

WILSON TIGERS



2018

2019

STUDENT HANDBOOK

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TIGERS' FIGHT SONG

When those fighting Tigers fall in line,
We're going to win this game another time.
For the dear old school we love so well,
We're going to yell and yell and yell and yell and yell.
We're going to fight, fight, fight for every score.
Circle in and out and win this game once more.
We're going to roll our opponents on the floor.
Make a score. RAH! RAH! RA-A-AH!

COLORS:

BLACK & ORANGE

MASCOT:

TIGER

MOTTO:

TIGER PRIDE!

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Wilson Public Schools
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ABSENCES AND ATTENDANCE

STUDENT ATTENDANCE

In order to assist students with their efforts to grow academically and to learn the skills needed for the world of work, it shall be the policy of the Wilson Board of Education that all students may miss no more than ten (10) days (excused and unexcused combined) during any semester and receive passing grades for the semester. The only exception will be for those students who suffer from and **ongoing extended chronic illness** that is documented with a doctor's statement. All such statements should be returned to the school within one week's time of the diagnosis of the illness. If documentation is not provided, students may be at risk of failing if absences exceed the ten (10) day limit. **All absences must be accompanied by a note from the parent/guardian on the day students return to school. These will be considered in reviewing absences, but will not carry as much weight as a doctor's note.**

Students who exceed the ten day limit per semester must meet with an attendance exception committee to give account to why they missed these days. The committee will then decide if any days should be excused. Students who do not go before the committee will not have any days waived and will fail.

ATTENDANCE PROCEDURES

1. It is the **parent's responsibility** to contact the school each day their child will be absent. The **attendance secretary** at each building will contact by phone or letter the parent/guardian of each student who is absent unless the parent/guardian has contacted the school.
2. When the student misses **four (4) days in any four (4) week period**, the building attendance officer will contact the parent or guardian by letter.
3. Step two will be repeated at six (6) and nine (9) absences.
4. When the student misses ten (8) days during the semester, a letter sharing the student's attendance record will be sent to the parent/guardian, the office of the district attorney, the Okmulgee County Truant Officer, the Department of Human Services, and the Indian Youth Services (if appropriate).
5. Step four will be repeated after each additional absence after eight (8).

NOTES

1. All contact must include information about the need to keep work caught up within the time limits, the need to keep the school informed, that excused absence will be for personal illness or bereavement, and the next step will be taken.
2. School Laws of Oklahoma, Article X and Section 232 provide the legal background for school attendance.

ATTENDANCE REWARDS

Each building will provide a special recognition for perfect attendance at the end of each nine weeks and the end of the year.

MAKE-UP WORK FOR ABSENCES

It is the policy of Wilson High School to allow make-up work for all students when properly excused from class by parental notification for an excused absence such as illness, bereavement, emergencies, or

pre-arranged absences. **Two days for each day shall be allowed for make-up work. It is the student's responsibility to collect and return all work in a timely manner.**

If a student is absent and the parent has not notified the school on or before the student returns to class, the absence will be considered unexcused and only 70% credit will be allowed for make-up work. It is the student's responsibility to ask for the needed work, and two days for each day absent will be allowed to make up work. **Students who are suspended from school will be allowed to make up work for 50% credit and will have only one day for each day they are gone. Work that is not turned in on time will count as zeros.**

Students who are truant from class will not be allowed to make up any work and will receive a zero (0) for the day's assignments. **An absence is considered truancy when the parents are unaware or the student's absences. It is also considered truancy when the parents are aware of the absence but continually allow students to miss classes for no excusable reason.** The truant officer will be notified and charges may be filed against the parents.

LOSS OF SCHOOL TIME POLICY

The Wilson Board of Education in cooperation with the Oklahoma State Board of Education recognizes the need for students to attend their regularly scheduled classes so that maximum learning can occur. The Wilson Board of Education does place a high value on the Co-Curricular programs within our school system and plans to facilitate a balanced education for each student. It is with the above goals and philosophy in mind that the Wilson Board of Education established the following attendance/activities regulations and exclusion.

- Regulation 1. The principal will annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a child.
- Regulation 2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any class period of each school year.
- Regulation 3. The Wilson School Administration will be responsible for maintaining attendance records that verify compliance with the above regulations.
- Regulation 4. Persons wishing to file a complaint may do so with the local Board of Education

EXEMPTIONS

For Co-Curricular and Extra-Curricular events that allow students to advance to a higher competition, the following exemptions for the 10-day absences rule will be in effect. After the initial contest, if a student has achieved the proper score to placing to go on to the next level of competition, the days of the next level of competition will not count against the student's ten days of absences. The principal will notify the staff as to the days to be exempted for each student.

Also, the following can be exempted after review by the principal.

1. Leadership Training Activities-i.e. Congressional Page, Hugh O'Brian Workshops, Conflict Mediation Trainings, Peer Tutoring etc.
2. Field Trips-Class related or Co-Curricular.
3. Scholastic Examinations-i.e. NMSQT/PSAT, CRT, ACT, etc.

4. Administratively Controlled Into-School Activities-i.e. School Day Pictures, School assemblies, and other necessary activities, which cannot be taken care of during the activity period.
5. In the event a student has a special need to miss more than the allotted ten (10) days, he/she may come before the Wilson School Board and make such request. However, a student will be granted additional absences from class only if the student has a "B" average in all of his/her subjects and committee grant more than five (5) additional days.

Since the Wilson High School is held strictly accountable for adherence to this statute, a student who violates the rules of this policy will receive a failing grade for the semester in all subjects in which he/she had gone over the allowed time.

CHRONIC ABSENTEEISM

A student is considered chronically absent if he/she misses 10% or more of instructional days **for any reason (excused or unexcused)**.

To help combat chronic absenteeism we will be meeting with students after the third absent in the semester, meet with parent and student after the th absence, and then again with the parent and student after the seventh. During this time an attendance plan will be developed.

Also to help students who are on track of being labeled chronic absent students will be able to use after school tutoring to help make up excused absences. Every two hours of tutoring will relieve one hour of an excused absence. This make up time must occur in the 9 week period the absence took place.

TARDY PROCEDURES

Objectives of Tardy Policy:

1. To help students understand and practice the responsibilities and privileges of citizenship.
2. To allow for a maximum time on task in the classroom with a minimum amount of interruptions, so that all students have an opportunity to learn to the best of their ability.
3. To acquire sufficient habits, skills, and information to make education a continuous and profitable process.
4. To use time constructively to broaden horizons and interest and to develop creative talents for beneficial living.

Definition of a Tardy: *A student whom is not in the classroom and his/her assigned seat after the bell has finished ringing.* (Except a student that has a valid pass from an authorized school employee. Teacher discretion should be used to determine if the pass is valid or the elapsed time between writing the pass and arrival in class is justified.)

