



2025-2026

Williamsburg

City Schools

STUDENT
HANDBOOK



SCHOOL CONTACT INFORMATION

Williamsburg City School
1000 Main St.
Williamsburg, KY 40769
Front Office: 606-549-6044
Fax: 606-549-6015

SCHOOL-LEVEL ADMINISTRATION

Tabethan Housekeeper, Superintendent
Ashley Partin, Principal
Andrea Winchester, Assistant High School Principal
Brad Miller, Assistant Middle School Principal
Steven Moses, Assistant Elementary Principal

GRADE-LEVEL COUNSELORS

Aimee Jones, High School Counselor
Megan Collins, Middle School Counselor
Maggie White, Elementary Counselor

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 Williamsburg Independent School District (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 WISD will be well-rounded, balanced individuals, while maintaining the school spirit and pride that defines what the school is all about.

MISSION STATEMENT

At Williamsburg City School our mission is to build positive and supportive relationships that nurture every student's potential. We strive to provide meaningful learning experiences that inspire joyful thinking, encourage curiosity, and promote deep engagement. Through opportunities for collaboration, we challenge our students to grow into accountable teammates and confident communicators. We empower learners to explore their interests, take ownership of their learning journey, and develop the skills needed to thrive in today's world. By placing social and emotional growth and character education at the forefront, we will guide our Jacket learners to become kind citizens and trustworthy leaders, ready to succeed anywhere their journey takes them.

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INSTRUCTION AND CURRICULUM

DAILY SCHEDULES

PRESCHOOL

See the Preschool Handbook for schedule.

ELEMENTARY (K-5)

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	7TH & 8TH GRADE	9TH-12TH GRADE			
TIME	CLASS	TIME	CLASS	TIME	CLASS
8:00-8:55	1st pd	8:00-8:55	1st pd	8:00-8:55	1st pd
9:00-9:55	2nd pd	9:00-9:55	2nd pd	9:00-9:55	2nd pd
10:00-10:55	3rd pd	10:00-10:55	3rd pd	10:00-10:55	3rd pd
11:00-11:45	4th pd	11:00-11:50	4th pd	11:00-11:50	4th pd
11:45-12:25	Lunch	11:50-12:25	Lunch	11:55-12:45	5th pd
12:30-1:20	5th pd	12:30-1:20	5th pd	12:45-1:20	Lunch
1:25-2:15	6th pd	1:25-2:15	6th pd	1:25-2:15	6th pd
2:20-3:00	STING	2:20-3:00	STING	2:20-3:00	STING

GRADING SCALE

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

Standards based instruction 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.

GRADE PROMOTION / RETENTION

- A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest.
- Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.
- All requests for retention must be submitted in writing to the Principal, Assistant Principal, and Retention Committee six (6) weeks prior to the end of the current school year. Requests submitted after this date must go through an appeals process with the retention committee.
- No student may be retained without prior consultation with the parents and approval of the Principal and Retention Committee.
- Parents shall be notified as soon as the need for retention becomes apparent. Under procedures developed by the Superintendent, the decision to retain the student and a parental conference to explain the retention shall be held within the last two (2) weeks of the school year.
- Parental requests for retention will be considered for students in grades pre-school through eighth (8th) grade. The request must be approved by the Principal or Assistant Principal and an agreement signed by the student's guardian.
- The decision of the teachers, retention committee, and the Principal/Assistant Principal shall be final.
- The following guidelines must be followed for all retentions:
 - The parent/guardian should request in writing to their child's guidance counselor.
 - The guidance counselor will then compile the required data below. Once this data has been compiled, it needs to be sent to the individuals in the flow chart below.
 - The team will then meet to discuss whether the student is a candidate for retention. The administrative team will then set up a meeting with the parents/guardians to discuss this matter further.
- The LIGHT Retention Scale must be completed by the following individuals for each student:
 - Parent/Guardian
 - Teachers
 - Retention Committee Member
- Required documents:
 - Grades
 - Attendance
 - Progress reports from teachers throughout the school year
 - Benchmark assessments (MAP, etc.)
 - Intervention services that have been provided
- ADMIN Flow Chart:
 - District Representative: Superintendent, Assistant Superintendent, or Director of Pupil Personnel
 - Head Principal
 - Assistant Principal of appropriate grade level

Teacher recommendations will be collected by the ADMIN team as necessary.

GRADUATION

<u>Mandatory Credits–22 total</u>	
English	*4 credits –Eng I and II, plus two (2) credits aligned to the student's ILP
Mathematics	*4 credits –Algebra I and Geometry plus 2 credits aligned to the student's ILP
Social Studies	*3 credits –2 credits plus 1 credit aligned to the student's ILP
Science	*3 credits –2 credits incorporating lab-based scientific investigation experiences plus 1 credit aligned to the student's ILP
Health	½ credit
P.E.	½ credit
Visual and Performing Arts	*1 credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	*6 credits –2 credits plus 4 standards-based credits in an academic or career interest based on the student's ILP
Financial Literacy	*1 class or program meeting the financial literacy requirements
Essential Skills	*Essential Workplace Ethics Instruction
Technology	*Demonstrated performance-based competency
Individual Learning Plan (ILP)	*Created and updated 6th through 12th grade year.

