

ARTICLES PROHIBITED IN SCHOOL

Non-educational items brought to school such as, but not limited to: gum, balloons, bean shooters, chains, firecrackers, knives, slingshots, stuffed animals, toys, water guns, laser pointers, collectable cards (Pokemon, baseball, etc.), etc. will be taken up and returned to the parent/guardian upon request. Students are responsible for personal items brought to school. The school **is not responsible** for the loss or theft of personal items. Liquid paper will not be allowed at school.

ASSIGNMENTS

Assignments not completed on due date or in the allotted late time will be made up at teacher assigned tutorials. Students who are absent will have the number of days absent plus one to complete the missed assignment.

ATTENDANCE

A call from the parent/guardian must be received by 10:00am at (817)698-7932 on the day of the absence. A student who is absent from school must provide a note that describes the reason for the absence within three school days. The student's parent/guardian must sign the note. Failure to do so will result in an unexcused absence. A student between the ages of 6 and 18 must attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school, from any class, or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by court of law against the student and his/or her parents. To receive credit for a course, State regulations require students to be in attendance 90% of the days that a class is offered. Students who do not meet attendance requirements cannot receive credit unless an attendance officer or an attendance committee appointed by the campus administrator reinstates credit eligibility due to extenuating circumstances. In these cases, students may be required to make up time missed as explained in the next paragraph. **When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence even if the parent has called.** It will be the student's responsibility to place the note in the mail slot located in the attendance office. A physician's statement may be required if a pupil is absent three or more consecutive days because of illness.

AN EXCUSED ABSENCE DOES NOT NEGATE THE RESPONSIBILITY OF THE STUDENT TO ADHERE TO THE 90% RULE. EVEN IF STUDENTS' ABSENCES ARE EXCUSED, STUDENTS ARE REQUIRED TO MAKE-UP TIME MISSED AFTER THE

NUMBER OF DAYS MISSED HAS BECOME EXCESSIVE. THIS RULE APPLIES FOR ALL ABSENCES, EXCUSED OR UNEXCUSED.

Tardies: It is extremely important for our students to get to class on time. Tardies can delay the start of class, which takes time from other students. A student is tardy for any class if not in the classroom and seated when the teacher begins class. Student consequences will consist of:

- 1st tardy----warning
- 2nd tardy---warning
- 3rd tardy---office detention

Subsequent tardies will result in additional office detentions. Continued tardiness will result in additional consequences determined by administration. Tardies will start over every six weeks.

Make-up Work: We feel it is very important to assist our students who are absent. Student make-up work may be requested through the office on the second day of the student's absence. To request homework, call the front office (817)698-7915 by 10:00am, on the **second day** of the absence. Homework will be collected from teachers and made available for pick up at the end (4:30pm) of that day.

Withdrawal from School: Parent or Guardian must call or come by the attendance office prior to the child's last day to request withdrawal. The withdrawal process will not be complete until the student has returned all school material and all records cleared.

BACKPACKS

Students may carry backpacks. The requirements are that they must be able to fit in their locker, cannot have wheels, and they need to have straps that can fit on the back of their chair. If they want to carry a purse or hand bag, it must fit inside the back pack.

CELL PHONES/OTHER ELECTRONIC DEVICES

Students may have cell phones (electronic devices) in their possession at school. Cell phones (electronic devices) that are used inappropriately in class will be confiscated by the teacher. The teacher will return the phone at the end of the class period. The school is not responsible for lost or stolen cell phones (electronic devices).

DISPLAY OF AFFECTION

The school setting is neither the time nor the place for displays of affection for students. Holding hands, walking with arms around each other, kissing or any other inappropriate displays of affection are prohibited.

DROP OFF AND DISMISSAL PROCEDURES

CAR RIDERS

Before School - During morning drop off times, please enter the main school parking lot in front of the school (South side of the building closest to Sendera Ranch Blvd.).

After School - The following are procedures that will make your child's pick up as safe and efficient as possible for students being picked up after school. Please follow these directions as well as those from the Wilson staff assisting during this part of the day.

1. As you enter Wilson M.S. from Sendera Ranch Blvd., the campus driveway will be divided into three lanes. The outside lanes (closest to Sendera Ranch Blvd.) will be a "flowing" student pick-up line. The inside lane (closest to the school) will be a "parking lot" student pick-up line.
2. The "flowing" pick-up lane will progress in the driveway in front of the building. Students will only enter the vehicles in the front on the line. Vehicles that have been loaded will be released by Wilson Staff and the remaining vehicles in line will advance to the furthestmost available spot. Students will load again, vehicles will be released, and the remaining vehicles will move up again until all students have been picked-up.
3. The "parking lot" pick-up lane will enter the parking lot in front of the school, **park in designated park spots**, and wait for their student. Students will cross at designated crosswalks in front of the school and find their vehicle. Vehicles will exit the parking lot on the west side of the building, merging with "flowing" pick-up line vehicles.
4. The north end (back of the building) is for bus pick up only. Please do not enter these areas prior to or during dismissal for any reason.