For every **three (3) unexcused tardies**, the student will serve **one-hour study hall** or at the discretion of the teacher or principal, an alternative type of discipline may be used. Three unexcused tardies will also count as one day absence that will be figured into the final review of absences. **The classroom teacher will assign detention with every three (3) unexcused tardies and turn it into the main office.**

ADMIT SLIPS

When a student comes to school after the late bell has rung, he/she **must report to the office for an admit to class.** (Students who do not report to the office when arriving late will be assigned detention.) This is to be done for any student who may come to school later in the day due to illness or unavoidable delay in getting to school. Students must also report to the office for an admit on the day of their return from an absences.

HALL PASSES

All students in grades 6-12 who are permitted to leave their classrooms during the course of the day are required to have a hall pass. It is the responsibility of the student to secure a pass from his/her teacher. **Under no circumstances should a student be allowed to leave class to use the phone, purchase drinks, snacks or use phone for non-emergency.**

Teachers will use discretion in allowing student to leave class as to limit students from missing classroom instruction. Students need to use the slotted time between class to use the bathroom facilities and/or to drink from the fountain. Students should use as little time out of class as possible. In order for Wilson Public Schools to meet the demands of state and national standards and raise test scores, students should be actively involved in learning during the **entire 59-minute class period.**

FRIDAY SCHOOL

Will take place on last Friday of the month and will run from 8:00 am to 12:00 pm. Students will be responsible for their own transportation to and from school. Students must arrive before 8:00 am to receive correct for the session. During the session it is the responsibility of student to bring enough work to keep them busy the entire four hour period. No food or drink will be allowed in the classrooms and cell phones will be turned in at the beginning of session. Students will be given restroom breaks every hour. Failure to comply to these rules will end in student being sent home and to receive no credit for the session. The principal will then administer additional discipline actions.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school any time other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

A student who will need to leave school during the day must bring notification from his/her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or principal. The nurse or principal will decide whether the student should be sent home and will notify the student's parent.

ACCREDITATION

The Oklahoma State Department of Education accredits Wilson High School.

ACTIVITIES & SCHOOL CALENDER

All school activities are to be placed on the "School Calendar" in the High School Principal's Office with the permission of the Principal. No activities are to be scheduled for Wednesday evening or Sunday without special permission. **ALL ACTIVITIES ARE TO BE SCHEDULED AT LEAST ONE WEEK IN ADVANCE OF THEIR OCCURRENCE.**

Monthly Activity Calendars will be placed in each staff member's box to be posted in rooms. If changes occur, weekly revisions will be provided.

JUNIOR/SENIOR PROM

The Junior-Senior Prom is a formal occasion. The dress code for the Prom and Winter Formal is that of formal dress and the Wilson High School dress code for decency will be in effect. When selecting your

clothing for these occasions please remember to keep it within the dress code or you could be denied access to the event. **All guests must be pre-approved by the principal and have been placed on the guest list by Thursday at 3:30 p.m. preceding the event.** If a student brings a guest not on the list, he/she will not be allowed to enter the event. All school rules apply to all extra-curricular events.

EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. The Oklahoma Secondary Schools Activity Association (OSSAA) governs many of the activities along with a statewide association of participating districts.

State laws as well as OSSAA rules govern eligibility for participation in many of these activities. Wilson Schools believe that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas. A student is allowed up to **ten (10) absences** from a class during the school year for extra-curricular activities or public performances. All OSSAA activities and other activities approved by the Board are subject to restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

Any restrictions on participation related to discipline are set in our Student Code of Conduct.

Please Note: Student clubs and performing groups such as choir, drill/cheerleaders, and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for student's in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

FUNDRAISING

The Wilson Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects. An organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the Superintendent.
2. Submit a list of sources for the fundraising to the Superintendent.
3. Obtain approval for the project from the Board of Education.
4. All funds that are raised should go into the activity fund, except funds by a group or organization sanctioned by the Board that should remain the property of that group organization. Only the Superintendent or the Superintendent's designee can approve expenditures out of the activity fund.
5. Students will not participate in door-to-door solicitation of funds under any circumstances.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

RAFFLES

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law, is allowed to conduct raffles for the benefit of school-related initiatives within this district, subject to the approval process above. Raffles permit such qualified organizations. The Board of Education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

ACTIVITY TRIPS

All Students going on school sponsored activities will need to have satisfactory grades and be caught up in each of their subjects. At least one adult sponsor (other than the driver) must accompany all activity trips. Non-school students and adults are NOT to ride the activity buses without special permission from the principal. During the year, a number of trips are taken by different activity organizations. The school sponsors these trips and has a direct responsibility to the parents and to the community for the safety and well being of students who make these trips. For these reasons, the following rules will be enforced:

1. No student will be excused to remain overnight in the town visited.
2. **No student will be allowed to go by any other means of transportation except that provided by the school.** Permission to return with a parent must be signed by the parent at the site of the activity. If the permission form is to be signed by an adult who is not the parent of the student, the adult signing the permission form must have been authorized by the parent in writing at the school office to sign the permission form prior to the activity. **At no time, is a student allowed to ride with another student unless prior permission has been granted.**
3. Each student that goes on an activity trip shall participate directly in the activity for which the trip is made. **If a student attends to watch the activity, the student must be checked out by the parent/guardian the morning prior to the event. Students may not attend if academically ineligible!**

SCHOOL PARTIES

Sponsors will request and supervise parties. Parties must be scheduled one week in advance, and an outline of events turned into the principal's office in advance. No classroom parties can be held during class time except by permission of the principal.

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be re-admitted.

SCHOOL SPONSORED TRIPS

Trips will be allowed on the basis of educational value. The school will sponsor no trips unless it has specific educational value for the students. Request forms will be filled out and approved by the principal for each trip. Kindergarten through 5th grade end-of-year trips, etc. is exempt from this policy as far as the educational provision is concerned.

AUTOMOBILES & PARKING

Students are not to drive motor vehicles during the school day without permission of the principal. Driving in an unsafe manner during the school day will result in the loss of the driving privilege and possible suspension, and this pertains to driving to and from school. Students are to park their vehicles in the student parking lot in a uniform manner. **Each student driver must have a current copy of their driver's license and insurance verification on file in the Principal's office in order to drive and park**

their vehicle on school property. No student is to drive onto school property without a proper driver's license, permits are not considered a proper drivers license. Any student driving to school without a proper license will face consequences that may lead to suspension of driving privileges. Any accidents on

school property will be immediately reported to the Oklahoma Highway Patrol or the County Sheriff's Office so they may file a report. No student will be allowed to leave the scene until the authorities release them.

