

# Wilson High School

## Student Handbook SY2021-22



**Home of the Tigers**

Bell Schedule for SY21-22

	Start Time	End Time	Length
<b>STUDENT ARRIVAL</b>	8:00 AM	9:00 AM	60 min
<b>Period 1</b>	9:00 AM	10:22 AM	82 min
<b>Period 2</b>	10:26 AM	11:48 AM	82 min
<b>Lunch A</b>	11:52 AM	12:37 PM	45 min
<b>Period 3B</b>	11:52 AM	1:14 PM	82 min
<b>Period 3A</b>	12:41 PM	2:03 PM	82 min
<b>Lunch B</b>	1:18 PM	2:03 PM	45 min
<b>Period 4</b>	2:07 PM	3:30 PM	83 min

- .5 credit classes will now meet for an entire semester (18 weeks) on an alternating Friday block schedule (M, W, F1 or T, TH, F2).
- .5 Credit Classes are labeled as M, W, F1 or T, TH, F2 with a period and semester attached to them.
  - o Example #1: S1 M, W, F1(3) indicates this class meets during Semester 1, on Mondays, Wednesdays, and Friday 1, during 3rd period.
  - o Example #2: S1 T, TH, F2(3) indicates this class meets during Semester 1, on Tuesdays, Thursdays, and Friday 2, during 3rd period.
  - o All .5 credit classes must have another .5 credit class scheduled during the same period and semester, but on different patterns. Example: S1 M, W, F1(3) must have S1 T, TH, F2(3) scheduled to ensure the student has a class every period, every day.
    - 1.0 credit classes will meet every day for an entire semester (18 weeks).
    - 1.0 Credit Classes are labeled as M-F2 with a period and semester attached to them.
    - o Example: S2 M-F2 (2) indicates this class meets every day during Semester 2, 2nd period.

Students whose Period 3 Class is on the 1st, 2nd or 3rd floor of the Main Academic Building or in the A Wing (Athletics/Health) will go to Lunch A from 11:52 am -12:37 pm. It will show up on your ASPEN schedule as "3A."

Students whose Period 3 Class is on the 4th Floor of the Main Academic Building or the B Wing (Library, a few History Classes, and Engineering) or C Wing (Auditorium, Art & Music) will go to Lunch B from 1:18 pm – 2:03 pm). It will show up on your ASPEN schedule as "3B"

## **Wilson High School History**

Wilson High School is one of fourteen District of Columbia Public Schools (DCPS). It opened its doors to students from northwest Washington in 1935. Wilson continues to serve both neighborhood students and students from all over the District of Columbia. It is one of the most diverse high schools in the country. Wilson educates over 1,900 students from grades 9 through 12 and focuses on a college-preparatory curriculum. We offer twenty-seven Advanced Placement courses and a wide-ranging number of electives through seven small learning academies.

## **Wilson High School Vision Statement**

Wilson High School strives to build a safe, supportive, and welcoming community of dedicated and self-reflective learners, equipped to joyfully embrace opportunities for growth on the path of active citizenship.

### **Mission**

We make decisions based on student learning.

### **School Motto**

In days to come, it will please us to remember this.

## **Every Day, the Tiger Way — R.O.A.R.!**

### **Respect**

Respect self, others, property, ideas, and the environment.  
Demonstrate respect and concern for all members of our learning community.  
Protect our campus and keep it clean, green, and safe. Dress for success.

### **Ownership**

Be accountable for your own actions and reactions.  
Bring appropriate learning materials to school every day: books, notebooks, writing instruments.  
Enter the building early enough to secure materials for morning classes.  
Work to your full potential in all classes.  
Seek help and support when you need it. Set high goals and develop a plan for success.  
Serve all consequences for being late to school and classes.  
Contribute to a positive, professional learning environment.  
Be an active learner—cooperate and perform in class.  
Be prepared for class—have all necessary supplies.

Demonstrate school spirit and pride—get involved in extracurricular activities.

Identify oneself when asked by a staff member.

### **Attendance**

Arrive at school no later than 8:15 a.m. every day. Arrive at every class on time.

Have no more than one absence per month.

### **Responsibility**

Carry your school ID at all times.

Have a pass when in the halls during instruction time.

Only eat food in designated locations.

If on early release, be out of the building or in a supervised area when the tardy bell rings.

