

Williamsburg Junior/Senior High School

810 West Walnut St.
Williamsburg, Iowa 52361
Telephone: (319)668-1050

STUDENT HANDBOOK 2025-2026

Lynell O'Connor, Principal Michael Jepson, Associate Principal

Nathan King, 7-12 Activities Director

Erica Wilkinson, 9-12 Counselor Lori Wells-Adamson, 7-8 Counselor

Dr. Chad Garber, Superintendent

BOARD OF EDUCATION

Quinn Wolfe - President
Mark Armstrong, Brooke Drahos,
Kimberly Finn, Jonathan Wuebker

SCHOOL FIGHT SONG

Oh, when those WHS boys hit that line
We're going to see them fighting all the time
The boys in red and white are out to win
Until we win this game we never will give in
The word is fight, fight for every score
And when we win this game
We'll win some more
The word is fight, fight for Williamsburg
Williamsburg High
Hurrah, Hurrah, Williamsburg, Iowa
Fight, Fight, Fight

SCHOOL COLORS: Red and White

SCHOOL MASCOT: Raiders



Williamsburg Community School District Equity Statement

Williamsburg Community School District declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, socioeconomic status, and/or disability in its educational programs, activities, admission procedures, or employment practices. The Williamsburg Community School District affirms its commitment to comply with all applicable federal and state laws, regulations, and orders.

If you have any questions or grievances related to compliance with this policy, please contact the Williamsburg Equity Coordinator, Chad Garber at 810 West Walnut, Williamsburg, Iowa 52361, or by phone 319-668-1059; or the Director, Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, or by phone 312-730-1560, fax 312-730-1576, or email: OCR.Chicago@ed.gov

All persons entering the building during school hours must register at the main office and are required to wear the identification badge visible to everyone.. Student visits to classrooms are not allowed due to the disruption it causes in the normal school day. School visits by non-district students are allowed if accompanied by their parent/guardian, and the purpose of the visit is for possible enrollment in our school.

SCHOOL HOURS

School is in session from 8:15 a.m. – 3:30 p.m.

Office hours are 7:30 a.m. – 4:00 p.m.

BELL SCHEDULES					
REGULAR BELL		1:05 DISMISSAL		10:15 LATE START	
1A	8:15 - 8:57	1st	8:15 – 9:15	1st	10:15 – 11:13
1B	9:00 - 9:42	2nd	9:18 – 10:18	3rd	11:16 – 12:54
HR	9:45 - 10:15	3rd	10:21 – 11:21	2nd	12:57 - 1:55
2A	10:18 - 11:00	4th	11:24 - 12:24	4th	1:58 - 2:56
2B	11:03 - 11:45			HR	2:59 - 3:30
3A	11:48 - 1:15				
3B	1:18 - 2:00				
4A	2:03 - 2:45				
4B	2:48 - 3:30				
Lunch		Lunch		Lunch	
A: 11:48 - 12:30		A: 12:24-1:05		A: 11:16 - 11: 56	
B: 12:33 - 1:15		HS students may leave at 12:24.		B: 12:14 - 12:54	

ASSISTANCE DIRECTORY

Academic Problems 9-12
Academic Problems 7-8
Athletics
Attendance
Bullying/Harassment
Changing Schools
Class Rings
College Information
Computer Labs
Discipline 7-12
Driver's Ed
Early Dismissal Requests
ELL Support
Extra-Curricular Activities
Illness
Instructional Coach
Locker Problem
Lost and Found
Lunch
Mental Health Counselor
Migrant Support
Personal Guidance 9 - 12
Personal Guidance 7 - 8
Student Council
SUCCESS Center
Transportation
Yearbook

Erica Wilkinson
Lori Wells-Adamson
Nathan King
Michael Jepson
Michael Jepson
Counseling Centers
Deb Von Ahsen
Counseling Center
Todd Yelland
Michael Jepson
Todd Subbert
Michael Jepson
Julie West
Nathan King
Laura DeMeulenaere
Jared Arieux
Main Office
Main Office
Main Office
Danielle McWilliams
Michael Degner
Erica Wilkinson
Lori Wells-Adamson
Nathan King
Max Griffith & Emily Nordheim
John Schnebbe
Veronica Heitman

Equal Educational Opportunity Grievance Officer

Dr. Chad Garber, Superintendent
810 West Walnut Williamsburg, IA 52361
319~668-1059

DEPARTMENT CHAIRPERSONS

Business Education
English / Language Arts
Fine Arts
Foreign Language
Guidance
Mathematics
Music
Physical Education
School Nurse
Science
Social Studies
E.L.P.
Technology

Sarena Gerber
Megan Schulte
Anessa Smith
Katherine Roloff
Lori Wells-Adamson
Adam Berte
Kathryn Berte
Matt Matthes
Laura DeMeulenaere
Tanya Biggers
Robert Schepanski
Rachel Klein
Todd Yelland

ORGANIZATION

Archery Club
Construction Club/FTC
DECA
E.L.P.
E-Sports
FCCLA
FFA
National Honor Society
Spanish Club
Student Council
Speech
Trap Shooting

ADVISOR

Chris Pankow
Kevin Wilkinson
Sarena Gerber
Rachel Klein
Nicholas Law
Krista Casterline
Bridget Mahoney
Veronica Heitman
Katherine Roloff
Nathan King
Lauren Parrish
Vincent Roth

PROFESSIONAL INSTRUCTIONAL STAFF

Agricultural Science
At Risk
Business Education
English
English
English
English
English
Family/Cons. Sciences
Family/Cons. Sciences
Fine Arts
Guidance 7 - 8
Health
Health
Health
Industrial Technology
Industrial Technology
Math
Math
Math
Math
Math
Media Center/LMC
Physical Education
Physical Education
Physical Education
Physical Education
Special Education
Special Education
Special Education
Special Education
Special Education
Science
Science
Science
Science
Social Studies
Social Studies
Social Studies
Social Studies
Social Studies
Spanish
Success Center/Alt. Program
Instrumental Music 7 - 8
Instrumental Music 9 - 12
Vocal Music 7-12
Vocal Music 9-12

Bridget Mahoney
Rachel Berkland
Sarena Gerber
Elizabeth Avis
Erica Jenkins
Paige Johnson
Megan Schulte
Nicole Thurm
Julia Rhodes
Krista Casterline
Anessa Smith
Lori Wells-Adamson
Victoria Pothast
Mickey Hines
Chris Chapman
Nicholas Law
Kevin Wilkinson
Lincoln Aunan
Adam Berte
Kathryn Hafner
Kimberly Cobb
Anna Engelman
Krystle Stehno
Veronica Heitman
Chris Chapman
Mickey Hines
Matt Matthes
Victoria Pothast
Erin Baack
Wendy Greene
Seth Ickowitz
Patrick O'Brien
Tim Rogers
Tanya Biggers
Christopher Hoeg
Lance Kirby
Matt Moffitt
Nick Nordheim
John Alden
Erin Davis
Aaron Feddersen
Jason Negus
Robert Schepanski
Katherine Roloff
Max Griffith/Emily Nordheim
Thomas Landeros
Leah Grant
Zachary Ring
Kathryn Berte

