

# **BOOKER T. WASHINGTON HIGH SCHOOL**



1514 East Zion Street

Tulsa, Oklahoma 74106

918.925.1000

**2016 - 2017**

**STUDENT - PARENT HANDBOOK**

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## PEOPLE TO KNOW at Booker T. Washington High School

Principal.....Nanette Coleman  
Principal's Secretary.....Ernestine Banks  
Assistant Principal.....Elton Sykes  
Assistant Principal.....Ginger Page  
Assistant Principal.....Sharon Lazdins  
Freshman Counselor .....Angela Jones  
Counselor.....Janet Adamo (A thru Ham)  
Counselor.....Mary Lykins (Han thru Pa)  
Counselor.....Jennifer Sack (Pe thru Z)  
Athletic Director.....Brad Calip  
Librarian.....Karen Harmon  
Nurse.....Jan Owen  
Attendance Clerk.....Edwina Taylor  
Cafeteria Manager.....Dawn Grisby  
Head Custodian.....Wendell Peters

# **School Song**

**By C.B. Neely**

**BTWHS Vocal Music Instructor 1918-1960**

Dear Booker T. Washington High School,  
The pride of the great southwest.  
You're a symbol of light for many a youth  
By pointing the way to life's best.  
You stand as a beacon in Tulsa,  
By teaching the ideals of truth.  
You inspire us with all that is worthy  
And gird us for life's greatest test.

## **Chorus**

O God help us ever grow stalwart  
In body, in soul, and in mind,  
That the light of dear Booker T. High School  
May grow brighter and always shine.

### **Student Creed**

I believe in honest work, in generous  
Comradeship, in the courage of high  
Convictions. I believe in the inspiration  
That comes from contact with all that is  
Truest and best: in books, in people, in life.

I believe in loyalty to our high school,  
The fostering mother of these ideals, and

I pledge her my allegiance in  
All her undertakings,  
In all that will make her a stronger  
And nobler school.

### **Hornet Victory**

Hornet, oh Hornets, we love you so  
Hornets, oh Hornets, we love you s-o-o-o-o  
Fight for your school boys, fight for your school

Fight for O'Booker T.

Fight for O'Booker T.

Fight for O'Booker T.

H-O-R-N-E-T-S

H-O-R-N-E-T-S

# BOOKER T. WASHINGTON HIGH SCHOOL BELL SCHEDULE 2016-2017

1 through 7 : Monday, *Thursday			
1st hour	8:30 AM	9:20 AM	
2nd hour	9:25 AM	10:15 AM	
3rd hour	10:20 AM	11:10 AM	
4th hour	11:10 AM	11:40 AM	A Lunch
	11:45 AM	12:40 PM	A Class
	11:15 AM	11:40 AM	B Class
	11:40 AM	12:10 PM	B Lunch
	12:15 PM	12:40 PM	B Class
	11:15 AM	12:10 PM	C Class
	12:10 PM	12:40 PM	C Lunch
5th hour	12:45 PM	1:40 PM	
6th hour	1:45 PM	2:40 PM	
7th hour	2:45 PM	3:35 PM	

\*1-7 Thursday schedule if no Advisory

Advisory/Activity			
1st	8:30	9:15	
2nd	9:20	10:05	
Advisory/Activity	10:10	10:55	
3rd	10:55	11:20	A Lunch
	11:25	12:15	A Class
	11:00	11:20	B Class
	11:20	11:45	B Lunch
	11:50	12:15	B Class
	11:00	11:50	C Class
	11:50	12:15	C Lunch
4th	12:20	1:05	
5th	1:10	1:55	
6th	2:00	2:45	
7th	2:50	3:35	

Auditorium Assembly			
1st	8:30	9:10	
2nd/1st Assembly	9:15	10:05	
2nd/2nd Assembly	10:15	11:05	
3rd	11:10	11:50	
4th	11:50	12:15	A Lunch
	12:20	1:05	A Class
	11:55	12:15	B Class
	12:15	12:40	B Lunch
	12:45	1:05	B Class
	11:55	12:40	C Class
	12:40	1:05	C Lunch
5th	1:10	1:55	
6th	2:00	2:45	
7th	2:50	3:35	