SECONDARY GRADES PLACEMENT REQUIREMENTS

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.

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

WHS DUAL CREDIT

WHS students who choose to take a class at a partner 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.

- If a 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.
- Students will be eligible to take college classes the second year after completing a high school course to establish a GPA. Exceptions will be handled on a case-by-case basis.
- The student is responsible for books, fees, transportation, and other costs.
- A student will receive full funding for 2 dual credit classes per year as juniors and seniors.

WEIGHTED CLASSES

Quality Points—5 quality points = A

4 quality points = B

3 quality points = C

2 quality points = D

0 quality points = F

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	10. English Composition II
11. First Aid & Safety	12. Biology & Society
13. Biology & Society Lab	14. Chemistry of Everyday Life
15. Chemistry of Everyday Life 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, or school administration. Enrollment in such courses should occur only after prior approval.

GENERAL SCHOOL INFORMATION

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. The Board is not required to take action for this type of public participation.

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 stored at the district. 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.

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.

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.

SCHOOL HOURS

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.

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.

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.

- **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 assignments.
- 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.

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.

STUDENT SUCCESS COORDINATOR

- Serve as a liaison between school, home, and community services.
- Track student attendance and follow up on excessive absences or tardiness.
- Maintain documentation of student records, interventions, parent contact, etc.
- Coordinate tutoring, credit recovery, and academic support services.
- Support implementation of PBIS or other schoolwide behavior systems.

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

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

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 breakfast in the cafeteria from 7:20 am until 7:50 am
 - Grab N Go Breakfast in the cafeteria from 7:50 am until 8:00 am
- Middle and High school students will pick up breakfast from either the Snack Shack or upstairs cart
- 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
 - Use your own lunch number
 - Stand in an orderly manner and maintain your place in the lunch line
 - 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

DAYSPRING CLINIC

- **SERVICES**
 - Staffed with a registered nurse, licensed practical nurse, and a healthcare provider
 - Provides preventative treatment and acute care as needed during the school day
 - Offers vaccines, screenings, and labs
 - Can test for strep, flu, covid, etc.
- **CONSENT**
 - Dayspring Health consent form must be signed and on file for services to be provided
 - Transfer of care or change of PCP on insurance is NOT needed
- **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
 - Parent/guardians are responsible for keeping the correct emergency contact information on file in the school office

FAMILY RESOURCE / YOUTH SERVICES CENTER

- **WILLIAMSBURG INDEPENDENT FRYSC**
 - Located in the main school building
 - FRYSC serves as a resource and referral center
 - Contact Info: 606-549-6044 ext 1253
 - 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 (606)549-6044.
- The FRYSC sponsors classroom activities, summer and non-school hour activities, as well as resource and referral services to all students enrolled in WISD. 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 (MTSS) 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 to ensure all students are successful. All members of the Jacket Family will be expected to exhibit the following student competencies:

J– Joyful Learner

A– Accountable Teammate

C– Confident Communicator

K– Kind Citizen

E– Engaged Learner

T– Trustworthy Leader

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.

Important Policy and Procedures for Students

CELL PHONE

Our school board is committed to creating an environment that minimizes disruptions and maximizes learning. This policy is intended to ensure that students remain fully engaged and present in their learning during instruction without being distracted by incoming communications or notifications.

This comprehensive approach to managing technology in our school environment is designed to support instructional integrity, maintain student safety, and foster an atmosphere where every learner has the opportunity to succeed.

1. All telecommunication devices, including cell phones and other smart devices, are required to be powered off and kept out of sight until the end of the school day.
2. Earbuds during the school day are completely prohibited.
3. Personal phone calls are also managed carefully under this policy; students must make any such calls through the main office or, if necessary, within the confines of their classroom using school-provided phones under the supervision of school personnel.
4. Laptops and Chromebooks are permitted for classroom instruction only, and they are to be used under direct teacher supervision to ensure that they support rather than detract from the learning experience.
 - a. To help keep these devices in good condition, students are allowed to use sleeves or cases for protection.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

5. Unless an emergency situation exists that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day.

When students violate the prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. School personnel may confiscate the device. Confiscated devices will be turned into the front office, which shall only be returned to the student's parent/guardian.

