

# Williamsburg City School



2020-2021

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](http://www.wburg.kyschools.us)

## **2020-2021 STUDENT/ PARENT/GUARDIAN HANDBOOK**

September 8	First Day for Students
October 13	Fall Parent/Teacher Conference
October 14	Last Day of the First Six Weeks
October 15-16	Fall Break (No School)
November 3	Election Day (No School/Teacher Workday)
November 24	Last Day of the Second Six Weeks
November 25-27	Thanksgiving Break (No School)
December 18	½ Day of School
December 21-Jan 1	Christmas Break (No School)
January 4	Return from Break
January 15	Last Day of the Third Six Weeks
January 18	Martin Luther King Day (No School)
February 24	Last Day of the Fourth Six Weeks
March 4	Spring Parent/Teacher Conference
April 2	Last Day of the Fifth Six Weeks
April 5-9	Spring Break (No School)
May 15	Honor's Night
May 16	Baccalaureate
May 18	Election Day (No School/Teacher Workday)
May 21	Last Day for Students
May 23	Graduation

### **May 6-12 - (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**

Due to the COVID-19 Pandemic, all visitors are required to wear a mask upon entering the building. Staff and students (with the exception of Preschool and Kindergarten) will also wear masks when a distance of 6 feet apart cannot be maintained.

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.

## **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 Secondary Grades 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 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 discipline plan.
- Encourage student attendance and punctuality.

## **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.

### **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.

### **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, 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 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.

### **2020-2021 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 (4-6) SCHEDULE**

7:40-8:00	Breakfast
8:00-8:55	First Period
9:00-9:50	Second Period
9:55-10:45	Third Period
10:50-11:40	Fourth Period
11:40-12:00	Lunch (4th/5th Grade)/Recess (6th Grade)
12:00-12:20	Recess (4th/5th Grade)/Lunch (6th Grade)
12:20-1:10	Fifth Period
1:15-2:05	Sixth Period
2:10-3:00	Seventh Period

### **MIDDLE SCHOOL (7-8) SCHEDULE**

7:40-8:00	Breakfast
8:00-9:15	First Period & Advisory
9:30-10:40	Second Period
10:50-12:05	Third Period
12:05-12:25	Lunch
12:30-1:40	Fourth Period
1:55-3:05	Fifth Period

### **HIGH SCHOOL (9-12) SCHEDULE**

8:00-9:30	First Period
9:30-9:45	Breakfast

9:55-11:25            Second Period

11:35-1:05            Third Period & Lunch

1:35-3:05             Fourth Period

### **DAILY OPENING/ CLOSING OF THE SCHOOL BUILDING**

The school will open to students at 7:30 a.m. daily and will be closed to students at 3:45 p.m. Only students involved in d-Hall, 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-OFFS**

Due to the COVID-19 Pandemic, students will enter the building wearing a mask (with the exception of preschool and kindergarten students). Staff on duty at the entrances will check each students' temperatures as the student enters the building. Student's temperature will be checked and questions will be asked about the student's health. After the screening, students will then go to their rooms. Also, 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.

During the morning drop-off period, in order to facilitate school safety, preschool parents/guardians are required to walk their student to the outside door of his/her room.

### **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, students' temperatures will be checked before they load the bus each morning. Parents/Guardians should remain with their student until this is done at the bus stop in the event your student is found to have a fever.

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. Due to COVID-19, any changes to transportation must be provided by the parent/guardian.

### **CAFETERIA**

Lunch and breakfast will be served in the classrooms. Sign-outs during the school lunch period is not permitted unless for a doctor appointment. The only exception is those students in 12<sup>th</sup> grade who are members of the BETA Club. During the last 12 weeks of school, these students 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 or participation rate to participate initially and must maintain that attendance rate during these 12 weeks.

### **BREAKFAST AND LUNCH PERIODS**

Preschool students will eat breakfast and lunch in their respective classrooms. Breakfast is served for students grades K-8 will be served in the classroom from 7:40 am until 8:00 am. High school students eat breakfast during the daily Breakfast Break at 9:30 am.

All students have a closed lunch period. Beginning with the elementary students, all students will be served between the hours of 10:20 a.m. and 1:00 p.m.

### **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.

### **DELIVERY OF FOOD TO SCHOOL**

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.”

### **BRINGING FOOD IN THE BUILDING**

Due to COVID-19, a student signing in should not bring drinks or food into the building. Sharing of food and drinks is discouraged due to the virus. Due to COVID-19, there will be no food for parties brought into the school this year.

