 2:30 p.m. and 3:00 p.m. (between 1:30 and 2:00 p.m. on Wednesday).
* Teachers **will not** release students from the classroom to **any** person without notification from the office. Students need to be signed out by an authorized adult and then will be released to the family member from the front office.
* Students are signed out through the office **only** to the parent or other authorized adult. **The authorized adult must provide photo identification.**
* The student must be signed out in the office by the parent, legal guardian or person listed on the emergency clinic card. Identification will be required at the time of pick up. If you request a person not listed on the card to pick up your child, the school will not release your child. No child will be permitted to leave the campus alone during school hours.

Car Rider Procedures

In the interest of safety, it is necessary to divide cars into 2 specific lanes: K-2 & 3-5/Family.

* Display window signs from your rearview mirror as you approach the designated dismissal area.
* Do not attempt to pass another car while in line or leave your car unattended while in the student drop off/loading lane.
* Stay in your lane until you are signaled to exit.
* **REMAIN IN YOUR VEHICLE AT ALL TIMES!** Do not approach the car area and expect to pick up your child from the line. We are unable to release your child from the car line for any reason.
* Pull your vehicle all the way down in the loading lane to accommodate additional vehicles.
* Children are instructed to look for parents and proceed to the designated pick-up location.

Bike Rider/Walker Procedures

* Bicycle riders must know and follow proper bike safety rules.
* ALL BICYCLES MUST HAVE A LOCK.
* Bicycles must be parked in the racks provided. School personnel cannot be responsible for theft or damage to bikes.

Arrangements should be made for your child in advance for rainy day dismissal. If inclement weather persists, school dismissal will be held until weather conditions are safe. If this occurs, we ask for your patience and understanding.

Change of Dismissal Procedures

* **Parents are to notify usin writing of any dismissal change for their child that is different from his/her standard method of going home**. **Phoned-in dismissal changes will not be accepted after 2:00 p.m. (1:00 p.m. on Wednesday).**

**Attendance Policy**

Our School Board emphasizes the values of punctuality and regular attendance. When a student is absent, the student misses the chance to participate in classroom activities and to benefit from the verbal communication, interaction within the classroom.

* Students who have been absent should bring a **written note within two days** of the absence to their classroom teacher.
* Phone call messages are **not** an acceptable form for excusing a student’s absence.
* The principal has the ultimate authority to decide whether an absence is excused or unexcused based on OCPS Student Attendance Policies and Procedures.
* Excused absences include:
  + Illness, injury or other insurmountable condition
  + Illness or death of a member of the student's immediate family
  + Recognized (or established) religious holidays and/or religious instruction
  + Medical appointments
  + Participation in an approved activity or class of instruction held at another school site
  + Prearranged absences of educational value with the principal's prior approval
  + Up to four (4) days during the school year due to head lice infestation
* Students who are absent from school for any reason are responsible for all assigned work and will be allowed a period of time equal to the number of days absent plus one day to complete missed work.
* For truancy purposes, five (5) tardies to school or five (5) early departures from school will equal one (1) absence.

Communication Regarding Attendance

* An automated phone message will be sent each day your child is absent from school.
* A notification letter will be mailed home notifying you when your child has **five (5) or more unexcused absences and/or tardies** within a designated time period.
* A second notification letter will be mailed home notifying you when your child has **ten (10) or more unexcused absences and/or tardies** within a designated time period.
* When a student has excessive (more than 10) absences within a designated time period,

a Child Study Team meeting will be scheduled to discuss additional support opportunities.

**Academic Expectations**

**Student Responsibilities**

It is important that I work to the best of my ability. Therefore, I will:

* Understand and follow Southwood Elementary School rules and procedures.
* Read at home for 30 minutes daily with my family.
* Write down assignments in my planner each day.
* Show planner to my parents each evening to review and sign.
* Complete and turn in my homework, assignments, and projects on time.

**Parent Responsibilities**

I want my child to be successful. Therefore, I will:

* Ensure that my child completes and turns in school assignments.
* Be proactive in discussing academic/behavioral concerns with my child’s teacher through email, phone, or student planner.
* Read to/with my child for 30 minutes a day.
* Provide updated contact information if an address or phone number changes.
* Sign and return quarterly progress reports and report cards.
* Monitor student progress on the parent portal.
* Participate in school events and conferences.

**Teacher Responsibilities**

It is important that my students succeed. Therefore, I will:

* Create a safe and engaging learning environment.
* Strive for excellence and do my best every day.
* Assign work that is meaningful, grade level appropriate, and aligned to Florida State Standards.
* Update parents on a regular basis about the progress of their child.