6. Any action that violates the confidentiality or privacy rights of another individual may result in a report being made to law enforcement. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.
7. Students are responsible for keeping up with the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
8. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

9. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

ACCEPTABLE COMMUNICATION

- At our school, clear and professional communication is essential, especially when interactions occur outside regular school hours or settings. In order to maintain this standard and protect everyone's privacy, any communication between a student and a teacher beyond school grounds is restricted to two approved methods: Rooms, Google Classroom, and the school email system, which are secure, documented, and accountable means of exchange.
- Furthermore, it is important to note that no other forms of communication—including personal messaging apps, social media platforms, or phone calls—are permitted between school staff, volunteers, and students. This exclusion also applies to any contact made by volunteers, ensuring that every interaction remains within the safe and controlled boundaries of Rooms, Google Classroom, and school-provided email accounts.
- If a student experiences or witnesses communication that falls outside of these approved channels, they are encouraged to bring the matter to the attention of a trusted school administrator immediately. These guidelines are in place to support a respectful and secure environment, and adherence to them is expected of every member of our school community.

USE OF SCHOOL OWNED TECHNOLOGY DEVICES

No student 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.

STUDENT ATTENDANCE POLICY (INCLUDING TIME FOR TIME POLICY)

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](#).¹

TRUANCY DEFINED:

- Any student who has attained the age of six (6) but has not reached his/her eighteenth (18th) 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 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 (21st) 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 truant.
- Any student who has been reported as truant two (2) or more times is habitual truant.
- For the purposes of establishing a student's status as 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.

- The director of pupil personnel or an assistant must document the student's home conditions and the interventions attempted. If a student in kindergarten through grade 5 has 15 or more unexcused absences in a school year, the matter will be reported to the county attorney for possible court action. Similarly, students in grades 6 through 12 who are habitual truant with 15 or more unexcused absences will also be reported for court intervention as appropriate.

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 by a physician certifying that the pupil was unable to attend school. 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
 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 where an intervention plan may be necessary for students who are on track toward chronic absenteeism.

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.

CHRONIC ABSENTEEISM DEFINED:

- The Kentucky Department of Education defines chronic absenteeism as missing 10 percent or more of the enrolled academic year for **any reason (excused and unexcused)**. This means a student missing 2 days per month of school over the course of a school year results in being chronically absent.
- Students identified as chronically absent, or missing more than 2 days a month, will be enrolled in a tiered intervention program, designed by the attendance team and individualized to address each student's unique needs, with the goal of reducing their number of missed school days. Upon successful completion of the attendance intervention, the student will be removed from the chronically absent designation.
- The 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 truant or habitually truant, he/she shall be required to attend additional class time during the next scheduled make-up period. Those periods will include, but not be 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 assignment of the make-up session(s) available for each student.
- A student who does not complete his/her required makeup time will be referred to the county attorney. If a student has failed to make up his/her unexcused absences during the makeup periods, he/she will be required to start extended school services at the beginning of the next academic year.

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.

NON-RESIDENT STUDENTS

The District shall allow nonresident students to enroll in the District pursuant to existing Admissions and Attendance Policy 09.12, Tuition Policy 09.124, and related procedures.

Upon allowing nonresident pupil enrollment, the policy shall allow nonresident children to be eligible to enroll in any public school located within the District. The policy shall not discriminate between nonresident pupils, but may recognize enrollment capacity, as determined by the District. The nonresident pupil policy and any subsequent changes adopted by the Board shall be filed with the Kentucky Department of Education (KDE) no later than thirty (30) days following their adoption.¹

VIRTUAL PROGRAMS

The District shall report, in the student information system, the nonresident pupils enrolled in the District's virtual programs. The enrollment capacity of nonresident pupils in the District's virtual programs shall be determined by the KDE and published by July 1 of each year.

Virtual program enrollment caps established by the KDE shall not apply to any of the following nonresident pupils:

A sibling of a pupil already enrolled into the same virtual program;

A pupil who is a dependent of a member of the Armed Forces of the United States; or

A pupil with a medical condition for which enrolling into the virtual program may be beneficial to the pupil, which shall be evidenced in a written statement signed by the pupil's physician.

All documentation related to these exceptions to the nonresident enrollment cap shall be maintained by the District as a part of the pupil's official record.

The District shall not enroll nonresident pupils in the program after June 30, 2028, without explicit permission from the General Assembly.

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, and 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 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.
 - The parent/guardian will be notified that the student checked out and did not return with an excused note.
 - Discipline action will be taken at the discretion of school administration.

EXTRACURRICULAR AND CO-CURRICULAR ELIGIBILITY

To participate in extracurricular competition, a middle or high school student must comply with Kentucky High School Athletic Association Academic requirements. Whether attending in seat or virtual, the student will have grade checks weekly 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:

- A student in must be passing 4 out of 6 classes.
- A student 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 are permitted to invite guests from other schools to attend Prom. Students who invite a guest to prom must complete a request form for their guest to attend. This form must be submitted at least three 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.

SCHOOL DAY TRIPS

Any school day trip that is 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.
- Students cannot have more than one failing grade.
- Students must have a permission slip signed by a parent or guardian AND by each teacher on the student's class schedule indicating that they agree to the student going on the trip.
- Students must turn in the permission slip 2 days prior to the day of the trip.
- Prior to the trip, the assistant principal will review student attendance, academic standing, and required permissions to ensure eligibility. Any questions or conflicts related to permissions, eligibility, or participation will be addressed by administration, with the principal or assistant principal having final decision-making authority.