Block: Tuesday (1-3-5-7), Wednesday (2-4-6-7)			
1st/2nd	8:30 AM	10:20 AM	
3rd/4th	10:25 AM	11:05 AM	A Class
	11:05 AM	11:35 AM	A Lunch
	11:40 AM	12:45 PM	A Class
	10:25 AM	11:35 AM	B Class
	11:35 AM	12:05 PM	B Lunch
	12:10 PM	12:45 PM	B Class
	10:25 AM	12:10 PM	C Class
	12:15 PM	12:45 PM	C Lunch
5th/6th	12:50 PM	2:35 PM	
7th	2:40 PM	3:35 PM	

Special Advisory			
Special Advisory	8:30	8:50	
1st hour	8:55	9:40	
2nd hour	9:45	10:30	
3rd hour	10:35	11:25	
4th hour	11:25	11:55	A Lunch
	12:00	12:55	A Class
	11:30	11:55	B Class
	11:55	12:25	B Lunch
	12:30	12:55	B Class
	11:30	12:25	C Class
	12:25	12:55	C Lunch
5th hour	1:00	1:50	
6th hour	1:55	2:45	
7th hour	2:50	3:35	

Pep Assembly			
1st	8:30	9:15	
2nd	9:20	10:05	
3rd	10:10	10:55	
4th	10:55	11:25	A Lunch
	11:30	12:20	A Class
	11:00	11:25	B Class
	11:25	11:55	B Lunch
	12:00	12:20	B Class
	11:00	11:50	C Class
	11:50	12:20	C Lunch
5th	12:25	1:10	
6th	1:15	1:55	
7th	2:00	2:40	
Pep Assembly	2:45	3:35	

# Booker T. Washington High School 2016-2017 SCHOOL CALENDAR

Classes Begin:	August 22
Back to School Night:	September 1
Homecoming:	October 28
TPS District Parent Conference:	October 17 & 18, 2016 March 7 & 9, 2016

## **Classes Will Not Be In Session:**

Teacher Professional Days:	October 7 December 2 February 3
Labor Day	September 5, 2016
Fall Break	October 20 & 21, 2016
Thanksgiving Break	November 23-25, 2016
Winter Break	December 22 - January 3, 2017
Martin Luther King Day	January 16, 2017
President's Day	February 20, 2017
Spring Break	March 13-17, 2016
Memorial Day	May 29, 2017
Last Day of Classes	May 24, 2017

Approved by the Board 4/18/2016: This calendar includes 5 weather days built in. If additional make-up days are needed, February 20 and March 20, 2017, will be used.

# Booker T. Washington High School Handbook

2016-2017 School Year

## Tulsa Public Schools Mission and Vision Statement

Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

## Booker T. Washington High School Mission Statement

Booker T. Washington High School provides an academically rigorous education within an environment of multicultural diversity and develops all students' critical thinking skills which are necessary for success in a global society.

## Conduct of Students / Rights and Responsibilities of Students

Tulsa Public Schools is committed to providing a disciplined environment conducive to learning. Booker T. Washington has policies, rules, and regulations that follow the guidelines of the District's commitment. These policies, rules, and regulations have been designed for the District's purpose of providing a standardized environment of disciplined learning so as to guarantee each student the right to obtain a proper education. Each student will receive a copy of the **2016-2017 Student and Family Guide to Success**. This guide discusses how the following issues will be handled at Booker T. Washington High School and all other Tulsa Public Schools.

Visitors	Sales or Distributions	Gang Culture
Search & Seizures	Bus Behavior	Legal Violations
Discipline Violations	Disruptive Behavior	Bicycles
Student Publications	Cellular Devices/Pagers	Collections of Funds
Premises Demonstrations or Meetings on School grounds		

All students must sign that they have received a copy of the **2016-2017 Student and Family Guide to Success** at the beginning of each school year.

## **Attendance**

Regular student attendance is vital to learning. Under the compulsory education law, it is the duty of the parent or guardian to notify the school regarding the reason for absences of school-aged children. If it is necessary for you to be absent, please have your parent (or guardian) call the attendance desk (918-925-1005) before 10:30 a.m. **After 48 hours**, all undocumented absences will be considered unexcused and counted as truancy.

A note to the school should have your name on it, the reason for your absence, the dates you were absent and your parent or guardian's signature. Absences may be excused for **personal illness, parental illness, funeral attendance, pre-approved activities, doctor appointment, nurse office visit, and court appointments**. **All other absences are unexcused. Absences recorded at "Truant "B" are non-appealable.**

A student with more than **(9)** nine absences in any semester may be subject to loss of credit for any course/credit in which the student is enrolled, and may also result in loss of transfer.