BELL SYSTEM

The bell schedule for 6 - 8 is as follows:

	<u>Tardy</u>	<u>Release</u>
Hall Entry	7:55	
BREAKFAST	7:55	8:10
DEAR	8:14	8:25
1 st Period	8:29	9:13
2 nd Period	9:17	10:16
3 rd Period	10:20	11:19
4 th Period	11:23	12:22
Lunch	12:22	12:52
5 th Period	12:56	1:55
6 th Period	1:59	2:58
7 th Period	3:02	4:00
Tutoring	4:04	4:55

The bell schedule for 9 - 12 is as follows:

	<u>Tardy</u>	<u>Release</u>
Hall Entry	7:55	
1 st Period	7:59	8:58
BREAKFAST	8:58	9:13
2 nd Period	9:17	10:16
3 rd Period	10:20	11:19
4 th Period	11:23	12:22
5 th Period	12:26	1:25
Lunch	1:25	1:55
6 th Period	1:59	2:58
7 th Period	3:02	4:00
Tutoring	4:04	4:55

BUSES

Students are to obey the following guidelines when riding a school bus.

- A. Students shall arrive at the bus stop before the bus arrives.
- B. Students are to wait in a safe place, clear of traffic, and away from where the bus stops.
- C. Students are to wait in an orderly line and avoid "horseplay".
- D. Students are to go directly to an available or assigned seat when entering the bus.
- E. Students are to remain seated, keep aisles and exits clear.

- F. Students are to observe classroom conduct, and obey the driver promptly and respectfully.
- G. Students are prohibited from using profane language.
- H. The use of tobacco, alcohol, or drugs and controlled substances is prohibited.
- I. Students are prohibited from having hazardous materials, objects, and animals on the bus.
- J. The throwing or passing of objects on, from, or into buses is prohibited.
- K. Students are to respect the rights and safety of others.
- L. Students are prohibited from leaving or boarding the bus at locations other than the assigned home spot or assigned school without prior approval of school officials.
- M. Putting head, arms or objects out of the bus windows is prohibited.
- N. Hooky-bobbing (hitching rides via rear bumper) is prohibited.
- O. No vandalism of any kind is permitted, and any defacing of school property (including bus seats) will be paid for by the student committing the vandalism.

Violation of any of the above regulations will result in one of the alternatives of the Discipline policy which may result in suspension of riding privileges. Bus riding is a privilege, not a priority.

The town bus route will consist of only those stops that are most centralized and convenient for the majority of the students. Safety and economy of time will also be used to determine bus stops.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Superintendent's Office (652-3374).

Lunch for 6th through 12th grades will be free of charge for all students. Breakfast is free to all students and staff. Visitors and adult prices are \$3.50 for lunch and \$1.50 for breakfast. Teacher's prices are \$2.80 for lunch.

Payments for meals can be made at the school cafeteria office during business hours (7:45 a.m. to 3:30 p.m.)

OUTSIDE FOOD AND DRINKS

No outside food and drinks will be allowed on school property during school hours. This includes drinks and food from the local store, to drinks and food bought at or on the way back from GCTC, or that are brought from home.

CARE OF SCHOOL PROPERTY

The building and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school neat and clean. **Under no condition should one mark on the walls, lockers, desks, or on any school property. This will merit disciplinary action.** This also applies to school busses. The tops of all hall lockers are to be kept neat and clean, therefore, void of any personal and/or school items.

DISTRIBUTION OF MATERIALS

School Materials

School publications distributed to students include all school publications that are under the supervision of the teacher, sponsor, and principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Materials displayed without authorization will be

removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.

COMMUNICABLE DISEASES/CONDITIONS

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include but are not limited to:

Measles	Mumps	Chicken Pox	Influenza	Head Lice
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The Board of Education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The State Department of Public Health requires the following immunizations prior to the enrollment of a child in public school:

5 th & 6 th Grades	7 th – 11 th Grades	12 th Grade
5 DTP / DtaP / Td	3 DTP / Td / Tdap	3 DTP / Td
4 Polio	3 Polio	3 Polio
2 MMR	2 MMR	2 MMR
	2 or 3 Hep B	3 Hep B
	2 Hep A	

Beginning with the 1997 fall semester, all students entering the seventh grade must provide documentation of having received three doses of hepatitis B vaccine. Beginning with the 1998 fall semester, all students entering kindergarten, or first grade without attending kindergarten, must provide documentation of having received three doses of hepatitis B vaccine. Every subsequent year, the hepatitis B requirements will be extended by one additional grade level.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is more than a "plus" it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for

parents to review and sign, and continues into interaction: messages and phone calls from the office on attendance, phone calls from teachers, and school open houses or back-to-school nights, for instance. Communication might also include requests for conferences-initiated by the school or the parent to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference

with a teacher counselor or principal should call the school office for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. It is also imperative that the school be kept up to date on phone numbers (**please let us know if your number changes during the school year**).

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the various graduation requirements, and early graduation procedures. Each spring, students will be provided information on anticipated course offerings for the following year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take high school courses that best prepare them. The counselor can also provide information about financial aid and housing.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

GRADUATION REQUIREMENTS

Twenty-four credits are required for graduation. Fifteen are required and nine are electives for the total twenty-four.

Required courses for the class of 2016 are:

English 4 credits consisting of (students will not be allowed to take more than one at a time)

Grammar and Composition	English I
World literature	English II
American Literature	English III
English Literature	English IV

Math 3 credits to include Algebra I and two of the following

Algebra II	Trigonometry/Pre-Calculus
Geometry	AP Calculus

Science 3 credits to include Biology I and two of the following

Biology II, Physical Science, Chemistry, Physics, Anatomy/Physiology

Social Studies 3 credits Government (1/2) and Oklahoma History (1/2), American History and one of the following:

World History 1 credit

World Geography 1 credit

AP U.S. History 1 credit

Arts 2 credits or sets of competencies

A total of fifteen (15) required credits with nine (9) electives for a total of twenty-four (24) credits are required for graduation.

In no instance will students be allowed to participate in the senior graduation exercises if they are lacking more than one complete credit towards graduation.

GRADING SYSTEM

Grading will be on a semester basis. The semester grade will be based on many factors, such as various examinations, text assignments, both oral and written, class participation as required, special assignments, research, activities of various types and kinds, and special contributions. At the beginning of each school year (and each semester for one semester classes), the teacher will explain the requirements of the course and cover any special requirement(s) which might adversely effect the student's grade.

The following grading scale will be used:

A = 90 – 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 & below

CLASS RANK

Class rank is computed for every student. The rank is determined by the student's academic performance for each semester. Cumulative semester grades will be kept at the end of each semester and rankings will be refigured. All classes, except athletics, count toward grade point averages and class rank. AP classes are weighted which may affect overall GPA.

CONCURRENT ENROLLMENT

The concurrent enrollment program will be offered to those senior students wishing to and qualifying for participation. Senior students who can fulfill all the requirements of high school graduation in one-half day may, upon the consent of their parents and High School Principal, be allowed to seek college enrollment on the early entry program. Wilson Public Schools will not provide transportation or any other expenses. Students and parents of those wishing to participate in such a program must meet with the High School Principal and Counselor for final approval.