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. **Parents who wish to take their child home directly after a field trip must sign them out through the front office before the field trip takes place. Additionally, any parent attending the field trip and accompanying the group must sign in at the front office and wear a visitor's badge throughout the event.**

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:

- The student must be on track to graduate, including having a passing grade in any senior level individual graduation requirement.
- The student must have a 90% attendance rate at the time of the trip regardless of excused or unexcused absence.
- The student or representative must work 25 hours in the concession stand under the direction of the senior sponsor.
- The student must pay a deposit by the deadline date(s).
- A parent/guardian must attend the mandatory meeting 2-3 weeks prior to departure

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.

PARKING/AUTOMOBILE USE

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.

NO PASS/NO DRIVE

- 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 15, 16, and 17 years old who apply for a permit or license. It is essential to understand that when a 15, 16, and 17 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 15, 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 4 out of 6 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 may pick their younger siblings up in the gym and walk home with them.
- Students walking must be registered in the student pickup program and have a QR code to present for sign out.
- Sign out for walkers will be at the door leading out to Main Street towards the Quik Shop.
- Failure to sign out will result in discipline action consistent with absence without leave.

VALUABLES

The school cannot be responsible for stolen or misplaced articles. Lost and found will be located in the front office.

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 such as: 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 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.
- 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 or change clothing to meet the school's standard.
- 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 does not resolve itself or if the situation escalates.

OUTSIDE FOOD

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.

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.

TOBACCO AND VAPING PRODUCTS

- 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

- No student shall use alcoholic beverages, narcotics, or illegal controlled substances in or on the school premises. Sales, use, or possession of alcoholic beverages or illegal drugs are forbidden on school property or at school-sponsored activities.
- No student shall bring 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. School authorities may search any student locker, automobile, or other possession using drug dogs, metal detectors, or any other investigative method.
- 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.
- 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

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:
 - The location or forum of the alleged incident

- The frequency of occurrence
- The severity of the situation.
- Following the review, if harassment or discrimination has occurred, disciplinary actions will be taken by the school administration and a referral to an SRO or other law enforcement will be made as necessary.

WILLIAMSBURG INDEPENDENT SCHOOLS CODE OF CONDUCT

State and federal law require special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

Behavioral violations of a minor nature should be handled by the classroom teacher who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Alternative assignment
- Loss of privileges
- Other techniques established by council policy
- Teacher-student conference
- Classroom isolation
- Referral for counseling/mediation
- Notification of parents
- Behavior contract
- Detention

For repeated or more serious violations, administrators may also use these options:

- Suspension (In-school and/or out-of-school)
- Petition to Juvenile Court/"Out of Control" Paperwork
- Referral to court-designated worker
- Expulsion
- Criminal Charges from SRO
- Referral to police

School principals shall have the discretion to determine the seriousness of the offense and use discipline options, such as after-school detention, Saturday detention, in-school or out-of-school suspension, and expulsion. Offenses that are punishable as an adult, criminal act will be forwarded as needed to the appropriate legal authorities.

The following list of “Offenses and Consequences” contains most violations but is not to be considered a complete listing:

SD = Saturday Detention ASD = After School Detention LAB = In-School Suspension
OSS = Out of School Suspension EX = Expulsion AP = Alternate Placement
BP = Board Policy

***When a student is in ASD or SD, they may not participate in athletics or other extracurricular activities.

***All consequences are subject to the discretion of the principal and/or designee.

***At any point, a counselor referral can be made by anyone through email.

Infraction	Descriptions	Discipline T–Teacher managed A–Admin managed
<ul style="list-style-type: none"> ● Affection 	<ul style="list-style-type: none"> ● Public displays of affection, such as petting or kissing. 	<ul style="list-style-type: none"> ● 1st offense: Documented warning (T) ● 2nd offense: Documented team intervention meeting with student, call home explaining next steps (T) ● 3rd offense: ASD, call home (T) ● 4th offense: LAB, call home (A) ● 5th offense: OSS, call home (A)
<ul style="list-style-type: none"> ● Alcohol/Drugs 	<ul style="list-style-type: none"> ● See Alcohol/Drugs Policy 	<ul style="list-style-type: none"> ● Call Admin Immediately–BP