It usually takes about a week or two for everyone to become familiar with these procedures, therefore plan accordingly. The procedures established have proven to be very efficient and when followed by everyone assist in having most gone by 4:17.

BUS RIDERS

All students who live outside the two-mile radius are bus eligible. As per the NISD Student Handbook, students will not be allowed to ride a different bus home with another student under any circumstances. If parents have an emergency and cannot meet the bus, they should make arrangements to have another adult receive their child at the regular bus stop. Students riding buses must report directly to their buses after school. If a student misses his/her bus they will be required to contact a parent/guardian to pick them up. For any question please contact Reliant Transportation at 817-698-1287 or email transportation@nisdtx.org.

EXTRACURRICULAR ACTIVITIES

Band The Wilson Wildcat Band programs provide opportunities for students to learn instrumental technique, creative self-expression, perception skills, and historical and cultural heritage in a performance-based setting. Students who participate in band are expected to participate in morning rehearsals and extracurricular performances such as football games, concerts, and solo ensemble, and UIL band competitions throughout the year. For more information on the band program, contact Ray Hilley at 817-698-7926, or Chad Waterman at 817-698-7949.

Cheerleading The Wilson cheer program is dedicated to maintaining school spirit and plays an active role in positive school leadership. The cheer program also provides the opportunity for participants to compete at the local level. The Wilson cheer squads are selected by independent judges through an audition or tryout process each year. Cheerleaders perform at extracurricular activities such as athletic contests and pep rallies. For more information concerning the Wilson Cheer program, contact Cheer Coach Brittany Roberts (817) 698-7900.

Choir The Choir program is open to all interested students. Members of the performing group will study technique, sight-reading fundamentals and choral music in a cultural and historical context. Participants will improve creative self-expression and will perform at extracurricular events, show choir events, and competitions. For more information, contact Lauren Wilemon, Choir Director, at (817) 698-7937.

National Junior Honor Society This organization helps develop leadership, character, scholarship, and service. Community service activities are scheduled each grading period. Meeting times vary. Requirements for students wishing to be considered for membership in NJHS are to have a 90 average in all classes, enrollment in at least two PreAP courses throughout a student's 7th grade year, teacher evaluations, and community service activities. Students also must meet

specific requirements to remain in NJHS. For more information see sponsor Laynie Johnson at (817) 698-7900.

Orchestra The Orchestra Program is a relatively new program that is growing by leaps and bounds! In orchestra, students will learn technique on a string instrument, learn to play different styles of music including music from various eras and cultures, as well as build musicianship, self-expression and self-discipline. Orchestra is a performance based class with several concerts and other performances throughout the school year. For more information, please contact Michelle Bell at (817) 698-7920.

Student Council STUCO is an organization open to all students. Its purpose is to promote school pride among students and to make the school a better place. Students will learn the importance of teamwork and student government. Activities include dances and community service. For more information contact the Wendy Hunter at (817) 698-7900.

UIL Academic Events Along with athletic and other extracurricular activities, the UIL sponsors the UIL Academic Contest each year. Participation in these events as a part of the Northwest UIL Academic Team is open to all students interested in academic challenge, competition and school pride. Students will participate in District Competitions and may advance to Regional and State Finals Competitions. For more information, please contact Laynie Johnson at (817) 698-7928.

FORFEITURE OF HONORS

The privilege of holding office or positions of honor shall require the maintenance of high standards of conduct and strict observance of rules, regulations, and policies. Students who repeatedly violate school rules, regulations, policies, or who are guilty of flagrant, serious violations thereof may be required to forfeit the privilege of holding school offices, positions of honor, or any elected offices or positions. Participants in athletics and other school programs or activities may be suspended for flagrant violation or repeated failure to observe the established rules, standards, and policies of these programs and activities. Circumstances of the violation, the welfare of the individual involved, and the effect of the violation on the other participants who have conscientiously observed the rules, standards and policies will be taken into consideration in any punishment or suspension/termination of honors.

