

## GENERAL INFORMATION

Wilson Middle School houses 7-8 and holds approximately 580 students. Homogeneous groupings in core classes allow students to achieve academically at their highest potential. In addition, all students have been placed on teams in a typical middle school configuration in attempt to create small communities of learners.

Academically, students take courses in math, science, reading, English and social studies. We provide Honors, College Prep, and Academic levels. Our rigorous curriculum allows students at all levels to prepare for post-secondary study. Extra course offerings include reading and math intervention, health, physical education, keyboarding, and art. Students also enjoy taking fine arts classes such as chorus/music, band and orchestra.

## ASSEMBLIES

Assemblies encourage social and educational growth.

## ATTENDANCE/ABSENCES/TARDINESS

Poor attendance disrupts the continuity of instruction. Once lost, instruction cannot be recovered. A documented correlation exists between attendance and achievement.

Students are required by state law to attend school unless they have a legitimate excuse. Excused absences consist of personal illness, court appearances, professional appointments, religious holidays, and family vacations, death, or quarantine.

Parents must call school in the event a student is absent or tardy. Please call the school at **887-5175** before 9:00 a.m. on the day of the absence. If the attendance office is not notified by telephone or personal contact, the absences are considered unexcused. Students desiring to leave school early must bring a note from their parent stating the time and reason for early dismissal. Before leaving school, the parent must sign the child out in the attendance office. The attendance office is located across the hall from the general office.

Students must maintain at least a 93% attendance rate. Parents may call into the attendance office to excuse **up to six absences** for the year. After six parent calls all absences must be verified with a doctor's note to be excused from school. Students who are excessively absent will be disciplined resulting in referral to juvenile court. Students who are excessively absent will be considered habitually or chronically truant and referred to juvenile court according to the following guidelines:

- a) Habitually Truant
  - unexcused absences for 5 consecutive school days
  - unexcused absences for 7 or more school days in the month
  - unexcused absences for 12 or more school days in one year
- b) Chronically Truant
  - unexcused absences for 7 or more consecutive school days
  - unexcused absences for 10 or more consecutive school days in one month
  - unexcused absences for 15 or more school days in one year
- c) Tardies (3 tardies will be equal to 1 day's absence for court referrals.)
  - 1) Verbal Warning
  - 2)
  - 3)
  - 4)
  - 5) Wednesday/Friday School
  - 6)
  - 7)
  - 8) Wednesday/Friday School
  - 9)
  - 10)
  - 11) Wednesday/Friday School (for every tardy after 10)

Parents should contact their child's administrator: (Mr. Merritt, A-K, 887-5173; Mr. Millard, L-Z, 887-5172) if absences go beyond six parent call-ins.

## ADVISORY GROUP

We have a mentoring program that will end our school day. Every teacher in the building will be assigned an advisory group with fewer than 20 students. We will use this time to mentor students, help students complete work or make up work for their classes, intervene with struggling students, and further develop our character education program.

## ADDRESS CHANGE/PHONE NUMBER CHANGE

It is important that the school has a current home address and phone number. If you move or have a change in your phone number, promptly inform the office.

## BEHAVIOR: WILSON MIDDLE SCHOOL EXPECTATIONS

Every teacher will post these rules/expectations:

- 1) I will be a RESPECTFUL student who treats everyone and everything kindly.
- 2) I will be a RESPONSIBLE student who is in my assigned seat, quiet and ready to learn when the bell rings.
- 3) I will be a PREPARED, attentive student, who brings necessary materials and work to class everyday.
- 4) I will be a COURTEOUS student who promotes a safe, learning environment.
- 5) I will show PRIDE in my school by helping to keep the building clean and not taking food or drinks out of the cafeteria.

## BUS REGULATIONS

Riding a bus to school is a privilege. To insure safe and comfortable transportation, students must follow all bus and school regulations. Students who misbehave will be disciplined which may result in suspension and/or denial of bus transportation. Suspension of bus transportation may be issued to a student up to 10 days at a time or for the remainder of the semester.