Go to your locker only before school and during STEP.

Comply with the directives of all adults in our school.

Know and follow all school rules, policies, and procedures.

Know and monitor your academic progress (grades) in each of your classes.

Be in control at all times.

### **The Tiger Way Prohibits . . .**

- Illegal substances on school grounds.
- Weapons of any kind anywhere on campus.
- Confrontations of any kind (verbal or physical).
- Personal items left unattended in any area in the building.
- Electronic devices visible or in use unless specifically instructed by a teacher or staff person.
- Gambling anywhere on campus.

### **Communication at Wilson High School**

- Look out for the weekly Wilson eNewsletter that is delivered on Sunday evenings (or holiday Mondays). The eNewsletter is emailed to the email address parents/guardians have on their student's enrollment form and in Aspen.
- Visit the Wilson website, [wilsonhs.org](http://wilsonhs.org). Our website is the most up-to-date source of news and announcements, information about upcoming events, important forms, and teacher and staff contact information.
- Be alert for robocalls and emails that update your family about absences, school events, and policies at Wilson.
- Join our Twitter feed: [@wilsonhscps](https://twitter.com/wilsonhscps)
- Students: Listen to the announcements each day in the morning, before STEP, and at the end of the day to keep up with what is going on at school.

### **Contacting Teachers and Staff**

Students: Please visit your teachers during their posted office hours. You can email your teacher; email addresses are listed on the Wilson website, [wilsonhs.org](http://wilsonhs.org), under Contact Us => Faculty and Staff.

Parents: The best way for parents to communicate with teachers and staff is to send a message through email. Email addresses for teachers, administrators, and staff members are listed on the Wilson website, [wilsonhs.org](http://wilsonhs.org), under Contact Us => Faculty and Staff. Please allow teachers twenty-four hours to respond to your message. If you do not hear from them within that time, resend the message and copy your student's counselor, dean, and/or assistant principal. If you have not had the problem addressed within an additional twenty-four hours, please contact the counselor, dean, and/or assistant principal again.

### **Parent-Teacher Conference Days**

Parent-Teacher Conference Days are scheduled to take place twice this school year. Parents and guardians will be able to sign up for a conference time with the teacher(s) they wish to meet with. This year, conferences will be held on these dates: Thursday, October 7, 2021 and Thursday, March 10, 2022. If a parent or guardian would like a meeting with a teacher at a different time during the year, they should email the teacher.

### **Back-to-School Night (virtual):**

Wednesday, September 22, 2021 - At Back-to-School Night, parents/guardians have the opportunity to meet their student's teachers, receive a syllabus for each class, and access the teacher's preferred method of communication. Our goal is to maintain communication with home and school. If there are particular issues regarding your student's performance in class, make an appointment to talk with the teacher directly by emailing the particular teacher and/or your student's counselor.

### **Parent Coffees (both virtual and in-person)**

Parents are invited for monthly meetings with the principal to discuss academic, behavioral, or community concerns, or to have any questions answered. Interested community members are also invited to attend. Parent Coffees (in-person) are held in the morning before school starting at 8:00 am or in the afternoon if virtual, to accommodate the schedules of all interested attendees. The meetings are scheduled to last for one hour; they start with a brief (10-15 minute) discussion of things happening in and around Wilson, then the floor opens for parents to ask questions and discuss items of interest. Parents whose secondary language is English are, also, invited to attend the morning Parent Coffees. The Language Line and translators will be used for parents who need translation services during these meetings.

## Student Support Teams

### 9th Grade—Class of 2025

#### Assistant Principals:

Summer Blount (A-L) [summer.blount@k12.dc.gov](mailto:summer.blount@k12.dc.gov)

Kendric Hawkins (M-Z) [kendric.hawkins@k12.dc.gov](mailto:kendric.hawkins@k12.dc.gov)

#### Dean:

Morgan Moore [morgan.moore@k12.dc.gov](mailto:morgan.moore@k12.dc.gov)

#### School Counselors:

Patrice Maites (A-L) [patrice.maites@k12.dc.gov](mailto:patrice.maites@k12.dc.gov)

Bobby Collins (M-Z) [bobby.collins@k12.dc.gov](mailto:bobby.collins@k12.dc.gov)

