

Williamsburg City School



2022-2023

Student/Parent/Guardian
Handbook

Williamsburg Independent School
1000 Main Street - Williamsburg, KY 40769
Office: 606-549-6044 - Fax: 606-549-6015

www.wburg.kyschools.us

2022-2023 IMPORTANT DATES

| | |
|--|--|
| August 31 st | First Day for Students |
| September 5 th | Labor Day (No School) |
| September 9 th | Old Fashion Trading Days (Staff Workday) |
| October 28 th | End of 1st Term |
| November 2 | Fall Parent/Teacher Conference |
| November 4-8 | Fall Break |
| November 23 rd -25 th | Thanksgiving Break (No School) |
| December 19 th -Jan 2 nd | Christmas Break (No School) |
| January 16 th | Martin Luther King Day (No School) |
| January 20 th | End of 2nd Term |
| March 7 th | Spring Parent/Teacher Conference |
| March 21 st | End of 3rd Term |
| April 3 rd -7 th | Spring Break (No School) |
| May 6 th | Prom |
| May 13 th | Honor's Night |
| May 16 th | Election Day (Staff Workday) |
| May 17 th | Baccalaureate |
| May 21 st | Graduation |
| May 25 th | End of 4th Term/ Last Day for Students |
| May 26 th | Closing Day |

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

Refer to the district website for information regarding all school activities.

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Welcome from Administration

We would like to take this opportunity to welcome you to the Williamsburg Independent School District. We hope that your years of association in being a Jacket will be rewarding. Being a Jacket comes with a great tradition of excellence and a unique opportunity to spend all your years as a student with the Jacket Family.

The information compiled in this handbook was prepared with the intention of helping all students and parents/guardian understand the educational opportunities available throughout the Williamsburg Independent School District. This handbook will present to you the rights and responsibilities of the parents/guardians, students and teachers as well as the policies and procedures that will govern the Williamsburg School Independent School District. Students and parents/guardians should read this handbook carefully. It contains answers to many questions that parents/guardians and students may ask and should enable both students and parents/guardians to have a better understanding of this school.

We look forward to an exciting and productive year.

Tim Melton Superintendent of Williamsburg Independent School District

Marc Taylor Principal Williamsburg City Schools

Administration

District Administration

| | |
|---------------------------------|------------------|
| Superintendent | Tim Melton |
| Director of Instruction | Loren Connell |
| Director of Special Education | Dana Hale |
| Director of Pupil Personnel | Patrick Robinson |
| Director of Finance | Jimmy Hall |
| Director of Athletics | Jerry Herron |
| Director of Food Service | Deb Tamblin |
| District Administrative Support | Shawna Norris |

School Administration

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|-------------------------------|--------------|
| Principal | Marc Taylor |
| Secondary Dean of Students | Mike Abbott |
| Elementary Dean of Students | Steven Moses |
| Curriculum Specialist | Josh Patrick |
| School Administrative Support | Sandy Brown |

Student Support Staff

| | |
|-----------------------------|----------------|
| Secondary School Counselor | Aimee Jones |
| Elementary School Counselor | Maggie White |
| Student Advocate | Jason Smith |
| School Registrar | Crystal Rains |
| FRYSC Coordinator | Tammy Stephens |

Technology

| | |
|----------------------------------|---------------|
| District Technology Coordinator | Parker Smith |
| Assistant Technology Coordinator | Donna Douglas |

Library Media Center

| | |
|-------------------------|---------------|
| Media Center Specialist | Kassie Lowrie |
|-------------------------|---------------|

General School Information

Vision Statement

The vision of WISD is to create an environment where all students graduate college and/or career ready, where students receive personalized, on time support when needed, where parents/guardians and families are active partners in the education of their children, and where students receive quality programming both co-curricular and extracurricular to make the student a well-rounded, balanced individual, all the while maintaining the school spirit and pride that defines what WISD is all about.

Mission Statement

Our school district mission is framed around what we call our 4 Commitments. These four ideas guide all that we do and serve as the lenses through which we operate, allocate resources, and establish priorities. This can only be accomplished by working with our local stakeholders.