HONOR ROLL

The Board of Education's Honor Roll will be for students in grades 7 – 12 with all A's at the end of each nine weeks and semester. The Superintendent's Honor Roll is open to all students in grades 6 – 12 who at

the end of each nine week period and semester has grades of either A or B. The Principal's Honor Roll is open to all students in grades 6 – 12 who at the end of each nine weeks and semester have a 3.0 with no grade lower than a C.

ENROLLMENT PROCEDURES

Students enrolling in Wilson Public School should report to the office of the Principal. They should bring a copy of their **birth certificate, social security card, and up-to-date immunization records**. New students must have a report card or transfer record and immunization records.

STUDENT CHECKOUT

Students in grades 7 - 12 will be required to completely checkout of school at the end of the school year. Any underclassman not fulfilling this requirement will not be enrolled in the next semester of school until such requirement is satisfied. Any senior student who has not completed this requirement will have his/her diploma withheld until such requirement has been satisfied.

STUDENT FEES AND FINES

In most classes the school will provide the required materials for the classes. In some elective classes where individual students undertake special projects, the student will be required to provide the materials. Charges may be imposed upon students for loss, damage, or destruction of equipment, materials, textbooks, and for vandalism to the school facility. Students may not be allowed to participate in extra-curricular activities until these matters are resolved.

STUDENT DIRECTORY INFORMATION

Wilson High School will maintain and release "directory information" without the parent's prior written consent, unless the parent -or student if over 18 - informs the district that any or all of the following information should not be released without prior consent. The following information is designated as "directory information".

- A. Student's name, address, telephone listing, and date and place of birth.
- B. Parent or lawful custodian's name, address, and telephone listing.
- C. Major Field of study and grade level classification.
- D. Student's participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, dates of enrollment, withdrawal, reentry.
- G. Diplomas, certificates, awards, and honors received.
- H. Most recent previous educational agency or institution attended by the student.

Each year Wilson Schools will give public notice of the categories of information that it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the Superintendent in writing of specific directory information, (pertaining to such student), that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

STUDENT PERMANENT RECORDS

The school keeps a cumulative record of your progress in school. This includes your grades, your scores on achievement test, aptitude test, intelligence tests, etc. It also includes the record you establish in

citizenship, attendance, and certain personality traits. Parents may request a student's high school record before it is sent to a requesting party. If there is any question, a hearing may be scheduled with the building principal or his designee. The school counselor will assist in interpreting the material on file.

Student records will not be made available to out-of-school authorities without the permission of the student and/or his or her parent.

FERPA

Wilson High School hereby notifies each student and their parents of the right to inspect and review the student education records under the Federal Family Education Rights to Privacy Act. Parents have a right to:

- A. The right of a student's parents and eligible student to inspect and review the student's education records.
- B. The intent of the Our School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information (see Student Directory Information), or, (3) under certain limited circumstances, as permitted by the FERPA.
- C. The right of a student's parent or an eligible student to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- D. The right of any person to file a complaint with the Department of Health, Education, and Welfare if the Wilson School
- E. District violates the FERPA.
- F. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located at the Elementary Principal's office, High School Principal's office, and in the Superintendent's office. The district will arrange to provide translations of this notice to non-English speaking parents.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is planned, a student should notify the principal and counselor's office of his/her intention and receive a withdrawal form to be presented to each of his/her teachers. After the student gets each teacher's signature on the withdrawal form, he should return it to the principal's office for final clearance. Students withdrawing from school should return any school or district owned books, equipment, supplies, or library books to the teachers who distributed them.

ALCOHOL & DRUGS

It is the policy of this school district that no student shall possess, use, transmit or be under the influence of any prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, or use or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. **This policy shall apply to all students before, during, and after school hours; in any**

school building or any school premises; in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

If any person on school grounds is found to be in possession of an illegal drug, or controlled substance, proper authorities will be notified. It shall be the policy of the Wilson Board of Education that any pupil found to be in the possession of, in control of, and/or under the influence of a dangerous substance or alcoholic beverage or a non-intoxicating beverage containing more than one-half of one percent (1/2 of 1%) alcohol by weight (i.e. beer), for the first offense shall be suspended from school for fifteen (15) school days, during which time it will be expected that the student and his/her parents/guardians will submit to counseling either with the school counselor, a state agency or other private or public agency.

This is a rehabilitation effort. For the second offense, the pupil will be suspended for the balance of the current school year. Said suspension may be appealed as provided in this handbook, by the Board Policy (FNCF) and by Oklahoma Statute 70-24-101.

This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with an approved school project when the school official in charge of the project has approved such possession. **All medication, prescription and non-prescription, must be checked in at the office immediately upon entering the school.**

AFFECTION

Public displays of affection on school grounds involving personal contact such as **kissing, hugging, embracing, etc.**, among students will not be permitted. The following action will be taken against offenders.

First occurrence – Warning and possible punitive action

Second occurrence – Parent notification and punitive action

Third occurrence – Parent conference and possible suspension

Fourth occurrence – Suspension

GANG ACTIVITY

A gang is defined as any secret fraternities, sororities, or other clubs of gangs not sponsored by established agencies or organizations. These types of groups are prohibited at Wilson Public Schools. Gangs, which initiate, advocate, or promote activities, which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiation, hazing, intimidation, and/or related gang-like activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures, which symbolized gang membership, or causing and/or participating in activities, which intimidates or

affects the attendance of another student will be subject to disciplinary action including suspension and expulsion.

CORPORAL PUNISHMENT

Wilson Public Schools permits the use of corporal punishment-spanking or paddling the student- as a means of controlling improper behavior by students. Corporal punishment should be used only for MAJOR BEHAVIORAL PROBLEMS such as fighting, use of alcohol or tobacco, stealing, and related offenses.

Corporal punishment may be considered appropriate for minor offenses as a last resort in an attempt to change unacceptable behavior. Corporal punishment will be governed by the following conditions:

1. The person administering the punishment is responsible for making sure the corporal punishment is not excessive.
2. The student will be told the reason for the corporal punishment.
3. The principal or assistant principal may administer the punishment.
4. The instrument to be used will be approved by the principal.
5. The punishment will be administered in the presence of one other District certified or non-certified employee and out of view of other students.
6. A record will be maintained to each instance of corporal punishment and shall include student name, who administered, amount of swats, reason, witness/es, date and time, etc.
7. The child's parents will be notified by phone or by letter of the offense and punishment.
8. No more than three (3) swats will be given at any one time.
9. When girls are considered for corporal punishment, the type of clothing being worn should be considered.
10. Circumstances may dictate that a waiting period may be necessary before swats are administered.

