



**2024-2025**

**WILLIAMSBURG  
CITY SCHOOL**

**STUDENT  
HANDBOOK**



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## **SUPERINTENDENT MESSAGE**

Welcome to the 2024-2025 school year at Williamsburg Independent Schools. As the superintendent of Williamsburg Independent Schools, I commit to creating a vibrant learning culture where the diverse needs of all types of learners are a priority. I believe in endless possibilities, where every student is seen, heard, and empowered to flourish. I dream of a learning community that transcends boundaries, celebrates success, and inspires everyone to reach their highest potential. My vision extends beyond the confines of traditional education. While I am superintendent, I will always embrace innovation and creativity because they are catalysts for transformative change. I aspire to cultivate a future where each student emerges as a confident learner equipped with the grit to overcome any obstacle, a deep desire to grow, and a heart of gratitude. I believe that every Williamsburg graduate will make a positive impact on the world.

Tabetha Housekeeper, Superintendent Williamsburg Independent School District

## **PRINCIPAL MESSAGE**

The information compiled in this handbook was prepared with the intention of presenting all students, parents, and guardians with their rights and responsibilities and the policies and procedures of the Williamsburg Independent School District. Please read this handbook carefully. It contains answers to many questions that you may have.

We look forward to an exciting and productive year.

Ashley Partin, Principal Williamsburg City Schools

## **ADMINISTRATION**

<b><u>District Administration</u></b>	
Superintendent	Tabetha Housekeeper
Assistant Superintendent	Marc Taylor
Director of Special Ed/Preschool	Dana Hale
Director of Pupil Personnel	Bryan Berta
Finance Officer	Dalton Sizemore
Director of HR/Payroll Mgmt	Kari Hamblin

<b><u>District Support Staff</u></b>	
Director of Athletics	Jerry Herron
Director of Food Service	Dina Davis
Director of Facilities	Mike Abbott
Director of Transportation	Scott Hamblin
District Administrative Assistant DPP	Renee Croley
District Administrative Assistant DOSE	Chandal Chinn
Accounts Payable Clerk	Jamie Kirk

<b><u>School Administration</u></b>	
Principal	Ashley Partin
Assistant Principal-High School	Andrea Winchester
Assistant Principal-Middle School	Bradley Miller
Assistant-Principal Elementary	Steven Moses

<b><u>School Support Staff</u></b>	
Secondary School Counselor	Aimee Jones
Elementary School Counselor	Maggie White
Teaching and Learning Coach	Michael Dow
Teaching and Learning Coach	Alicia Whitworth
Student Advocate	Jason Smith
Front Office Secretary	Amanda Abbott
School Registrar	Shadava Price
School Treasurer	Michelle King
FRYSC Coordinator	Tammy Stephens
FRYSC Ast. Coordinator	Kristy Shelley

<b><u>Technology</u></b>	
Director of Innovative Learning	Josh Patrick
Network Specialist	Grant Henderson
School Technology Coordinator	Donna Douglas
<b><u>Library Media Center</u></b>	
Media Specialist	Kassie Lowrie

## **GENERAL SCHOOL INFORMATION**

### **VISION STATEMENT**

Members of the Jacket Family will work to build positive relationships, to provide vibrant, meaningful experiences that build lifelong learners. 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, where parents/guardians and families are active partners in their students' educational process, and where students receive quality experiences in both co-curricular and extracurricular programs. Our vision is to ensure that all students in Williamsburg City School will be well-rounded, balanced individuals, while maintaining the school spirit and pride that defines what WISD is all about.

### **MISSION STATEMENT**

Our school's mission is to prepare and motivate our students by instilling in them the knowledge, critical thinking skills, and character necessary to thrive in today's world. WISD strives to provide a nurturing environment that fosters positive relationships, growth mindset, engagement, accountability, communication, and Jacket pride and passion.

### **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 nondiscrimination policy should contact Tabetha Housekeeper, 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/ RIGHT 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 Professional Code of Ethics.
- Enforce the school in-person or virtual discipline plan.
- Encourage student attendance and punctuality.

## **SPECIAL EDUCATION STATEMENT**

The goal of WISD is to ensure that all children with disabilities have available to them an appropriate free public education that emphasizes special education and related services designed to meet their unique needs while preparing them for employment and independent living. A Special Education Due Process File for each student will be kept. Students (once 18) or guardians can request records for that year until July 15th. These files will be destroyed 5 years from the date the student no longer receives special education and related services. It is noted that the student or parent/guardian may need portions of these records for future services or benefits. The school will keep a permanent record of the student's name, grades, classes attended, grade level completed, and year graduated.

