

Williamsburg City School



2021-2022

Virtual Student/Parent/Guardian
Handbook

Williamsburg Independent School
1000 Main Street - Williamsburg, KY 40769
Office: 606-549-6044 - Fax: 606-549-6094

www.wburg.kyschools.us

2021-2022 IMPORTANT DATES

August 25 th	First Day for Students
September 6 th	Labor Day (No School)
September 10 th	Old Fashion Trading Days (Staff Workday)
September 24 th	Progress Reports
October 14 th -15 th	Fall Break (No School)
October 29 th	Progress Reports
November 4 th	Fall Parent/Teacher Conference
November 24 th -26 th	Thanksgiving Break (No School)
December 3 rd	Progress Reports
December 20 th -31 st	Christmas Break (No School)
January 3 rd	Planning Day (Staff Workday)
January 17 th	Martin Luther King Day (No School)
January 21 st	Progress Reports
February 22 nd	Progress Reports
March 10 th	Spring Parent/Teacher Conference
March 25 th	Progress Reports
April 4 th -8 th	Spring Break (No School)
May 3 rd	Progress Reports
May 14 th	Honor's Night
May 15 th	Baccalaureate
May 17 th	Election Day (Staff Workday)
May 22 nd	Graduation
May 24 th	Last Day for Students

May 5th-11th - (Tentative) K-Prep Administration – Five Days

Please refer to WISD website for updated information regarding all school activities.

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GENERAL SCHOOL INFORMATION

WISD MISSION STATEMENT

The mission of the WISD Board of Education is to provide a quality educational program focused on academic excellence, student acquisition of knowledge, skills needed for lifelong learning, social well-being and active responsible citizenship.

Multi-Tiered System of Supports

Multi-Tiered System of Supports is a framework that many schools use to provide targeted support to struggling students. It focuses on the “whole child.” MTSS supports academic growth and achievement, but it also supports other areas. This includes behavior, social and emotional needs, and absenteeism. Together with PBIS, WISD will be able to make strides to ensure all students are successful. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on the guidelines as follows:

R – Respect E – Effort A – Attitude C – Cooperation H - Honesty

VISITORS ON CAMPUS

All visitors who have business on school grounds should call at least 24 hours prior to their requested appointment time, whether it be with administration or teachers. Upon arrival, visitors will be asked to present ID and state his or her purpose of business at the school. All visitors are expected to leave promptly when their business is completed. Because we want teachers and students to be actively engaged in learning, visiting students from other schools will not be allowed.

If at any time parents/guardians need to speak to an administrator or conduct some other type of business, parents/guardians are welcome to come into the main office to make an appointment. The appointment will be made for no sooner than 24 hours following the request. Parents/guardians are encouraged to call the school and make an appointment with the child’s teacher or communicate with them through email or through the Infinite Campus Parent Portal.

TITLE I COMPACT

It is our belief that student performance will improve because of our cooperative efforts to support this compact. This is a three-way

partnership with a specific goal in mind. It is imperative that each person assumes his or her responsibilities.

WISD Parent/Guardian Responsibilities

- Provide the necessary materials and home environment to do homework.
- Sign and return all papers that require a parent or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance and punctuality.
- Attend Parent/Guardian-Teacher conferences.
- Support the school by insisting that students make up work in a timely manner.
- Be knowledgeable of and supportive of the school discipline plan.

Student Responsibilities

- Ask the teacher any questions about homework.
- Take home/pickup materials and information needed to complete the assignment.
- Complete homework in a thorough, legible, and timely manner.
- Return homework on time.
- Comply with school discipline expectations.
- Attend school regularly and on time.
- Respect the personal rights and property of others.

Teacher Responsibilities

- Provide quality teaching and leadership.
- Coordinate with other programs to make sure nightly assignments do not exceed reasonable expectations.
- Give regular and corrective feedback.
- Recognize that students are accountable for every assignment.
- Check that homework has been completed.
- Respect cultural, racial, and ethnic differences.
- Maintain appropriate educational records.
- Uphold the Kentucky Teacher's Professional Code of Ethics.
- Enforce the school in-person or virtual discipline plan.
- Encourage student attendance and punctuality.

Parent's Right to Know Qualifications of Child's Teachers

The Williamsburg Independent School District notifies parents of all children who attend Title I schools of their right to request information about the qualification of your child's teachers and paraprofessionals, including:

- 1) Whether the teacher has met the State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction
- 2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Qualifications of Substitute Teachers

The Williamsburg Independent School District must notify parents when a teacher who is not highly qualified has taught your child for 4 consecutive weeks. (Source: ESSA, Title I, Section 1111(h)(6))

STUDENT SERVICES

Guidance

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, testing programs, and college information. The counselors are available to discuss any home, school, or social concerns. Virtual students can set up appointments via google meet or in person.