Provisions will be made for parents who do not wish their children paddled to sign an exemption request.

Students who are exempt from corporal punishment will receive an equivalent punishment in the form of in-house or out-of-school suspension. Corporal punishment will be incorporated into the existing discipline procedure used by the Wilson school administration.

DETENTION HALL

Afternoon detention hall will begin at 4:10 p. m. and last until 5:10 p. m. each day. Morning detention (if available) will begin at 7:20 a. m. and last until 7:50 a. m. Students assigned will be expected to be on time with paper, pencils, books, and other necessary materials. Failure to bring proper materials and/or skipping detention will result in doubling of current detention. Detention will double only twice, and then a three (3) day suspension will be enforced. At times, with a parent note, detention may be canceled with one (1) unit of Corporal Punishment for every thirty (30) minutes of detention.

A unit of detention consists of thirty (30) minutes. A student may receive up to four (4) units depending on the offense. In the event that before and/or after school detention proves to be ineffective for correcting a student's behavior, he/she will be assigned out of school suspension or at the discretion of the principal and after a conference with parents, an alternative type of discipline could be assigned. The principal and teachers may assign detention. (It will be the responsibility of student to provide transportation to and from detention.)

SUSPENSION OF STUDENTS

Drury's School Law Guide states: "The enjoyment of the right of attending public schools is conditioned on compliance by pupils within the reasonable rules, regulations, and requirement of school authorities, each of which may be punished by suspension or expulsion". When a student has committed a serious infraction of a school policy, suspension from school for a period of 1 to 10 days is in the best interest of the student and the school.

In compliance with the law, students will be given notice of intention to suspend and will be granted an informal hearing. When suspended, the student will be advised of their right to appeal the decision and their right to be represented. In all cases of suspension, the administrative staff will require a parent conference before returning the student to class.

Under normal circumstances students suspended will be assigned in-school suspension. In some cases, when it is in the best interest of the student and/or the school, suspension will be to the home with the responsibility being assumed by the parent.

A student may be suspended from school by the principal or superintendent for action detrimental to the normal operation of the school. A student may be removed from school on the day of the infraction without necessarily counting against the student's actual suspension.

Suspension Due Process

A. Initial Responsibility and Authority

1. The principal of the school shall have the initial responsibility and authority and authority to order a student suspended for misconduct.
2. The principal shall, prior to making any decision to suspend a student, make an investigation of all the facts and circumstances concerning the alleged violation to determine that the conduct justifies suspension.

B. Suspension of Three (3) Days or Less

1. If a student is alleged to have violated the rules of the school, the student shall be informed of his misconduct and the rule or rules that are alleged to have been violated. The principal shall advise the student of the facts and circumstances surrounding the alleged misconduct. The student shall then be given the opportunity to advise the principal of his or her statement of the facts.
2. The principal shall, after considering the evidence before him, decide whether the facts justify suspension. If suspension is justified, the student shall be informed of the decision being made to suspend him/her, and the time of the suspension.
3. The principal shall attempt to make contact by telephone, in person, by mail with the parent/guardian of the suspended student and advise that person of the cause and duration of the suspension

C. Suspension for at least Four (4) Days but Less than Ten (10) Days.

1. The principal shall follow the same procedure outlined in Section B above, if it is contemplated that a student may be suspended for more than four (4) days but less than ten (10) days. Except that, after a decision is made, the principal shall give written notification to the parent/guardian as soon as possible stating the cause and duration of the suspension.
2. At the same time written notification is forwarded to the parent/guardian, a copy of such written notification shall be forwarded to the superintendent of schools.

D. Suspension of Ten (10) Days or more

1. Suspensions of ten (10) days or more are appealed directly to the Board of Education.

- a. An appeal to the Board of Education shall be made in writing through the superintendent of schools.
- b. Prior to such hearing before the Board of Education, the student shall be advised in writing of the evidence upon which the charges are based.
- c. The student will be advised that he/she is entitled to be present in person at the hearing before the Board of Education and may have a representative at such meeting to act in his/her behalf.
- d. The student will be informed of the procedure to be followed at the hearing and will be given a reasonable time to prepare for such a hearing.
- e. The student may be represented at such hearing by his/her parent/guardian or by legal counsel.
- f. At the hearing before the Board of Education, the student or his/her representative shall have the right to examine evidence, and present evidence and testimony on behalf of the student. Cross-examination is allowed at this hearing.
- g. At the conclusion of such hearing before the Board of Education, the decision of the board shall be final.
 - I. If it is contemplated that, based upon the alleged misconduct, a student may be suspended for ten (10) days or more, the principal shall inform the student in writing of the alleged misconduct the student is accused of, and the rule or rules the student is alleged to have violated.
 - II. Immediately upon delivery of this notice, the principal shall conduct a hearing as set out in Section B Paragraph 1 above.

the principal shall in all instances permit the student to state his/her views of the facts in the case and consider those in making his decision as to suspend the student or not.
 - III. If a decision is made to suspend the student, the principal shall give written notification to the parent/guardian as soon as possible, stating the cause and duration of the suspension.
 - IV. The principal shall forward a copy of such written notification of suspension, together with a copy of the notice given to the student, to the superintendent of schools.

E. Appeals

1. If the principal shall order a student suspended, an appeal may be made to the principal by the student or the student's parent/guardian, and the principal shall there upon provide the opportunity for a hearing before the Discipline Committee and the student and parent/guardian may be presented at such hearing and take part therein.
2. At this appeal hearing before the Discipline Committee the principal should disclose all facts relating to the situation and the student or parent/guardian will have the opportunity to present evidence in behalf of the student. There should be no right of legal counsel at this appeal hearing.
3. After considering all of the evidence together with any new evidence submitted by the student and/or his parent/guardian, the Discipline Committee shall decide whether the

suspension order shall remain in effect and advise the student and/or the parent/guardian of their decision.

4. For suspensions of less than ten (10) days, the decision of the Discipline Committee shall be considered final.

F. Time of Suspension

1. All suspensions shall take place immediately upon the suspension order unless the principal or superintendent of schools shall delay the suspension pending the appeal process.
2. It shall be the general policy of Wilson school to stay the imposition of the suspension until the appropriate appeal process is complete; however, if the presence of the student, his/her classmates, employees of the school system, or the property of the school system, the suspension shall become effective immediate. The principal of the student shall make this decision involved.