● Arson	● Malicious burning of school property.	● Call Admin Immediately–BP
● Assemblies	● Inappropriate behavior during any school program/assembly.	● 1st offense: Warning (T) ● 2nd offense: consequential seat reassignment (T) ● 3rd offense: removal from assembly, ASD, call home (T)
● Assault (on school property or school-provided transportation)	● An intentional act of physical violence that causes or is likely to cause significant physical injury to a person, provoked or unprovoked. Can be one-sided.	● Immediate removal from school/OSS (A) ● Referral to SRO (A) ● Guardian contact (A) ● Possible referral for hearing before BOE (A) ● Possible alternate placement (A)
● Assault on school personnel	● Any type of physical attack on any school personnel.	● Immediate removal from school/OSS (A) ● Referral to SRO. Subject to prosecution (A) ● Guardian contact (A) Possible referral for hearing before BOE (A) ● Possible alternate placement (A)
● Bags brought into the building (Backpacks, book bags, small PE bags, purses, etc.)	● Administrators have the authority to check the contents of all bags/purses/backpacks brought into the building at any time.	● Admin managed.
● Bomb Threat	● Using any means, verbal or written, to threaten the school with a bomb.	● Call Admin Immediately–BP ● Referral to SRO (A) ● Threat Assessment (A)
● Bullying (Substantiated)	● See the district bullying protocol.	● Anti-bullying Protocol (A).
● Bullying (Allegation)	● Student/Teacher alleges bullying behavior.	● Admin investigation.
● Cheating	● Copying work, using notes, verbal or written assistance on tests, both giving and receiving, will receive the same punishment.	● 1st Offense: student receives “0” on assignment, call home (T). ● 2nd Offense: student receives “0” on assignment, call home, spend the rest of the day in LAB, and complete the module on cheating/plagiarism (A). ● 3rd Offense: student receives “0” on assignment, call home, ASD (A). ● Subsequent Offense: Admin discretion (A).
● Destruction of property	● Damaging school owned property or another person's property.	● LAB - OSS to alternative placement depending on the severity, Principal's Discretion

		<ul style="list-style-type: none"> Damage to school-owned property may result in the student being held accountable for associated repair or replacement costs. SRO Referral
<ul style="list-style-type: none"> Disruptive Behavior 	<ul style="list-style-type: none"> Any action by a student that interferes with or interrupts the learning environment or hinders other students' ability to focus or participate, including but not limited to: <ul style="list-style-type: none"> talking during instruction, making excessive noises, engaging in off-task behavior, distracting others, misuse of materials, throwing objects, failure to keep hands to self, out of seat without permission, touching other students' or staff property, 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: Phone call home, LAB (A) 5th Offense: Phone call home, SD (A) 6th Offense: Phone call home, OSS (A) Subsequent Offenses: Managed by Admin.
<ul style="list-style-type: none"> Disruption of the Education Process 	<ul style="list-style-type: none"> CHRONIC, intentional acts, behaviors, or conduct in the classroom, in the school building, or upon school grounds that disrupt the educational process. 	<ul style="list-style-type: none"> Admin managed, refer to the board policy.
<ul style="list-style-type: none"> Disrespect/Defiance of Authority 	<ul style="list-style-type: none"> Disrespecting or defying any school personnel in any manner. Refusal to follow rules, instructions, or directions. Saying no or openly challenging an adult's authority. Ignoring or walking away when addressed by staff. Rolling eyes, talking back, or using sarcastic/mocking language. Refusing to move seats, put away items, or participate. Deliberately breaking rules after being warned. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: Phone call home, LAB (A) 5th Offense: Phone call home, SD (A) Subsequent Offenses: Managed by Admin.
<ul style="list-style-type: none"> Dress Code 	<ul style="list-style-type: none"> Refer to Personal Appearance Policy. No blankets, quilts, throws, etc. 	<ul style="list-style-type: none"> 1st Offense: Ask the student to adapt the clothing to meet the school standard if possible. If not, call Admin. Subsequent Offenses: Managed by Admin.
<ul style="list-style-type: none"> Electronic Media Usage (i.e., cell 	<ul style="list-style-type: none"> Telecommunication devices will be powered off and out of sight until the end of the school day. 	<ul style="list-style-type: none"> 1st Offense: See it, Take it. The device will be taken to the main office, student can retrieve the