Dayspring Clinic

The Dayspring school clinic provides preventative treatment and acute care as needed during the school day. Services include, but are not limited to, vaccines, screenings, and labs, such as strep, rapid COVID-19, and flu swabs. The clinic acts in the capacity as an urgent care clinic, meaning that you do not need to transfer care or change the PCP on your insurance card to be seen by our Dayspring clinician. The Dayspring Clinic is staffed with a trained Registered Nurse, Licensed Practical Nurse, and a Physician Assistant or Nurse Practitioner. **A Dayspring Health consent form must be signed and on file for a student to receive ANY type of treatment from the clinic with the exception of emergency stabilization.**

SPECIAL EDUCATION STATEMENT

The goal of the Williamsburg Independent School District is to ensure that all children with disabilities have available to them a free

appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living. WISD will maintain a Special Education Due Process File for each student. The District will destroy this file 3 years from the date the student no longer receives special education and related services. The notification of destruction of records will be published on the school website and in the local newspaper in June of each year. Guardians or students (once 18) will have an opportunity to request records for that year until July 15th. It is noted that the student, parent/guardian for future services or benefits may need portions of these records. A record of the student's name, his/her grades and classes attended, grade level completed, and year will be kept permanently. Students, parents/guardians may, at this time, get a copy of the information in their due process file.

WISD NONDISCRIMINATION POLICY

The Williamsburg Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, gender, political opinions or affiliation and/or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI and Section 504.

The District is a Provider of Equal Educational and Employment Opportunities.

Students of the Williamsburg Independent School System who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, gender, or handicap in educational programs and/or activities have the right to file a grievance. This process is conducted through the Title VI, Title IX, and Section 504 Coordinators. You may contact the Guidance Counselor Offices concerning these matters.

Guidance Office / 1000 Main Street / Williamsburg, KY 40769

Phone: 606-549-6044 ext. 112, 113 or 114

FAMILY RESOURCE / YOUTH SERVICES CENTER

The Williamsburg Independent Family Resource / Youth Services Center is located in the main school building. The FRYSC serves as both a resource and referral center. The goal is to provide assistance to students and/or their families with a focus on removing non-cognitive barriers to student success.

Some of the services provided are coordination of resources for families in crisis, health screenings, drug and alcohol abuse prevention activities, student recreation opportunities, career education, health education, referrals for transportation to medical appointments, emergency food assistance, school supplies, etc. For more information on these programs call the Family Resource Center at (606)549-6044 ext. 153.

Please note: the FRYSC sponsors classroom activities, summer and non-school hour activities, as well as resource and referral services to all students enrolled in the Williamsburg Independent School District. If you do not wish for your child to be served by the center, please contact the number listed above for an opt out form.

2021-2022 DAILY SCHEDULE

PRESCHOOL

Please see the Preschool Handbook for schedule.

PRIMARY (K-3) SCHEDULE

Elementary instructional schedules vary by grade level. Check with your child's teacher to determine exactly what your child's daily schedule is for the school year.

INTERMEDIATE (4-5) Schedule

8:00-9:35	Academic Rotation 1
9:35-10:20	Sting Period
10:20-11:10	Elective Period
11:10-11:30	Lunch
11:35-1:30	Academic Rotation 2
11:35-11:55	4th grade recess
1:05-1:25	5th grade recess
1:30-3:00	Academic Rotation 3

6TH GRADE SCHEDULE

8:00-9:40	Academic Rotation 1
9:45-11:25	Academic Rotation 2
11:30-11:50	Lunch
11:55-1:35	Academic Rotation 3
1:40-2:10	Sting Period
2:15-3:00	Elective Period

MIDDLE SCHOOL (7-8) SCHEDULE

7:30-8:00	Breakfast (Grab N GO)
8:00-9:35	Academic Rotation 1
9:38-11:08	Academic Rotation 2
11:10-11:50	Elective 1
11:52-12:02	Lunch
12:04-12:44	Elective 2
12:47-1:27	Sting Period
1:30-3:00	Academic Rotation 3

HIGH SCHOOL (9-12) SCHEDULE

8:00-8:48	First Period
8:51-9:21	Sting Period
9:21-9:31	Breakfast Break
9:34-10:19	Second Period
10:22-11:10	Third Period
11:13-12:01	Fourth Period
12:04-1:18	Fifth Period

12:32-12:52	Lunch Period 1
12:52-1:12	Lunch Period 2
1:21-2:09	6th period
2:12-3:00	7th period

Virtual students will have a schedule that will be setup by their teacher(s) for required login times.

CAFETERIA

Virtual students, living within the school district, can opt in to receive daily meal deliveries/pickup provided by WISD food service.

BREAKFAST AND LUNCH PERIODS

During the scheduled breakfast/lunch students will not be required to be logged in.

PEANUT/TREE NUT/ CINNAMON FREE POLICY

WISD is a Peanut, Tree Nut, and Cinnamon free school. No Peanut, Tree Nut, and Cinnamon products will be served in the school cafeteria or sold in snack machines. There are no Peanut, Tree Nut, or Cinnamon ingredients, i.e. peanut oil, used in the making of any cafeteria foods. Parents are asked to proceed with the Peanut, Tree Nut, and Cinnamon free policy when making foods served for packed lunches.

CELL PHONES/OTHER ELECTRONIC DEVICES

The expectation for virtual students is that no cell phone/electronic devices will be used during class times unless permitted by the teacher for educational purposes.

USE OF SCHOOL OWNED TECHNOLOGY DEVICES

No student or other minor may directly access the internet or have email privileges until he/she has signed a form that states that he/she understands the district’s Acceptable Use Policy (AUP) and agrees to follow its provisions. Furthermore, written parental or legal guardian consent will be required before a student or other minor can directly access the internet or have email privileges. All virtual students will have access to a school issued device.