## **VISITORS ON CAMPUS**

Visitors will be asked to present an ID and state his or her purpose of business at the school. Because we want teachers and students to be actively engaged in learning, all visitors are expected to leave promptly when their business is completed.

## **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 activities will be allowed to stay beyond this time. For safety, all doors are to remain shut and locked at all times.

## **PARENT/GUARDIAN DROP OFF**

During the morning drop-off period, to facilitate school safety, the following will take place.

- 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, in each 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.
- If at any time you need to speak to an administrator or other personnel, you will enter the main office and follow the visitor's procedure.
- To facilitate school safety and to protect instructional time, we ask that any teacher conferences be scheduled ahead of time, via email or phone call, and take place, when possible, during the teacher's planning period.

## **PARENT/GUARDIAN PICK UP**

- Parent/guardian pickup will begin in the afternoon at 2pm for Preschool and 3pm for K-12 students.
- For safety reasons, parents/guardians will enter the back parking lot if students will be picked up after school.
- Any adult who will be an authorized person for student pickup must register with the main office.
- 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 you with current data and an email link to each teacher. You may make appointments for conferences with staff members by emailing or telephoning the school office at 549-6044. 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 semesters.

## **GRIEVANCES**

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

1. Teacher
2. Assistant Principal
3. Principal
4. Superintendent
5. Board

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

## **STUDENT SERVICES**

### **COUNSELING**

- If possible, visits must be scheduled
- Can help with personal guidance
- Can discuss any concerns involving home, school, or social
- Can give information on grades, tutoring, and testing programs
- Gives guidance on college applications and FAFSA

### **STUDENT ADVOCATE**

- Social worker
- Works directly with school staff to help ensure the welfare of students
- Can assist with mental health, behavioral, and academic concerns
- Will help with positive behavioral and classroom support
- Will be an advocate for students with teachers, parents, and administrators.

### **SCHOOL RESOURCE OFFICER (SRO)**

- Partnership with the City of Williamsburg and the Williamsburg Police Department
- 2 full time officers on campus
- Works directly with schools staff to help ensure the safety of students and staff
- Will assist in the delivery of instruction on a guest lecture basis covering a variety of subject area across all grade levels

### **DAYSRING CLINIC**

#### **● SERVICES**

- Staffed with a registered nurse, licensed practical nurse, and a physician assistant or nurse practitioner
- Provides preventative treatment and acute care as needed during school
- Offers vaccines, screenings, and labs
- Can test for strep, flu, covid, etc.

#### **● CONSENT**

- Transfer of care or change of PCP on insurance is NOT needed
- Dayspring Health consent form must be signed and on file for services to be provided

#### **● STUDENT MEDICATION WHILE AT SCHOOL**

- Medication must be brought to the clinic along with an instruction form signed by the prescribing doctor.
- 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 bus
- Parents/guardians will be notified if their child becomes ill or injured at school
- Correct emergency contact information on file in the school office

## **FAMILY RESOURCE / YOUTH SERVICES CENTER WILLIAMSBURG INDEPENDENT FRYSC**

- Located in the main school building
- Serves as both a resource and referral center
- Goal: To provide assistance to students and/or their families with a focus on removing non-cognitive barriers to student success.

### **SERVICES PROVIDED**

- Coordination of resources for families in crisis
- Health screenings
- Drug and alcohol abuse prevention activities
- Student recreation opportunities
- Career education and health education
- Referrals for transportation to medical appointments
- Emergency food assistance
- School supplies
- For more information on these programs call the Family Resource Center at (606)549-6044.

**\*\*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 all students. It focuses on the “whole child.” MTSS supports academic growth and achievement, behavior, social and emotional needs, and attendance. Through implementing MTSS, WISD will be able to make strides to ensure all students are successful. All members of the Jacket Family will be expected to exhibit the following behaviors:

### **REACH FOR EXCELLENCE**

**R – Respect**

**E – Engagement**

**A – Accountability**

**C – Character**

**H – Hard Work**

### **MTSS INTERVENTIONS & REWARD SYSTEMS**

Under the MTSS system, students will receive MTSS interventions and rewards. Rewards may be given on an individual, classroom, or school wide basis. Students may receive awards for academics, attendance, or meeting/exceeding behavior expectations.