DRESS CODE

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Students' **dress and grooming should be clean, neat and in good, modest taste at all times.** Students inappropriately dressed will be called to the office and the student will be **required to change clothes before returning to class.** Students will **not be allowed to wear** anything that the **administration considers to be lewd and/or vulgar in nature.** Students are expected to wear the usual school clothes. The following are **not permitted**: **girls' mini-skirts halter tops, bare midriffs, boys and girls tank tops, clothing with signs or advertisements or slogans not in good taste, see through garments, no strapless garments, and bikini strap garments. Neither boys nor girls will be allowed to wear hats in the building during school time. Any hats worn in the building will be confiscated. Absolutely no sagging will be allowed.**

Students will be allowed to wear shorts during the school year. Good judgment will be used to determine proper attire for the season. This policy will stay in effect as long as students do not abuse the privilege. The length of **skirts and shorts must be no less than 2 inches above the knee. There will be no holes allowed in any clothing at any time. Students will be sent home to change immediately.**

Form-fitting stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under the other garments that meet the provision of the dress code.

Clothing and accessories (tattoos, jewelry, etc.) with insignias, symbols, or words referring to alcoholic beverages, tobacco, or other drugs, or with pictures of obscenities, vulgarities, or suggestive words or pictures or gang affiliation will not be allowed to be worn. Wallet chains over 8 inches in length will not be allowed to be worn on school property and belts must be worn in proper loops with the ends tucked in properly. Bandanas regardless of color are not acceptable in school.

Also, body piercing (tongue, belly-button, eye-brow, nose, etc.) will not be allowed for the safety of all students. No exceptions will be made! Pierced ears are ok but if a student has any other type of

body piercing he/she will be sent home until the instrument used to pierce with is removed. The administration will have the final authority in determining what is appropriate for school and what is not appropriate.

TOBACCO

As per Wilson School Board Policy, tobacco products are prohibited to be on campus at all times. This applies to students, staff, and visitors. Students who are in possession of tobacco products on campus at any time will be subject to the Discipline Policy.

ELECTRONIC PAGING DEVICES & CELLULAR TELEPHONES

It is the policy of the Wilson Board of Education that no student shall possess or use any wireless telecommunication devices while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use any wireless telecommunication device upon prior written consent of the student's parent/guardian and the superintendent or the superintendent's designee. Such consent will be granted only upon showing of medical necessity or other compelling reason as determined by the superintendent.

Students in 6 – 12 grades may possess cell phones or cell phone like devices (i.e. smart watches), however it may not be turned on during the school day. Any parent or guardian who feels that it is necessary for their child to have a cell phone on for medical emergencies can apply with the superintendent of schools for permission. To obtain permission a parent will need to provide some type of documentation of why their child must have a cell phone on during the school day.

Violation of this rule will include the following:

1st offense - Phone is confiscated and returned to the student at the end of the day.

2nd offense - Phone is confiscated, parent/guardian is notified and must pick up phone, and student will receive one full day of in school detention.

3rd offense - Phone is confiscated and phone privileges will be taken away for the remainder of the semester. Parent must pick up cell phone. Student will receive 3 days of in school detention.

4th offense - Any student who has a 4th offense will lose phone privileges for the remainder of the school year and receive two days out of school suspension.

Students are not permitted to bring CD players of any type, game boys, MP3 players, I-Pods, or any other electrical device (curling irons, flatners, straightners, etc.) that may take away from the instructional setting.

These items will be confiscated as well. Wilson Schools will not be held responsible for theft or destruction of any of these items.

ELIGIBILITY

Any student enrolled at Wilson High School, grades 7 - 12, who wants to participate in any activity sponsored by the school, must be receiving a 65 % or better in every class in which he is enrolled. This policy refers to all contests, conventions, class activities, field trips, parties, dances, stock shows, athletic events (participating or viewing), music events, cheerleading and pep club activities, etc. with the exception of graduation activities.

Any student failing two or more classes in a semester will be ineligible for a period of six (6) weeks the following semester.

Procedure:

- A. The determination as to whether a student is passing or failing shall be based upon all graded material turned in by 8:00 a.m. of the last teaching day of each week. At this time each teacher will turn in a weekly list of all failing students.
- B. Students will be given one week to get their name off of the failing list. If any student's name appears on the failing list two (2) consecutive weeks, in any subject or combination thereof, he or she will be declared ineligible. (A student whose name is on the list in any subject must be passing all subjects the following week to remain eligible. For example, a student who is ineligible in Algebra II the week prior may be ineligible if the student's grade becomes ineligible in English even though they were not on probation in English.)
- C. The Building Principal or Counselor will compile a master list of all ineligible students.
- D. Once a student is declared ineligible he or she must remain out of all activities for a minimum of one week, Monday through Sunday. **Spring break will not be exempt from this policy.**
- E. Reinstatement of eligibility will occur when the student's name no longer appears on the weekly master list of ineligible students.
- F. A student's ineligibility in any subject shall not adversely affect his/her grade in another subject.
- G. If an ineligible student misses any class time for travel time to, participation in, or observance of a school sponsored activity, that student will be considered in violation of the Wilson School Eligibility Policy.
- H. Knowing violation of the school eligibility policy will carry a penalty of three-(3) day's suspension.
- I. If a failing student feels that his name should be removed from the failing list, he may appeal to the principal. Removal of the student's name from the failing will be done only, if after a thorough investigation by the principal, if a mistake was made.

MANDATORY TUTORING

It is the policy of the Wilson Board of Education to help every student achieve to his/her maximum potential. Therefore, if a student is placed on the weekly ineligible list, he/she must attend mandatory tutoring before or after school as offered by the district (exceptions will be on days of parent/ teacher conferences or other days that tutoring has been canceled). Tutoring will begin on the fourth week of the school calendar and continue three days per week. Students who do not attend the mandatory tutoring session will be subject to disciplinary action as per the discipline policy (Level 1, #5, Level 2 #3,

Truancy; Level 3 #8, Refusal to obey school officials.) Parent/Guardians will be notified about the mandatory tutoring each week.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information. **The District is not responsible for medical costs associated with a student's injury.**

ENTERING AND LEAVING SCHOOL BUILDING & GROUNDS

Wilson Public Schools is a Closed Campus setting. **Once student are on school grounds they are prohibited from leaving unless permission has been granted by the principal. They may not leave the school grounds once they enter onto school property.** (Students dropped off at the store may stay there before school begins, but they may **not** leave school grounds to go to the store or anywhere else during any part of the day, including lunch time.) Students will be allowed to enter the school buildings at 7:40 a.m. each morning, students arriving before them must go to cafeteria. Students must leave the school at 4:45 p.m. unless otherwise permitted by a teacher or principal to remain longer. Doors to the school will be locked at 5:00 p.m. Times for entering and leaving the building may change if there are bad weather conditions. **ALL students leaving the School ground MUST sign out in the office.** No pupil shall leave school except by permission of the principal. Elementary students are not permitted to leave the school grounds during the lunch period without permission from the principal. In case of sickness, students must contact the principal's office. Parents will be contacted. Student violating the above policy will be subject to the discipline policy.

EQUAL EDUCATION OPPORTUNITIES

The Board of Education believes that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason no related to individual capability.