## **Truancy**

If a student chooses to be truant from school/class, he/she will receive the appropriate disciplinary action. The **2016-2017 Student and Family Guide to Success** outlines all disciplinary action available in truancy cases.

## **Tardy Policy**

Students are expected to be in their seat when the bell rings and ready to begin class. On the first tardy to class, the teacher will give a warning. On the second tardy, the teacher will notify the parent. On the third tardy, student will be assigned an after-school detention by the teacher. On the fourth tardy or more, students may be sent to the discipline office for consequences. Tardies start over at semester time.

## **Hall Sweeps**

Random hall sweeps are conducted by administrators on a daily basis. Students not in class on time will receive a consequence from the discipline office.

## **Hall Passes**

Students will not be allowed in the halls during class time. Hall passes will be issued in extreme emergencies **ONLY**. Students in the hallway without a pass will receive consequences from the discipline office.

## **Student IDs**

Students will receive one ID from BTW. IDs will be checked first hour. If the student loses or forgets their ID, they will have to purchase a new one. The cost is \$5. Students who persistently violate the ID policy will be sent to the discipline office.

## **Policy Regarding Alcohol and Illegal Substances**

Students and parents need to be aware that Tulsa Public Schools has a “NO TOLERANCE” policy regarding the possession of the use of alcohol or illegal substances and related paraphernalia. Any student found to be in possession of/or using alcohol, illegal substances or related paraphernalia on school premises or at any school sponsored activity will be grounds for notifying the Tulsa Public Schools Campus Police and/or Tulsa Police Department and a possible possession citation and prosecution to the fullest extent of the law.

## **Tobacco**

The possession of tobacco by anyone under the age of 18 is ILLEGAL. Possession and/or use of tobacco products is prohibited in school, on school grounds, near school grounds, or on the school bus. Students caught in possession of tobacco will be subject to discipline procedures by the school and fines by the State of Oklahoma’s ABLE Commission.

## **Vaporizers**

The possession of any type of electronic cigarette or vaporizer on campus is also strictly prohibited. Students caught in possession will be subject to disciplinary action.

## **Substitute Teachers**

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, respectful, helpful and considerate.

## **Assembly Expectations**

All students are expected to exhibit the utmost decorum for BTW assemblies. Attending assemblies is a privilege, not a right. The following rules will apply for all assemblies and talent shows:

1. Courteous attention to speakers and persons on stage will be expected of each student at all times.
2. Students will normally go to general assemblies with their second hour class and should do so in a quiet, orderly fashion.
3. **NO food, drink, or electronics allowed in the auditorium.**
4. Students will remain seated at all times.
5. Students who are ejected from an assembly program will receive disciplinary consequences.
6. Students who wish to be excused from attending a particular assembly must submit a written request to the attendance office **at least 24 hours prior to assembly.**

## **Bus Behavior**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 7102 AND POLICY 7102-R1:** All students are under the supervision of the bus driver while on the bus and expected to follow school rules while riding and at the bus stop. The TPS Behavior Response Plan (BRP) applies to all behavior that is demonstrated on the school bus. The principal, or his/her designee, may remove a student from the bus for anything deemed inappropriate behavior. A principal's decision to limit or revoke bus riding privileges is final and may not be appealed.

## **Before and After School**

When arriving at school each morning all students must remain outside the main doors until **8:00 a.m.** **Exceptions to this arrival time are morning detention or adult-sponsored club activities.**

As soon as school is dismissed at **3:35 p.m.**, students must do one of the following:

1. Bus and car riders will wait in front of the school.
2. Walkers must leave school grounds immediately.
3. After 4:00PM, students who are unsupervised in the building may face disciplinary action.
4. Students should know each day how they are getting home. Main Office phone use after school is for emergencies ONLY!
5. If a student is staying after school with a specific teacher for an activity, they must be with the adult in charge at all times. **ROAMING THE BUILDING WILL NOT BE TOLERATED.**

## **Library Rules**

1. All students must have a pass from the sending teacher to go to the library during class time.
2. Students who use the library should be engaged in academic tasks. Examples include research projects, writing assignments, completion of job or college/scholarship applications, filling out the FAFSA, and any other school-related tasks.
3. Students may also come to the library for quiet, leisurely reading.
4. Students are expected to keep the library clean and tidy, pushing in chairs, picking up trash, and putting away all materials before leaving.
5. No backpacks, book bags, large purses, food or drink are allowed in the library.
6. Any student caught transmitting, sending, receiving, viewing, etc. any images, content, or material of a sexual (pornographic) or violent (guns, knives, bombs, etc.) will be banned from campus computer labs and library and will be suspended from school.