Due to overcrowding on school buses, students are not permitted to ride a different bus to or from school for recreational/social reasons. Students may ride a different bus for long-term purposes only. Parents may request a long-term change in buses by writing a letter to the administration. **WE WILL NOT SIGN NOTES FOR STUDENTS TO RIDE A BUS HOME WITH A FRIEND.**

Bus safety rules are as follows:

1. Students must arrive 5-10 minutes before the bus is scheduled to arrive and should wait safely away from traffic.
2. Students must enter bus in an orderly manner and go directly to their assigned seats. They must remain seated, face forward, and keep the aisles clear.
3. Students must obey the driver and remain quiet at railroad crossings.
4. Students must refrain from eating, drinking, or chewing gum on the bus.
5. Students must not throw, pass, or hand objects on, from or into the bus and must keep their entire body inside the bus.
6. Students carrying on items on the bus must have them properly secured.
7. Students should refrain from damaging any property while going to and from or waiting, at the bus stop. Be courteous and respectful to your neighbor's property.
8. Students must observe all rules of the Hamilton City Schools Code of Conduct.

## CAFETERIA

Hot lunches will be served each day in the cafeteria. Each day a student will have a choice of three entrees, plus a fruit and vegetable (French fries). Students will have a 46-minute lunch period that consists of a 23-minute intramural time and 23 minutes to eat in the cafeteria. All students must report to the gym for their intramural time unless they have obtained a pass from their teacher or office prior to their intramural time.

Students may purchase a plate lunch for \$2.40. Additional snack items may be purchased from the snack bar. Students are asked to remain in the lunch area the entire 23 minutes, behave in a courteous manner, and place all leftover food and trash in the garbage cans. Students will be given a Wednesday/Friday School for throwing objects/food or for eating in an unassigned lunch period. The school discourages parents from bringing restaurant food into the cafeteria for lunch. If parents choose to do this for a special occasion, they must sign in at the main office and we will deliver the food to the individual. Parents may not

bring in food for other students for safety reasons such as food allergies, etc.

Forms for free and reduced meals will be distributed the first week of school. Please complete the form and return it with your child within the first two weeks of school. Eligibility requirements for the breakfast and lunch programs are outlined on the form.

Parents may put money on account for lunches, through cash or check given to the cashier, or online at <http://ww.CafePrepay.com> with a credit card.

## **CAMERAS**

A surveillance camera system monitors student behavior and building security around the clock.

## **CHEATING**

Cheating is not acceptable behavior regardless of the form it takes. Plagiarism is considered cheating. Students found guilty of cheating will receive a grade of "0" for that assignment or test. Parents and administrators will also be notified. Cheating may result in disciplinary action.

## **CLINIC**

If a student becomes ill at school, he/she must receive permission from their teacher to report to the restroom or the clinic which is located in their main office. If the nurse is not available, the student should report immediately to the main office. The nurse is only here part-time. Any student excused to go home for illness may do so provided a parent is notified and transportation can be arranged. Anyone responsible for picking up a student must be listed on the student's emergency form.

## **CLUBS AND ACTIVITIES**

Wilson Middle School will provide various activities during the school year. Various clubs meet monthly such as P.R.I.D.E., Newspaper, Bible Club, Technology Club, Drama Club, Frisbee Golf, Reading Club, and Student Council. New clubs may be formed as the year progresses. Students should listen to the morning announcements for more information.

## **EARLY DISMISSAL/LATE ARRIVALS**

Students who need to leave school early or arrive late due to doctor appointments or other legitimate reasons must have a note from their parent/guardian. Before leaving the school, the parent must report to the attendance office (across from the main office) and sign his/her child out of school. **Identification will be required, and the adult picking up any student must be listed on the emergency form.**

## **ELECTRONIC SURVEILLANCE**

Wilson Middle has a digital electronic surveillance system. Electronic surveillance systems significantly reduce school violence, improve security, reduce vandalism and provide evidence.

## **ELEVATOR**

Only students with a pass from an administrator or counselor may use the building elevator.