#### Social Workers:

Phyllis Ford-Berger (A-L) [phyllis.ford-berger@k12.dc.gov](mailto:phyllis.ford-berger@k12.dc.gov)

Launeice Allen (M-Z) [launeice.allen@k12.dc.gov](mailto:launeice.allen@k12.dc.gov)

#### Attendance Counselor:

Paulette James [paulette.james@k12.dc.gov](mailto:paulette.james@k12.dc.gov)

### 10th Grade—Class of 2024

#### Assistant Principal:

Steven Miller [steven.miller3@k12.dc.gov](mailto:steven.miller3@k12.dc.gov)

#### Dean:

Mark Martin [mark.martin@k12.dc.gov](mailto:mark.martin@k12.dc.gov)

#### School Counselors:

Dr. Deshundra Fortson (A-L) [deshundra.fortson@k12.dc.gov](mailto:deshundra.fortson@k12.dc.gov)

Aleta Lane (M-Z) [aleta.lane@k12.dc.gov](mailto:aleta.lane@k12.dc.gov)

#### Social Worker:

Lacey Maddrey [lacey.maddrey@k12.dc.gov](mailto:lacey.maddrey@k12.dc.gov)

#### Attendance Counselor:

Clarence Alston [clarence.alston2@k12.dc.gov](mailto:clarence.alston2@k12.dc.gov)

### 11th Grade—Class of 2023

#### Assistant Principal:

Camille Robinson [camille.robinson4@k12.dc.gov](mailto:camille.robinson4@k12.dc.gov)

#### Dean:

Dominik Burks [dominik.burks2@k12.dc.gov](mailto:dominik.burks2@k12.dc.gov)

School Counselors:

Ramona Singletary-Robertson (A-L) [ramona.singletary-robertson@k12.dc.gov](mailto:ramona.singletary-robertson@k12.dc.gov)

Leticia Martinez (M-Z) [leticia.martinez@k12.dc.gov](mailto:leticia.martinez@k12.dc.gov)

Social Worker:

Kimberly Wilson [kimberly.wilson@k12.dc.gov](mailto:kimberly.wilson@k12.dc.gov)

Attendance Counselor:

Leonard Long [leonard.long3@k12.dc.gov](mailto:leonard.long3@k12.dc.gov)

**12th Grade—Class of 2022**

Assistant Principals:

Ronald Anthony (A-L) [ronald.anthony@k12.dc.gov](mailto:ronald.anthony@k12.dc.gov)

Tiffany Goodman (M-Z) [tiffany.goodman2@k12.dc.gov](mailto:tiffany.goodman2@k12.dc.gov)

Dean:

Henry Martinez [henry.martinez@k12.dc.gov](mailto:henry.martinez@k12.dc.gov)

School Counselors:

Leslie Sargent (A-L) [leslie.sargent@k12.dc.gov](mailto:leslie.sargent@k12.dc.gov)

Justin Hargrove (M-Z) [justin.hargrove@k12.dc.gov](mailto:justin.hargrove@k12.dc.gov)

Social Worker:

Davene Mathis [davene.mathis@k12.dc.gov](mailto:davene.mathis@k12.dc.gov)

Attendance Counselor: Tiara Pearson [tiara.pearson@k12.dc.gov](mailto:tiara.pearson@k12.dc.gov)

**Grading**

Wilson uses the grading policy adopted by the DC Board of Education as follows:

At the secondary level marks/grades of A through F shall be assigned by the teacher to indicate the degree of achievement by a scholar of the content standards in each course. Marks (grades) shall be as follows:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	64-66
B-	80-82	F	63-0
C+	77-79		

**Grading and Reporting Standards**

The purpose of grading and reporting is to communicate to what extent the student has achieved understanding and mastery of the course objectives and expectations. Grades are based on multiple formative and summative assessments within an advisory.

## **DCPS Grading Policy**

NOTE: The DCPS Secondary School Grading and Reporting Policy may be updated during the 2021-22 school year. For the most up-to-date information, see the complete policy and accompanying documents at [dcps.dc.gov](http://dcps.dc.gov).