The right of a student to participate in extra-curricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and his individual ability in the extra-curricular activity is a privilege. State law, as well as, Oklahoma Secondary Schools Activity Association (OSSAA) rules, governs eligibility for participation in many of these activities:

A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All OSSAA activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Four times a year, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of the teachers or others in charge quickly, quietly, and in an orderly manner. During the first week of the school term, instructions shall be given for fire drills and one drill shall be held. Alternate exit routes shall be provided for each room for fire drills; thus in case of emergency should one exit become blocked the alternate exit may be used. All people in the building shall participate in each drill. The first drill of the year will be announced. All other drills will be unannounced.

HALLWAYS

Students are not to be in hallways during the lunch period without administrative permission. All students will be outside (weather permitting) in designated areas. 9th – 12th grade will be located east of the High School. 7th – 8th grade will be located east of the old gymnasium. **Students are not to be in the gym unless with teacher supervision at lunch time.** During inclement weather, 7th – 8th will be seated on the east side of the gymnasium and 9th – 12th will be seated on the west side of the gymnasium during lunch period. Whether the students will be allowed to go to the gymnasium for bad weather will be at the principal's discretion.

OKLAHOMA HONOR SOCIETY

The highest-ranking students in Wilson High School are eligible for admission to the Oklahoma Honor Society. The top ten percent of the student body making the highest average marks may be nominated. Membership will be based on work done during the first semester of the current year and the second semester of the previous year. The standing of students enrolled in the first year of high school will be based on the work done during the first semester of the current year.

LIBRARY POLICY

Your library is organized and maintained to provide you with a larger collection of books, magazines, newspapers, pamphlets, and reference books that will be helpful in the preparation of the classroom assignments. It will furnish you with recreational reading material for your leisure moments and provides a quiet place where you can go to study or read. The library will be open every school day from 8:05 a.m. to 4:02 p.m. The librarian will be glad to assist you in finding books and other materials you need for your class work and leisure reading.

In order to have a good library, we must have your cooperation in the use and care of library materials. Because many students use the library at the same time, a few rules and regulations are necessary for all of us to observe. Such as:

- A. You will want to maintain a reasonable silence, keep the room neat and clean, replace materials properly, and return book promptly.
- B. Do not take books from the library until properly checked out by the librarian in charge.
- C. Regular books may be checked for two weeks and may be rechecked for one week. In order to recheck a book, it is necessary to bring the book to the checkout desk for the librarian to stamp.
- D. When returning a book, drop it in the book drop; do not return it to the shelves.
- E. Usage or overdue fees of ten cents per school day will be charged on all overdue books. Absence does not excuse a student from payment of overdue charges are paid.
- F. A list of students who have overdue books will be posted daily by both doors of the library. Please pay overdue charges promptly. Grade cards may be held until all overdue charges are paid.
- G. Books lost, torn, or damaged will cost the careless user the price of replacement or repair.
- H. Magazines are not to be taken from the library without special permission from the librarian. Please return all magazines to the magazine rack before you leave the library.

LOCKERS

Students in grades 7 - 12 will be issued lockers the first day of school. **Students are not to switch lockers after being assigned.** Lockers should always be closed. It is unwise to leave valuables or money in locker. Any locker trouble should be reported to the principal. Students will be responsible for loss of such articles.

GREEN COUNTRY TECHNOLOGY CENTER

The Green Country Technology Center located in Okmulgee, offers vocational training in six different areas to the 11th and 12th grade students of Wilson High School. Application should be completed in March in the school year prior to entry. Selection procedures are available from your counselor.

High school students will spend one-half day at Vo-Tech and one-half day at their home school. Students will earn three units of credit each year in each of the courses completed. These credits are recorded on the student's transcript at the home school and will count toward his or her graduation. Students will be provided transportation to the Vo-Tech school each day and must have permission to provide their own

transportation. The Vo-Tech bus will leave Wilson High School each morning at 7:30 a.m. and return at 11:20 a.m. and leave again at 11:50 a.m. and return back to WHS at 3:45 p.m. Students returning from GCTC will not be allowed to bring in outside food or drinks. All outside food and drinks will be confiscated and not returned.

PHYSICAL EXAMINATIONS

All students who participate in athletics must have an annual physical examination prior to the start of the school year and parental consent on file at the school. This must be done each year.

PRIVACY RIGHTS

Students shall not have any reasonable expectation of privacy towards school administrators or teacher in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

PROFICIENCY BASED PROMOTION

Proficiency based promotion is a provision of HB 1017. Our students will be provided the opportunity to promote based on the demonstration of proficiency in the core areas of Social Studies, Language Arts, Mathematics, Science, and the Arts. Proficiency will be determined through the assessment of criterion-

referenced tests developed by either Riverside Publishing Company or teacher made test or some other means of determining performance skills. A student must demonstrate with a score of 90 % on the assessment before advancing to the next grade level. The opportunity for proficiency assessment will be provided. Parents and students must request application at least 10 days prior to assessment. Available testing dates will be announced in the Henryetta Daily Free-Lance

REPORT CARDS

Report cards are issued following the end of each nine week period. Report cards of those students in grades 7-12 will be handed out at parent/teacher conferences at the end of the 1st and 3rd nine week periods. Report cards at the end of each semester will be mailed to the parent/guardians of each student.

Also three week averages will be made at periodic intervals to notify the parents of unsatisfactory progress. Semester grades will be recorded on the permanent records. **Students requesting weekly grade sheets will be given these on Thursday mornings and will be their responsibility to have them filled out and returned home.** Students may be placed on a “hold” list and not receive their report cards if they have outstanding class dues, organizational dues, library fines, or other criteria deemed reasonable by the administration.

RESIDENCY REQUIREMENTS

Regulation for student residency may be seen in Board Policy FD upon request.

SAFETY ACCIDENT PREVENTION

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
2. Follow any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
 3. Remain alert to and promptly report safety hazards, such as intruders on campus.
 4. Know emergency evacuation routes and signals.
 5. Immediately following the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of the students.

ASBESTOS HAZARD

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763 – Asbestos Containing Materials in Schools, Wilson Schools has been inspected and an asbestos Management Plan was developed outlining sampling and response actions if necessary. The Management Plan is available for viewing in the Superintendent’s office from 8am – 4pm M-Th.

SCHOOL CLOSINGS

Should it become necessary to close school because of bad weather, the Superintendent will notify channels 2, 6, & 8 in Tulsa and 4 & 9 in Oklahoma City television stations before 7:00 a.m. if at all possible. Please listen to these stations for announcements.