## **EMERGENCY FORMS**

By law, emergency medical forms must be completed for each child and returned to school. The school will keep a copy on file for emergency purposes. Students who fail to return their form to their first period teacher may receive a Saturday School or be withheld from school. Please list all adults who might be picking up your child at school on the emergency form.

Parents must provide more than one contact phone number. In the event of an emergency, we need to be able to reach you, a relative, or a friend. Again, report work and home phone number and address changes to the office (887-5170) immediately.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. S 123g; 43 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents have the right to request the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose directory information (name, address, telephone number, date of birth), without consent, to the following parties or under the following conditions (34 CFR S 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents have a right to file a complaint with the Family Compliance Office of the Department of Education.

## **FEES**

Fees will be kept to a minimum. However, all students will be required to pay certain fees. The school will notify the parent by mailing a fee statement home with first quarter interims. Parents are encouraged to mail a check directly to the school or have your child bring their check into the main office. Checks are made payable to Wilson Middle School. Parents may make quarterly payments. For more information, call 887-5171. Fee waivers (exemption from payment) are available in the office for those who qualify.

## **FIELD TRIPS**

Field trips will be educational growth experiences. When parents sign field trip permission forms, they agree to release and hold harmless Wilson Middle School, its staff and administrators, from any and all liability, loss, damage, claims, or actions for bodily injury and/or property damage, in accordance with current state and federal law, arising out of participation in the trip.

## **FIRE DRILLS/TORNADO WARNINGS**

For the safety of everyone, all emergency procedures must be practiced and executed in a serious fashion. Emergency procedures are posted in each room. Teachers will lead their classes out of the building and attendance will be taken in their designated areas. Quietness and orderliness are essential for safety and will be enforced. Students found tampering with alarm equipment may be expelled from school.

## **FREE/REDUCED LUNCH**

Forms will be distributed the first day of school and must be completed and returned as soon as possible.

## **GRADING SCALE**

The following grading scale is used by the Hamilton City School District to determine a grade in individual subjects.

| <u>Marking System</u> |   |           |                       |
|-----------------------|---|-----------|-----------------------|
| A                     | - | 90 to 100 | Excellent Achievement |
| B                     | - | 80 to 89  | Good Achievement      |

|   |   |             |                                |
|---|---|-------------|--------------------------------|
| C | - | 70 to 79    | Satisfactory Achievement       |
| D | - | 60 to 69    | Minimum Acceptable Achievement |
| F | - | 59 or below |                                |
| I | - | Incomplete  |                                |

#### Final Grade Calculation

|   |   |                         |
|---|---|-------------------------|
| A | - | 4 points (3.51-4.00)    |
| B | - | 3 points (2.51-3.50)    |
| C | - | 2 points (1.51 to 2.50) |
| D | - | 1 point (.51 to 1.50)   |
| F | - | 0 points (.50 or below) |

Accumulative grade point averages are calculated on a semester basis.

To pass for the school year, students must pass one quarter first semester, and two of the three grades second semester.

### **GUIDANCE PROGRAM**

At Wilson, we are fortunate to have a guidance counselor for each grade level.

|                   |                 |                  |
|-------------------|-----------------|------------------|
| Mrs. Brecka Russo | Grade 7 Room 9  | Phone # 896-3832 |
| Mrs. Beth Smith   | Grade 8 Room 10 | Phone # 896-3830 |

These professionals schedule, counsel, and communicate with parents, students, and teachers. Feel free to call your child's counselor with academic or social/emotional concerns. Students may request a visit to their counselor by completing a request form from their teacher.

### **HALL PASSES**

The hall pass is an ID necklace that notes the room number. Students must wear the necklace to be in the hallway. Teachers must issue hall passes to any student who is leaving their room for any purpose. Students must get prior approval from the scheduled teacher before going to another class including the library. No students should be in the hall without a "necklace" or a pass from office staff. Passes from the office staff should be carried and be visible (not pocketed). Students found in the hall without a pass will be sent back to the classroom they came out of. Students are asked to use the restroom during class changes and lunch. If there is not enough time to use the restroom, the student should get permission from the teacher first and obtain a hall pass. Please encourage your student to use the restroom during free time, lunch and intramurals.