TABLE OF CONTENTS

ANNUAL NOTIFICATIONS.....	5 - 7	BEHAVIOR/DISCIPLINE	22-26
Abuse of Student By District Employee		Detention	
Administrative Scope of Authority		Disciplinary Referrals/Process	
Board of Education Policies and Procedures		In-School Suspension Rules	
Child Abuse Reporting		Public Displays of Affections	
Equal Educational Opportunities		Saturday School	
Harassment/Bullying		School Attire	
Human Growth and Development		Search and Seizure	
Open Enrollment		Standard of Proof/Preponderance of Evidence	
Parent Notification-Highly Qualified		Statement of Jurisdiction	
Referral Services		Student Conduct at Extracurricular Activities	
School Fees-Waiver Policy		Student Conduct/Suspension/Expulsion	
School Video Cameras		Student Expulsion	
Smoke-Free School		Study Hall Rules	
Standard of Proof/Preponderance of Evidence		Threats of Violence	
Student Publications		Tobacco, Alcohol, and Drugs.	
Use of Law Enforcement-K9 Unit		Weapons and Firearms	
Use of Video Cameras on School Buses			
ACADEMICS.....	8 - 13	GENERAL PROCEDURES.....	27 - 30
Academic Integrity Policy		Backpacks	
Advanced Placement Courses		Breath Analyzer	
Appeal Procedures		Care of District Property	
Cheating Policy		Concerns/Complaints	
Course Changes		Daily Announcements	
Course Failures		Field Trips/Activity Trips	
Early Graduation		Fire and Disaster Drills	
Graduation Policy		Food/Drink Policy	
Honors and Academic Awards		Food Service	
Infinite Campus		Meal Charges	
National Honor Society		Hall Passes	
Post-Secondary Enrollment Options		Hats	
Prep/Practice and Assessments		Health Services	
Progress Reports		Leaving the Building	
Report Cards		Lockers/Locks	
Senior Release		Parent-Teacher Conferences	
Senior Work Release		Parking	
Senior Year Plus Legislation		School Driver's Permit	
W.I.N. (What I Need)		Senior Lounge	
		Student Language Expectations	
		Telephone Calls	
		Textbooks	
		Visitors in the Building	
ACTIVITIES.....	14 - 18	LMC/MEDIA CENTER.....	31 - 33
Activity Good Conduct Rule		Circulation Policy	
Available Programs		Fine Policy	
Church/Family Night		MLA Documentation	
Extracurricular Participation			
Extracurricular Late Bus Arrival			
Junior High Academic Eligibility Policy			
Silver Cord			
Sports Physicals			
Voluntary Termination			
ATTENDANCE.....	19 - 21	TECHNOLOGY.....	34 - 36
Attendance-Student		Personal Electronic Devices	
College Visitation Days		Electronic Devices	
Extracurricular Late Bus Arrival		Headphone/Earbuds	
Extracurricular Participation		Student Laptop Expectations	
		Student Network Expectations	
		Technology: Internet-Appropriate Use	
		Technology Consequences/Fine	
		TRANSPORTATION.....	37
		Special Education Transportation	
		Transportation	
		Transporting Students in Private Vehicles	
		APPENDIX: PARENT-STUDENT RESOURCES.....	38 - 40
		Chemical Dependency.	
		Eating Disorders	
		Insurance	
		Student Records Policy	
		Substance Abuse Directory	

ANNUAL NOTIFICATIONS

ABUSE OF STUDENT BY DISTRICT EMPLOYEES (BP 402.2)

Concerns regarding discipline procedures or actions by staff members should be directed to the administration. Students or parents/guardians who have complaints regarding alleged physical or sexual abuse by a school employee may contact the following:

Employee Child Abuse Investigator:

Building Administrators – WHS (319) 668-2050
Superintendent – (319) 668-1059
Williamsburg Police - (319) 668-1004

ADMINISTRATIVE SCOPE OF AUTHORITY

Each student has the opportunity and the right to use the school as a means of self-improvement and individual growth. In doing so, s/he is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental constitutional safeguards, student conduct in the school.

In exercising this right, the building administration, working with the teaching staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

BOARD OF EDUCATION POLICIES AND PROCEDURES

The board policies and procedures cited in this publication are for reference only. They appear in full text in the Board's manuals and are a matter of public record. For the sake of brevity, Williamsburg Community School District will be referred to as WCSD and Williamsburg Junior-Senior High School as WJ/SHS throughout this publication. Full board policies referenced in the handbook are available to review through the superintendent's office.

CHILD ABUSE REPORTING (BP 402.2)

School district personnel are encouraged, and the law requires certificated employees, to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

EQUAL EDUCATIONAL OPPORTUNITIES:EEO (BP 102)

The board will not discriminate in its educational activities on the basis of race, color, creed, national origin, age, religion, sex, disability, sexual orientation, socioeconomic status or marital status.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women in society. It shall also reflect the wide variety of roles open to both men and women.

Students, parents, employees have the right to file a formal complaint of discrimination if they believe they have been discriminated against in the district's educational programs or activities. Complaints may be filed with any district administrator.

Inquiries by students regarding compliance with EEO and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing the Superintendent of Schools, Affirmative Action Coordinator, P.O. Box 120, Williamsburg, Iowa 52361; or by telephoning (319) 668-1050.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, N. Executive Hills Blvd. 8th Floor, Kansas City, MO. 64153-1367, or the Iowa Department of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the School District's central administrative office and the administrative office in each attendance center.

HARASSMENT/ANTI-BULLYING (BP104)

The Williamsburg Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student's person or property

2. Has a substantial detrimental effect on the student's physical or mental health
 3. Has the effect of substantially interfering with the student's academic or career performance.
 4. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent or Superintendent's designee. An alternate will be designated in the event it is claimed that the Superintendent or Superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed with 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building administrator will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated

against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

A copy of the policy shall be made available to any person by contacting the Central Administrative Office at 810 West Walnut Street, Williamsburg, IA 52361.

HUMAN GROWTH AND DEVELOPMENT (BP 603.5)

Students in grades K-12 shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and nonuse, including the effects of social health, resources, prevention and control of disease, including characteristics of communicable disease. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. At the appropriate grade level, information about characteristics of communicable diseases will be introduced and shall include information about sexually transmitted diseases.

Parents/guardians who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

OPEN ENROLLMENT (BP 501.14 & BP 501.15)

The Williamsburg School District participates in open enrollment as a sending and receiving district. As a sending district, the Board of Education will allow resident students, who meet the requirements set by the state of Iowa, to open enroll in another public school district.

Parents requesting open enrollment shall make an application at the receiving district site. Applications must be filed one school year in advance. Parents may apply at later times for reasons defined as "good cause." Parents applying under "good cause" may be required to make an application to the sending and receiving school districts.