## SCHOOL BUS TRANSPORTATION

The privilege of any pupil to ride a school bus is contingent upon their good behavior and observance of the rules and regulations. Any pupil who violates these rules or regulations will be reported to the principal and is subject to disciplinary action. 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.**

## Food Service

- Preschool – Sit down breakfast in the cafeteria 8:00 am until 8:30 am
- K-5 Students – Sit down for breakfast in the cafeteria from 7:30 am until 7:50 am  
– Grab N Go Breakfast in the cafeteria from 7:50 am until 8:00 am
- MS / HS Students – Sit down breakfast in the cafeteria during their scheduled breakfast times
- Beginning with the elementary students, all students will be served lunch between the hours of 10:10 am and 1:20 pm.
- Elementary school students will sit with their classes at the assigned table in the cafeteria.
- Middle and high school students may eat in the cafeteria or outside in the designated area.
- Sign-outs during the school lunch period are not permitted unless for a doctor appointment.
- No outside food or drinks will be permitted unless brought from home in an appropriate lunch container.
- Expectations for the Cafeteria:
  - Be polite to cafeteria staff and others
  - Pay for all extra items you take
  - Use your own lunch number
  - Maintain your place in the lunch line
  - Stand in an orderly manner
  - Use proper manners
  - Speak courteously to all staff and peers
  - Ensure that you and others around you clean up your area, including items that may have been dropped on the floor

## Library Information

- Open from 7:45 am until 3:00 pm
- You may visit before or after class times, with your teacher during class library visits, or with a valid pass from your teacher during instructional hours
- Failure to follow proper procedures or improper conduct may result in loss of library privileges
- Books and other technology are available for students to check out. There is a two-week check-out period before books become overdue
- Lost or damaged materials must be paid for by the student who signed them out

# Important Policy and Procedures for Students

## STUDENT ATTENDANCE POLICY (Including Time for Time Policy)

### Absences and Excuses:

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

### Truancy Defined:

- Any student who has attained the age of six (6) but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant.
- Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.
- For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

### Chronic Absenteeism Defined:

- For the purposes of attendance, any student who has missed 10% or more of the current student calendar *to date* (regardless of whether absences are excused or unexcused), will be considered chronically absent based on KRS 159.150. **Based on this statute, there is no distinction between excused and unexcused absences.**
- Students will be released from the "Chronically Absent" designation when they have made up enough time to reduce their absences below 10% of the current calendar days school has been in session.
- See Make-Up Time below for specifics on how make-up time will be administered.
- The building Principal, Assistant Principal, or Director of Pupil Personnel has the discretion to allow for adjustment of this policy based on extenuating circumstances.

### Make-Up Time Defined/Rationale:

- The staff at Williamsburg Independent Schools believe there is no better way to educate children than doing so with students in an in-person setting. Additionally, it is understood that students are deprived of valuable learning opportunities when they miss an exorbitant amount of classroom time. The make-up time schedule has been developed to allow your child to regain content/material they

may have missed due to excessive absenteeism. **In the event a student becomes chronically absent, he/she shall be required to attend additional class time during the next scheduled make-up period. Those periods will include, but not limited to: Fall Break, Christmas Break, Spring Break, Summer Break, Saturday School, or After School.** Principals and Assistant Principals, at their discretion, may adjust assignments of make-up time for extenuating circumstances. School administrators will be responsible for making the assignments of the make-up session(s) available for each student.

- Students in grades (K-8) who do not make up their required time will not be promoted to the next grade level.
- Students in grades (9-11) who do not make up their required time will not be granted the credits for the courses they have taken.
- Students who are in the 12<sup>th</sup> grade, may not receive their final credits and risk not graduating on time.

## **ABSENCE VERIFICATION/NOTES**

**Written verification is required upon the student's return to school.** Excessive absenteeism (6 or more unexcused absences) could result in a court referral and/or a failing grade for the class or classes for the year.

**All absence events will be considered to be unexcused until proper documentation is provided to the school. These notes must be turned in within two (2) days after the absence is concluded. If the note or documentation is not received within this time frame; the absence event will remain unexcused. Absent events include tardies for the purpose of this policy.**

- **Parent Notes:** A student returning to school after an absence must bring in a note within two (2) days signed by his/her parents/guardian. **Six (6) parent/guardian notes are accepted for the entire school year.**
- **Health Care Provider Notes:** A student returning to school who was absent due to illness (and goes to the doctor) shall within two (2) days of the return to school, present the provider's statement. **School administration will accept up to six (6) doctor's excuses for the entire school year.** Any absent event due to illness more than six (6) days using a health care provider's note will require the presentation of the Medical Excuse Form before the absence will be excused. **After six (6) absences in which health care provider excuses are used,** the parent/guardian will have to bring in the Medical Excuse Form for the student to use additional health care provider notes. The MEF (Medical Excuse Form) is available at the front office of the school, from the Director of Pupil Personnel, or the district website. In addition to the MEF, the parent/guardian will be required to meet with school administration and the district Director of Pupil Personnel in person to complete an attendance review conference.
- **NOTE: ALL PARENT OR HEALTH CARE PROVIDER NOTES MUST BE TURNED INTO THE SCHOOL WITHIN TWO (2) DAYS OF THE STUDENTS' RETURN TO SCHOOL.**