### **HEALTH**

Students entering grade 7 may be required to present the required health and vaccination records in accordance with the Ohio Revised Code.

### **HONOR ROLL**

The honor roll is for students who attain a high grade point average—Silver--3.5-3.74 and Gold--3.75-4.0. Every subject taken in school counts toward the honor roll. Honor roll is computed after each quarter. Students who make the honor roll will be recognized during the year.

### **INCENTIVE PROGRAMS**

At Wilson, we are committed to recognizing and honoring the academic successes of our students as well as other achievements. Teams have quarterly celebrations to recognize student success. Teams also choose Wilson Positive Achievers monthly. Each quarter, we honor our students who have made either Gold or Silver Honor Roll, providing a special lunch/treat. We also have yearly awards at the end of the school year, our very special Eighth Grade Ceremony. Other awards are also given for attendance, honor roll, etc. We also have a perfect attendance party fourth quarter for those who have maintained perfect attendance for three quarters.

## **INTERNET USAGE**

Students must return a signed parental permission form to use the Internet at school. Student planners are stamped for authorized Internet use, and the planner must be visible during use. The Internet may be used for school research purposes only. Students who visit sites unrelated to school projects or who use email at school may lose Internet privileges and/or receive a Saturday School or stronger discipline depending on the offense.

## **INTERSCHOLASTIC ATHLETICS**

Wilson Middle School competes in a very competitive league (Greater Miami Conference), and we offer a variety of athletic programs. Students must maintain high academic and attendance standards to be eligible to play. Sports included are football, tennis, volleyball, cross-country, golf, basketball, wrestling, and track.

### Eligibility Requirements

Students maintain a certain set of standards to be eligible to play in the fall, winter, and spring sport seasons.

### Grades 7 and 8

1. Students must be currently enrolled in the member school.
2. Students must receive a passing grade in 75% of the subjects in which they are enrolled in the grading period immediately preceding that sport's season.
3. Students may not be absent more than 15 days in one calendar year prior to the time of the sport's season.
4. Students must maintain an accumulative grade point average of 1.75 or greater.

## **INTRAMURALS**

The lunch period is divided into two 23-minute blocks, one for lunch and one for an intramural game time (kickball, cornhole, etc.) We also plan to have music so that students may dance.

## **LOCKERS**

Lockers are school property and are assigned to students for their convenience. Each student will be assigned a locker to protect valuables. The school is neither responsible nor liable for books or other items missing or taken from lockers regardless of the circumstances. Therefore, students should keep their lockers locked at all times using a combination type lock. Students should put money and valuables in their locker for safekeeping and not leave them lying in classrooms, etc. Students are not permitted to share lockers. Student lockers may be inspected at any time by administrative personnel.

## **LOST AND FOUND**

Lost textbooks and personal items are usually caused by student carelessness. Each student must be responsible for his/her books and personal items. If items are missing, students should check with their teachers, the front office, and the "lost and found" room in the gymnasium. Students will be charged replacement cost for lost books.

## **MAKE-UP WORK**

Upon returning to school after an illness, suspension or RESCUE assignment, students have one day per absence to make up homework assignments, papers, projects, presentations, quizzes, or tests. When returning to school, it is the student's responsibility to promptly contact the teacher. The exception would be if a quiz or test were announced before the absence. In these cases, the student may be held responsible for such work on the day of return. Work missed during an unexcused absence may not be made up and may result in a zero.

In extenuating circumstances, incomplete grades may be given at the end of each grading period by the teacher and administration. However, this work must be made up within two weeks after the end of the grading period. After two weeks, the grade automatically becomes an "F" on the report card.

## **MEDIA CENTER**

Wilson is very proud of our state-of-the-art media center. The media center provides many resources for students to utilize on their course work and projects. Such resources include fiction/non-fiction books, journals, magazines, and state of the art

computer and Internet access. Teachers often take their classes to the media center. Individual students may use the library, but he/she must acquire a pass from their teacher before going there.