phones, iPods, tablets, Nooks, earbuds, smart watches, etc.)	<ul style="list-style-type: none"> Earbuds are not permitted. All personal phone calls must be made through the main office or in classrooms with teacher supervision on school phones. Laptops/Chromebooks are permitted under teacher supervision for classroom instruction. Sleeves can be used to protect laptops/Chromebooks. 	<ul style="list-style-type: none"> device at the end of the school day. Phone call home. (T or A) 2nd Offense: See it, Take it. The device will be taken to the main office, guardian will collect the device from the office. Phone call home. LAB - return to class after module completion - (T or A) 3rd Offense: See it, Take it. The device will be taken to the main office, and the guardian will collect the device from the office. Phone call home. Full Day LAB - module and/or coursework - (T or A) 4th Offense or Beyond: Admin managed.
<ul style="list-style-type: none"> Fighting 	<ul style="list-style-type: none"> Engage in a physical exchange involving hitting or striking others that could result in harm. 	<ul style="list-style-type: none"> 1st Offense: 3 days OSS. Contact the parent. Referral to SRO (A). 2nd Offense: 5 days OSS. Contact parent. Referral to SRO (A). 3rd Offense: Alternative placement. Contact parent. Referral to SRO (A).
<ul style="list-style-type: none"> Fire Alarm 	<ul style="list-style-type: none"> Intentionally setting off the fire alarm. 	<ul style="list-style-type: none"> OSS and Referral to SRO
<ul style="list-style-type: none"> Fireworks 	<ul style="list-style-type: none"> Possessing or exploding any kind of fireworks. 	<ul style="list-style-type: none"> OSS and Referral to SRO
<ul style="list-style-type: none"> Forgery 	<ul style="list-style-type: none"> Using forged notes, excuses, or hall passes. 	<ul style="list-style-type: none"> Principal discretion.
<ul style="list-style-type: none"> Gambling 	<ul style="list-style-type: none"> Engaging in any type of gambling on school property. 	<ul style="list-style-type: none"> 1st Offense: ASD, phone call home (A) 2nd Offense: SD, phone call home (A) 3rd Offense: Admin managed.
<ul style="list-style-type: none"> Hall pass 	<ul style="list-style-type: none"> Being out of class without a hall pass 	<ul style="list-style-type: none"> 1st Offense: Student will be sent back to class to generate a hall pass. (T) 2nd Offense: Student will be sent back to class to make a hall pass, phone call home (T) 3rd Offense: Student will be sent back to class to make a hall pass, LAB until the module is completed, phone call home. (A)
<ul style="list-style-type: none"> Harassment 	<ul style="list-style-type: none"> Students who harass or discriminate against an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or 	<ul style="list-style-type: none"> 1st Offense: SD/principal discretion (A) 2nd Offense: LAB/principal discretion (A) 3rd Offense: OSS/principal discretion (A)

	disability.	<ul style="list-style-type: none"> *SRO referral for any offense.
<ul style="list-style-type: none"> Inappropriate Behavior 	<ul style="list-style-type: none"> Conduct that is unwarranted and/or is reasonably interpreted to be demeaning or offensive to another person. Inappropriate behavior may be a type of harassment or, if repeated, develop into bullying. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) Subsequent Offenses: Admin managed, possible Anti-bullying Protocol (A) *Potential SRO referral
<ul style="list-style-type: none"> Leaving school 	<ul style="list-style-type: none"> Leaving the school building or the school grounds without permission. 	<ul style="list-style-type: none"> LAB to OSS, phone call home (A)
<ul style="list-style-type: none"> Cutting or breaking the line 	<ul style="list-style-type: none"> Breaking or cutting in line during transitions. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: LAB - complete module and then back to class - and phone call home (A) Subsequent Offenses: 1 Day of LAB and phone call home (A)
<ul style="list-style-type: none"> Lying 	<ul style="list-style-type: none"> Lying to school administrators, the office staff, or faculty. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) Subsequent Offenses: 1 Day of LAB and phone call home (A).
<ul style="list-style-type: none"> Misbehavior for a substitute 	<ul style="list-style-type: none"> Any violation of the student code of conduct under the supervision of a substitute. 	<ul style="list-style-type: none"> Refer to the Code of Conduct for appropriate disciplinary action.
<ul style="list-style-type: none"> Missing After-School Detention 	<ul style="list-style-type: none"> Not attending the assigned after-school detention. 	<ul style="list-style-type: none"> 1st Offense: Additional ASD added, phone call home (A) 2nd Offense: SD added, phone call home (A)
<ul style="list-style-type: none"> Missing Saturday Detention 	<ul style="list-style-type: none"> Not attending an assigned Saturday detention. 	<ul style="list-style-type: none"> 1st Offense: SD x2, phone call home (A) 2nd Offense: OSS x1, phone call home (A) Subsequent Offenses: Admin

		managed.
● Misuse of Electronic Devices	<ul style="list-style-type: none"> Using personal or school devices inappropriately or in a manner contrary to school use (Chromebooks/Laptops, school computers). Examples include, but are not limited to, the following: Inappropriate use of filming/photography Inappropriate use of audio recording Inappropriate use of email Inappropriate use of video conferencing/chatting Inappropriate use of improper/non-school-related websites 	<ul style="list-style-type: none"> LAB-OSS; Admin managed, BP
● Out of Assigned Area	<ul style="list-style-type: none"> Students are out of their assigned area and/or in an off-limits area. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: LAB, call home (A). 5th Offense: SD, call home (A). 6th Offense: OSS, call home (A).
● Physical Aggression (Minor)	<ul style="list-style-type: none"> Any intentional act of physical force directed toward another person, object, or oneself with the potential to cause harm or physical damage. 	<ul style="list-style-type: none"> 1st Offense: Documented warning with student (T). 2nd Offense: Documented grade-level team meeting with student. Documented parent contact with explanation of next steps to parent and student (T). 3rd Offense: ASD. Documented parent contact (T). 4th Offense: LAB, call home (A). 5th Offense: SD, call home (A). Subsequent Offenses: OSS, call home (A).
● Physical Aggression (Major)	<ul style="list-style-type: none"> Any intentional act of physical force directed toward another person, object, or oneself that results in harm or physical damage. 	<ul style="list-style-type: none"> 1st Offense: LAB, call home (A). 2nd Offense: SD, call home (A). 3rd Offense: OSS, call home (A). Subsequent Offenses: Possible alternate placement (A).
● Promoting Harm	<ul style="list-style-type: none"> Promoting harm to another individual(s) by any means, verbally, filming, etc. 	<ul style="list-style-type: none"> 1st Offense: ASD, call home. Device confiscated and guardian pick-up device, if applicable (A). 2nd Offense: SD, call home.