- School Safety
- College and Career Readiness
- Personalized Learning
- On Time Supports

Nondiscrimination Policy Statement

Students, parents/guardians and employees of the Williamsburg Independent School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disabilities in employment, educational programs, or activities as set forth in Title IX, Title VI, TITLE VII and Section 504. Any person having inquiries concerning the Williamsburg Independent School District nondiscrimination policy should contact Tim Melton, at (606) 549-6044.

Public Participation at Board Meetings

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 fifteen (15) 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.

Title I Compact/ Rights and Responsibilities

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))

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.

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.

Daily Openings

The school will open to students at 7:20 a.m. daily and will be closed to students at 3:45 p.m. Only students involved in after school detention, Save The Children after school program, or extracurricular practices will be allowed to stay beyond this time. For safety, all doors other than the main entrance doors will be locked while school is in session.

Parent/Guardian Drop Off

During the morning drop-off period, in order to facilitate school safety, parents/guardians who want to walk their children into the building are asked to walk their children only as far as the outside doors. Staff members are on duty at each entrance, at the entrances to each classroom hallway, and in the cafeteria to make sure that students get to their appropriate location. The exception to this is the first week of school. Also, if at any time, parents need to speak to an administrator or conduct some other type of business. In those cases, parents are welcome to come into the main office, sign in, get a visitor's pass and proceed. All passes for parents/visitors during the morning drop-off period will originate in the main office. No passes will be given out at the other entrances. Appointments are not necessary if parents want to meet with any member of the administration. In order to facilitate school safety and to protect instructional time, we ask that any teacher conferences be scheduled ahead of time and take place, when possible, during the teacher's planning period. Parents are encouraged to call the school and make an appointment with the child's teacher or communicate with them through email or through any other means necessary.

Parent Pick Up

Parent/guardian pickup will begin in the afternoon at 1:50 for Preschool and 2:15 for K-12 students. Parents/guardians are encouraged to enter the back parking lot if students will be picked up after school and not allow students to walk off campus to be picked up for safety reasons. Each parent/guardian must register with the main office each adult who has approval to be an authorized person for student pickup. Each authorized person will receive a QR code that must be presented to administration to pick up students. Failure to do so may result in a delay in pick up or not being able to pick students up in the parent pick up line. The administration at WISD believes that this is the safest and most efficient way to pick up your child.

Parent/Guardian Conference

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/guardians with current data and an email link to each teacher. Parents/guardians 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. Virtual meetings are also an option for meetings. 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 the specific dates

Grievances

Students and parents/guardians 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.

School/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.

Student Services

Counseling

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.

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.

School Resource Office (SRO)

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.

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.** If a student must take medication while at school, parent/guardian must bring the medication to the clinic along with the instruction form signed by the prescribing clinician. The medication must be in the original bottle with instructions on the label that match the medication sheet. Students are not allowed to possess any medication at school or on the school bus at any time. Students must have a pass from their teacher to come to the clinic for treatment or evaluation. Parents/Guardians will be notified in the event a child becomes ill or injured at school and before a visit with the Dayspring clinician occurs. It is important to have correct emergency contact information on file in the school office.

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.

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:

REACH for Excellence

R – Respect

E – Effort

A – Attitude

C – Cooperation

H – Honesty

SCHOOL BUS TRANSPORTATION

The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal and is subject to the disciplinary action provided for similar offenses within the school day. Buses are an extension of the school setting therefore; the school discipline codes are in full effect for transportation offenses. The bus driver, monitors, and/or adult supervisors are in full charge of the bus rules promptly. **Our buses are now equipped with video cameras which is an added security and supervision advantage.**

Due to the COVID-19 Pandemic, all students will be required to wear masks on the school bus. The student shall ride the school bus to which he or she is assigned to and from school each day. Due to the COVID-19 Pandemic, students will be able to ride only the bus they are assigned. There will be no bus notes this year.