All materials taken from the media center must be checked out by the librarian/aide. Most books may be borrowed for two weeks. A “late” charge is assigned for books not returned to the library on time and is added to a student’s fee charge.

Fines: Replacement cost is charged for all lost materials. A reasonable damage charge is made for damage beyond normal wear.

## **MEDICATION**

Absolutely NO medication is permitted on school property. Before prescription or non-prescription medication can be administered, a doctor’s order and parent request form will be required. The student must have on file an authorization form signed by the physician and the parent/guardian. This authorization form must be renewed annually or any time there is a change in the dispensing of medication. The student is responsible for coming to the clinic/main office to take the medication when due. The medication must be in the labeled and stored in the original bottle for the student who intends to use it.

## **NATIONAL JUNIOR HONOR SOCIETY**

Seventh and eighth grade students with a cumulative GPA of 3.75 or above and strong teacher recommendations in the areas of character, service, and leadership will be inducted into the NJHS. Students will receive applications, and those completing the paperwork on time will be considered by the staff and NJHS Advisory Committee. Members are required to participate in meetings and service projects.

## **NUISANCE ITEMS**

Pagers, cellular phones, radios, cassettes, strings of beads (Mardi Gras necklaces), Ipods, MP3 players, cards, gameboys, wristbands, headbands, bandanas, cards, hair picks, wave caps, headphones, tape/cd players, and chains (even wallet chains) are not to be brought to school. Such items will be confiscated. When the items are confiscated, they are kept in the office until a parent can retrieve them. The school is not responsible for any items being lost or stolen. Further violations may result in disciplinary action following our school guidelines.

## **PARENT CONCERNS**

If your son or daughter has a problem in a specific class, first contact the teacher. If the issue remains unresolved, contact your child’s administrator (A-K, Mr. Merritt, 887-5172; L-Z, Mr. Millard, 887-5172). If necessary, the administrator will schedule a conference. Issues unresolved at this level will be referred to the principal. The principal may involve the Director of Student Services or the Director of Human Resources. If you have any questions about the administrative discipline, please contact your child’s assistant principal. Students suspended with a recommendation for expulsion have due process rights through the Director of Student Services.

To appeal any decision, first contact your child’s assistant principal who will help you resolve the problem or will follow due process procedures.

## **PHYSICAL EDUCATION**

Every 8<sup>th</sup> grade student is required to dress and participate in physical education classes unless excused by a doctor only for physical reasons. If a child is unable to participate in P.E., he/she may be removed from the class or required to do an alternative activity. Students are required to furnish athletic shorts/pants and gym shoes. T-shirts are provided through student fees. Students are required to bring a combination lock to school for gym class in order to secure their belongings. The school cannot be responsible for items left unlocked in the locker room.

Students not dressing for gym are certainly subject to having their grade lowered and may be referred to the office for discipline.

## **PUBLIC DISPLAY OF AFFECTION**

The public display of affection (kissing, hugging, hand holding, etc.) is not appropriate in the school setting. Such behavior will result in disciplinary action being taken.

## **REPORT CARDS/NEWSLETTER**

Grades are computed each nine weeks and mailed home to parents approximately one week after the grading period ends. Interim reports will be distributed approximately four weeks into each grading period. Interim grades are not official, but they are indications of each student's progress. A newsletter will accompany each interim highlighting the school's activities, events, successes, and other information.

## **SALES**

Students are not permitted to sell fundraising items (school or outside of school groups) during the school day.

## **TELEPHONES**

The office telephones are not to be used by students unless an emergency arises. Parents can help by making sure prior arrangements are made the previous day. **Parents are asked to refrain from requesting that messages be delivered to their child unless it is an emergency.**

## **TESTING**

At this time, the state requires that all students entering high school must pass the Tenth Grade Ohio Graduation Test in writing, reading, math, science, and citizenship. Current seventh graders will take a math, reading, and writing achievement test and eighth graders will take math, reading, social studies, and science achievement tests.