**Southwood Elementary School Academic Goals**

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| **Reading** | By June, students will read and comprehend informational text that is appropriately complex. |
| **Math** | By June, students will apply the 8 mathematical practices used for problem solving. |

**Behavior Expectations**

In order to maintain a safe and engaging learning environment, Southwood Elementary has developed expectations for student conduct based on the OCPS district wide Code of Student Conduct. At Southwood Elementary we believe in G.R.O.W.L.



**G.R.O.W.L. Behavior Expectations**

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| --- | --- | --- | --- | --- |
| **G**ood Manners | **R**espect & Responsibility | **O**n Time & On Task | **W**ork Hard | **L**isten to Learn |
| I will be kind to others. | I will follow all class and school rules. | I will arrive to school on time. | I will try my best every day. | I will focus on my teacher. |
| I will include others in class and on school campus. | I will use kind words when talking to peers and adults. | I will remain in my assigned area. | I will ask for help when I have a question. | I will listen when others are speaking. |
| I will use good manners. | I will use safe hands and feet while at school. | I will use my time wisely. | I will not give up. | I will follow directions. |
| I will encourage others. | I will respect the opinion of others. | I will ask questions that are on topic. | I will use the strategies taught to me. | I will wait my turn. |
| I will be a good friend. | I will respect the personal space of others. | I will do my best to stay on task. | I will take my time on all assignments. | I will be a good problem solver. |

Southwood Elementary School’s G.R.O.W.L. behavior expectations are to be followed by all students throughout the day while on school campus. Good behavior is an important and expected ingredient for learning. Every child will have the chance to learn, be treated fairly and respect each other. Students need to understand that appropriate behavior is expected at all times!

Discipline consequences will be administered when a student’s actions interfere with the right of a student to learn or a teacher to teach. Students are reminded that any staff member in the school has the right to correct misbehavior.

**Cafeteria Procedures**

The Southwood Café will be a clean, **safe**, enjoyable, place for students to share fellowship over food and fun. All students at Southwood Elementary School are eligible for a delicious free lunch.

Arrival Procedures

* Use the restroom and wash hands prior to leaving the classroom for lunch. Students will only be allowed to use restroom during lunch if it is a true emergency.
* Enter the cafeteria quietly in a single file line and proceed to the lunch line. Those who bring a lunch box go directly to their assigned table. **Students remain in alphabetical order.**
* Make their food choice and politely speak to lunch personnel using please and thank you.
* Clearly give their name to the cashier and walk back to their assigned table using the walkway in between the 2 sets of tables.
* Students walk down middle aisle to get to their table. Students sit 3 to a bench facing forward at all times and remain seated throughout the lunch period.
* Students will exhibit Proud G.R.O.W.L. behaviors at all times.

Dining Expectations

* Students sit and remain in alphabetical order throughout the lunch period.
* Eat their lunch using voice level 1. Students may talk with their shoulder partner voice level 2 when finished eating.
* Use proper table manners while eating- chew with your mouth closed, don’t mix foods, keep your hands, feet and food to yourself, and do not share food.

Dismissal Procedures

* Students are responsible for keeping their area clean.
* Students remain seated at all times until dismissed by an adult.

Parent Lunch Visits

* Family members wishing to have lunch with their child are required to come through the front office and present a photo identification. The family member will be given a name badge that must be worn at all times on campus.
* The family member will proceed to the courtyard and their child will come to them.
* We ask that families adhere to their child’s designated lunch times.
* Once done with lunch, the child reports back to the cafeteria and the parent returns to the main office to sign out.

**Change of Address or Phone Number**

The school office, clinic and your child's teacher should be notified immediately of any change of address, telephone number or any change in the previously provided emergency phone numbers. This information will be held confidential at your request. Please let us know if your email address changes as well.

**Change in Routine**

Be certain your child understands transportation arrangements before leaving home in the morning especially if there is any variation in the normal routine. A note to your child’s teacher indicating the change must be sent each time there is a change or your child will be sent home in the usual way.

#### Class Parties

All classes are permitted to have two parties each year, one before the winter break and the other at the end of the school year. Birthday parties for your child or teacher birthday parties are not permitted. Consider donating a book to the Media Center or classroom library in your child's name. Recognition will be given to your child within the classroom.

**Character Development**

Because students spend so much time in school, Southwood Elementary believes in partnering with our families to ensure that all students get the support and help they need to reach their full potential. At Southwood Elementary, we all share a commitment to helping our students become responsible, caring, and contributing citizens.