The DCPS Secondary School Grading and Reporting Policy is a comprehensive document that provides clear expectations to students and parents on matters related to developing and reporting grades. This policy is necessary to ensure equitable standards for grades across all secondary schools for all students in grades 6-12. The policy includes a uniform grading system and scale for all secondary courses to ensure that standards for earning a grade across all content areas are the same. It also establishes expectations that parents will receive timely feedback on their student's progress. Specifically, teachers are expected to grade, post, and return graded work to students within ten school days of the student's submission of the assignment. Also, each school uses the same electronic grade book (with grades updated every ten days) so that parents and students only have to log into one system per school to review their child's progress. If a student or parent disputes a grade received on a report card, they can appeal the grade with their school.

## **Progress Reports and Report Cards**

Midway through each advisory, teachers will issue progress reports providing parents with information about their student's academic performance and behavior. Report cards are issued four times annually, one per advisory; they are mailed to the address on record. Please keep addresses updated and contact the school within 10 days of an address change.

## **Summer School**

Summer school offers an opportunity to repeat failed classes in a five-week summer program. Students can take up to two credits during the summer program. Students must register for summer school through their counselors.

## **Digital Media Center**

We are delighted to have a beautiful facility which includes a digital media commons, a quiet space for independent reading, research, and study, complete with study tables and computer stations to support seventy students. Areas of this room are frequently transformed to facilitate multi-class literary and cultural speaker events, media-driven workshops/seminars, spoken word showcases and poetry slams.



## School Policies

### Attendance

NOTE: DCPS attendance policies may be updated during the 2021-22 school year. If they are, they will supersede the attendance policies outlined here. For the most up-to-date attendance policies, see [dcps.dc.gov](https://dcps.dc.gov).

In the District of Columbia, education is compulsory for ages 5–17. Therefore, students must meet the attendance requirements described in the Attendance Policy and in DC Municipal Regulations until at least their 18th birthday unless the student has earned a high school diploma prior to turning 18. A medical leave of absence is not an option for a student for whom the compulsory education restrictions apply. If a student is severely ill, he or she should be considered for, or receiving, HHIP services.

Parents have the right to withdraw a student from public school to continue the student's education in a homeschool setting. Homeschooling is regulated by the OSSE. DCPS does not develop, draft, augment, or support any homeschool plans. HHIP does not extend to, or support homeschool programs. Schools cannot engage in developing a homeschool plan within a 504, SST, IEP, or HHIP service plan. Schools cannot guarantee the acceptance of high school credits from a homeschool program. Per DC Municipal Regulations, Title V, Chapter 22, 2202.8, DCPS may transfer only those courses that the system deems to be comparable and that apply toward graduation requirements.

Students must be present 80% of the school day, or present for three out of their four classes, to be counted as "legally present." When the student returns to school after an absence, parents must send a note to the attendance counselor or complete the absence form online (see below).

The following absences are excused:

- Court
- Illness
- College visit (seniors only)
- Religious holiday
- Medical appointment
- Death in immediate family

The following absences are unexcused:

- Cutting class
- Doing errands
- Shopping
- Babysitting

- Vacation
- Oversleeping

### **Procedures for Absences**

- All excuse notes and early dismissals may be submitted online at [www.wilsonhs.org](http://www.wilsonhs.org). At the top of the homepage, click on “QUICKLINKS” and then click on “Attendance Form.” You will need to know your student’s ID number. Handwritten excuse notes must be turned in to the student’s attendance counselor.
- For absences exceeding five consecutive days, a doctor must provide an excuse in order for the absences to be excused. A phone call does not constitute an excuse; all excuses must be in writing.
- Parents and students have five days to turn in an excuse note after an absence; notes later than five days may not be accepted.
- For all medical appointments, students must present a doctor’s or dentist’s note to their attendance counselor.
- Students leaving the country for an extended time, or studying abroad, must report to their counselor and to Wilson’s registrar, Tasha Maritano Bishop ([tasha.maritano@k12.dc.gov](mailto:tasha.maritano@k12.dc.gov)) and be withdrawn from Wilson High School. Otherwise, the student may be issued a court referral.
- Court appointment excuses must be written by the court clerk.
- If a student is being sent home early from school due to illness, the nurse will provide a departure slip.
- Attendance at sports activities outside of DCPS sports will result in an unexcused absence.
- Students are responsible for completing all assignments, class work, labs, exams, etc., missed while out of the classroom, whether the absence was excused or not.