- **NOTE: ANY AND ALL OF YOUR 6 PARENT NOTES CAN BE SUBSTITUTED FOR A HEALTH CARE PROVIDER NOTE. HEALTH CARE NOTES CANNOT BE SUBSTITUTED FOR PARENT NOTES.**
- **NOTE: WISD WILL EXCUSE UP TO 12 ABSENT DAYS. ANYTHING OVER THE 10% ABSENTEEISM RATE IS MANDATORY FOR MAKE-UP TIME.**

## PRINCIPAL'S RESPONSIBILITY

Questions about the application of this policy should be directed to the Principal or District Director of Pupil Personnel.

### REFERENCES

<sup>1</sup>[702 KAR 007:125](#)

<sup>2</sup>[KRS 159.035](#)

[KRS 36.396](#); [KRS 38.470](#); [KRS 40.366](#)

[KRS 158.070](#); [KRS 158.183](#); [KRS 158.293](#); [KRS 158.294](#)

[KRS 159.140](#); [KRS 159.150](#); [KRS 159.180](#)

[OAG 76566](#); [OAG 7968](#); [OAG 79539](#); [OAG 9179](#); [OAG 96-28](#)

### RELATED POLICIES:

09.111; 09.122; 09.4281

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: July 2024

Order #:

## EXCUSED ABSENCES

- An excused absence or tardiness is once for which work may be made up, such as:
  1. Death or severe illness in the pupil's immediate family;
  2. Illness of the pupil, including mental or behavioral health, documented with written verification certifying that the pupil was unable to attend school by a physician. The physician's documentation must be presented no later than two (2) days after the return to school;
  3. Court summonses or subpoenas;
  4. Failure of bus transportation to make its scheduled run;
  5. Driver's permit tests and road examinations;
  6. Religious holidays and practices;
  7. Participation in school-related activities approved by the principal;
  8. One (1) day for attendance at the Kentucky State Fair;
  9. Documented military leave;
  10. One (1) day prior to departure of parent/guardian called to active military duty;
  11. One (1) day upon the return of parent/guardian from active military duty;
  12. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on military duty stationed outside of the country, is granted rest and recuperation leave;
  13. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
  14. Students participating in any of the page programs of the General Assembly;<sup>2</sup> or
  15. Other valid reasons as determined by the Principal or the Appeals Committee, including trips qualifying as educational enhancement opportunities.
    - a. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the

Principal to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language, and the Arts.

- b. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Director of Pupil Personnel whose decision may then be appealed to the Board under its grievance policy and procedures.
  - c. Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.
- Parents anticipating a student's extended absence are requested to contact the school for a conference.
  - Students who are too ill to attend school during a school day should not come to practice for extracurricular activities or participate in extracurricular competitions after school.

## UNEXCUSED ABSENCES

All other absences shall be considered unexcused. In almost all instances, daily work may not be made up for unexcused absences.

## NOTIFICATION

- Parents will be notified by letter, phone call, or visit when their student has accumulated three (3) unexcused absences.
- After six (6) unexcused absences, parents will be notified by letter.
- After seven (7) unexcused absences, the student may be referred to the Director of Pupil Personnel.

## SUSPENSION

- Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.
- Long-term projects assigned during the suspension and due at a later date shall be accepted.
- Work assigned and due during suspension shall not be accepted.

## TARDINESS

- This policy shall be used to address the tardiness when an individual has obtained enough tardies to meet the criteria of habitual truant in accordance with [KRS 159.150](#).
- Three (3) unexcused tardies will add up to one (1) day of unexcused absence.

## DRESS CODE

Any clothing that when worn disrupts the educational process, will be prohibited at Williamsburg City School. **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 (spaghetti straps/ cut out muscle shirts revealing the torso) are not permitted.
  - All tops (t-shirts, sweatshirts, blouses, etc...) cannot completely cover bottoms such as shorts.
- Clothing or accessories considered unsafe, dangerous, a health hazard, or that pose a threat to the safety of other students is not permitted.
- Clothing that exhibits inappropriate language, slogans oriented toward violence, vandalism, sex, drugs, alcohol, tobacco, vaping, and/or content considered degrading to any persons and/or groups, will not be permitted.
- Hats, head covers (including hoods), bandanas, toboggans, and/or sunglasses are not to be worn inside the building unless permitted during designated days.
- School administration reserves the right to determine if apparel is disruptive, unsafe, dangerous, inappropriate, a health hazard, or a safety issue.