Students applying for open enrollment may lose up to ninety school days of athletic eligibility. Parents who are considering open enrollment for their children should contact the athletic director at the receiving school district for more details.

PARENT NOTIFICATION-HIGHLY QUALIFIED

Parents/Guardians in the Williamsburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and

baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-668-1059.

REFERRAL SERVICES

All schools within the Grant Wood Area Education Agency operate a Child Study Team (CST). The main purpose of the CST is to act as an in-house solving group of professionals who develop educational strategies to help children learn.

If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the CST may be utilized to develop plans or refer the child for further educational evaluation.

Teachers make every effort to provide students with a successful classroom experience. A teacher may make use of a wide range of classroom accommodations to individualize learning. To coordinate efforts, adaptations will be shared with the child's parents throughout the year. Accommodations may range from reading tests, providing shortened assignments, giving longer time to complete tests or developing behavior plans.

A child who requires specific accommodations due to a disability may have a special accommodation plan written, such as a 504 Plan or Individualized Education Plan (IEP). Any questions about qualifications or benefits from an accommodation plan should be directed to the administration. The following special services and professionals may be available to students: Speech and Language Clinician, Hearing and Vision Support, School Psychologist, School Social Worker, School Counselor, and Special Education. At some time during the year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for a student.

SCHOOL FEES - WAIVER POLICY (BP 503.3)

WCSD has annual fees for textbooks that are collected when a family registers with the district. Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their students' fees waived or partially waived.

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time or within the first week of school for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL VIDEO CAMERAS

Williamsburg Jr./Sr. High School has a number of cameras that assist in monitoring the school grounds. The cameras will assist the administration in providing a safe environment for

students and a positive building climate. Cameras scan some of the outside premises, entrances, and hallways. The cameras will digitally record events twenty-four hours a day.

SMOKE-FREE ENVIRONMENT Williamsburg facilities support a smoke-free environment. Smoking/tobacco is not permitted in any of the district's buildings or vehicles by students, staff, or visitors. (BP 905.2)

STANDARD OF PROOF/PREPONDERANCE OF EVIDENCE

Admission by the student of the offense, conviction in a court of law, or evidence presented by a reliable source, including a coach, administrator, faculty member, police officer, or other responsible person of a nature which the coach and/or committee may reasonably conclude by a preponderance of the evidence presented that the student committed the offense shall be sufficient to warrant disciplining the student.

A student or group of students may be reasonably assumed to be guilty of violating school rules if they are found in an area where there is evidence of alcohol, drug paraphernalia, vape detection, smoke, tobacco residue, or other indications of substance use or any other act that violates school regulations.

When a preponderance of evidence exists, students may face consequences for their actions including violation of the Good Conduct Policy.

STUDENT PUBLICATIONS (504.3)

Students may produce official publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

USE OF LAW ENFORCEMENT - K-9 UNIT

WCSD reserves the right to bring in K-9 units to search lockers and parking lots for contraband materials.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

The WCSD has authorized the use of video cameras on school district buses. The video cameras will be used to monitor students' behavior to maintain order on the school buses to promote and maintain a safe environment. The content may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for the use in a student discipline proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

ACADEMICS

ACADEMIC INTEGRITY POLICY

Teachers and administrators at WHS understand the pressure to get good grades, get to an after-school job, help out at home, and participating in activities can create an incentive to take shortcuts that impact learning and our ability to measure how much learning has occurred. One of those shortcuts is cheating. However, we believe that cheating and plagiarism are serious violations that undermine learning, disguise competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true skill and understanding of the content; furthermore, it breaks down the trust that is vital to any community.

DEFINITION

Having academic integrity means valuing and demonstrating:

- Intellectual honesty
- Personal Truthfulness
- Learning for its own sake
- The creation and opinions of others (i.e. intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular when you:

- Take full responsibility for your work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids, usage of artificial intelligence (AI) tools) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, watches, cell phones.
- Asking about or sharing questions/answers to daily work or assessments.
- Altering corrections or scores with intent or misrepresenting proficiency level and/or grade.
- Missing class in order to avoid turning in assignments or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

Consequences

- Many circumstances are different, and the consequence, set by the building administrator, will be determined by measuring several factors.
- The building administrator may give any combination of the following consequences: verbal warning, parent/student conference, detention, Saturday school, suspension, withholding from extracurricular activities, and the possibility of removal from course.

- Possible loss of membership or selection in NHS or Student Council under the discretion of the building principal and advisor
- Offenses carry over each year during grades 9-12. They do not reset annually. Repeat offenses will carry a more severe consequence.

ADVANCED PLACEMENT COURSES

All students enrolled in advanced placement courses must take the advanced placement examination at the end of the course. A fee for the test will be charged to each student. If the student has qualified for free/reduced lunch waiver, the fee will be waived. The Williamsburg School District will pay one-half of the testing fee.

APPEAL PROCEDURES

Whenever a student is declared ineligible for any violation of the Student Conduct Rules, the following shall apply:

1. A student may contest the decision of ineligibility or the principal. The student must submit in writing to the Appeals Board within three (3) days of the declaration a request to appeal the ineligibility or penalty. The Appeals Board shall consist of three members of the student council, three teachers and the principal.
2. A meeting may be held within a reasonable time between the Activities Director, activity sponsor/coach, student and/or parents, and/or the building principal. The student will be given an opportunity to rebut the charges and any evidence.
3. The decision of the Activities Director and/or the principal may be reviewed by the superintendent.

COURSE CHANGES

Changes in a student's course schedule must be made prior to the end of the fifth day of any term. The administration's permission is needed to add or drop a class after the fifth day.

Students who drop community college courses after the fifth day of the course beginning will be encouraged to not enroll in another college course the next semester and will lose senior release time.

COURSE FAILURE

Students who fail a required course must retake the course prior to graduation. Students should set an appointment with their school counselor to reschedule the failed class.

Students who fail a course may opt to take the course through an alternative curriculum. Williamsburg offers students the opportunity to take courses through various online options. Students will schedule these classes through the school counselor or an administrator.

EARLY GRADUATION (BP 505.6)

Students may graduate prior to the completion of grade twelve (12 or 14 terms of instruction) if they have satisfied all the requirements outlined in this policy. **See Board Policy 505.6a for details.

GRADE MARK VALUES

The following mark values will be used for grades 9-12.

A+ = 4.000	A = 4.000	A- = 3.667
B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667
F = 0.000		

GRADUATION POLICY – (BP 505.5)

Students must successfully complete the courses required by the Williamsburg Community School District Board of Education and the Iowa Department of Education in order to graduate. It shall be the responsibility of the Superintendent to ensure those students complete grades one through twelve. High school students must earn a minimum of fifty-two (52*) credits for graduation from the Williamsburg Community School District.

Students are required to take at least four (4) graded courses per term (9-week period). A credit earned in block scheduling shall be defined as a subject taken and passed for an equivalent of one term (9-week period). All classes, which meet forty-four minutes per day, five days per week (skinny), for a two-term period (two 9-week periods), will be considered full-credit courses. Physical education classes earn one credit per semester.