## **Cafeteria/Commons Area**

All students are to eat in the areas designated for such purpose and to keep these areas clean. These areas include the commons and 2nd floor hallway north of the language hall. Students leaving campus at lunch without permission will be considered truant and **will be suspended from school.** Students who take more than one lunch period will also be considered truant.

## **Lockers**

All students will have the opportunity to be assigned a locker through the attendance office. **A locker will not be assigned unless the student has the required combination lock.** Students will only use the locker assigned to them and keep it locked at all times. Students will **NOT** share lockers.

## **Vending Machines and Food Policy**

The vending machines will be available for students before and after school. Snacks, candy and bottled water are to be consumed in the cafeteria only. Snacks and water are not to be kept in lockers. If teachers provide snacks, candy or food as an incentive, it must be consumed in his/her classroom. Students should not visit **vending machines during class time.**

## **Cell Phones**

Cell phones at school are discouraged as BTW is not responsible for the theft or loss of any electronic device. Students will be allowed to use their cell phones before and after school, during passing periods and at lunch time. Cell phone use is not permitted in the classroom at any time. A violation of any part of this policy will result in the student being sent to the discipline office, where he/she will receive consequences.

## **Check-Out Procedures**

Students will only be checked out with parental notification through the attendance office. Those who have not turned in the **Parking Registration Form** will not be permitted to leave campus without a parent or guardian.

## **Closed Campus**

BTW is a closed campus. Students will remain on the campus from arrival until the end of the school day (arrival means even if the school day has not started). Students cannot leave the campus for lunch unless their parent comes into the school and checks them out through the attendance desk. Leaving campus for lunch with a parent is discouraged because students only have approximately 25 minutes for lunch. **Students who do leave the campus during the day will face disciplinary consequences.**

## **Visitors**

**Student Visitors**-Students will not be allowed to bring visitors to school at any time.

**Parent Visitors**-Parents may visit the school at any time. If a parent wishes to visit with a teacher or a particular class, arrangements must be made through the main office (24 hours in advance).

**All visitors must use the main doors and report to the attendance desk upon entering the building. A visitor's badge will be issued.**

## **Petitions**

No petitions, for any cause, may be circulated in a school building without the approval of the Superintendent or the Board of Education.

## **Lost and Found**

All lost and found items will be located in the mail room adjacent to the front office. Please see Mrs. Cooper if you need access to this area.

## **Search and Seizure**

**Students have no reasonable expectation of privacy towards school administration or teachers in the contents of a school locker, desk or other school property and no reason for search of these items. Furthermore, upon reasonable suspicion, Tulsa Public Schools has the authority to detain, search, or authorize the search of any student or property in the possession of the student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, wireless telecommunications devices, or for missing stolen property (Oklahoma State Law 70/24-102).**

## **Expected Student Behavior**

Administrative staff will deal with any activity or conduct that interferes with the educational environment of BTW by whatever action deemed necessary.

## **Elevator**

**THE ELEVATOR IS FOR EMPLOYEE/GUEST USE ONLY.** If a student needs to use the elevator for medical or other special reasons, they must see the School Nurse to receive an elevator pass. **Unauthorized use of the elevator will result in a disciplinary action.**

## **Academic Honesty**

A Booker T. Washington Hornet realizes that unethical academic behavior is not acceptable in the Hive. When a Hornet cheats he/she devalues the academic reputation of all the students, including one's self, whose hard work has established Booker T. Washington High School as the best high school in Oklahoma. Our school's reputation is guarded by us, the Hornets.

### ***Unethical academic behavior includes:***

#### **Dishonesty**

- altering of grades or official records
- attempting to gain advance information on examination questions
- collaborating during an examination with any other person by giving or receiving information by any means
- collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.