## **TEXTBOOKS**

All textbooks are furnished by the Board of Education for the student's use. Books will be distributed by individual teachers. Students are issued textbooks free of charge, but they are responsible for excessive wear or abuse. Students will be charged for lost books or excessive damage. Students must write their name(s) and school year in each textbook. Students may be required to purchase workbooks, and they will become their property.

## **TRANSPORTATION**

Questions about bus transportation should be referred to the Transportation Office at 887-5060.

## **VACATION**

The parent/guardian should notify the school in writing when a student will be absent for vacation or extended school holiday. The letter should contain the dates of absence and return. Students are responsible for contacting the teacher for make-up work when they return. Students may request work from the teachers before they leave. The student has the number of days absent to make up the work. If this procedure is not completed, the absence is considered unexcused, and schoolwork missed may not be completed. Vacations of more than ten days within a school year shall not be approved except in extraordinary circumstances as determined by the building principal.

## **VISITORS**

Students from other schools cannot be accommodated as visitors to the building. Any parents or visitors who would like to visit school are required to register in the general office.

## **WEATHER-INCLEMENT**

In case of snow or other inclement weather, parents should listen to WMOH (1450 AM) on their radio or local TV stations for the announcements of cancellation. **DO NOT CALL THE SCHOOL** for confirmation or with questions about delays/cancellation.

## **WITHDRAWAL FROM SCHOOL**

To properly withdraw from school a parent must sign the "withdrawal form" indicating the next school's entry. All textbooks must be returned and any fees must be paid in full before records can be sent to the next school. Teachers will sign the withdrawal form indicating current grades.

## DISCIPLINE

Students are required to adhere to the regulations in the discipline Code of Conduct for Hamilton City Schools. We expect our students to be self-disciplined, to respect all students and staff, and to keep the building safe and clean

1. Wilson will hold a detention Monday and Wednesday from 7:30 a.m.-7:50 am. And Tuesdays and Thursdays from 3:00 p.m.-3:30 p.m. Parents must provide transportation. Failure to serve will result in assignment to Wed/Fri School!
2. Tardiness to school-School starts at 8:00 a.m. Students who are tardy to school before 8:05 report to class and receive a violation. After 8:05 a.m. students are to report to the main lobby. Students tardy to school after 8:30 should report to the attendance office. Tardiness due to court appearances or medical appointments must be verified with a note. Tardies are counted by semester.

|            |                           |
|------------|---------------------------|
| 3 tardies  | - Letter mailed home      |
| 5 tardies  | - Wed/Fri School assigned |
| 8 tardies  | - Wed/Fri School assigned |
| 11 tardies | - Wed/Fri School assigned |