Every student will need to work closely with his/her parents/guardian, the school counselor, and teachers in establishing a course of study most appropriate for his/her individual needs.

Four-Year Plan:

Eighth-grade students will work with parents, counselors, and administrators to complete a Four-Year Plan to ensure that students meet rigorous graduation requirements. Students will review/revise their four year plan each spring when registering for the following school year.

The following courses are required for graduation:

- 1. Eight (8) credits in Language Arts**
 - a. English 9 (2 Credits)
 - b. English 10 (2 Credits)
 - c. English 11 (2 Credits)
 - d. Two credits of Language Arts electives
- 2. Six (6) credits in Science**
 - a. Two (2) credits in Earth Science
 - b. One (1) credit in Intro to Physics
 - c. One (1) credit in Intro to Chemistry
 - d. Two (2) credits in Biology
- 3. Six (6) credits in Mathematics**
- 4. Seven (7) credits in Social Studies**
 - a. Two (2) credits in Early American History
 - b. Two (2) credits in Modern American History
 - c. Two (2) credits in World History
 - d. One (1) credit of Government
- 5. One (1) credit in Consumer Economics or Financial Literacy**
- 6. One (1) credit in Health**
- 7. Four (4) credits in Physical Education-**
 - a. Students will meet the swimming requirement, equivalent to eight (8) weeks of swimming, through documented swimming units integrated into the personal wellness course.
 - b. The Physical Education requirement may be waived for:

- i. Medical reasons - physical education waiver granted if requested by a licensed physician or chiropractor.
- ii. Off-Campus Education Opportunity: If a 12th-grade student is enrolled in a "work-based learning program or other educational program authorized by the school" requiring the student's absence from school premises during the school day, the principal may excuse the student from the PE requirement.
- iii. Academic Course Not Otherwise Available: If a 12th grade student seeks to enroll in "academic courses not otherwise available to the student," the student's parent may request excusal from PE in writing (Iowa Code § 256.11(5)"g"(1); 281—IAC 12.5(5)"f"(2).

8. Students will select additional courses as electives to meet the 52 credit graduation requirement.

Special Education Requirements: Graduation for special education students must be in accordance with the above-listed requirements.

Alternative School Graduation Requirements: Students may be eligible for consideration for the alternative high school. Graduation for students enrolled in alternative programming must be in accordance with the above-listed requirements.

Early Graduation: Students may graduate one semester or one year prior to the completion of grade twelve (16 terms of instruction), if they have satisfied all the requirements outlined in this policy. See Board Policy 505.6 for details.

HONOR ROLL AND ACADEMIC AWARDS

Students at WHS have many opportunities to be recognized for achievement. Some of these include Semester Honor Roll, nomination to the National Honor Societies, Leadership camps, Athletic/Music/Cheerleading/Activity letters, bars, pins and certificates, Boys' State, Academic Letters, HOBY, Student of the Month, GPA improvement, and State-sanctioned sportsmanship awards.

GPA Improvement

We value high grades, but WHS also wants to reward improvement. We recognize those students whose GPA for a particular term is at least .333 above their average for the previous term. Not all students have the ability to earn a high GPA, but nearly everyone can improve.

Honor Roll JH/HS

High school students will be recognized for their academic accomplishments every nine weeks and junior high students will be recognized every semester in three possible categories:

1. **Honor Roll of Excellence:** Students earning a term GPA of 4.0 for high school students or advanced levels for junior high students at semester.
2. **Red and White Honor Roll:** Students earning a term GPA between 3.668 and 3.999 for high school students or all advanced and proficient levels for junior high students at semester.
3. **Raider Mark of Merit:** Students earning a term GPA between a 3.0 and 3.667 for high school students or 80% of the standards are proficient for junior high students at semester.

Academic Letter

High school students who retain a 3.333 Cumulative GPA both semesters in an academic school year will earn an academic letter. After receiving a letter, they will earn a bar to attach to the letter.

Senior Academic Awards

Seniors with the following cumulative grade point average will be recognized with a special medal at graduation.

1. Cumulative GPA of 3.333-3.699 – medal with white ribbon
2. Cumulative GPA of 3.700-3.999 – medal with red ribbon
3. Cumulative GPA of 4.000 – medal with gold ribbon

Students in National Honor Society, Silver Cord, and Student Council will be recognized with colored cords for graduation ceremonies. The Valedictorian and Salutatorian will receive stoles during commencement.

INFINITE CAMPUS

Students may check their academic progress via the Internet by utilizing the Infinite Campus portal. Students/Parents may access scheduling information, report cards, transcripts, current term grades, and attendance information through the Infinite Campus portal. Parents and students will be given their login information and directions during the registration process.

IOWA STATEWIDE ASSESSMENT OF STUDENT PROGRESS (ISASP) STUDENT HONOR CODE

The ISASP (Iowa Statewide Assessment of Student Progress) are yearly assessments given to students in grades 3-11 to gather clear and accurate information regarding student learning in our schools and in the state as a whole. We expect all students to complete the tests to the best of their ability. Students are expected to follow all teacher directions and guidelines for testing.

Prohibited behaviors include, but are not limited to:

- Using personal electronics to capture test items or responses
- Providing assistance to or accepting assistance from other students, which includes copying answers, using prearranged signals to provide answers, sharing used scratch paper, etc.
- Discussing test items or responses with students who have not yet tested
- Sharing test tickets, or retaining tickets or scratch paper after testing

Any direct violations may be reported to the Iowa Department of Education.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is "to create enthusiasm for scholarship, to stimulate a desire to render service, to develop leadership, and to develop character in students." Membership in the National Honor Society is bestowed on students who demonstrate these qualities. The following process will be followed for selection into the National Honor Society.

- Students in selected grades with a minimum cumulative grade point average of 3.7 will be invited to attend the orientation meeting after the completion of the first semester.
- Students who attend the orientation meeting will receive the selection packet and guidance to complete the materials. Students will receive examples of leadership and service to include in their application.
- Students who complete the selection materials will be rated in the areas of leadership, service, and character by teachers who have taught the students in grades 7-12.
- The teacher ratings along with the completed student selection materials will be made available to the five person faculty committee.
- Students selected for National Honor Society will receive a majority vote by the five-person committee. Students who have received a majority vote will be sent an invitation to the induction ceremony. Students who were not selected will receive a letter indicating the areas of character, leadership, and service in which the student was considered not suitable for selection.

Appeal Process: Students/Parents who feel the above process was not followed can appeal to the high school principal within one week of reception of the letter.

Students in this organization are held to higher standards than other students and maybe dismissed due to violation of the Good Conduct Policy or the Academic Integrity Policy.

"NO-PASS, NO PLAY" ACADEMIC POLICY

To be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term. The District will adhere to the guidelines outlined in the "Scholarship Rule" 36.15(2), developed by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association.

If, at the end of any grading period, a student has a posted transcript grade that is incomplete or failing in any course for which credit is awarded (including concurrent college courses), the student is ineligible to dress, participate, and compete for 20 consecutive calendar days based on the first available activity. The student will be ineligible for all extracurricular activities during the 20 days.