ASSEMBLIES

Due to COVID-19, assemblies will be limited and follow the Healthy at School guidelines. Students are expected to maintain courteous and respectful attitudes during assemblies. Student conduct is a reflection of home and school. Misbehavior during an assembly will result in appropriate disciplinary action and could forfeit attendance in future assemblies. Students will sit with their teachers and class during all school assemblies and follow the school policy concerning behavior and manners. For virtual students, assembly attendance will be set up on a case by case basis. Due to the nature of privacy, availability of equipment, and location of the assembly, it may or may not be live streamed.

PARENT/GUARDIAN CONFERENCES

Parents/guardians are encouraged to make regular use of the Parent Portal accessed via Infinite Campus. Please contact the school for any assistance needed setting up your Parent Portal. This provides parents with current data and an email link to each teacher. Parents may make appointments for conferences with staff members by telephoning the school office at 549-6044 ext. 101. Conferences will be scheduled with teachers during their planning periods or after school. Due to COVID-19, virtual meetings are encouraged. Classroom instruction cannot be interrupted for conferences/telephone calls. In addition, school-wide parent/guardian-teacher conferences will be held in the fall and spring trimesters. Please check with the office for specific dates.

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Dean of Students/Academic Dean
3. Principal
4. Superintendent
5. Board

Information on filing a formal complaint or grievance is available at each school and at the Superintendent's Office.

VALUABLES

The school cannot be responsible for stolen or misplaced articles. Do not bring personal items/money into the school building.

OUT OF DISTRICT STUDENTS

The legal residence of a pupil is determined by the legal residence of the parent or guardian and not by the address at which the pupil is living.

Out of district students shall be admitted with approval from the Director of Pupil Personnel and the Principal based upon class size considerations. Any student enrolling in the Williamsburg Independent School District while residing in another school district shall conform to the following policies in order to remain as a student in the Williamsburg Independent School System.

1. Have satisfactory academic progress.
2. Have satisfactory attendance.
3. Have satisfactory behavior and discipline.

WISD reserves the right to assess entering/enrolling students for grade-level placement. WISD encourages transfers to take place at the beginning or end of a semester.

WILLIAMSBURG INDEPENDENT SCHOOL DISTRICT **ATTENDANCE POLICY**

All students attending in-seat classes are expected to attend school every day and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students attending classes in-seat are to get their work off the digital platform on days they are not at school. The student will get credit for participation for submitting work on days he/she misses. Any student attending school virtually is expected to actively participate daily through synchronous and asynchronous learning. There is a direct relationship between poor attendance and lack of achievement.

Violation of the compulsory school attendance laws will be handled by the Director of Pupil Personnel. Virtual students that do not follow attendance guidelines will meet with the Director of Pupil Personnel or Student Advocate worker, face truancy charges and will be returned to in-seat learning.

Our local board of education has adopted reasonable policies that:

1. Require students to comply with compulsory attendance laws;
2. Require truants and habitual truants to make up unexcused absences;
and
3. Impose sanctions for noncompliance.

MAKEUP WORK

Students are expected to complete makeup work in a timely manner that follows Board policy.

SIGN-OUT PROCEDURES

We recognize the need for students to leave school at times during the school day. Please call the main office at 549-6044 ext. 101 or email renee.walker@wburg.kyschools.us to sign your student out when necessary. Failure to sign out your child will result in unexcused absences for the time missed.

Preschool-5th Grade Students

The office will require the following procedure:

1. Name of student
2. Date, time, and reason for student being signed out
3. Photo ID is required
4. Any person other than the parent/guardian must have written/signed permission from the parent to sign the student out, with a phone number where the parent/guardian can be reached to verify the information.

6th-12th Grade Students

On the day a student needs to sign out during the school day, the student should bring a note from the parent/guardian. This note should include the following information:

1. Name of student
2. Date, time, and reason the student needs to sign out
3. Parent's signature

4. Phone number where the parent/guardian can be reached to verify the above information. If the student has not complied with the above procedure and needs to sign out, a parent must talk to the Principal in order to obtain permission (which may or may not be given, depending upon reason.)

No student will be allowed to sign out on a regular basis for reasons not pertaining to school (i.e. lunch).

If an emergency arises, a student may be permitted to leave school, if in the opinion of the Principal, this appears to be in the best interest of the student. **Please note that sign-outs are reflected as tardy on your student's attendance records.** Special occasions can be approved.

INTERMITTENT CLOSURES

Due to COVID-19, there will be times during the school year that in-seat instruction will be halted. During intermittent closures, all students will participate virtually. The Kentucky Department of Education has identified three types of closures.

Short-term Closures (1-2 days)

- Continuation of learning on the virtual platform.
- Student work and calculation of participation are tracked on the virtual platform.
- Food Service will offer meals.

Mid-term Closures (3-10 days)

- Continuation of learning on the virtual platform.
- Student work and calculation of participation are tracked on the virtual platform.
- Food Service will offer meals.

Long-term Closures (11+ days) (Presumes there will be public health restrictions)

- Continuation of learning on the virtual platform.
- Student work and calculation of participation are tracked on the virtual platform.
- Food Service will offer meals.