and every tardy thereafter  
Three tardies will equal one day's absence for court referrals.
3. Tardiness to class/unprepared for class- Students should be in their seat when the bell rings and should bring all materials to class including pencil, pens, book, paper, and planner. Tardy infractions will be logged. Three tardies to class (any three violation combination) to any class will result in a detention.
4. Truancy-A student will be considered truant if he/she is absent without the knowledge or consent of a parent. Parents cannot detain their children from school without legal cause. Truancy includes cutting class or eating the wrong lunch, once a student is in school. Students who are truant will be disciplined as follows:  
Truancy offenses will result in Saturday School.  
Repeated offenses may result in assignment to RESCUE.
5. Office Referrals-Students may be sent directly to the office for more severe behavior or repeated misbehavior in the classroom or hallways. Such behavior might include, but is not limited to, gross insubordination, repeated violations of classroom rules, profanity, disruption, insolence, theft, and destruction of property. Students will be issued consequences for misbehavior that include Wed/Fri School, B.I.C., RESCUE assignment, out-of-school suspension, or expulsion from school as decided upon by the administration and guidelines in the Hamilton City School District Code of Conduct.
6. Fighting -Fighting will result in a 10-day suspension or placement at RESCUE. Students should seek out a teacher, counselor, or administrator to help resolve problems. Fighting will not be tolerated. 2<sup>nd</sup> offense – recommended expulsion.
7. Threat/Assault/Profanity directed toward a staff member – Any student who threatens or assaults a staff member or uses profanity toward a staff member will be sent to RESCUE for 10 days, and recommended for expulsion.
8. Expulsion – Any student who induces panic, assaults or threatens another, violates the drug policy, makes a bomb threat, ignites an unauthorized fire, makes a false alarm, or brings a weapon or a look-alike object will receive a recommended expulsion in accordance with policies set in the Hamilton City Schools Code of Conduct.
9. Smoking – All buildings are smoke-free facilities. Any student caught smoking or possessing a lighter or tobacco products will be issued consequences. First offense – 1 day B.I.C. Second Offense – placement at RESCUE
10. Wed/Fri School – Students may be assigned Wed/Fri School for school violations as an alternative to suspension. This program allows students to avoid interruption of the educational process. And is held at Wilson from 3:00 p.m. until 5:00 p.m. Failure to attend will result in assignment to BIC for 5 days.
11. B.I.C. (In-School Suspension) – This consequence is also an alternative used in place of out-of-school suspension. B.I.C. may be also used for “timeout”, or students may also be assigned there for a period of days, a more intensive behavior modification approach. Students are required to complete all assignments sent to B.I.C. by their classroom teachers and asked to make up any other missed work in the regular classroom during that time. Failure to comply with all rules of B.I.C. may result in assignment to Wed/Fri School or RESCUE.

12. Bus – The school bus is an extension of the school and classroom. It is a privilege provided by the Board of Education. Any discipline problem occurring on the school bus may result in the following:
- |                                      |   |   |
|--------------------------------------|---|---|
| 1 <sup>st</sup> offense              | - | conference with administrator, warning letter is sent to parents by assistant principal   |
| 2 <sup>nd</sup> offense              | - | Bus riding privileges suspended for three school days, letter to parent   |
| 3 <sup>rd</sup> offense              | - | Bus riding privileges suspended for ten school days, letter to parent   |
| 4 <sup>th</sup> offense<br>(or more) | - | Bus riding privileges suspended for the remainder of the semester. This decision will be made by the building administration and a letter will be mailed to the parent. |
- For all offenses, parents will be contacted.
13. Cell Phone Policy
- Staff will confiscate visible cell phones.
  - Students will be able to pick up the cell phone at the end of the school day from their assistant principal.
  - Students will be assigned a Wednesday or Friday school *every time* their cell phone is confiscated.
  - The Wilson administration will **not** investigate lost or stolen cell phones. Code of Conduct Violation #3 reads, “The District does not take responsibility for missing or lost personal electronic communication devices.”
14. Dress Code Policy (Violation #45 in the Code of Conduct)
- If you have a question about a particular clothing item meeting the dress code standards, do not wear that item to a school.
- Our first step will be to attempt to remedy the dress code violation by providing alternate dress for the student (if we have clothing items available) or by calling the parent/guardian to bring acceptable clothing to Wilson.
  - If the violation cannot be remedied, the student will be placed in BIC (in-school suspension) for the school day.
  - The violation will be documented and parents will be notified.
  - Three violations of the dress code will require the parent/guardian to bring their child to school the following day for an administrator-student-parent conference. Until the parent attends the conference, the student will be placed in BIC (in-school suspension).
  - Further violations post-conference may result in suspension from school.
15. Students who know they are assigned to the BIC room and therefore purposely violate the dress code (come to school in PJ's, short shorts, clothing with holes, etc.) will be suspended for violating rules in the alternative program.

## **TIMEOUT**

Sometimes the best discipline is a simple removal of the student from the situation. If such action is necessary, the teacher will send the student to the B.I.C. room with work JUST FOR THE CLASS PERIOD. Timeout is a discipline step prior to the office referral level. **Two timeouts in one school day will result in a Wed/Fri School.** Teachers will contact the parent if a student is sent to timeout.