SEXUAL HARASSMENT/ SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/ or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or designee, or, who serves as the District Title IX coordinator for students. Sexual Harassment includes but is not limited to:

1. Verbal or physical advances, including subtle pressure for sexual activity; touching, Pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meaning, and jokes.
2. Demeaning comment about a girl’s ability to succeed in class historically considered a boy’s subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property.
4. Any of the aforementioned conduct, which effectively deprives a student of access to educational opportunities or benefits provided by the school.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment or sexual abuse by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/ or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the

complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/ or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/ or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/ or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/ or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or Superintendent's office.

Confidentiality for the accused and the accuser will be a priority.

GRIEVANCE PROCEDURES FOR SEX DISCRIMINATION/HARASSMENT

In accordance with the policy of the Board of Education, the following regulations govern the processing of student sexual harassment grievance in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the Superintendent, Principal, or Counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the Superintendent (unless the complaint should be sent to the School Board President). The Superintendent will investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.
2. The Superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievance.
3. The investigation shall be completed within ten (10) day of filing of the grievance. Results of the investigation, along with the recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Superintendent or the investigation administrator, the grievant may request a hearing by a grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the Superintendent or designee will furnish a written report of its findings and recommendation to both the grievant and the respondent while maintaining confidentiality.

8. The Superintendent shall, within five (5) days of the receipt of the grievance report, act upon the recommendation of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. Upon receipt of the Superintendent's report, the grievant may file a written appeal with the Board of Education. The Board of Education shall, within thirty (30) days from the date the appeal was received, review, review the report to affirm, overrule, or modify the decision of the grievance committee.

SPORTSMANSHIP

Real sportsmanship is demonstrated in the grandstand as well as on the athletic field. Officials rate schools on sportsmanship including players, school authorities, and spectators. Our team will never be any nearer victory because of boos, or catcalls. The Tigers will handle the game. They know the rules and play by them. Good sportsmanship will be expected; bad sportsmanship will not be tolerated.

STATISTICAL CHANGE

Students are expected to advise the office of any statistical change i.e. name, class, address, and phone number, locker number, or such information.

STUDENT PUBLICATIONS

All student publications (yearbook, newspaper, etc.) and presentations (assemble material, will, prophesies, etc.) shall be reviewed by the principal or his designated representative prior to publication or presentation and may be edited as deemed necessary to fall within the boundaries of socially accepted morality.

TELEPHONES

Students are not to use the telephones for social calls. Telephone calls should be made during the lunch hour. Students should not ask teachers for permission to make phone calls during class time. **Only for emergencies** will students be called from classes to the telephone. (See also cell phone policy)

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests: Grades nine, ten, and eleven will be required to take standardized achievement test. Also those students who have completed the Algebra I, Biology I, American History, and English II will take an "End of Year" test. Those students failing to pass these tests will be required to retake the test annually. These tests are state mandated. Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

TEXTBOOKS

District owned textbooks are issued each semester. Students are responsible for returning textbooks in good condition. Damaged or lost books must be replaced before credit will be issued. If a replaced book is found later, the price of replacement will be refunded.

TITLE IX

The Wilson Board of Education has adopted a policy of nondiscrimination in educational opportunities or activities for students in compliance with Title IX of the Education Amendments of 1972. Any student eligible by law to attend Wilson Schools, who believes he/she has a grievance in violation of this policy, is advised to discuss the issue with his/her counselor and follow the steps of the Board's adopted grievance procedure.

TRANSPORTATION

Transport will be provided for students having classes away from the main campus. No student shall use vehicles for this purpose without permission of the teacher and/or the principal.

VALEDICTORIAN AND SALUTATORIAN SELECTION

In high school the selection of the Valedictorian and Salutatorian shall be made when all grades are recorded at the end of the first semester of the senior year. Grades for the 9th, 10th, 11th, and first semester of the 12 grade will be used to determine the winner or winners. Only those students who have enrolled during or before the second semester of the eleventh grade and have maintained continuous enrollment at Wilson High School until graduation will be considered for this honor. An exception to this rule may be that of a qualifying student moving into the district may share this honor but will not be the sole valedictorian. Grade point averages will be figured on the bases of A=4, B=3, C=2, D=1, F=0 with the exception of the courses which will be considered "advanced" or "Advanced Placement" and will be figured using A=5, B=4, C=3, D=2, F=0: Students transferring into Wilson School will have their grades and GPA adjusted to fit Wilson's grading scales. The GPA will be taken at the end of the first semester of the student's senior year. The Valedictorian and Salutatorian will be chosen from their previous seven semesters. The highest GPA will be considered the Valedictorian with the second highest being Salutatorian. If two or more students have maintained the highest possible GPA (all "A's"), they will be declared Co-Valedictorian or Co-Salutatorian.

Any student who has a 4.0 will be considered an Honor Student and will be so noted at graduation. (The exception to this will be for any student who has been caught cheating in any class to maintain their GPA. This would include but not be limited to the use of notes without permission, using another student's work, allowing other students to use his/her work, plagiarism, etc.)

Any student that is selected as Valedictorian or Salutatorian cannot be in violation of Wilson's Attendance Policy in the second semester of their senior year. If student is in violation they will not be allowed to be Valedictorian or Salutatorian.

VISITORS

The Wilson Public School District maintains an open school policy. Visitors are welcome at any time. An appointment made in advance with the school is helpful to both the school and the teacher as it enables the school staff to plan for the visit. Visitors are always required to check in at the principal's office and will be given a pass to wear. Alternative School students must check in the office when on campus. **Student visitors from other districts will not be allowed to attend classes with friends in Wilson High School.**

VO-TECH TRANSPORTATION

Vo-Tech classes taken by Wilson High School students are to be considered as an extension of the home-high school. This includes transportation. Transportation to and from Vo-Tech is furnished by the Green Country Technology center as a PRIVILEGE to our students at no cost to the student or the parent.

Students may lose this privilege when, without prior approval of the high school office, drive and/or ride in a private vehicle to and/or from Vo-Tech; or in the event of truancy at either institution.

- A. First Offense: Warning to student and parent.
- B. Second Offense: Student will have to furnish his/her own transportation to and back from the Vo-Tech for ONE WEEK.
- C. Third Offense: Student will have to furnish his/her own transportation to and from the Vo-Tech for the remainder of the current semester.

WEAPONS FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsor transportation will be removed from school for not less than one full calendar year.
2. Firearms are defined in Title 18 of the United State Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.
3. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined: "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckle, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be violation of this policy.

STUDENT RESPONSIBILITIES

1. Each student has the responsibility to develop good work and study habits.

2. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
3. The student should take home any materials and information needed to complete the assignment.
4. The student should learn to budget his/her time.
5. The student should take advantage of study time provided during the day.
6. It is the student's responsibility to return all WORK completed to the teacher by the date requested.
7. Student should make up work missed during absence.

RESPONSIBILITY: "Every human being has a work to carry on within, duties, to perform abroad, influence to exert, which are peculiarly his, and which no conscience but his own can teach."

William Ellery Channing