SCHOOL DANCES

Elementary and/or middle school dances may only be attended by WISD students. High school dances (Prom) may be attended by non-WHS students if coming as the date of a WHS student. See language below (PROM). Students must meet attendance and behavior requirements in order to be eligible to attend the event. Guests must adhere to WHS dress

code and PBIS expectations or they will be removed immediately and admission fee will not be returned.

PROM

WISD students who plan on inviting students to accompany them to prom who are not enrolled in our district must complete a form requesting permission for their date to attend. This form must be submitted no later than two weeks prior to the date of the prom. The district reserves the right to prohibit access for any outside students that might cause a disruption to the prom or pose a threat to any students at the prom. Students who have in excess of 10 unexcused absences are not permitted to come to prom. An appeal can be made to the Principal and/or MTSS Team if extenuating circumstances have occurred. No expenses will be reimbursed by the district for any guest of a WHS student who is denied entry.

FIELD TRIP CRITERIA

Students with excessive absences may forfeit their privilege of field trips. The following criteria will be used: a) students must maintain a minimum attendance percentage of 90% regardless of excused or unexcused absences or 90% participation in the schools digital learning platform. b) student grades will be monitored weekly to check for field trip attendance eligibility; c) any student accumulating ten (10) or more discipline incidents such as d-halls, in school suspensions, and suspensions will be excluded from field trips. The Principal and/or Multi-Tiered Support System (MTSS) Team has the authority to override due to extenuating circumstances where an appeal has been made by or on behalf of the student by the parent, student, teacher, or MTSS team. Any work missed while on a field trip must be made up. Parent chaperones are not permitted to take other children with them on field trips. Field trips include end of the year trips, prom committee and Junior/Senior Prom, senior trip, class trips, etc.

Any parent desiring to take their child home after a field trip must have signed their student out through the elementary office prior to the field trip.

SENIOR TRIP

WISD takes an annual senior trip that requires a significant commitment on the part of the seniors in terms of working/volunteering at school sponsored events and fundraising. The district encourages all seniors planning on going on the senior trip to commit to this process and make themselves available to the senior sponsors to fulfill all parts of the trip's

requirements. Seniors who do not maintain a 90% attendance average and/or participation rate will not be permitted to go on the trip. An appeal can be made to the Principal and/or MTSS Team for extenuating circumstances.

COLLEGE VISIT

The counselor's office will assist with planning visits to a college or university that the student has applied to or is seriously considering attending. Seniors (permission will be granted to juniors on an individual basis) may have two days per year for college visits. These should be taken by May 1. No more than 3 seniors may go on the same day. If a parent is not accompanying the senior, a signed parental/guardian permission form is required.

It is the responsibility of the senior to obtain and return to the counselor's office on the next school day a letter of confirmation that the student did visit and speak with an admissions counselor. If this is not done, the visit will be treated as an unexcused absence. In order to visit on the desired date and time, it is best to make an appointment as soon as possible.

2021–2022 SECONDARY GRADES PLACEMENT REQUIREMENTS

Sophomores 5 Carnegie Units

Juniors 11 Carnegie Units

Seniors 17 Carnegie Units

To Graduate 22 Carnegie Units

Grade placement is determined in August of each school year. Midyear promotion for retained students is used only to place at proper grade level for testing and graduation.

WEIGHTED CLASSES

Quality Points
5 quality points = A
4 quality points = B
3 quality points = C
2 quality points = D
0 quality points = F

All dual credit classes are weighted, according to the WISD Dual Credit policy (2015). See Appendix D for more information.

Students at WISD also have the opportunity to take Advanced Placement Classes. For more information regarding AP courses/requirements, see Appendix C: WHS AP Policy.

GRADING SCALE: GRADE 9-12

100-90 A / 89-80 B / 79-70 C / 69-60 D / Below 59 F

Standards-based grading will be incorporated at grades K - 8. Traditional grading methods of attendance, homework, quizzes, projects, and tests continue to be used, but our hope is that by incorporating standards-based grading, it may give more insight into the meaning of the grade.

An "A" means the student completed proficient work on all course objectives and advanced work on some objectives.

A "B" means a student completed proficient work on all course objectives.

A "C" means that a student completed proficient work on some of the course objectives.

A "D" means that a student completed proficient work on at least half of the course objectives but is missing some important objectives.

An "F" means that the student has completed proficient work on less than half of the course objectives and needs to repeat the course.

All seniors who do not meet college readiness standards will be placed in remediation classes.

Students earning three credits through their participation in Visual Art, Instrumental Music, or Vocal Music, will be considered a "Specialized Completer" in the area of humanities at Williamsburg High School. In grades 9-12, a student would have to earn credit in Art I, Advanced Art II, and Advanced Art III to be considered a Specialized Visual Art Completer. In grades 9-12, a student would have to earn credit in Band I, Band II, and Band III to be considered a Specialized Instrumental Music Completer. In grades 9-12, a student would have to earn credit in Choir I, Choir II, and Choir III to be considered a Specialized Vocal Music Completer. Specialized Completers will fulfill all district and state graduation requirements in the Arts and Humanities area and do not have

to complete the Visual and Performing Arts and Humanities course or 1.0 course of Art, Band or Choir to fulfill the Graduation Requirement.