		<p>Device confiscated and guardian pick-up device, if applicable.</p> <ul style="list-style-type: none"> 3rd Offense: LAB, call home. Device confiscated and guardian pick-up device, if applicable. 4th Offense: OSS, call home. Device confiscated and guardian pick-up device, if applicable.
<ul style="list-style-type: none"> Running 	<ul style="list-style-type: none"> Running in a school building. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: LAB until completion of module and phone call home (A) Subsequent Offenses: 1 Day of LAB and phone call home (A).
<ul style="list-style-type: none"> Skipping class 	<ul style="list-style-type: none"> Skipping part or all of a class period. Examples include, but aren't limited to: excessive time outside of class, not going to class before seeing a counselor or other teacher, going to a vehicle without permission, etc. 	<ul style="list-style-type: none"> 1st Offense: Documented warning and conference with student (T) 2nd Offense: ASD, documented call home (T) 3rd offense: SD, phone call home (A) 4th Offense: Admin managed (A)
<ul style="list-style-type: none"> Sleeping 	<ul style="list-style-type: none"> Sleeping in class. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd offense: ASD, documented call home (T) 4th Offense: SD, documented call home (A) Subsequent Offense: Admin managed Counselor referral can be made at any time. Principal or designee discretion
<ul style="list-style-type: none"> Threatening 	<ul style="list-style-type: none"> Making any type of threatening statement to another student, teacher, or any school personnel - discretion of the principal according to the severity of the threat. 	<ul style="list-style-type: none"> Admin managed, refer to the board policy, Threat Assessment Protocol, Referral SRO.

<ul style="list-style-type: none"> Theft 	<ul style="list-style-type: none"> Taking or possessing the property of others. 	<ul style="list-style-type: none"> Admin managed. *SRO referral
<ul style="list-style-type: none"> Tobacco/Vape Products 	<ul style="list-style-type: none"> Use or possession of tobacco products, alternative nicotine products, vapor products or lighters, or tobacco containers on school property or at school. 	<ul style="list-style-type: none"> 1st Offense: Confiscate product, counselor referral and nicotine cessation information provided to student and parent. LAB with modules, can return to class after completion, phone call home (A). 2nd Offense: Confiscate product, counselor referral and nicotine cessation information provided to student and parent. 1 Day of LAB with modules, phone call home (A). 3rd Offense: Confiscate product, counselor referral, and nicotine cessation information provided to student and parent. ASD, phone call home (A). 4th Offense: Confiscate product, counselor referral and nicotine cessation information provided to student and parent. SD, phone call home (A). Subsequent Offenses: Admin managed *SRO referral
<ul style="list-style-type: none"> Vandalism 	<ul style="list-style-type: none"> Willful or malicious destruction or defacement of property. 	<ul style="list-style-type: none"> SRO Referral, OSS, Ex, or Principal's Discretion. Per board policy, Parents shall be liable for property damage caused by their minor children
<ul style="list-style-type: none"> Vehicles - Improper use 	<ul style="list-style-type: none"> Improper use or operation of a vehicle on school grounds or properties that WISD has been given permission to use, including parking. 	<ul style="list-style-type: none"> Principal discretion.
<ul style="list-style-type: none"> Vehicles - Register 	<ul style="list-style-type: none"> Failure to register an automobile with school officials. 	<ul style="list-style-type: none"> Principal discretion.
<ul style="list-style-type: none"> Vehicles – Speeding 	<ul style="list-style-type: none"> Speeding in the parking lot. 	<ul style="list-style-type: none"> SRO referral and potential loss of driving privileges
<ul style="list-style-type: none"> Vulgarity 	<ul style="list-style-type: none"> Speaking or acting vulgar way toward students, faculty, and staff. 	<ul style="list-style-type: none"> 1st Offense: Documented warning (T) 2nd Offense: Documented team intervention meeting with student, call home explaining next steps (T) 3rd Offense: ASD with behavioral instruction, documented call home (T)

		<ul style="list-style-type: none"> ● 4th offense: LAB with behavioral instruction, documented call home (A) ● 5th Offense: Phone call home, SD (A) ● 6th Offense: Phone call home, OSS (A) ● Subsequent Offenses: Managed by Admin.
<ul style="list-style-type: none"> ● Weapons 	<ul style="list-style-type: none"> ● Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. The Board specifically prohibits the carrying of concealed weapons on school property. 	<ul style="list-style-type: none"> ● SRO Referral, immediate removal, Ex or AP.