Food Service

A Grab N Go Breakfast will be available for students grades K-5 from 7:20 a.m. until 8:00 a.m. in the cafeteria each morning. Middle and High school students are required to eat breakfast during the daily Breakfast Break. All students have a closed lunch period. Beginning with the elementary students, all students will be served between the hours of 10:10 a.m. and 1:15 p.m. Elementary students are brought to the cafeteria and picked up at the end of their lunch by their classroom teacher. Middle and high school students

may eat in the cafeteria or outside in the designated area. (seniors are permitted to eat in the SR Lounge). The lunch period will provide time for students in grades 6-12 to get outside for some fresh air, when appropriate, after lunch has been eaten.

A la carte items may be taken out of the cafeteria. Students are encouraged not to litter. Sign-outs during the school lunch period is not permitted unless for a doctor appointment.

Elementary school students will sit with their classes at the assigned table in the cafeteria. Students may not wander or visit other tables during the lunch period but may talk softly to people at their table until their teacher is present. Lunch accounts can be set up for each student in the bookstore.

Important Policy and Procedures for Students

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. Additionally, any student attending school virtually is expected to participate daily. This may appear as submission of work, contact or communication with the teacher, along with other activities. There is a direct relationship between poor attendance and lack of achievement.

1. 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.
2. Skipping a class is punishable by detentions, in school suspensions and out of school suspensions. It will be declared unexcused.
3. Three (3) unexcused tardies per grading period in any class will result in a detention (*for grades 6-12*).
4. Driving privileges for student drivers will be revoked for excessive unexcused tardies or absences.
5. When a particular athletic team takes an overnight trip (i.e. holiday tournament out of state), individual athletes who do not have a 90% attendance/participation rate will be prohibited from going on the trip. 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.

EXCUSED ABSENCES

1. Death or severe illness in the pupil's immediate family. (I.e. grandparent, mother, father, sibling, aunt, uncle, cousin, niece, nephew.) A maximum of two (2) days per death allowed. Extended absences must be pre-approved by the principal.
2. Illness of the student, documented by a written verification by a Doctor's Office, Dentist's Office, or Hospital certifying that the pupil was unable to attend school. (The statement must be presented within two (2) school days after the absence.) A maximum of 10 Medical Excuses per school year will be accepted. Any beyond 10 will be an automatic Unexcused Absence.
3. Students will be allowed four parental excuses per year.
4. Court summons or subpoenas.
5. Failure of bus transportation to be on schedule.
6. Driver's permit test and road examinations.
7. With written verification, clinical appointments that cannot be scheduled outside regular school hours.
8. Please note that all excuses need to be documented and turned in within two (2) days after the absence. Attendance records are permanent and closed after monthly reports are filed.

MAKEUP WORK

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

Dress Code Policy

Any clothing that when worn disrupts the educational process, will be prohibited at Williamsburg City School. 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.

This is not necessarily a complete list:

- Apparel that is disruptive to instructional processes which may be inclusive of, but not limited to: skirts/shorts/dresses/shirts/ holey jeans that are inappropriate for bending, sitting, and/or reaching. Bare midriffs, crop tops, halter tops, see through, revealing clothing, clothing which allows underwear or private areas to be exposed, and incomplete shirts (tank tops, spaghetti straps, cut out muscle shirts revealing the torso) are not permitted.
 - Additional requirements for meeting this portion of the dress code include: Wearing shirts, blouses, or tops that cover complete torso and shoulder as well as shorts, skirts, dresses, and jeans with holes that do not expose skin above the mid-thigh.
- Clothing or accessories that which by reasonable judgment is considered unsafe, dangerous, a health hazard, or poses a threat to the safety of other students which may be inclusive of, but not limited to: oversized coats/clothing apparel or accessories that impede

identification, metal on jewelry that could cause injury (i.e chains and spikes) and heely shoes is not permitted.