Grade Promotion/Retention Policy

1. Retention may occur if the student fails to:
 - a. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, projects, homework, and class participation points.
 - b. Progress satisfactorily on the academic expectations.
 - c. Complete proficient work on course objectives/standards.
2. Parents/guardians have been notified of the possibility of the student's retention as soon as the teacher principal perceives the possibility or retention.
3. The decision for retention is the responsibility of the school staff and the final decision is made by the principal.
4. Parental/guardian request for retention is limited to grades K-7.

MIDDLE AND HIGH SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS

All Middle School and High School students must comply with Kentucky High School Athletic Association Academic requirements in order to participate in extracurricular athletic competition.

Students that are attending school virtually will have their eligibility checked weekly based on his/her participation from the previous week.

Students must be in attendance at least 1/2 day of school in order to practice or compete in any extra-curricular activity.

Unexcused tardy results in no practice or competition that day.

Post Season activities also adhere to eligibility policy such as Bowl and All Star Games.

NATIONAL BETA CLUB

WHS has a chapter of the National Beta Club. This senior division is for students in grades 9-12. To be eligible a student must maintain a 3.25 grade point average and meet other requirements related to membership.

DRESS CODE

Any clothing that when worn disrupts the educational process, will be prohibited at the Williamsburg City School Virtual Academy. If the student is not receptive to the school's request to comply with the dress code or if the situation is serious enough to warrant more drastic measures, the caregiver will be contacted immediately.

The following is a list of prohibited clothing items.

This is not necessarily a complete list:

1. Hats or head coverings of any kind (permitted on designated spirit days).
2. Shorts, skirts (including slits) and dresses should be a length that will pass the *horizontal dollar bill test* while standing. Shorter garments are not acceptable. (The *horizontal dollar bill test* is done by laying a dollar bill horizontally above the knee. The dollar bill should touch the bottom of the garment and the kneecap.)
3. Any clothing with holes in revealing locations. This includes "holey jeans." Holes in jeans must pass the horizontal bill test while standing. This means there should be no holes above where a horizontal dollar bill touches the knee. Off-shoulder or incomplete shirts. (Tank tops, spaghetti straps, etc...) Shirts without sleeves must meet the vertical dollar bill test.
4. Shirts that reveal a student's stomach or midriff area.
5. Clothing that allows others to see a student's undergarments.
6. Baggy pants that are not worn on the waist and without a belt.
7. Clothing that displays vulgar or inappropriate graphics, decals or offensive words.
8. Colors or symbols intended to represent an organized group.
9. Shirts with sides cut out revealing torso are not permitted.

Any other clothing or dress code issues which disrupt the educational process will not be allowed.

HARASSMENT/DISCRIMINATION POLICY

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, gender, or disability is prohibited.

Definitions:

For the purposes of this policy, **“sexual harassment”** is defined as: *an incident or a series of incidents involving unwelcome sexual advances, requests for sexual favors, including electronic mail sent or received, and other verbal or physical conduct of a sexual nature that causes insecurity, discomfort, offense, or humiliation to another person or group.*

For purposes of this policy, **“harassment”** other than sexual harassment, is defined as: *one of the series of incidents involving unwelcome verbal conduct, including send or received, or physical conduct of a harassing nature with regard to an individual's race, color, national origin, age, religion, marital status, political beliefs, or disability that causes insecurity, discomfort, offense, or humiliation to another person or group.*

Harassment can occur in the form of behavior by males toward females, between males, between females or as behavior by females toward males.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of any employee or another student shall have the following reviewed and recorded:

- (a) The location or forum of the alleged incident,
- (b) The frequency of occurrence, and
- (c) The severity of the situation.

Disciplinary actions can include but are not limited to:

- After-school detention
- In-school detention
- Suspension (out of school)
- Expulsion

DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT

Classroom Level 1 - Misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school, and require immediate intervention by the staff member who is supervising the student or who observes the violation. These misbehaviors include but not limited to:

<u>Behavior</u>	<u>School Response</u>
<ul style="list-style-type: none"> ● Classroom disturbance ● Inappropriate language ● Failure to complete assignments or carry out directions ● Disrespect ● Any other violations which are expressly listed in the class rules 	<ul style="list-style-type: none"> ● Step 1- Teacher-student conference ● Step 2- Teacher managed intervention ● Step 3- Teacher-call to parent ● Step 4- Referral to Guidance counselor ● Step 5- Referral for MTSS ● Step 6- Administration referral- One Day ASD- Parent contact by admin ● Step 7- Administration referral- Two Day ASD- Parent contact by admin ● Step 8- Administration referral- Two Day AIMS-Parent contact by admin ● Step 9- Administration referral- Three Days AIMS- Parent contact by admin ● Step 10- Administration referral- Outside interventions, Possible OSS

Classroom Level 2 - Misbehavior defined as classroom tardiness, absence without leave (AWOL), and dress code violations that will be handled through a school disciplinary response by administration in the school.