### **Procedures for Early Dismissals**

- Early dismissals may be submitted online at [www.wilsonhs.org](http://www.wilsonhs.org). At the top of the home-page, click on “QUICKLINKS” and then click on “Attendance Form.” You will need to know your student’s ID number. All early dismissals must be requested by 8:30 am with the student’s full name, ID number, time of dismissal, and parent contact information.
- For all early dismissals, parents will be contacted to confirm dismissal. If the parent cannot be reached, the student may not be allowed to leave the school building.

### **Attendance Policy and Grading**

Grading and retention decisions related to student absences shall follow guidance articulated in DCMR Title 5, Chapters 21 and 22, and as described in the attendance policy.

- Secondary students with five (5) or more unexcused absences in any class during a single advisory may receive a grade reduction in that subject.

- Secondary students with ten (10) or more unexcused absences in any class during a single advisory may receive a grade of “FA” (failure due to absences) in that subject.
- Secondary students accumulating thirty (30) or more unexcused absences in a course within a full school year may receive a final grade of “FA” in that course with a resulting loss of course credit.

### **What happens to a student who is picked up by a truancy officer?**

- First pink slip – Parent will be notified
- Second pink slip – Parent will have to come in for a truancy conference
- Third pink slip – Saturday School
- If a student continues to be late and picked up by a truancy officer, the student will serve in-school suspension.

### **Tardy to School/Class Policy**

The Wilson faculty prides itself on quality and rigorous instruction; therefore, we insist that all students be on time for class.

Teachers will discuss their tardy policy on the first day of class and follow it explicitly throughout the school year. Any student arriving late to class without an excused pass from a staff member will be admitted to class and marked tardy. The teacher has the option of having the student sign the teacher’s tardy log so the teacher has a tangible record of each day’s tardies. The teacher is not obligated to allow a student to make up a quiz, test, or classwork missed because of an unexcused tardy. Periodically, and when necessary, the administration will hold hall sweeps and issue tardy/unexcused passes to students caught in the halls after the bell rings for class.

### **Consequences for Being Tardy to Class per Advisory**

*Tardy 1:* The teacher warns the student and documents it. The student signs the tardy log (optional).

*Tardy 2:* The teacher warns the student of the second offense, contacts the parent or guardian, and documents the tardy. The student signs the tardy log (optional).

*Tardy 3:* The teacher has the option of giving the student a ten-minute detention which should be served the next day during STEP or after school. The teacher contacts the parent about the tardy and the detention and notifies the dean.

Teachers are advised to call home as often as they possibly can to keep the parent informed as to the tardiness of their student. This will be especially important if the student is in danger of failing the class. Teachers are encouraged to bring their tardy log to any SST meeting.

## **DC One Card**

Students must present their DC One Card in order to:

- Enter the Wilson campus.
- Use the Wilson Digital Media Center.
- Access the Wilson school bank to conduct any type of business.
- Participate in school events.
- Use off-campus lunch privileges if off-campus lunch is available.
- Participate in late arrival/early release without consequences.
- Use DC Public Libraries.
- Use DC Department of Parks and Recreation facilities.

Students who need a new DC One Card should scan the QR code for ordering a new card. Codes are posted in the main office, the school bank, and the deans' offices. Students can also email Dean Mark Martin, [mark.martin@k12.dc.gov](mailto:mark.martin@k12.dc.gov). Students are urged to use their full name (as it reads on their birth certificate or passport) on their card.

During the first week of the school year, the deans will go to each 9th grade class to take pictures and order new DC One Cards for any student who needs one. Deans will also be available in the atrium at STEP to assist students with DC One Card issues.

If a DC One Card is damaged or lost, students should scan the QRC code or email Mark Martin at [mark.martin@k12.dc.gov](mailto:mark.martin@k12.dc.gov).

## **Kids Ride Free (KRF) Program**

For the most up-to-date information about the Kids Ride Free program, go to <https://ddot.dc.gov/page/school-transit-subsidy-program>. Or call the DC Department of Transportation's School Transit Subsidy Office at (202) 673-1740.

## **Kids Ride Free (KRF) SmarTrip Card**

This program allows eligible students to ride Metrobus, Metrorail, and DC Circulator for school-related travel for free seven days a week. The KRF SmarTrip card is pre-loaded with the Kids Ride Free pass and will be ready to use. This program is for DC students 5 to 21 years old who are District residents and who attend a District public, public charter, or private school.