- Any clothing or accessories which cause a disruption to the learning environment such as: language, slogans, oriented toward violence, vandalism, sex, drugs, alcohol, tobacco, vaping, and/or degrading to any persons and/or groups, will not be permitted.
- Clothing that resembles sleepwear other than on approved days is not permitted.
- Hats, head covers (including hoods), bandanas, toboggans, and/or sunglasses are not to be worn inside the building unless permitted during designated days.

Possible courses of action:

- The student may adapt the clothing to meet the school’s standard.
- The student may be required to change clothing at school into clothing provided by the school or an alternate source.
- Students may be isolated from the general population until such time that the student complies or parent arrives to assist with the situation.
- Regular discipline measures may apply if the infraction doesn’t resolve itself or if the situation escalates.

Cell Phone Policy

- Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-all’s. Such devices include, but are not limited to, wearable technology such as watches and earbuds that have the capability to record, live stream, or interact with wireless technology; cell phones; personal laptops, and tablets.
- Students may access and use personal communication devices under the certain conditions
 - Before the school day begins at 8:00am.
 - During the students assigned lunch period inside of the cafeteria.
 - After the school day is over at 3:00pm.
 - With the permission and supervision of a teacher in the classroom.
- The use of any personal communication device for the purpose of videoing or taking photographs is strictly prohibited at all times on the property of Williamsburg Independent School District.
- Disciplinary steps for students in violation of the policy are included in the Disciplinary Procedures section of the Student Handbook.
- At any time this policy could be amended due to rampant non-compliance by students.

- The Williamsburg Independent School District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Use of School Owned Technology Devices Policy

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. These permission forms will be distributed at the beginning of the school year.

Non-Resident Students Policy

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. Nonresident 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 ending of a semester.

Outside Food Policy

The delivery of food to school for individual students is forbidden. Bringing fast food into the building for lunch is prohibited. The cafeteria works on a "no charge policy." A student signing in after 8 a.m. should not bring drinks or food into the building. Sharing of food and drinks is discouraged due to the COVID 19-virus. Food for parties will need prior approval through the classroom teacher and be brought in through the main office.

Sign-Out Procedures

We recognize the need for students to leave school at times during the school day.

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 a student must sign out during class, the teacher shall be presented a note from the office confirming permission and giving the time he/she may leave class.

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.

18-year-old sign out procedures

Students eighteen (18) years or older may check themselves out; however, the absence may be excused or unexcused as determined by the building principal or designee. An unexcused check out may result in a consequence under the Discipline Procedures for absence without leave (AWOL) or other applicable offenses as determined by the building principal. An administrator from Principal's office will notify parent/guardian that the student checked out and did not return with an excused note. Disciplinary action could result in loss of driving privileges at the discretion of the administration and suspension in AIMS for leaving school grounds if the appropriate documentation is not provided.

Athletic Eligibility Policy

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.

School Dance Policy

Elementary and/or middle school dances (including 8th grade Formal) may only be attended by WISD students. Students must meet attendance and behavior requirements in order to be eligible to attend the event.

Prom Policy

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. Guests must adhere to WHS dress code and PBIS expectations. Failure to do so could result in guests being denied entry or being removed immediately with admission fee not being returned.

Field Trip Policy

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 detentions, 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 Policy

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 Policy

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.

Students walking after school

Students in 6th grade and above may walk off campus after school to their home. Walking permission needs to be indicated and signed by parents on the transportation form. Students that are permitted to walk home pick their younger siblings up in the gym and walk home with them. Students walking must be registered in the SMT program and have a QR code to present for sign out. Sign out for walkers will be at the door leading out to Main Street towards the Quik Shop. Failure to sign out at that point will result in discipline action consistent with absence without leave (AWOL).

Peanut/Tree Nut Free Policy

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

BETA Club Policy

To be inducted into the Williamsburg High School chapter of the National BETA club students must meet the following requirements:

- Students must be grades 10-12 who are in good standing with a minimum GPA of 3.25.
- A GPA of 3.25 must be maintained to continue in the BETA club.
- For 9th grade students
 - A 9th grade student can be inducted into the National BETA club at the conclusion of the 2nd semester.