<u>Behavior</u>	<u>School Response</u>

<p>Tardy to class- students that are late to class. Students can be late to 1st period but not be late to school (see below). If students are tardy to 1st period it should be treated as late to class. Teachers should not send students to the office for a tardy to class documentation.</p>	<p>On 3rd event teacher does administration referral</p> <ul style="list-style-type: none"> ● 1st referral- 1 day ASD ● 2nd referral- 2 day ASD ● 3rd (and continued) referral-- 2 days AIMS
<p>Tardy to School- After 8am students may only enter the building through the front office. They must sign in as either excused or unexcused tardy. Teachers will receive documentation from the student when he/she enters the classroom.</p>	<p>Tardies to school will be tracked by the office. Once a student reaches 3 unexcused events they are referred to DPP for truancy intervention.</p>
<p>Absence from class without leave (on or off campus)</p>	<ul style="list-style-type: none"> ● 1st event- 2 days AIMS ● 2nd (and continued) event- 3 days AIMS
<p>Dress code violations</p>	<ul style="list-style-type: none"> ● 1st offense- allowed correction through use of FRYSC or parent assistance ● 2nd (and continued) offense- ASD along with correction of clothing

Classroom Level 3 - Misbehavior defined as inappropriate use of cellular communication device or school acceptable use policy including use of chromebook. These behaviors will be handled through a school disciplinary response by administration in the school.

<u>Behavior</u>	<u>School Response</u>
Use or visible possession of cell phone during school hours	<ul style="list-style-type: none"> ● Teacher take possession of phone ● 1 day of ASD per incident
Violation of AUP including Chromebook violations	<ul style="list-style-type: none"> ● 1st offense- 1 day ASD ● 2nd offense- 2 day ASD with restricted use unless directed by a teacher. ● 3rd offense- revocation of computer privileges ● Note: Possible referral to SRO if violation of AUP led to criminal activity on the part of the participant(s). See Policies and Procedures for Chromebook Use

SATURDAY SCHOOL

WISD will have Saturday School as a form of discipline. Saturday School will be the last Saturday of each month. It will be held 8:00 am - 12:00 pm. Administrators have the right to assign Saturday School for offenses that are more severe than regular detention. Failure to attend an assigned Saturday School will result in and out of school suspension. Transportation is the responsibility of the parent/guardian.

TOBACCO AND ALTERNATIVE/VAPING PRODUCTS POLICY **- NO TOLERANCE**

Possession of or use of tobacco or any vaping products is not permitted on the school campus before, during, or after school. School property is defined as any property owned, rented, or leased by WISD or properties to which WISD has been given permission to use for school activities, including parking and any virtual learning environments. In addition, the possession or use of tobacco or alternative/vaping products is prohibited on school sponsored trips and at other school sponsored activities.

Electronic Nicotine Dispensing Devices and all other forms of Alternative Tobacco Products will be considered Tobacco under this policy.

1st Offense - The student will serve 1 day of AIMS completing all coursework and tobacco cessation training.

2nd Offense - Out of school suspension.

**On the third offense, the student and their parents/guardians will attend a Board of Education Hearing. Response options to the third violation may and will not be limited to change of placement in educational services and court proceedings.

In addition to disciplinary responses to tobacco violations, school personnel shall have the authority to search, at any time, any student suspected of possessing or using tobacco products in violation of the tobacco policy. Also, any student who receives one or more tobacco violations will be subject to daily searches as performed by school personnel.

ALCOHOLIC BEVERAGES/NARCOTICS

No student shall use alcoholic beverages, dangerous drugs, narcotics, or illegal controlled substances in or about the school premises; nor bring to school or cause to be brought to school or any school sponsored activities or virtual learning environments. In promoting the process of education and protecting the health and welfare of pupils, a search of school property or personal belongings may be conducted. Items such as drugs are a threat to the safety and welfare of students and school personnel.

Sales, use, or possession of alcoholic beverages or illegal drugs is forbidden on school property or at school sponsored activities. Students under the influence of alcohol or drugs will be removed immediately from contact with other students and school authorities will thereupon contact the parent, legal guardian, or other appropriate authorities.

School authorities may search any student locker, automobile, or other possession using drug dogs, metal detectors, or any other investigative method.

All students are required to give “maximum cooperation” to school officials and law enforcement agencies investigating violations of the anti-drug policy. Law enforcement agencies have free access to all

school-grounds with full authority to question students, teachers, and other staff to make searches and seizures as they may deem necessary.

Any student suspected of being under the influence of alcohol or drugs will immediately be assessed and searched including person, locker, backpack, and car by principal and additional administrators. Parents will be contacted, authorities will be contacted and summoned to campus. Drug tests are kept at school and will be administered with parental approval. School officials will work in conjunction with local authorities and the court system regarding any student found to be in possession or under the influence. School Board will be kept abreast of all information as it unfolds, and formal proceedings will occur after investigation is completed.

SCHOOL RESOURCE OFFICER

Through a partnership with the City of Williamsburg and the Williamsburg Police Department, our district has two full-time school resource officers on staff and on campus. This individual works directly with school staff to help ensure the safety of students and staff.

STUDENT ADVOCATE

Williamsburg City School employs a full-time social worker that works as a student advocate. This individual works directly with school staff to help ensure the welfare of students and staff. School Social Workers can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators.

PARKING/AUTOMOBILE USE VEHICLE SEARCHES

While the school respects the need for students to be able to drive to school, we also ask for cooperation and obedience to our parking rules. Each student driver must have on file a signed permission form by their parent/guardian in order to drive, a parking tag that is visible in the student driver's front window, and park on our campus. **DOUBLE PARKING IS NOT ALLOWED. DISCIPLINARY ACTION WILL FOLLOW IF REPEATED DISOBEDIENCE OF THE RULE OCCURS.**

School authorities shall have the authority to conduct routine patrols of student parking areas and to inspect the exteriors of student vehicles parked on school property.