- Students who lose their card will be responsible for paying their fare until they receive a replacement KRF SmarTrip card.
- Please allow 7 to 10 business days for new cards to be distributed.

## **Metrorail and Metro Bus**

*Metrorail:* The closest Metro stop to Wilson High School is Tenleytown/American University on the Red Line.

*Metrobus:* The following Metrobus routes serve Wilson: 30, 32, 34, 35, 36, B11, D31, D32, D33, D34, H3, H4, N4, M4.

## **Dress Guidelines**

Although Wilson does not require school uniforms, students are expected to dress appropriately for an academic setting.

- Shoes must be worn at all times.
- Clothing displaying logos or advertisements must be free of profanity, drugs, alcohol, or tobacco products; violent messages; sexual messages; gang symbols or references; or language that demeans an identifiable person or group.
- Undergarments must not be visible when walking, sitting, or standing.
- Jewelry cannot be worn that is perceived as dangerous, violent, or promoting inappropriate themes. Heavy chains, bracelets, and necklaces that have spikes are not permitted.

### **Shirts**

- No midriff shirts, muscle shirts, blouses, or tops that allow skin to be exposed either on the upper torso or the back are permitted.
- Tops with spaghetti straps, tube tops, halter tops, muscle shirts, and colored or white tank tops must be worn as undergarments only. A sweater, shirt, or jacket must be worn over such items.
- No tank tops, low-cut necklines, off-the-shoulder shirts, strapless, or body-tight spandex tops may be worn alone. Shirts must cover the shoulders, back, front, and midriff area.
- Transparent or see-through clothing is not allowed.

### **Pants**

- Pants may not be worn low so that they show undergarments or skin or look as if they are about to fall off. Pants must be secure at the waist.
- If distressed or torn pants are worn, the person wearing them must have tights under them so as not to expose the skin.

### **Shorts, skirts, and dresses**

- Shorts, skirts, and dresses must be appropriate, neither too short nor too revealing.
- Slits in shorts, skirts, and dresses must not extend higher than mid-thigh.

## Policy for Violations of the Dress Guidelines

If a student is dressed in a way that is deemed by staff to be inappropriate, the student will be:

- Stopped at the front door and given the option to change his/her clothes.
- Given the option of calling his/her parent for a change of clothes to be brought to the school.
- Given appropriate clothing to wear for the day

The parent/guardian of any student refusing to follow the dress code policy will be called, and appropriate sanctions will occur, including and not limited to detention.

## Electronic Device Policy

Electronic devices may not be used in the classroom unless the teacher has indicated that the phones will be used for instructional purposes, and they post a sign on the door stating that phones are being used for that purpose. Students who violate the rule and have their phone out or charging during class must give the electronic device to the teacher (or administrator or staff member) upon request. The teacher will follow the consequences listed below:

If a student has an electronic device in class, the consequences are as follows:

*First time:* The teacher will contact the parent to report that the student had an electronic device out during class.

*Second time:* The teacher will give the phone to a dean, and the student's parent/guardian must retrieve it at the school.

*Third time:* The teacher will give the electronic device to the administration, who may return the phone after a length of time, not to exceed one month.

If a student refuses to give the electronic device to the teacher, then the consequences for "non-compliance to a directive" are as follows:

- The teacher will contact a dean, who will confiscate the electronic device from the student.
- The teacher will follow up with a written referral citing the student's refusal to comply.

*First offense for non-compliance:* The dean will assign the student one day of In-School Suspension, and a parent/guardian must retrieve the electronic device from the dean.

*Second offense for non-compliance:* One day of Out-of-School Suspension, and a parent/guardian must retrieve the electronic device from the dean.

*Third offense for non-compliance:* Three days of Out-of-School Suspension, and a parent/guardian must retrieve the electronic device from the dean.

*\*\*The dean will send the teacher a follow-up message about the consequences that were assigned to the student within 48 hours.*

## **Fire Drills and Other Emergency Procedures**

In the event of an emergency, the following procedures should be adhered to. Every faculty member is required to familiarize the members of each class with these procedures. All building evacuation procedures require the teacher to bring class roll books and the red District of Columbia "School Emergency Procedures Guide" with them.