- To be inducted students must have a cumulative grade point of 3.25.
- During the last 12 weeks of school, BETA club seniors are permitted to sign out from school during lunch, contingent on specific academic and non-academic guidelines which those students agree to through the use of a contract. The students must return to school before the end of their designated lunch period and cannot bring any food back to school. If students are late or do not abide by the guidelines set forth for them in the contract, then this privilege may be revoked. At any time, the principal may deem it appropriate that this practice be temporarily suspended for some or all students who qualify due to student safety or other appropriate circumstances, as determined by the principal. Furthermore, students that participate must have at least a 90% attendance rate to participate initially and must maintain that attendance rate during these 12 weeks.

Tobacco and Vaping Products Policy

Possession of or use of tobacco or any vaping product 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. In addition, the possession or use of tobacco or alternative/vaping product 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.

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 Beverage/Illegal Narcotics Policy

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. 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 search 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 contacted.

Authorities 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.

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. 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.

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 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

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

Parking/Automobile Use Policy

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.

Valuables

The school cannot be responsible for stolen or misplaced articles. Do not bring personal items/money into the school building. Due to COVID-19, students keep their personal items in a backpack and he/she is asked to take all their personal items home daily.

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> |
|--|--|
| 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 with teacher managed intervention. ● Step 2- Teacher-call to parent. ● Step 3- Referral to Guidance counselor with assigned Lunch Detention. ● Step 4- Administration referral- One Day AIMS- Parent contact by admin. Request a parent meeting. ● Step 5- Administration referral- Two Day AIMS- Parent contact by admin ● Step 6- Administration referral- Three Day AIMS-Parent contact by admin ● Step 7- 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> |
|---|---|
| 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. | On 3rd event teacher does administration referral <ul style="list-style-type: none"> ● 1st referral-1 day AIMS ● 2nd referral-2 days AIMS ● 3rd (and continued) referral-- 3 days AIMS |

| | |
|--|---|
| Teachers should not send students to the office for a tardy to class documentation. | |
| 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. | Tardies to school will be tracked by the office. Once a student reaches 3 unexcused events the following interventions plus possible truancy filing. <ul style="list-style-type: none"> ● 1st referral- 1 day AIMS ● 2nd referral- 2 days AIMS ● 3rd referral- 3 days AIMS |
| Absence from class without leave (on or off campus) | <ul style="list-style-type: none"> ● 1st event- 2 days AIMS ● 2nd (and continued) event- 3 days AIMS |
| Dress code violations | <ul style="list-style-type: none"> ● 1st offense- allowed correction through use of FRYSC or parent assistance ● 2nd (and continued) offense- AIMS 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 a 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"> ● Step 1- collected by teacher and can be returned to student by teacher at end of the day, Lunch detention, Document in IC ● Step 2- Collected by teacher and given to administration. Returned to parent, 1 day after school detention, Document in IC |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Step 3- collected by the teacher and given to administration. Returned to parent, 1 day of AIMS, Document in IC. • Step 4- collected by teacher and given to administration, Returned to parent, 2 days of AIMS, student must surrender cell phone for next 10 days in front office. |
| Taking videos and pictures in the building without consent of administration | <ul style="list-style-type: none"> • Phone will be confiscated and content searched. • Possible referral to SRO • Students must surrender their phones for 10 days in the front office. • Possible revocation of any cell phone privileges. |
| Violation of AUP including Chromebook violations | <ul style="list-style-type: none"> • 1st offense- 1 day AIMS • 2nd offense- 2 days AIMS 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 |

School Level 1 – Acts against persons or property whose consequences indirectly endanger the health of student or safety of others in the school and can be handled by the disciplinary response by administration in the school.