### **CELL PHONES/OTHER ELECTRONIC DEVICES**

Upon entering Williamsburg City School, telecommunication devices will be powered off and out of sight until the end of the school day. All personal phone calls must be made through the main office or in classrooms with teacher supervision on school phones. Electronic media devices include but are not limited to cell phones, iPods, tablets, Nooks, handheld games devices, earbuds, smart watches, etc. Laptops/Chromebooks are permitted under teacher supervision for classroom instruction. **The District shall not be responsible for loss, theft or destruction of devices brought onto school property.**

See below for disciplinary actions

### **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. These permission forms will be distributed at the beginning of the school year and are also located on the online registration portion of the Infinite Campus Parent Portal.

### **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.

### **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 the 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. 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.

### **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 ending of a semester.

### **WILLIAMSBURG INDEPENDENT SCHOOL DISTRICT** **ATTENDANCE/PARTICIPATION 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.

Students who will be attending school virtually may opt-in to in-seat instruction at the beginning of a 6-week grading period. These dates are : October 19th, November 30th, January 19th, February 25th and April 12th.

1. Violation of the compulsory school attendance laws will be handled by the Director of Pupil Personnel.
2. Skipping a class is punishable by detentions, in school suspensions and out of school suspensions. No work is to be made up for this class absence as well. It will be declared unexcused.
3. Three (3) unexcused tardies per grading period in any class will result in a detention (*for grades 5-12*).

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.

### **MAKEUP WORK**

In-seat students that miss school will be required to participate digitally on days that they are not in school. Students are expected to submit assignments daily and there is no need for make-up work due to COVID-19..

### **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 when you arrive at the school. School personnel will bring your child(ren) out to your car. Please present proper identification to the school staff when your child(ren) arrive at your vehicle.

#### **Preschool-6th 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.

#### **7th-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.

### **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). Guests must adhere to WHS dress code and PBIS expectations or 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) students not passing four of their six classes weekly will not be allowed to go on field trips; 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 requirement. 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.

### **2020 – 2021 GRADE PLACEMENT REQUIREMENTS**

Sophomores 5 Carnegie Units

Juniors 11 Carnegie Units

Seniors 17 Carnegie Units

To Graduate \*24 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 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.

### **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 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**

Staff and students (with the exception of Preschool/Kindergarten and those with documented medical exemptions) will also wear masks when a distance of 6 feet apart cannot be maintained. Students who refuse to adhere by this policy will be ***required*** to utilize the digital learning plan. 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. Wearing hats is not permitted. The only exception to this prohibition of hats is those times during special school spirit events where hats are allowed. Students will be informed in advance by the principal or deans if hats are allowed on those individual days. Otherwise, hats are not to be worn, and if brought, need to stay in students' backpacks. Any hats seen will be confiscated by a staff member and will be given back at the end of the day.

#### **Possible courses of action:**

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

***The following is a list of prohibited clothing items. These items will be collected by the staff and can be picked up by parents only.***

#### **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. Chains of any kind. Spikes on necklaces, bracelets, etc...accessories that commonly double as weapons will not be worn or carried (i.e. chains of wallets).
9. Colors or symbols intended to represent an organized group.
10. No *Heelies* /skate shoes allowed.
11. 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**

#### **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.

### **PROHIBITION**

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

### **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:

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

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 of tardy to school to enter class.	Tardies to school will be tracked by the office. Once a student reaches 3 unexcused events they are referred to DPP for truancy intervention.
Absence from class without leave (on or off campus)	<ul style="list-style-type: none"> <li>● 1st event- 2 days AIMS</li> <li>● 2nd (and continued) event- 3 days AIMS</li> </ul>
Dress code violations	<ul style="list-style-type: none"> <li>● 1st offense- allowed correction through use of FRYSC or parent assistance</li> <li>● 2nd (and continued) offense- ASD along with correction of clothing</li> </ul>

**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.

<b><u>Behavior</u></b>	<b><u>School Response</u></b>
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Use or visible possession of cell phone during school hours	<ul style="list-style-type: none"> <li>● Teacher take possession of phone</li> <li>● 1 day of ASD per incident</li> </ul>
Violation of AUP including Chromebook violations	<ul style="list-style-type: none"> <li>● 1st offense- 1 day ASD</li> <li>● 2nd offense- 2 day ASD with restricted use unless directed by a teacher.</li> <li>● 3rd offense- revocation of computer privileges</li> <li>● 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</li> </ul>

### **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 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 an 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 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 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.

See the discipline procedures above.

### **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. In promoting the process of education and protecting the health and welfare of pupils, a search of school property or personal belonging 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 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.

### **SCHOOL RESOURCE OFFICER**

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

### **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 NO-NIT policy:

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 D: WISD Dual Credit Policy**

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: 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](http://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. 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.

StudesSignature: \_\_\_\_\_ 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, detach it, and return it to school.**

I have received and read my copy of the 2020-2021 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: \_\_\_\_\_