### **Fire Drill Procedures**

- The fire drill is indicated by the sound of the fire alarm.
- The teacher will close all windows and doors. Do not lock any doors.
- The teacher directs the class to the nearest stairway and exit door.
- Students should proceed directly outside. They are not allowed to stop at lockers.
- Students and teachers should move quickly and quietly to their designated positions.
- Roll is taken and turned into the appropriate administrator.

### **Bomb-Scare Procedures**

- All personnel will be notified of a threat via the public address system.
- All personnel should follow the fire drill procedures listed above.

### **Lockdown Procedures**

- All personnel will be notified via the public address system.
- Teachers will keep students inside classrooms and out of sight with the doors secured.

### **Evacuation and Relocation Procedures**

- The evacuation of the building will be exactly the same procedure as followed in a fire drill.
- Notification will be given by an administrator to proceed to Deal Middle School as students leave the building.
- Deal administrators will provide directions to the holding areas for Wilson students and staff.
- Teachers are to remain with their classes until the situation is resolved.

### **Locker Policy**

- All lockers are the property of Woodrow Wilson High School. Lockers will be assigned during homeroom on the first day of school. After the first day of school, students new to Wilson must see their dean to obtain a locker.
- Students can retrieve their locker combinations from any teacher as needed.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- At any time, the school administration can search lockers to ensure the safety of the school. A student need not be present when his/her locker is being searched. Students are solely responsible for the contents of the locker. Students are not to share lockers with another student.
- Students will be charged a \$25 fee for damaged lockers.
- All lockers will be cleared out at the end of the year. Any items left in lockers will become school property.

### **Athletic Locker Room Policy**

To ensure the safety of all who use the athletic locker room, staff, coaches, and students must follow these guidelines:

- Doors opening into the athletic teams' locker room MUST be locked during school hours.
- No student is allowed in the team locker rooms ANYTIME before 3:15 pm.

### **After School Hours**

- The only athletes allowed in the locker rooms are the athletes whose teams are currently playing.
- NO athlete is to be left unattended in the locker room for any reason at any time to ensure the safety and security of the athlete.
- As a preventative measure, any administrator, coach, dean, or teacher may conduct a hall/gym/locker room sweep of the entire athletic wing to ensure these guidelines are being followed.

### **Off-Campus Lunch Policy**

Seniors, based on their academic performance, may be able to earn off-campus lunch privileges for all four advisories. Juniors and sophomores may be able to earn off-campus lunch privileges; the Wilson administration will determine this. The following are the requirements to qualify for off-campus lunch:

### **Qualifications for Seniors**

- Must be a senior (have earned at least 18 credits and passed English 11)
- Must have earned honor roll for the previous advisory (3.0 GPA or better)
- Must have parent permission (a signed and verified permission slip)



## **Policies and Procedures for Off-Campus Lunch**

Students . . .

- Must complete and turn in a signed application form by the announced deadline. The deadline will be announced via the morning announcements, the Wilson e-newsletter, and the weekly bulletin.

Parents must approve off-campus lunch for their child.

- Must show their DC One Card in order to exit.
- Must be re-screened when entering the building.
- Cannot bring outside food or drinks back into the building.
- Must re-enter the school by the required time.
- May only go to businesses one block to the north and one block to the south on Wisconsin Avenue.
- Must cross at the crosswalks and obey all pedestrian signals.

## **Revocation of Off-Campus Lunch Privileges**

Off-campus lunch privileges can be revoked for the following reasons:

- A student is late returning to school or fails to return one time.
- A student is suspended at any point during the advisory.
- A student is found to be with another student who is not authorized to have off-campus lunch privileges.
- There is evidence of breaking laws during the lunch period (i.e., illegal drug use or theft from a local business).

## **Student Behavior Discipline Policy—See Chapter 25**

### **Extracurricular Activities**

All Wilson students are encouraged to join a club, sport, or extracurricular activity. Research shows that those students who engage in school activities and clubs outside the classroom routines do better personally and academically. Students who are participating in after-school activities should report immediately to their sponsor or coach. Students must have a minimum GPA of 2.0 in order to participate in most extracurricular activities.

If a student's GPA falls below 2.0, he or she will become ineligible for participation.

Ineligibility remains in effect until the student receives a quarterly report card with grades sufficient for eligibility. For the most up-to-date information, see [wilsonhs.org-->students-->Clubs & Extracurricular Activities](http://wilsonhs.org-->students-->Clubs & Extracurricular Activities).