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 ADVANCED PROGRAM POLICY

Advanced Coursework

Advanced coursework means educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum, including but not limited to Advanced Placement, International Baccalaureate, and honors courses.

DISTRICT PLAN

By December 1, 2025, the District shall adopt a plan establishing policies on the promotion of advanced coursework or accelerated learning in language arts, mathematics, social studies, and science by grade level for students in grades four (4) through twelve (12).

The plan shall:

1. Be published on the District website;
2. Describe the strategies and approach to advanced coursework or accelerated learning options by grade level for language arts, mathematics, social studies, and science; and
3. Require that the service delivery options for students identified as gifted and talented in language arts, mathematics, social studies, and science include the following for each grade level and subject area:
 - a. Accelerated learning or advanced coursework; and
 - b. At least one (1) of the following service delivery options:
 - i. Collaborate teaching and consultation services;
 - ii. Special counseling services;
 - iii. Differentiated study experiences for individuals and cluster groups in the regular classroom;
 - iv. Distance learning;
 - v. Enrichment services that are not extracurricular during the school day;
 - vi. Independent study;
 - vii. Mentorships;
 - viii. Resource services delivered in a pull-out classroom or other appropriate instructional setting;
 - ix. Seminars;
 - x. Travel study options; or
 - xi. Special schools or self-contained classrooms for students in grades four (4) through twelve (12) only.

SCHOOL POLICY

Every school shall establish a policy that is consistent with the District plan adopted by the Board in accordance with [KRS 158.6453](#) on the recruitment and assignment of students to advanced coursework

options that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum. The policy shall require that the school notify all students, parents and guardians of the:

CURRICULUM AND INSTRUCTION

08.1122

(CONTINUED)

Advanced Coursework

SCHOOL POLICY (CONTINUED)

- a. Long-term benefits of student participation in advanced coursework; and
- b. Advanced coursework opportunities available at the school.

When practicable the school shall offer advanced coursework in mathematics, reading, science, and English language arts for students in grades four (4) through twelve (12).

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: DUAL CREDIT POLICY

DUAL-CREDIT SCHOLARSHIP PROGRAM

The District may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the *“Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools,”* located on the Kentucky Department of Education website.

PERFORMANCE-BASED CREDITS

Students may earn credit toward high school graduation through the District's performance-based credit system. The system shall include:

1. Procedures for developing and amending a performance-based credit system;
2. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
3. Objective grading and reporting procedures;
4. Alignment to content standards established in 704 KAR Chapter 8;
5. The extent to which state-provided assessments will be used;
6. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
7. Criteria to ensure that internships, cooperative learning experiences, and other learning in the school and community are:
 - Designed to further student progress towards the Individual Learning Plan;
 - Supervised by qualified instructors; and
 - Aligned with State and District content and performance standards.

Rules for Students Enrolled in Dual Credit

1. This contract is reviewed by the students, Principal, Assistant Principal, 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 KEEES 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 LAB 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.

Date

Student Name (Please print)

Student Signature

Parent/Guardian Name (Please print)

Parent/Guardian Signature

APPENDIX D: CONTROL OF HEAD LICE IN SCHOOL

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all students.

Principals and school personnel shall adhere to the following guidelines:

- 1. When students are observed/reported to have live head lice any time during the school year:**
 - a. The entire class/classes may be checked for lice infestation as soon as possible.**
 - b. Students with an active case of head lice will be discreetly isolated while parent or designee is notified to immediately pick them up from the school.**
 - c. Parents of each student within that class/classes will be sent a note by their child that a case of head lice has been detected in the class.**
- 2. Principals or school personnel shall offer parents of infected students:**
 - a. Visual evidence of lice in the student's hair.**
 - b. Verbal and/or pamphlet information/direction for hair treatment and household disinfection.**
- 3. Students may return to school when:**
 - a. One (1) application of a special lice killing shampoo has been applied to the student's hair which may be the same and no later than the next day.**
 - b. S/he brings a note signed by a parent indicating that special shampoo treatment(s) and household disinfection requirements have been met.**
 - c. S/he presents to the Principal or other designated school personnel visual evidence of treatment such as shampoo bottle cap or box top in which lice killing shampoo or rinse was bought.**
 - d. S/he returns to school after treatment and has a thorough headcheck by designated school personnel before returning to the classroom. If successful treatment is not evident, steps 2 and 3 above are re-established.**
- 4. Students found with a second infestation of head lice shall:**
 - a. Return to school only after the student produces written certification from a medical doctor or the Health Department that s/he is both lice and nit free.**
 - b. Be reported to appropriate school personnel/social workers.**
- 5. The Superintendent/designee shall:**
 - a. Establish education/information programs on head lice control methods for school personnel, students and parents.**
 - b. Provide each school with written materials on head lice control and prevention.**

SIGNATURE / ACKNOWLEDGEMENT PAGE

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

I have read a copy of the 2025-2026 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: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____