Because signed consent for vehicle searches is required before students may drive vehicles to school, vehicle inspections and routine searches

may be conducted without notice, student consent, or search warrants. If the vehicle is locked and the student refuses to open any portion of the vehicle for examination, legal authorities will be summoned.

DISASTER PICK UP LOCATION

In the event of a disaster or emergency situation, all procedures will follow those outlined in the WISD Emergency Plan. Parents should tune in to local radio stations for information and instructions. In the event of an emergency that warrants the evacuation of students, the location will vary depending on the nature of the emergency. This information is explained in the district emergency management plan.

PUBLIC PARTICIPATION AT A BOARD MEETING

School Board meetings are open meetings and the community is always encouraged to attend at their discretion. There are guidelines required if a person wishes to address the board. Board action can only occur if individuals or groups submit a written request to the Superintendent at least five (5) days prior to the next meeting in order to be placed on the agenda.

If individuals or groups only want to share information or concerns, they may be recognized and allowed to speak during the open meeting. The chairperson shall require the name and address of the speaker and the topic they wish to address. A time limit of two (2) minutes will be allotted to the speaker unless the chairperson rules to extend the time. Conduct and proper order will be maintained at all times and may be ceased at the discretion of the chairperson. No Board action will occur for this type of public participation.

NO-NIT POLICY

Following is an outline of the steps taken in compliance with the on campus NO-NIT policy; this applies to any on campus events attended:

1. The parents/guardians of children found to be positive for nits/lice will be contacted by the school to pick up their children. If the school is unable to contact the parent/guardian, a note will be sent home and the parent/guardian will be held responsible for following the re-admission procedure.
2. The first day the student misses while being treated will be excused. However, the following days will be unexcused and truancy procedures may be initiated after the third unexcused absence.

3. The parent/guardian **MUST** accompany the child to school on the day following treatment for re-admission screening. If no nits/lice remain, the student will be returned home with the parent/guardian for further care. As in all cases, extenuating circumstances may be present and will be addressed by the principal and resolved at their discretion.

4. Appropriated literature and materials may be obtained upon request at the Family Resource Center or the school nurse.

BED BUG POLICY / PROTOCOL

For more detailed information, see Appendix A: WISD Bed Bug Policy/Protocol.

WHS STUDENTS TAKING CLASSES AT UNIVERSITY OF THE CUMBERLANDS

WHS students who choose to take a class at UC must adhere to the guidelines set forth in the WHS College Class Learning Contract. They must remain in that class the entire term of enrollment. Failure to do so will result in the student being placed in a class at WHS during that class time period. **For more information, see Appendix C: WISD Dual Credit Policy**

If a WHS student that is taking a college class at UC signs out but does not attend their class at UC that day, they will serve a full day of AIMS on their return to school. All dual credit classes are weighted classes.

APPENDIX A: WISD BED BUG PROTOCOL

- 1.) Upon the discovery of a suspected live bed bug in a facility, any school personnel should attempt to capture the insect on a piece of tape and put it into a zip lock bag. Please tape the bag shut and contact the School Principal.
- 2.) If the bug is found on or within a student's belongings, the Principal will contact the student's family to inform them. They will also share informational literature on preventative measures that can be taken.
- 3.) The building Principal will notify the lead custodian at the school and the district facilities director.
- 4.) Appropriate cleaning utilizing a HEPA vacuum will occur in areas where bugs have been found.
- 5.) At the discretion of the Principal or school personnel the student's clothing will be changed and the parent will be asked to come to pick the child up.
- 6.) The student's belongings may be placed in the school clothes dryer on high heat and placed in a plastic bag. The student's clothes will be secure away from other students' belongings until the end of the school day.
- 7.) Once confirmed, the Principal, in cooperation with the lead custodian and/or FRYSC will conduct (or have conducted) a thorough inspection of the facility and recommendations will be made as to the course of action.
- 8.) The School Principal or designated personnel will perform a visual screening of the student's outer clothing upon returning to school for approximately two weeks. If any bugs are seen upon the visual screen the above protocol will be repeated.
- 9.) **All attempts will be made to keep the identity of the involved student and classroom in confidence and to preserve the student's emotional and physical health during the time of identification and remediation of the bed bug concern.**
- 10.) Meetings may occur with the Principal, FRYSC Coordinator, School Nurse, Counselor, Social Worker, and other student support team members to identify and support the needs of the family during the period of de-infestation. This group may meet on a routine basis during the period of de-infestation.

APPENDIX B: WHS AP POLICY

The purpose of The purpose of the AP Policy for WHS is to describe the expectations upon requesting, enrolling and completion of any AP Course at WHS.