### 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

This procedure creates a more focused and engaging learning environment for all students. By temporarily turning in cell phones throughout the school day, we aim to promote better concentration, foster meaningful connections, and boost academic achievement.

### How does the cell phone procedure work?

- Students must turn their communication devices into their teacher at the beginning of every class. Communication devices will be kept in a numbered holder attached to a fixed location. We have implemented measures to ensure the safe storage of all devices in every classroom. Students will be able to have access to their devices during class change, breakfast, lunch, and before and after school.
- There will be no access to communication devices during instructional time.
- Using any personal communication device to video or take photographs is strictly prohibited at all times on the property of Williamsburg Independent School District.

- Disciplinary steps for students violating the policy:
  - 1st offense: The device will be confiscated and turned into the front office by the teacher. The student will be allowed to pick up the device at the end of the school day.
  - 2nd offense: The device will be confiscated and turned into the front office by the teacher. The parent will be allowed to pick up the device from the school. The student will receive LAB where they will complete the assigned behavior module and course work missed and return to normal schedule.
  - 3rd offense: The cell phone will be confiscated and turned into the front office by the teacher. The parent will be allowed to pick up the cell phone from the school. The students will receive a full day of LAB where they will complete the assigned behavior module and any course work missed.
  - 4th offense and beyond: Further disciplinary measures assigned as deemed appropriate by school administration.
- At any time this procedure could be amended due to rampant non-compliance by students.
- The Williamsburg Independent School District shall not be responsible for the loss, theft, or destruction of devices on 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 provided as a part of student registration materials.

## **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.

Non resident 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. 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. 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
- 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.
- Any person signing out or picking up a student must be on the student’s emergency contact list/pick up sheet.
- Emergencies will be dealt with on a case by case basis.
- **No student will be allowed to sign out on a regular basis for reasons not pertaining to school, i.e. lunch.**
- **Sign-out is reflected as a tardy on your student’s attendance records.**
- **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 the Principal’s office will notify the 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/or suspension for leaving school grounds, if the appropriate documentation is not provided.

## EXTRACURRICULAR AND CO-CURRICULAR ELIGIBILITY POLICY

All Middle School and High School students must comply with Kentucky High School Athletic Association Academic requirements to participate in extracurricular athletic competition. Students whether attending in seat or virtual, will have grade checks weekly (on Monday) to determine eligibility. To be eligible for participation in athletics, other extracurricular activities, and co-curricular clubs the following criteria must be maintained by students:

- All students must be passing 5 out of 7 classes (in high school and middle school) or not have more than one NM (non-mastery in elementary).
- All students must attend 100% of the school day unless the student can provide appropriate documentation for missing class time i.e medical excuse, funeral attendance. Parent notes will not be accepted for this policy.

**An appeal can be made to the Athletic Director or Principal for extenuating circumstances.**

## SCHOOL DANCE/PROM

Elementary and/or middle school dances (including 8th grade Formal) may only be attended by WISD students. WISD high school students may invite outside guests to PROM. Students who plan on inviting students to accompany them to prom who are not enrolled in our district must complete a request form for their date to attend. This form must be submitted at least two weeks prior to the date of the prom. The district reserves the right to prohibit access for any guest that might cause a disruption to the prom or pose a threat to any students at the prom. Guests must adhere to WHS dress code and behavior expectations. Failure to do so could result in guests being denied entry or being removed immediately with admission fee being forfeited. Within the school year, students must meet the following criteria to attend these events:

- No more than 1 OSS (Out of School Suspension)
  - No more than 4 ODRs (Office Discipline Referrals)
  - No referral to Day Treatment at any point in the school year
- An appeal can be made to a school administrator if extenuating circumstances have occurred.**

## FIELD TRIP POLICY

Field Trips are scheduled to enhance the student experience at Williamsburg Independent Schools. These trips seek to improve the cultural and educational growth that is important to student achievement. Students with excessive absences may forfeit their privilege of field trips. The following criteria will be used:

- Students must maintain a minimum attendance percentage of 90% regardless of excused or unexcused absences or 90% participation in the schools digital learning platform.
- All students must be passing 5 out of 7 classes (in middle school/high school) or not have more than one failing grade in elementary).
- Students must have a permission slip signed by a parent or guardian AND by each teacher on the students class schedule.