#### **Breach of Copyright/Plagiarism**

- use the words and ideas of another person without appropriate acknowledgment by quotation, reference, or footnote.
- paraphrasing the words and ideas of another person in such a way that leads the reader to believe they originated with the writer
- submitting as one's own any report, essay, computer program, speech, or art work prepared totally or in part by another student

#### **Deceit**

- submitting altered or falsified data as experimental data from laboratory projects or research
- providing false information regarding completion of course assignments

## **Suspensions**

Length and type of suspension will be determined by school authorities as provided for in the ***2016-2017 Student and Family Guide to Success*** and will reflect the offense committed. Students who are suspended from school are still responsible for missed assignments.

## **TRAICE**

Students assigned to TRAICE will be required to work on assignments during school hours and will receive credit. TRAICE allows the student to receive credit for assignments while denying the student the right to attend class because of behavior. It is the student's responsibility to keep track of all of

his/her assignments. Students who cannot follow TRAICE expectations may be suspended from school. **Students must be in school uniform while serving TRAICE.**

### **Detention**

Any member of the faculty may assign students detention any Level 1 infractions listed in the **2016-2017 Student and Family Guide to Success**. Parents and students will receive proper notification of any assigned detention. You are expected to bring study materials. Failure to report to detention or to bring study materials will result in further disciplinary action. Transportation arrangements are the student's and parent's responsibility.

### **Student Health Services and Medication Requirements**

**Prescription/Non-prescription Medication**-All medicine must be checked in with the school nurse. The medicine must be in a dated prescription bottle that correctly states the name of patient, the prescribing physician and directions for taking the medication. Written parental permission must be on file before a student can take the medicine. Parents can come to school and administer the medication to the student if so desired.

Students may NOT carry prescriptions or over-the-counter drugs on their person. Only in the case of a medical emergency, where the school nurse, parent and physician have determined it is necessary for a student to have medication immediately available, will a student be allowed to be in possession of medicine. The student's teachers will be notified of the exception.

### **Student Athletic Eligibility**

According to OSSAA guidelines, a student must have received a passing grade in all subjects counted for graduation from their previous semester. If a student does not meet the minimum scholastic standard, they will not be eligible to participate during the first six (6) weeks of the next semester they attend.

A student who does not meet the above, minimum, scholastic standards may regain his/her eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six-week period.

Scholastic eligibility for students will be checked at the end of the third week of each semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If student is failing one or more classes at the end of a week, he/she will be placed on probation for the next one-week period. If that student continues to fail one or more subjects the following week, he/she will be ineligible to participate during the next one-week period. The ineligible period will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility under Rule 3 (OSSAA Rules and Regulations) upon the first class period on Monday.

\*Grades will be the cumulative grade for the semester at the time of the grade check.



# 2016-2017 BTW UNIFORM POLICY

Must be in compliance with  
TPS Board Policy 2601-R "Student Dress Code"\*

## Men's &/or Women's Tops:

- Polo-style or Oxford: Orange, Black, Gray, White, Oxford Blue/Navy
- Spirit shirts are allowed on Fridays ONLY

## Men's &/or Women's Bottoms:

- Uniform-style pants or dress slacks (no gym/sportswear): Khaki (Beige) or Black ONLY
- Uniform-style skirts or shorts, no shorter than 3" above the knee
- Leggings or tights may only be worn with skirts or shorts
- Any color denim jeans on Fridays ONLY or BTW sweats and joggers

See Policy 2601-R - Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

## General

- Only BTW logos or College logos permitted – other logos no larger than 1 ½" (polo, izod, etc.)
- Student ID badges must be worn and visible at all times on school campus
- Pull-over or Zipper Hoodies, Sweaters, Jackets, Vests, and any other outerwear must be school colors with uniform shirts worn underneath outerwear
- Hoodies down in the building, faces exposed – no hats, caps or unacceptable head coverings

**ANY VISIBLE CLOTHING THAT IS ALTERED BEYOND THE MANUFACTURER'S PATTERN AND/OR IS STRETCH-TO-FIT IS NOT ALLOWED**

***Students who elect not to conform to the dress and grooming rules set forth by TPS policy 2601-R, and the 2016-2017 BTW Uniform Code will be subject to disciplinary actions and/or sanctions as defined by the TPS Behavior Response Plan.***

***ADMINISTRATION RESERVES THE AUTHORITY TO DETERMINE ANY SPECIFIC INDIVIDUAL, GARMENT, OR ITEM NON-COMPLIANT WITH THE DRESS CODE.***