1. Students at Williamsburg High School who plan to attend a four-year college or university following graduation from high school are highly encouraged to complete one or more advanced placement courses during their high school career. We have an open-enrollment policy; any student is welcome to take an AP course. These courses are outstanding, rigorous, college-level classes that are designed to help students prepare for a successful college or university experience. Please read information pertaining to AP Courses at www.collegeboard.org
2. When students request enrollment in these classes through the Course Request Form process, much work goes into ensuring that the appropriate number of courses, taught by qualified teachers, are made available. In past years when students dropped these classes, significant and expensive scheduling challenges occurred that negatively impacted other students. If 10 or more students request an AP course, efforts will be made to include in the Master Schedule for the following year. Administration reserves the right to waive the request number based on mitigating circumstances. Upon conflict that results in the course not being offered, students will be notified as soon as possible.
3. Therefore, once a student requests enrollment in an advanced placement class, that student will *not* be dropped from the class based upon either a student or parent request until the end of the following grading period. **If a student has requested an AP class on their Course Request Sheet on the last day of school, they may not drop the class until the end of the first grading term (semester) of the following year.** The only early drops that will be honored will be when the teacher or counselor determines that a student is academically unprepared and continuation of the class would not be in the student's best interest.
4. Advanced placement classes require students to approach their work very seriously. The effort required by students (including the completion of "summer assignments" for certain classes) is greater than that required for comparable non-AP classes. Because of this, students should carefully consider if concurrently taking more than one AP class would be in their best interest.
5. Along with these greater demands come the benefits of a challenging college-level curriculum. Thank you for accepting that challenge. We believe that you will be a more successful college or university student because of these experiences.
6. **Upon enrollment in an AP Course, it is understood that it is the student's obligation to take the AP Exam for that course and it is not optional. In years past, Williamsburg High School has paid the \$91 for the exam.**

WE HAVE READ THE ABOVE INFORMATION. WE UNDERSTAND THAT ONCE AN ADVANCED PLACEMENT CLASS HAS BEEN REQUESTED, STUDENT OR PARENT REQUESTS TO DROP OR CHANGE THE CLASS WILL NOT BE HONORED UNTIL THE END OF THE FOLLOWING GRADING PERIOD. ONCE A STUDENT IS REGISTERED AT THE END OF THE SCHOOL YEAR, CLASS MAY NOT BE DROPPED UNTIL THE END OF THE FIRST SEMESTER.

Date

Student Name (Please print)

Student Signature

Parent/Guardian Name (Please print)

Parent/Guardian Signature

APPENDIX C: WISD EARLY COLLEGE/DUAL CREDIT POLICY

Williamsburg High School College Class Rules:

1. This contract is reviewed by the students, Principal, Dean and Counselor at the beginning of the school year. A signed copy must be maintained in the Guidance Office.
2. Any high school student who meets the requirement for dual credit will be eligible on a case by case basis, based on need, to develop, in conjunction with the school principal and guidance counselor, a plan to take dual credit courses.
3. The student is responsible for books, fees, transportation, and other costs. KHEAA makes available the Dual Credit Scholarship and the WorkReady Scholarship. See Guidance Office for more info.
4. Final grade earned is a permanent part of high school transcript.
5. All dual-enrollment college courses will be weighted for purposes of KEES money. Therefore, all dual-credit classes will be weighted on WHS Transcript.
6. Minimum ACT scores are required prior to enrollment in some courses.
7. A 10-minute overlap in time with the high school schedule is all that is allowed, unless otherwise approved.
8. All students must sign UC's Consent to Disclosure to release your information, including but not limited to, attendance and grades, which will be checked on a regular basis.
 - a. If the attendance policy is not followed, you may receive an "F" This will be recorded on your high school and college transcripts.
 - b. As stated in the Handbook, if you decide to drop/withdraw from a class, you will be placed in an in-seat high school class for the remainder of the term.
9. Any student taking an online class at UC will also have an in-seat class assignment at WHS where they will work on their online coursework.
10. All students will be assigned a class at WHS that students are to attend on days their UC class does not meet.
 - a. You are expected to be in your designated area unless previous arrangements have been made.
 - b. A student must sign in/out at the high school office when going and returning from college.
 - c. A student will return to WHS if UC class is canceled.
 - d. If a student is found to have signed out of WHS but did not attend that day's college class, the student will be placed in AIMS the following day.
11. I give permission for the grades of the student below to be released from the University of the Cumberland to Williamsburg Independent High School.

Student Signature: _____ Date _____

Parent Signature: (if student is not 18): _____

Recommended List of College Classes:

1. American History since 1877
2. American History to 1877
3. Art Appreciation
4. Astronomy
5. Basic Psychology
6. Calculus I
7. College Algebra
8. College Math
9. Drawing I
10. English Composition I/English Composition II
11. First Aid & Safety
12. General Biology
13. General Biology Lab
14. General Chemistry
15. General Chemistry Lab
16. Health & Wellness
17. Interpersonal Communications
18. Intro to Criminal Justice
19. Intro to Human Geography
20. Intro to Journalism & Public Speaking
21. Intro to Political Science
22. Intro to Public Speaking
23. Intro to Sociology
24. Intro. To Application Software
25. Macroeconomics
26. Microeconomics
27. New Testament
28. Old Testament
29. Physics I
30. Precalculus
31. Principles of Accounting
32. World Civilization since 1648

Approval of courses not listed above will be at the discretion of the counselor, HS Dean and Principal. Enrollment in such courses should occur only after prior approval.

SIGNATURE / ACKNOWLEDGEMENT PAGE

Directions: Please sign this form and return it to school.

I have received and read my copy of the 2021-2022 Williamsburg City School Student/Parent Handbook. I know I am responsible for adhering to all of the policies and procedures contained in this student handbook. I agree to follow all of the policies and procedures contained in the student code of conduct. I also understand that, if I violate the policies and procedures contained in the handbook, I will receive the appropriate consequences.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____