Southwood Core Character Values

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| Core Values | Core Value Definitions | Examples of Model Student Behavior |
| Positive Attitude | * Having a hopeful and confident attitude toward life * Choosing to see the good side of things | * I am a positive thinker and know I can be successful at school. * I am proud of my accomplishments. |
| Citizenship | * Law-abiding and involved in service to school, community and country * Caring for the world around you | * I do my best to follow classroom and school rules every day. * I keep my school clean. |
| Cooperation | * Working together for a common purpose * Consider other people’s thoughts and ideas | * I practice sharing with my classmates. * enjoy doing my part and working with others on a team. |
| Responsibility | * To be accountable for your words and actions * Doing what you say you will do | * I try to make good choices every day. * I do my school work to the best of my ability. |
| Self-Discipline | * Being in control of your actions so you can make positive choices | * I think before I act. * I use calming strategies to help me when I feel frustrated or upset. |
| Perseverance | * Activity maintained in spite of difficulties * If it is worth having it is worth working hard | * I stick with a task even if it’s hard. * I never give up. |
| Trustworthy | * Someone who is honest and can be entrusted with items of importance | * I only tell the truth and remind others to do the same. * I am a dependable and reliable person. |
| Integrity | * Choosing to do what you know is right, even when the choice is difficult | * I do what is right even if it is not popular. * I only say and do things that are helpful. |

**Clinic and Emergency Care**

* The clinic is maintained for EMERGENCY USE ONLY. Students should remain home when they are ill.
* Students who become ill at school will be sent to the clinic. If the nature of the illness is such that a student should go home, parents will be notified at home or work.
* If your child becomes ill at school, please pick him/her up as soon as you are notified.
* We have a 24 hours “fever free” policy.  Students must be fever free for a minimum of 24 hours before returning to school.  Medication cannot be given at school to maintain fever free status.
* In the event of serious injury, school officials will notify the parents or the paramedics via 911.
* Please furnish documentation from your medical provider to the school registrar for any allergy, disability, illness, or special dietary needs that requires a healthcare plan.
* If a student is to be confined to the home or to the hospital by the order of a licensed physician for a minimum of fifteen (15) days due to illness or injury, the student may be eligible for the Hospital/Homebound school program. Homebound application forms may be obtained from the school counselor.
* **MEDICATION**: The clinician has received training for the administration of any medication. Deliver the medicine, in its original container, along with the Authorization for Medication form already completed and signed by you.
* Students are **never** allowed to bring medication of any kind to school, including over the counter medicine such as aspirin or cough syrup.

**Code of Student Conduct**

The Orange County Code of Conduct is followed at Southwood Elementary School. This Code of Conduct describes the rights and responsibilities of students and outlines rules that OCPS students must follow. The Code of Conduct also describes the consequences for not following the school rules. It emphasizes parental involvement and student responsibility for behavior.

A copy of the Code of Conduct is reviewed every student and may also be found in the main office and at www.ocps.net.  Parents are asked to review the information with their child and sign the Parent Acknowledgement Form.

**Dress Code Policy**

Cleanliness, good grooming, and appropriate clothing help to create a positive and healthy learning environment for children. A student should not dress in a way that would distract, disrupt, or interfere with the normal operation of the classroom. We follow OCPS dress code.

Students are **NOT** permitted to wear the following articles of clothing to school:

* Flip flops or open back shoes
  + Tennis shoes are recommended for physical education class.
* Clothing with holes, tears or inappropriate patches
* Bare midriffs and bare sides should not show even when arms are extended over the head
* Garments which suggest sexual, vulgar, drug, alcohol, tobacco or gang related wording/graphics
* Hats, caps, visors, sunglasses, bandanas and hoods (hoodies up)

**Field Trips**

Educational field trips are an integral part of your child's learning experience.

* A permission slip will be provided for all field trips with the exception of county-sponsored field trips.
* The permission slip must be signed by the parent or guardian before a student may participate.
* Trips that are not a part of the county sponsored program often require a fee. Notify the teacher if such a fee is not financially possible for you.
* Parents will often be asked to help supervise field trips; however, we are limited by the number of chaperones we can transport.
* Chaperones must complete ADDitions forms and be cleared by OCPS before chaperoning a field trip.
* School buses will be used to provide transportation for field trips. All students and chaperones must ride the school bus.

**Head Lice (Pediculosis)**

Head lice problems arise among children due to close contact with each other. Every effort is made to control this problem in our school.