Any work missed while on a field trip must be made up. Parent chaperones utilizing school transportation are not permitted to take other children with them on field trips. ***Any parent desiring to take their child home after a field trip must have signed their student out through the front 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. To be eligible for the senior trip, the following criteria must be met:

- All seniors must be on track to graduate, including having a passing grade in any senior level individual graduation requirement.
- All seniors must have a 90% attendance rate at the time of the trip regardless of excused or unexcused absence.
- All seniors must work 25 hours in the concession stand under the direction of the senior sponsor.
- All seniors must pay a deposit by the deadline date(s).

**An appeal can be made to a school administrator for extenuating circumstances.**

## COLLEGE VISIT

- The counselor's office will assist with planning visits to a college 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.
- 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.

## NO PASS/NO DRIVE POLICY

The No Pass/No Drive Law (HB 32) was implemented on August 1, 2007. This legislation enacted by the Kentucky General Assembly will apply to ALL students 16 and 17 years old who apply for a permit or license. It is essential to understand that when a sixteen or seventeen-year-old appears at any Driver Licensing Regional Office to obtain an instructional permit or license, a School Compliance Verification Form must be presented verifying that the student complies with [No Pass/No Drive Law - KRS 159.051](#).

When a 16 or 17-year-old student, who has obtained a permit or license, drops out of school or is declared academically deficient, the schools will report electronically to the Division of Driver Licensing. The Division of Driver Licensing will suspend the student's driving privilege and notify the driver of the suspension. The schools will also report when a student is back in compliance with [KRS 159.051](#) to the Division of Driver Licensing. The Division of Driver Licensing will reinstate the student's driving privilege. Students are considered non-compliant:

- If they are not passing 5 out of 7 classes per semester
- If a student accumulates 9 or more unexcused absences in a semester.

Students can become compliant after being reported non-compliant by having good standing in grades and attendance for a full semester. Then they are reported compliant by the school on the web portal in order to regain driving privileges.

## 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. QR code will be on the student id. If id is not with the student, a picture of the QR code on their phone will suffice.
- Failure to sign out at that point will result in discipline action consistent with absence without leave (AWOL).



## **PEANUT/TREE NUT FREE SCHOOL**

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**

WISD recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of commercial tobacco products, including electronic smoking devices, to users and non-users. WISD believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. THEREFORE the WISD Board of Education adopts the following 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 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. 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. Students will be provided with evidence-based, age appropriate, prevention and cessation materials at the beginning of each school year and have continual access to these materials throughout the course of the school year.

## **ALCOHOLIC BEVERAGE/ILLEGAL NARCOTICS POLICY**

No student shall use alcoholic beverages, dangerous drugs, narcotics, or illegal controlled substances in or on the school premises. No student shall bring to school or cause to be brought to school or any school-sponsored activities any of the aforementioned substances. 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 are 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 the principal and additional administrators. Parents will be contacted, and authorities will be contacted and summoned to campus. Drug tests are kept at school and administered per board policy. 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. The school board will be kept abreast of all information as it unfolds, and formal proceedings will occur after an 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.

Following the review, if harassment or discrimination has occurred, disciplinary actions will be taken by the school administration. A referral SRO or other law enforcement will be made as necessary.

## **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.

Any 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. Lost and found will be located in the front office.

## DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT

- This behavior continuum should be followed after the teacher has provided the student with the following:
  - Verbal warning- remind students of the behavior expectation they are not currently following and conference with the student on how they could better follow the expectation.
  - 2nd verbal warning & phone conference with the parent-documented in the Guardian Contact Intervention tab in IC; again, have a conversation with both the student and parent about the specific behavior expectations that the student isn't following and warn them that if the behavior happens again, the student will receive an ODR and LAB as a consequence.
  - 3rd offense- submit ODR to grade-level principal
- For offenses on school-provided transportation, bus drivers and bus monitors will give the students:
  - Verbal warning- remind students of the behavior expectation on the bus that they are not currently following and conference with the student on how they could better follow the expectation.
  - Change student seats/assign seats- splitting students up to avoid student-to-student conflict.
  - If the consequences above do not result in the termination of the behavior, the bus monitor or driver will submit a report to the head principal containing a summary of the behavior offense and a recommendation for student consequence.
  - The head principal will conference with the student (s) on behavior expectations and determine consequences based on the severity of the offense and the following behavior continuum.
  - Please see the District Transportation Policy for more information on bus driver rights and responsibilities in regards to behavior violations.
- The administrator assigned to that grade level will use the following behavior continuum.