Ineligible students are required to attend practice and all events. The student is not allowed to wear a uniform during the ineligibility period.

If there is not a sufficient number of contests or performances in the scheduled season to fulfill the terms of the period of ineligibility for violation of the scholarship rule, the student's ineligibility period will carry over into the postseason (including any tournaments), and the next season in which the student participates.

Students will not be allowed to join an extracurricular activity midseason to serve a period of ineligibility.

If a student drops out of an activity or is removed from a team during a season in which they are serving their eligibility, the student's entire ineligibility period will transfer to the next activity or sport the student joins.

POST-SECONDARY ENROLLMENT OPTIONS (BP 604.6)

Students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set out by the Board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with the Board's approval on a case-by-case basis.

Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the School District and the post-secondary educational institution will receive academic and vocational-technical credits in accordance with the agreement.

Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the Board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the state is providing funding for the courses. Upon successful completion of these summer courses, the students will receive academic or vocational-technical credit toward graduation requirements set out by the Board. Successful completion of the course is determined by the post-secondary educational institution. The Board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

The following factors are considered in the Board's determination of whether a student will receive academic or vocational-technical credit toward graduation requirements set out by the Board for a course at a post-secondary educational institution:

- The course is taken from a public or accredited private post-secondary educational institution;
- A comparable course is not offered in the School District. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the Board, to a course offered by the School District;
- The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered by the community college career options program;
- The course is a credit-bearing course that leads to a degree;
- The course meets any other requirements set out by the Board.

Students in grades 9-12 who take courses, other than courses taken under an agreement between the School District and the post-secondary educational institution, are responsible for transportation without reimbursement to and from the location where the course is being offered.

PREP/PRACTICE AND ASSESSMENTS

Teachers will decide the prep/practice necessary for students to succeed on each course's priority standards. Prep/Practice may include any supporting standard practice the teacher deems necessary for success in the course. Students are expected to complete each prep/practice assignment on time and with integrity.

All absent students are expected to complete the prep/practice given in class. The length of time to make up work will be determined by the teacher. Students who have been made aware of pre-announced assignments or assessments may be expected to do this work immediately upon return to school. The student should communicate with the teacher regarding make-up work. It is the teacher's obligation to provide the work for the student and place the student on W.I.N. until prep/practice is completed.

Students not completing prep/practice or exceeding the maximum amount of missing prep/practice will be dropped from the course or unable to receive credit regardless of priority standard grades. Teachers may not allow students to do advanced work on a reassessment if prep/practice and assessments are not handed in on time.

Students who do not complete assessments or reassessments within the guidelines of the course can be dropped from the course and unable to receive credit. Prior to this action, a meeting with the student, parent/guardian, teacher, and administrator will be scheduled.

PROGRESS REPORTS

Parents may access their child's attendance and grades utilizing the Infinite Campus portal. Grades and missing assignments are to be updated no later than 5:00 every Sunday evening.

Parents/guardians can access grades in the Infinite Campus portal to check student progress in courses. If a student or parent/guardian has any questions about a progress report, they should contact the teacher first. If any questions persist, the student or parent/guardian may contact the principal.

REPORT CARDS

Families will be able to access report cards on Infinite Campus within one week of the completion of each term.

SENIOR RELEASE

Seniors who meet the following criteria can be excused from classes for the first or last hour of the day or during their assigned study hall time.

- Scored proficient or above on the reading and math tests of the Iowa Assessments.
- Passed all classes taken during the previous term.
- Completed and passed all college courses.
- Maintains a C or above in all courses.
- Maintains attendance below the truancy threshold (less than 20% per term).

The following guidelines must be adhered to by all seniors on senior release:

- All students on senior release must be off school grounds unless they are in direct supervision of a teacher, in the senior lounge area, or have permission from the administration. Students should not be in the hallways, locker rooms or parking lot.

- If the office is notified at any time during a term that a senior release student is below a C grade, they will immediately lose senior release and be placed in study hall until the grade improves.
- Students must be aware of all alternate schedule days and are expected to be at school.
- Students placed on WIN will be assigned to study hall.
- Students who owe time will be required to serve this time during senior release or open period.
- Students with chronic absenteeism or attendance problems (tardiness) can lose senior release privileges for the remainder of the school year.

Students are responsible for communicating these guidelines with their employers.

SENIOR WORK RELEASE

A senior student may be excused one period per day for work during the 2nd semester. To qualify, the following steps must be taken:

- The student must be a senior on track to graduate with approval from the principal.
- Proper paperwork filed with the school counselor and principal.
- Failure to report back to school for W.I.N., detention, or assigned time will result in loss of work release.
- Seniors who fall below a C- grade in any course will be required to forfeit their work release will be placed in a study hall until the grade improves.

This permission will be given if the student's schedule can be arranged to accommodate a work release. They will not be exempted from any requirements or other obligations that are required of all students. Student work release forms may be requested from the high school guidance office.

SENIOR YEAR PLUS LEGISLATION

The Senior Year Plus legislation was developed to give all Iowa schools guidelines to provide post-secondary opportunities to all high school students who meet the criteria. The entire document can be found on the Iowa DOE website.

- This programming is available to all students in grades 9-12.
- Students may only access courses contracted by the school district and community college. Students will receive course descriptions of available courses every semester.
- Students accessing coursework under this program in the summer will be paid by available state funding.
- Postsecondary institutions cannot charge students in the program for tuition, textbooks, materials, or fees related to the course unless students are required to purchase equipment that becomes the property of the student.
- If a student fails a course a meeting with the student and a parent to decide whether the student will be allowed to take an online course the following semester The student will lose senior release.
- If a student drops a course after the fifth day of the course start date, a meeting with the student and a parent to decide whether the student will be allowed to take an online course the following semester The student will lose senior release.

Concurrent Enrollment

- Concurrent enrollment courses may not be offered to students outside of the regular school year unless state funding is available for all students.
- Courses offered under this program must be college-level work, cannot supplant local school district "offer and teach" requirements, and must not be substantially the same content course as the one being offered by the K-12 district in the previous two years.
- Courses offered under this program are available to all students in grades 9-12, if eligible.

Guidelines for eligibility

Students are allowed to take Community College courses at the Kirkwood Community College Center in Williamsburg or another accredited community college or university. The Williamsburg Community School District is responsible for student attendance during this time. The following guidelines should be adhered to by any student enrolling in a college course.

- Students may only drive to KCC with administrator approval. Students should never transport other students to the Kirkwood Center.
- Students must drop a course within the first five days of the semester. Any student that drops after this time will have a parent-student meeting to decide if they will take another course the next semester.. The student will also forfeit their right to senior release and senior work release.
- Students must sign into the Kirkwood Center within the time communicated on the semester schedule shared by the administration. Students found in violation of this time may lose senior release, work release, privilege to work at the Kirkwood Center and/or serve time in Saturday School.
- Students are not allowed to make up tests or work with other teachers without prior approval by the administration during their scheduled college course time.
- When Kirkwood College is not in session or a student is finished with a course, he/she must bring study materials to the area designated by the administration during the period of the course.