* If a child is found to have lice or nits, parents are notified and expected to take the child home for proper treatment of the condition.
* Upon returning to school, the child will be re-screened before being admitted to class.
* If nits or lice remain in the hair, the child will be sent home for further treatment.

**Homework**

Homework is an essential part of the educational process and serves as a reinforcement of learning that occurs during the school day. Students should expect homework assignments as individual and class needs exist. Homework shall be purposeful, providing the student with opportunities for development of good work habits, educational skills, self-direction and creative expression.

* Students should read or be read to for 20-30 minutes per night as part of their homework assignment. *This should be recorded in their reading logs every night.*
* Students should work on i-Ready reading lessons for no more than 45 minutes per week.
* Students should work on i-Ready math lessons for no more than 45 minutes per week.

Please contact your child’s teacher if you do not have internet access at home in order to create a support plan.

**Media Center**

The Media Center is considered an extension of the classroom. We are constantly stressing the importance of reading. Your child can choose from attractive, well-written books on several subjects. Parents can help by encouraging children to read during part of their free time every day. English/Spanish books are available for children and parent checkout. If you would like to volunteer in the Media Center, please call the front office and ask to be transferred to the Media Center.

* It is also important that students assume the responsibility for the proper care of library books.
* A charge will be assigned for any lost or damaged books that have been checked out by a student.

**Personal Items/Toys**

Students are NOT permitted to bring personal toys/items from home. Please check your child’s backpack regularly to ensure he/she is not bringing items such as:

* Stuffed animals
* Action figures
* Trading cards
* Games
* Fidget Spinners

Items brought to school without permission will be collected and securely held until parent can come to school to pick up item.

**Parking**

We only have a limited number of parking spaces available for parents. We encourage parents to park in the grassy area on the east side of the school throughout the day, if the spots in the front lot are full. Do not expect to park during arrival and dismissal times as parking is extremely limited. Please remain in your vehicle. Crossing the flow of traffic is a safety concern. We have approximately 600 cars that drop off/pick up students in our car loop. Please be respectful of other Southwood families when on property.

**Physical Education**

Students are expected to participate in physical education class. If your child is unable to participate due to health problems, please send a note a doctor’s note to the physical education teacher. A doctor's note is required.

**Promotion and Non-Promotion**

Promotion from grades K-5 will be determined by the progress a student makes toward mastery of school objectives. The primary purpose of non-promotion is to give the student time to develop physically, emotionally, and academically. Parents will be notified in writing by the end of the second semester if there is a possibility of non-promotion.

**Recess**

Recess is an opportunity for children to enjoy physical activity, self-directed play and practice essential social skills. Students at Southwood Elementary will enjoy daily recess. In order to create a safe recess experience, all students are required to follow the below expectations.

* Students will remain in the designated recess area as determined by their classroom teacher.
* Students will use all playground equipment properly.
* Students will demonstrate non-aggressive recess behavior.
* Students will demonstrate good sportsmanship at all times.
* Students will respect and use conflict management strategies to solve disagreements.
* Students will stop playing immediately and line up when teacher signals class.

**Recognition and Awards**

In order to encourage and motivate our students, Southwood Elementary School believes is recognizing and rewarding academic, behavioral and social/emotional achievement.

Daily Student Recognition

* Students will be recognized daily through positive teacher interactions and school planner.

Weekly Student Recognition

* Students will be recognized weekly through the PROUD G.R.O.W.L. award.

Monthly Student Recognition

* Monthly character trait awards will be awarded monthly.
* Recognition for reaching i-Ready goals will be acknowledged monthly.

Quarterly Student Recognition

* Principal Honor Roll, Honor Roll, Perfect Attendance and Citizenship awards will be given to qualifying students in grades 2-5 at Southwood’s quarterly awards ceremonies.

Yearly Student Recognition

* One student will be nominated for the Disney Dreamer and Doer award each year.
* Eligible students will be awarded the Presidential Academic Award for academic excellence and high performance on standardized tests.

**Report Cards and Progress Reports**

Students receive report cards four times each year at nine-week intervals. In addition, students are given progress reports during the midpoint of each nine-week grading period. Report card conferences are held during first and third quarter.

**Safe Harbor Provision**

A student may approach a school official or contracted personnel and voluntarily surrender any object, even if possession of that object is prohibited by the *Code of Student Conduct.* Unless an investigation by school officials has already commenced, a student who approaches a school official and voluntarily surrenders such an object may not be subject to disciplinary action.

**Safety Patrols**

The privilege of being a safety patrol member is reserved for fifth graders who indicate a desire to serve the students at Southwood. Patrol members are selected on the basis of responsibility, dependability, leadership, and the use of good judgment.