INSUBORDINATION

The refusal to obey any Wilson Middle School faculty and/or staff member is considered a serious violation of school policy and may result in suspension from school. Even if the student does not agree with what he/she is told to do or does not understand why he/she has been told to do something, the student is expected to do as he/she is told. Students may discuss any questions with the teacher **after class and in private**. If, after discussing the concern with the teacher(s) the student still feels that what was asked of him/her was inappropriate, he/she may then discuss the matter with the Assistant Principal, and/or his/her parents.

MEALS

Basic student lunch cost \$2.55 per day and breakfast is \$1.25. Students must have their student I.D. with them to purchase/receive a school lunch. Parents now have the ability to add to their child's ARAMARK account balance through My School Bucks which can be accessed through a link on the NISD Web site or at www.myschoolbucks.com.

Home Access Center

The Home Access Center will provide parents/guardians with the opportunity to go on-line and find information about your student's schedule, attendance record, and academic performance. It will also allow you to subscribe to an email notification system that will automatically send an email to you with updates about your student's progress. We expect that the Home Access Center will provide timely information for you to use as you work with your child.

PARENT CONTACT/CONFERENCE

Communication between parents and staff is critical in the development of our students. Parents are encouraged to contact staff members directly if there are ever questions or concerns. Individual teacher conference can be arranged by contacting your child's teacher. If there is a need to meet with several/all of your child's teachers at one time, please contact Karla Galligan at (817) 698-7902 to arrange a meeting time.

PICKING YOUR CHILD UP EARLY

There may be times when a parent or guardian needs to pick their children up early from school. In this case the parent/guardian must show a picture I.D. to the receptionist and request the child. Students will not be sent for after 3:40 due to end of the day procedures. The only exception would be if this request was prearranged by parent note or phone call.

SATURDAY SCHOOL

Saturday School will be scheduled as needed. It will run from 8 a.m.-12 p.m on Saturdays or 4:15 p.m.-8:15 p.m. on Thursdays. Students who violate the Student Code of Conduct may be scheduled to attend. Parents will be notified in advance. The purpose of Saturday School is to assure that our students are *in* the classroom as much as possible; therefore, we are not using In-School Suspension as a first offense.

SCHOOL HOURS

Students will not be allowed to enter the school building before 8:00 am, unless other arrangements have been made with a teacher or administrator. Please do not drop off your child early, as there is no one available to monitor the students before this time. School is dismissed at 4:10pm and students should be picked up by 4:30pm. Again, there is no one available to watch the students after that time.

SPECIAL DELIVERIES

In an effort to preserve the academic school day, **NO FLORAL/SPECIAL DELIVERIES** will be made to students during school hours. Family and friends should arrange for such deliveries to be received at home.

STUDENT IDENTIFICATION BADGES

All students are required to wear their student identification badge (IDs). There is no cost for the first picture identification badge. Badges are available in the attendance office and are required first and foremost for safety and security measures but additionally for access to library materials, net books, and text books. Also, IDs are required to purchase meals in the cafeteria and are required for entrance into school-related events and extracurricular activities. A \$5.00 replacement cost will be assessed for each additional I.D. badge when a student forgets to bring/wear their badge to school or has lost it. Students may charge an I.D. if they do not have the three dollars to buy the replacement.

Once a student has charged three I.D. badges, without payment, the student will be referred to the appropriate Assistant Principal for parent contact. At four charged I.D. badges a parents will receive a phone call.

TELEPHONES

Students are allowed to use the school telephones in cases of emergency or teacher directive to contact a parent with staff approval. If a student is ill and needs to leave school, the nurse or secretary will call a parent. Students will not be called from class to accept calls, nor will they be dismissed from class to place calls. Students must have a pass from a teacher to be out of class for any reason.

TUTORIALS

Tutorials are offered before and after school. Some teachers may even offer lunch tutorials. In cases where an assignment was not turned in, a teacher will assign a mandatory tutorial for the purpose of completing and collecting a missed assignment. Please consult our teachers' websites for tutorial days and times.

VENDING MACHINES

Due to an effort by the United States Department of Agriculture to foster healthy school nutrition, we will no longer sell non-nutritious drinks or snacks in our vending machines.

VISITORS TO CAMPUS

Lunch Visitors

All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria. Visitor passes are issued through Raptor. Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors. Siblings may attend, if accompanied by a parent or guardian. Lunch visitors may not bring food or drinks to school for anyone other than their own children.

Visitors to the Campus

Only parents/guardians are allowed to visit in their children's classroom in order to avoid disruptions to the educational setting. Other visitors will not be permitted to visit in classes or the campus, and students will not be permitted to bring friends to school with them. Special exceptions may be considered with prior approval by the principal or principal's designee.