W.I.N. (What I Need)

W.I.N. time will be scheduled throughout the school year Monday-Thursday 3:35-4:30 for students who are missing prep/practice, assessments, reassessment, or need extra help in coursework from WHS staff. Administrators and teachers will communicate with students and parents to schedule this time for each week W.I.N. is in session. Students are required to attend W.I.N. when assigned. Students MUST attend WIN before attending extra-curricular activities after school. Students may attend a game or other school competition/performance without consequence. A student who is required to go to WIN MUST make up each hour missed within one week of missing for reasons outside of school.

The administration will assign students to WIN who are missing more than ten assignments from all scheduled classes.

W.I.N. Student Expectations

- Arrive in the teacher's room or LMC by 3:35.
- Be prepared with materials to work on missing assignments/reassessments for the teacher(s) on the WIN list.
- Students must check in with the supervisor in the LMC before taking a seat at the LMC tables.
- Bathroom passes are for emergencies only.
- Students must work until 4:30.

ACTIVITIES

WCSD believes that extracurricular activities provide the potential for significant benefit to the participants and are an integral part of the overall secondary program. School Administrators in the State of Iowa feel that these programs create a classroom that teaches educational values such as desire, dedication, determination, discipline, dignity, integrity, leadership, pride, responsibility, respect, sacrifice, and team concepts. Research has proven that students who participate in extracurricular activities tend to have better attendance records and levels of achievement than non-participants.

ACTIVITY GOOD CONDUCT RULES (BP 503.4 R1)

The Board of Directors of the Williamsburg Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditional upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal and athletic director shall keep records of violations of the Good Conduct Rule.

The board's policy and these rules cover the following activities: Athletics, instrumental and vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all other co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (Homecoming King/Queen/court, Prom court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

To retain eligibility for participation in Williamsburg Jr./Sr. High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegations, the basis of the allegation, and given an opportunity to tell the student's side, if found to have violated the school's Good Conduct Rule, will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of vape-related products or paraphernalia.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within- reach of or in "close proximity to" the contraband (e.g. , alcohol or other drugs).
- Being in attendance at a function or party, in a vehicle, or other location where the student knows or has reason to know that alcohol or other drugs are being consumed or possessed illegally by minors and failing to leave despite having a reasonable opportunity to

do so, evidence of such to include, but not be limited to, photos, video, or admission.

- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Repeated acts of unsportsmanlike conduct, including profanity, or verbal abuse toward persons such as players, coaches, and patrons representing Williamsburg Community Schools or other schools, or sports officials and judges.
- Participation in sexual harassment, including but not limited to: unwelcome sexual advances, requests for sexual favors, an/or other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.
- Exceedingly inappropriate or offensive conduct, including but not limited to assaulting staff or students or gross insubordination (talking back or refusing to cooperate with authorities).
- Serious hazing, bullying, or harassment of others which leads to a suspension (NOTE: This could include group conduct.)

Mere Presence

A student's "mere presence" in bars or attendance at a function or party, or in a vehicle or other location where alcohol or other drugs are being consumed/possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so is a violation of the good conduct policy. Students should avoid situations where their guilt or innocence is in question.

This rule is not meant to include presence in an establishment that is primarily an eating place that serves alcohol or being employed in such an establishment. Presence in places such as golf courses or bowling alleys where alcoholic beverages are served is not prohibited. In addition, students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served but they may not consume alcohol or be in possession of alcoholic beverages even though they may have parental permission. Parental permission does not override the provisions of this code. This policy shall not apply to recognized and established religious practices.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible.

1. **Drugs** - first offense of the illegal use, possession, or selling of a controlled substance will result in dismissal from activities for one calendar year. For the purpose of this rule, "drugs" shall be considered substances that are illegal for a person of any age to manufacture, distribute, possess, or consume in Iowa for any reason other than use approved by a licensed physician.

2. **Other offenses:**

First Offense: Student is declared ineligible for 20% of athletic competitions and/or one calendar day event for all other extra-curricular performance dates or service as an officer.

Second Offense: Student is declared ineligible for 60% of the competitions and/or performances. A second offense results in a student's ineligibility to serve in a leadership position for the season(s) in which the penalty is served. The student is also ineligible for district-sponsored or coach/sponsor nominated post-season awards during the season(s) in which the consequence is served.

Third Offense: Student is declared ineligible for the remainder of their high school eligibility or until reinstatement is approved.

3. **Scope of Rules** – The Good Conduct Rules are enforced all twelve months of the year.

4. **Reduction in Penalty** - If a student admits a violation of the Good Conduct Rule to a coach, administrator, or activity sponsor within 48 hours of the infraction, the penalty will be reduced by fifty percent. This provision applies to the first offense only, and may not be applicable to the rule regarding drugs or controlled substances.

5. **Mere presence:** Students who are in violation of the Good Conduct Rules as a result of being in attendance or in the presence of minors illegally consuming or possessing, though not providing, purchasing, selling, or consuming alcohol or some other controlled substance shall have their penalty reduced by 50% if the violation is their first as a result of mere presence. All subsequent violations that are the result of mere presence will receive the full consequence associated with the violation.

6. **Process** - Each activity coach/sponsor will file with the activity director the number of events scheduled for their group for the duration of the year. Percentages for ineligibility will be calculated from the schedule events. Consequences served are dates served. Activities with more than one performance on a given day are counted as a single event for the purpose of determining the number of performances for which the student is ineligible.

7. **Reinstatement:** a student who incurs a third violation is deemed ineligible for the remainder of their high school career. Students may apply for reinstatement after one calendar year has passed from the day they are notified of their loss of eligibility. Application for reinstatement should be delivered to the activities director. A committee consisting of the building principal, activities director, a member of a coaching staff for whom the student does NOT participate, and a school counselor shall hear the request for reinstatement in a private, informal hearing. The reinstatement committee shall provide a written response to the request within 14 days of receiving the application. Decisions of the reinstatement committee will be final, as the request for reinstatement constitutes an appeal to

ineligibility. Consideration for reinstatement will be strengthened through demonstration of participation in drug/alcohol counseling, community service, contribution to the school community, and/or consistent positive decision making. These examples do NOT reflect the only steps students may take in order to be considered for reinstatement. Students who are found to be in violation of the Good Conduct Policy after being reinstated will lose eligibility without the option for reinstatement.

8. When determining the number of contests that equal a given percentage, the District shall round UP to the greater of the two whole numbers.

9. Students will serve a consequence in up to three categories: Athletics, Fine Arts, and Club/Organizations. In each category, the student will be ineligible for events in their current and/or next activity, and the number of events to be missed will be based on the scheduled events in the current and/or next eligible activity in each of the three categories. The period of ineligibility is immediately in effect upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest.

Ineligible students will practice and attend activity contests/performances with the group, but will not be able to participate in any way. No uniform or school paraphernalia of any kind will be worn by ineligible students.