Students must follow the G.R.O.W.L. expectations throughout the school year in order to remain a safety patrol.

**Safety Procedures**

The safety of our students, families and staff members remains a top priority at Southwood Elementary School. As a result, Southwood strictly abides by OCPS Emergency Procedures.

* Staff members are provided formal training throughout the school year to assist in the effective management of emergency situation.
* Students practice safety procedures each month, within their classroom and as a school.
* **In case of an emergency, families will be contact via a phone message as to the details of the situation.** **It is critical that the school office has the most current contact information on file.**

**Bad Weather Procedures** – **“The 30-30 Rule”**

“The 30-30 Rule” is used to determine the threat of lightning in our area.

* **30 Seconds:** School administrator counts the seconds between seeing lightning and hearing thunder. If this time is 30 seconds or less, lightning is a potential threat. Students are to remain in their classroom and are not permitted to walk campus.
* **30 Minutes:** After hearing the last sound of thunder, students will wait 30 minutes before being dismissed from their classroom.

If the school is under “The 30-30 Rule” at dismissal, students will not be released. Parents are permitted to bring their car tag and/or photo identification to the front office. The parent will be issued a pass and allowed to sign out their child from the classroom. Students will only be released to family members with a proper pass. Once the weather threat has passed any remaining students will be released for dismissal.

**Heavy Rain – No Lightning or Thunder**

In case of heavy rain **without** the presence of lightning or thunder, car and bus riders will be released to their regular dismissal locations. Walkers, bike riders and Bear Creek students will be dismissed to the media center until it is safe for them to travel home. Parents may pick up their child through the front office with a photo identification.

**Spirit Day**

**"Spirit Day" is every Wednesday.** Students, teachers and staff members are encouraged to show their school spirit by wearing their Southwood shirts to school. Go Southwood!

**Testing**

During the FSA and FCAT testing windows, Southwood closes our campus to visitors to ensure a quiet testing environment for our students. During these times parents are not able to have lunch with their child and vendors are not permitted on campus. Families will be notified of the specific test dates as soon as they become available.

**Technology**

Internet Policy

The following uses of OCPS Internet access are considered unacceptable:

* Students will not post personal contact information about themselves or other people.
* Students shall not attempt to gain unauthorized access to the OCPS network or to any other computer system through the Internet or go beyond authorized access.
* Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
* Students shall not use the OCPS network to engage in any illegal act, including threatening the safety of persons.
* Under no conditions should a student provide passwords to another person.
* Under no circumstances are students permitted to use a workstation to gain access to student grades or other private student records.
* Students shall not load unauthorized software on computers or on file servers.
* Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
* Students will not use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he or she must stop.
* Students will not knowingly or recklessly post false or defamatory information about a person or organization.
* Students will not repost a message that was sent to them privately without permission of the person who sent the original message.
* Students shall not post private information about another person.
* Students shall use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
* Students shall not download files larger than 3 MB unless absolutely necessary.

Plagiarism and Copyright

* Students shall not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
* Students shall respect the rights of copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced.

Abuse of Electronic and Internet/Communication Devices

OCPS is committed to providing a safe, positive, productive and nurturing educational environment. **The use of the internet or an electronic device to convey any communication, image, or illustration that causes or contributes to the intimidation, harassment, abuse, or disparagement of students and staff is strictly prohibited.** This includes any such communication, image, or illustration that is prepared or originates off school grounds and adversely impacts the educational environment at school for students or staff.

The following electronic communication conveyed by internet or an electronic device is prohibited:

* cyber- stalking
* bullying/cyber-bullying
* sexting
* coercion
* extortion
* making threats of violence or harm
* other computer related crimes that impact the educational environment.

Violation of the Abuse of Electronic and Internet/Communication Devices policy or any School Board adopted policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Code of Student Conduct. OCPS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this policy and the Code of Student Conduct.

**Threats**

All threats made to a school or person will be taken seriously, regardless of intent.

Threats may include, but are not limited to: bomb threats; threats to use firearms in a violent manner; threats to kill or do bodily injury to self or others.

Cell Phone Policy for Students

A student may possess a cell phone on school property, at after school activities, and at school-related functions, **provided that during school hours and on a school bus, the cell phone remains off and is concealed**. Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the cell phone from the school. At no time shall OCPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Southwood School Website (https://southwoodes.ocps.net/)

In order to increase communication between school and home, Southwood has updated its school website to include important dates and information. Please check it regularly.