1st Offense- (1st ODR for this behavior level)	Student Conference & Phone Call to parent/guardian explaining the interventions the teacher has already tried & LAB-Student will be assigned a behavior module specific to the behavior offense. Once the student has completed the module, they may return to class for the day. The student is responsible for completing any coursework they missed due to receiving LAB.
2nd Offense (2nd ODR for this behavior level)	Student Conference, a phone call to the parent/guardian, and the student will receive a full day of LAB, during which they will be responsible for completing a behavior module specific to the behavior/offense or a general expectation essay. The student will also complete all of their coursework for that school day.
3rd Offense (3rd ODR for this behavior level)	Student Conference, a phone call to parent/guardian, and the student will be assigned after-school detention where they will complete community service-based work.
4th Offense (4th ODR for this behavior level)	Student conference, a phone call to parent/guardian, and the student will be assigned Saturday school detention, where they will complete community service-based work.
5th Offense (5th ODR for this behavior level)	Student conference, a phone call to parent/guardian, and the student will receive one day of OSS
6th Offense or Beyond	The school principal determines further disciplinary measures. Change in educational placement is possible if the behavior is deemed chronically disruptive to the academic environment.

\*Referral to the guidance counselor or an outside agency may be utilized at any time during the behavior as deemed necessary by the classroom teacher/ administrative team.

Classroom/ Transportation Level 1 - Misbehaviors that impede orderly classroom or transportation procedures or interfere with the orderly operation of the school or school-provided transportation require immediate intervention by the staff member supervising the student observing the violation.

Classroom Level 2- Misbehavior is defined as classroom tardiness, skipping class, and dress code violations that will be handled through a school disciplinary response by the school administration.

Classroom Level 3- Misbehavior is defined as inappropriate use of a school device or personal communication device on school property or violating the school's acceptable use policy. These behaviors will be handled through a school disciplinary response by the school administration.

School/ Transportation Level 1- Acts against persons or property whose consequences indirectly endanger the health or safety of the student or others in the school or on school-provided transportation. These acts will be handled through a school disciplinary response by the school administration.

School/ Transportation Level 2- Acts against persons or property that may directly or 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 the school.

NOTE: ALL SCHOOL LEVEL 2 BEHAVIORS RESULT IN REFERRAL TO SRO/OTHER LAW ENFORCEMENT, PARENT/GUARDIAN CONTACT BY ADMINISTRATION, OUT-OF-SCHOOL SUSPENSION, AND POSSIBLE REFERRAL FOR HEARING BEFORE THE BOARD OF EDUCATION.

All behaviors/consequences listed may be applied to violations that happen on school property or school-provided transportation.

<b>Classroom/ Transportation Level 1 Behaviors</b>	<b>Classroom Level 2 Behaviors</b>	<b>Classroom Level 3 Behaviors</b>	<b>School/ Transportation Level 1 Behaviors</b>	<b>School/ Transportation Level 2 Behaviors</b>
Classroom disturbance or disturbance on school provided transportation	Tardy to class (If students enter the building after 8:00 am, they will be marked late to school in IC by the front office secretary)	Use or visible possession of a cell phone during instructional time.  (NOTE: All cellphones should be in the classroom cell caddy/charging station during classroom instructional time.)	Fighting on school property or school provided transportation (3 days out of school suspension/OSS)  (NOTE: Possible referral to SRO for investigation)	Arson-the intentional setting of a fire  Assault on school property or school provided transportation: resulting in significant physical injury to a person, written physical threat to life, or violence directed toward the person(s).

Inappropriate Language on school property or on school provided transportation	Skipping class	Taking pictures and videos on school property or school provided transportation without consent. (NOTE: Possible referral to SRO if violation led to criminal activity on the part of the participant (s).	Tobacco and related paraphernalia possession and usage, including vape and vape paraphernalia. Applies to school property and school provided transportation.  (NOTE: Consequences may include but are not limited to a referral to the SRO for each offense to receive possible citation; repeat offenders may face possible court proceedings and change of educational services)	Sale, exchange, or possession of drug paraphernalia and/or possession or under the influence of alcohol, drugs, or any other synthetic compound/ substance on school property or school provided transportation.
				Unlawful interference with school personnel by force or violence.
Disrespect toward any student or staff member on school property or school provided transportation, insubordination	Dress code violations	Violation of AUP including Chromebook violations. (NOTE: Possible referral to SRO if violation led to criminal activity on the part of the participants (s).	Harassment/ Discrimination on school property or school provided transportation  (NOTE: Consequences may include but are not limited to possible referral to the SRO and/or other law	Sexual offenses
				Threatening, extortion, blackmail, or coercing.

			enforcement; possible change of educational placement.)	
Public Display of Affection PDA on school property or school provided transportation			Bullying/ Cyberbullying  (NOTE: Consequences may include but are not limited to possible referral to SRO, counselor, or court designated worker)	Possession, use, or transfer of dangerous weapons to include knife, gun, or any item deemed dangerous by law enforcement on school property or school provided transportation.
				Threats to school, students, or personnel involving weapons such as guns or bombs.
Any other violations which are expressly listed in the class or transportation rules				Any other offense that would violate a KRS and/or be considered criminal in nature.