If there is not a sufficient number of contests or performances in the scheduled season to fulfill the terms of the period of ineligibility for violation of the good conduct rule, the ineligibility period will be carried over into the postseason (including any and all tournaments) and to the next season in which the student participates.

Junior high students return to first offense status as of August 1 of their freshman year. Offenses for high school students are cumulative for the entirety of their 9th-12th grade eligibility. If consequences from an infraction in junior high will carry over to the 9th grade year, the student may request an informal hearing by the reinstatement committee to consider early conclusion of the consequence.

Students will not be allowed to join a sport in midseason to serve his/her period of ineligibility. If a student violates the Good Conduct Rule during his/her ineligibility period, the time for the infraction will be attached to the current ineligibility period being served by the student.

If a student drops out of an activity or is removed from a team during a season in which they are serving a good conduct violation penalty, the entire ineligibility period will be transferred to the next activity or sport the student joins.

6. **Academic Eligibility (Athletic)** To be eligible for an activity, students participating in athletics must:

- A. Be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the

equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- a. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - b. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days.
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
 - E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
 - F. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
 - G. A student is academically eligible upon entering the ninth grade.
 - H. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule

shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

- I. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- K. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- L. Withdrawal ("W") will be considered a failure for ineligibility purposes unless otherwise specified by the building principal.
- M. An incomplete grade ("I") will be considered a failed class or up to twenty days of eligibility starting with the first competitive date or until the incomplete is converted to a passing grade.
- N. A final grade in block scheduling is any term grade.

Academic Eligibility (Speech and Music):

All participants must be enrolled in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or "hour" or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading Period," graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of this rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final passing grade and course credit is awarded.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 20 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program.

Sub rules h, i, j, k, l of the athletic scholarship statute also applies to the scholarship rules for music. All other guidance on the application of the rules shall be provided by the high school principal.

7. Transportation – Unless prior arrangements have been made with parents, a student will not participate in a contest unless s/he rides to the event in a school vehicle. Under no circumstances may the athlete drive him/herself to a contest. The athlete may ride home only on the team bus or with his/her parents or guardians unless prior arrangements have been made with the principal.

AVAILABLE PROGRAMS

Programs available to all 9-12 students include:

Sports: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Shooting Sports, Soccer, Softball, Swimming, Track, Volleyball, Wrestling

Fine Arts: Choir, Color Guard, Drama, Jazz Band, Blackout Dance Team, Show Choir, Speech

Organizations: Archery Club, Art Club, Construction Club, DECA, E-Sports, FCCLA, FFA, National History Day, National Honor Society, Robotics, Spanish Club, Student Council, and Yearbook.

Junior high (7/8) students may participate in:

Sports: Basketball, Cheerleading, Cross Country, Football, Shooting Sports, Softball, Swimming, Track, Volleyball, Wrestling

Fine Arts: Band, Jazz Band, Show Choir, Vocal Music

Organizations: Archery Club, SOAR, E-Sports, Junior High Student Council, National History Day.

CHURCH/FAMILY NIGHT

Wednesday night of every week has been set aside as church/family night. All students are to be out of the building by 6:00 p.m.

EXTRACURRICULAR LATE BUS ARRIVAL

When a school activity bus returns to the school on or after midnight on a school night, students are excused from the first period (1A). The coach will notify the students before they exit the bus that they are excused.

EXTRACURRICULAR PARTICIPATION

Students in extracurricular activities must be in school for a minimum of half a day on the afternoon of any activity or practice in order to participate unless prior approval for an absence has been made with the administration, except for illness.

A half (1/2) day is defined as the following:

- Students must be at school from 12:00 – 3:35 p.m.
- On early release days, students must be at school by 10:30 a.m.

JUNIOR HIGH ACADEMIC ELIGIBILITY POLICY

Eligibility for 7th and 8th-grade students at WCSD participating in the interscholastic athletic competition will be determined on a weekly basis by each individual student's grades. Every student must complete prep/practice and assessments to be eligible for competitions. However, students ineligible for the

competition will still be team members and may continue participating in practices throughout the season.

When it has been reported that a student has ten missing prep/practice assignments in all subjects, the student will be ineligible for the next scheduled competition. The student will regain eligibility for any and all following competitions until the next grade reporting period which shall occur approximately every two weeks.

For example, a student who has ten or more missing assignments by the established deadline will not be eligible for the contest on Tuesday, but they will be eligible for the following game on Thursday.

The junior high teachers will be responsible for maintaining updated grade books and will collaborate with the administration to communicate eligibility to the parents and students.

"NO-PASS, NO-PLAY" ACADEMIC POLICY

To be eligible for extracurricular and co-curricular activities, students must have passed all credited subjects the previous term. The District will adhere to the guidelines outlined in the "Scholarship Rule" 36.15(2), developed by the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa High School Music Association, and the Iowa High School Speech Association.

If, at the end of any grading period, a student has a posted transcript grade that is incomplete or failing in any course for which credit is awarded (including concurrent college courses), the student is ineligible to dress, participate, and compete for 20 consecutive calendar days based on the first available activity. The student will be ineligible for all extracurricular activities during the 20 days.

Ineligible students are required to attend practice and all events. The student is not allowed to wear a uniform during the ineligibility period.

If there is not a sufficient number of contests or performances in the scheduled season to fulfill the terms of the period of ineligibility for violation of the scholarship rule, the student's ineligibility period will carry over into the postseason (including any tournaments), and the next season in which the student participates.

Students will not be allowed to join an extracurricular activity midseason to serve a period of ineligibility.

If a student drops out of an activity or is removed from a team during a season in which they are serving their eligibility, the student's entire ineligibility period will transfer to the next activity or sport the student joins.

SILVER CORD

Williamsburg Silver Cord is an award program that recognizes students for volunteer services they provide for their school and community. The program is available to all high school students. Students may provide community service for the school, non-profit organizations, religious groups, and community events. Through these activities, students will gain valuable leadership and citizenship skills, gain work experience, improve self-esteem, and feel the satisfaction of investing time and talents in helping others. By completing the appropriate number of hours, students will be presented with a silver cord that will be worn with his/her gown during graduation.

SPORTS PHYSICALS

Athletes will NOT be permitted to take part (practice or participate) in interscholastic sports without a current physical form, proof of insurance and concussion form on file with the Activities Director. WHS is using BOUND to house these documents. The administration will send out directions for families to upload these documents.

VOLUNTARY TERMINATION

An athlete may not quit or switch sports mid-season unless both coaches give consent and have consulted with the Activities Director.

ATTENDANCE

ATTENDANCE-STUDENT (BP 501.3 & 501.3 R1)

Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that occurs in the classroom builds from day to day and absences can cause disruptions in the learning progress of the absent student. Due to the collaborative nature of learning, irregular student attendance or tardiness not only limits their own studies, but also interferes with the progress of those students who are in attendance.