| Behavior | School Response |
|---|--|
| Fighting | <ul style="list-style-type: none"> • 3 Days Out of School Suspension (OSS) • Possible SRO referral for investigation |
| Tobacco (and paraphernalia) possession and usage including vape and vape paraphernalia. | <ul style="list-style-type: none"> • 1st offense: 1 day of AIMS to include tobacco cessation program • 2nd offense: 1 day OSS • 3rd offense: 3 days OSS plus Parents attend Board of Ed hearing and possible court proceedings and change of educational services • Referral to SRO for each offense to receive possible citation. |

| | |
|------------------------------------|---|
| Public Display of Affection PDA | <ul style="list-style-type: none"> • 1st offense: official warning to include communication with student(s). This can be done by teacher or administration. • 2nd (and continued) offense: 1 day AIMS |
| Harassment/Discrimination | <ul style="list-style-type: none"> • 1st offense: Contact made with student and parent to cease and desist actions. Possible referral to SRO and 1 Day of AIMS • 2nd offense (and further offense):: Contact made with student and parent. Possible referral to SRO or other law enforcement. 2 days of AIMS. Possible change of educational placement. |
| Bullying to include cyberbullying | <ul style="list-style-type: none"> • 1st offense- administration conference with a person accused to explain the situation and ask for behavior to cease. Parent contact made by administration. • 2nd offense- verified by administration that bullying was confirmed. Two Day AIMS and referral to counselor for assessment. Possible Referral to SRO. • 3rd offense- verified by administration. OSS and possible referral to SRO or Court Designated Worker. |

School Level 2 – Acts against a person(s) or property which may indirectly endanger the health or safety of others but require notification of appropriate law enforcement authorities, and result in the student’s immediate removal from school.

| Behavior | School Response |
|--|--|
| <ul style="list-style-type: none"> • arson, the intentional setting of fire; • assault resulting in significant physical injury to a person or written physical threat to life or violence directed towards persons; • sale, exchanging, possession of related drug paraphernalia and/or possession or under the influence of alcohol or drugs or | <p>All offenses</p> <ul style="list-style-type: none"> • Referral to SRO or Law Enforcement • Contact by administration to parents • Out of School Suspension • Possible Referral for Hearing before Board of Education |

| | |
|--|--|
| <p>any substance purported to be alcohol or drugs or synthetic compound/substance;</p> <ul style="list-style-type: none"> ● unlawful interference with school personnel by force or violence; ● Sexual offenses ● Threatening, extortion, blackmail, or coercing a student ● possession, use or transfer of dangerous weapons to include knife, gun or any item that can be deemed as dangerous weapon by law enforcement ● Threats to school using weapons such as guns or bombs ● Any other offense that would violate a KRS and would be considered criminal in nature. | |
|--|--|

Instruction and Curriculum

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

| | |
|-------------|-------------------------|
| 8:00-8:45 | First Period |
| 8:45-8:55 | Breakfast Break |
| 8:55-9:40 | Second Period |
| 9:45-10:30 | Third Period |
| 10:35-11:20 | Fourth Period |
| 11:25-12:10 | Fifth Period (Elective) |
| 12:10-12:30 | Lunch |
| 12:35-1:20 | Sixth Period (Elective) |
| 1:25-2:10 | Seventh Period |
| 2:15-3:00 | Eighth Period |

HIGH SCHOOL (9-12) SCHEDULE

| | |
|-------------|-----------------|
| 8:00-8:50 | First Period |
| 8:50-9:00 | Breakfast Break |
| 9:05-9:50 | Second Period |
| 9:55-10:25 | STING |
| 10:30-11:15 | Third Period |
| 11:20-12:05 | Fourth Period |
| 12:05- 1:20 | Fifth Period |
| 12:35-12:55 | Lunch Period 1 |
| 1:00-1:20 | Lunch Period 2 |
| 1:25-2:10 | 6th period |
| 2:15-3:00 | 7th period |

2022–2023 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.

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 all grade levels. 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.

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.

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 of 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.

WHS Dual Credit Policy

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. 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 effective with the 2015-16 school year.

Edited – 7/20/15

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: 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. 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 cancelled.
 - 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.
10. I give permission for the grades of the student below to be released from the University of the Cumberland to Williamsburg Independent High School.

Students 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 2022-23 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: _____