## **INSTRUCTION AND CURRICULUM**

### **PRESCHOOL**

Please see the Preschool Handbook for schedule.

### **ELEMENTARY (K-5) 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.

### **6TH GRADE SCHEDULE**

8:00-8:25	STING
8:25-8:40	Breakfast Break
8:45-10:15	1st Block
10:20-11:50	2nd Block
11:55-12:15	Lunch
12:20-12:40	Wellness
12:45-2:15	3rd Block
2:15-3:00	Elective

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

8:05-8:20	Breakfast Break
8:25-8:50	STING
8:55-9:55	1st period
10:00-11:00	2nd period
11:05-12:05	3rd period
12:10-12:30	Lunch
12:35-1:15	4th period
1:20-2:05	5th period
2:10-3:00	6th period

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

8:00-8:50	First Period
8:50-9:05	Breakfast Break
9:10-9:40	STING
9:45-10:30	Second Period
10:35-11:20	Third Period
11:25-12:10	Fourth Period
12:15- 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



## GRADUATION

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school.

- **Civics Exam Requirement**

- Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board.
- A minimum score of sixty percent (60%) is required to pass the test.
- Students may take the test as many times as needed to pass.
- Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test.
- This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.

- **Individual Learning Plan (ILP)**

- The development of the ILP for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall be focused on career exploration and related postsecondary education and training needs.

- **Additional requirements of the Board**

- In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 706 KAR 003:305, the Board may impose other requirements for graduation from high school.
- The Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

- **For students entering grade nine (9) on or after the first day of the academic school year:** Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 003:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) credits total (Eng I and II, plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) credits total (Two (2) plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) credits total (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (½) credit

P.E.	One-half (½) credit
Visual and Performing Arts	One (1) credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Six (6) credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411

- **Other Provisions**

- In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grade 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.
- The Board may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.
- The Board, Superintendent, Principal, or teacher may award special recognition to students.
- Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.
- A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.
- The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

- **Diplomas for Veterans**

- In keeping with statute and regulation, the board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.

## SECONDARY GRADES PLACEMENT REQUIREMENTS

- Sophomores 5 credits
- Juniors 11 credits
- Seniors 17 credits
- To Graduate 22 credits

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 instruction and 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.

## WHS Dual Credit Policy

WHS students who choose to take a class at University of the Cumberland, ECU, or Somerset Community College 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**

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 LAB on their return to school.

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

## WEIGHTED CLASSES

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

## GRADE PROMOTION / RETENTION POLICY

1. Retention may occur if the student fails to:
  - Make satisfactory progress in the class/ subjects, based on such criteria as recorded grades/scores on tests, projects, homework, and class participation points.
  - Progress satisfactorily on the academic expectations.
  - 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 or 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 and the final determination is made by the principal.

Edited – 8/8/24

## 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 on 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 canceled.
  - d. If a student is found to have signed out of WHS but did not attend that day's college class, the student will be placed in AIMS the following day.
10. I give permission for the grades of the student below to be released from the University of the Cumberlands 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. Basic Psychology
5. Calculus I
6. College Algebra
7. College Math
8. Drawing I
9. English Composition I/English Composition II
10. First Aid & Safety
11. Biology & Society
12. Biology & Society Lab
13. Chemistry of Everyday Life
14. Chemistry of Everyday Life Lab
15. Health & Wellness
16. Interpersonal Communications
17. Intro to Criminal Justice
18. Intro to Human Geography
19. Intro to Journalism & Public Speaking
20. Intro to Political Science
21. Intro to Public Speaking
22. Intro to Sociology
23. Intro. To Application Software
24. Macroeconomics
25. Microeconomics
26. New Testament
27. Old Testament
28. Physics I
29. Precalculus
30. Principles of Accounting
31. World Civilization since 1648

**Approval of courses not listed above will be at the discretion of the counselor, or school administration. 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 read a copy of the 2024-2025 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: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_