Attendance is a shared responsibility that requires cooperation and honest, timely communication among students, parents, and the school. It is the responsibility of the parent, guardian, or legal or actual custodian of a child who is compulsory age to ensure regular attendance in accordance with Iowa Code Section 299.1.

Attendance is required by Iowa law and is essential for student learning and successful completion of courses. Only through attendance and class participation do students achieve the benefits of the educational program.

DEFINITIONS

Chronic Absenteeism: a student is absent from school for more than 10% of the days in a term. Attendance is taken at the beginning of each period or block and is tracked minute by minute.

Truant: a student of compulsory attendance age (see Board policy 501.3 R1) who is absent from school or class for at least 20% of the days in any term. (Chronic absenteeism and truancy does not apply to the exemptions defined by law and noted in Board policy 501.3 R1)

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent (absent at least 10% of the days in a term (absent 5 days), the school official will send notice by mail or email to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian, that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least 15% of the days in a term (absent 7 days), the school official will attempt to find the cause of the absences and initiate a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences, attempt to remove barriers to the student's ongoing attendance, to create and sign an absenteeism prevention plan, and identify the roles of each participant. If participants fail to create a plan or if the child/parent/guardian does not comply with the plan or participate in the meeting, the County Attorney may take legal action as outlined in *SF2435: Attendance and Chronic Absenteeism Summary for Schools*.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

Truancy

If a student is absent from school for at least 20% of the days in a term (absent 9 days), they will be considered truant. The county attorney will be notified, and potential legal action may be taken against anyone violating attendance laws.

Open Enrollment and Truancy

Any student who has been absent from school, for any reason, for at least 20% of the days or hours in a grading period is considered truant (Iowa Code 299.8, as amended by Senate File 2435). If the student is participating in open enrollment and defined as truant, the receiving district school board may terminate the open enrollment agreement AND prohibit the student from re-enrolling in the receiving district. If the receiving district has terminated the open enrollment agreement for the student, the resident district must enroll the student. A parent or guardian may apply for their child to open enroll to another school district, except the previous receiving district where the student was previously attending, they must follow the procedures outlined in the Application Information and Deadlines section.

ATTENDANCE RECORDING PROCEDURES

We will be closely monitoring attendance to ensure compliance with the law. Attendance is taken at the beginning of each period or block and is tracked minute by minute.

The 2025-26 Jr./Sr. High School Grading Periods are:

- Term 1: Aug. 25 - Oct. 29
- Term 2: Oct. 30 - Jan. 16
- Term 3: Jan. 20 - March 25
- Term 4: March 26 - May 29

SECTION II – Academic and Disciplinary Requirements

EXCUSED AND EXEMPT ABSENCES (BP 501.3 R1)

The student's school will determine whether an absence is excused or unexcused. Excused absences are confirmed absences reported by parents/guardians to the school, but still count toward Chronic Absenteeism and Truancy reporting. Exempted absences do NOT count toward Chronic Absenteeism and Truancy reporting. Exempted absences are identified and outlined by the State of Iowa.

The school will work with the building nurse to determine whether absences will be medically excused or exempt. Students participating in school-sponsored activities and athletics, field trips, and work-based learning experiences through an assigned course will be considered present.

Family vacations are NOT exempt per Iowa Code and Iowa Department of Education guidance. Our District will track these absences as required by the state, and they will count toward chronic absenteeism. However, the absence will be excused by the school, and we will not impose any additional school-based consequences. Please notify your student's teachers in advance of your vacation, so they can make a plan for your student to complete their schoolwork.

Students who are absent without a reasonable excuse, as determined by the Principal, will be assigned a consequence, which may include: detention, Saturday school, attendance meeting with administration, or other appropriate disciplinary sanctions. **Students with excessive unexcused absences may also lose academic credit for the courses missed as determined by building administration.**

Chronic absenteeism and truancy do not apply to the following exemptions as defined by law:

- Student is absent because all graduation requirements and coursework is complete (GRDX)
- Are excused for sufficient reason by any court of record or judge (CRTX)
- Are attending religious services or receiving religious instruction (RELX)
- Are unable to attend school due to a legitimate medical condition that has caused: hospitalization, and extended illness that requires student to be away from school, requires doctor's care for needed treatment. (This does not include basic illnesses). The administration reserves the right to consider special situations on a case-by-case basis. (MEDX)
- Has an individualized education program that affects the child's attendance (IEPX)
- Has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance. (504X)

For further information regarding absence coding, scenarios, or frequently asked questions (FAQ's), please refer to the WCSD attendance policies located on the Williamsburg CSD website (<https://www.williamsburg.k12.ia.us/>) under the Parent Resources tab.

PROCEDURES TO FOLLOW WHEN ABSENT

- If a student cannot report to school, it is the responsibility of a parent or guardian to report that absence prior to the start of the school day by calling the junior-senior high office at 668-1050.
- Should a call not be received, the school will attempt to telephone the student's parent or guardian to verify the absence. Failure to receive absenteeism information shall cause the student to be considered unexcused until a call or note has been received from the parent. Parent communication should occur within 48 hours of the absence.
- Students leaving school during the school day must receive permission from a school official/parent or guardian prior to leaving and the student must sign out at the attendance office.
- Students returning to school after the school day has started must check-in at the office upon their return.
- A student who is under sixteen (16) years of age by September 15, and in proper physical and mental condition to attend school, and who fails to attend school regularly without reasonable excuse for absence is in violation of the state compulsory attendance laws.

PLANNED ABSENCES

- It is the student's responsibility to inform teachers if they know, in advance, they are going to be absent from school.
- If a student is going to be absent due to a school activity or trip, the student will be responsible for notifying his/her teachers.

TARDY: Late arrival to school or class without prior approval will be considered a tardy. Students late to school or class for reasons judged appropriate by school authorities will not be considered tardy.

A student who receives a tardy (late to school within 30 minutes) will be subject to the following procedures per semester:

- 1st Tardy- warning
- 2nd Tardy - warning
- 3rd Tardy - 30 minute detention, parent/guardian notification
- 4th Tardy- 60 minute detention, parent/guardian notification
- 5th Tardy - 60 minute detention and a problem solving conference with the parent/guardian, student, and administrator

With continued tardiness, students will receive consequences that may include, but are not limited to, detention, a problem-solving conference with their parent or guardian, loss of extracurricular privileges, or possible dropping from an academic course.

COLLEGE VISITATION DAYS

WCSD recognizes the importance of planning for post-secondary educational opportunities. To help in the process the school district will allow junior and senior students excused days from school to visit post-secondary schools.

Students interested in visiting a college may take six college visits during their high school career. Students may take college visits beginning the first semester of their junior year. No more than two college visits may be taken per semester. If a student needs to take more than two college visits in a semester, an administrator must approve this absence. All college visits must be completed before December 1 (first

semester) and May 1 (second semester) unless otherwise approved by an administrator.

The following guidelines will be used in arranging college visit days.

1. Students must contact the college they wish to visit in advance to establish the date, time, and content of the college visit. The student will communicate this information to the school counselor.
2. Parents/Guardians will be responsible for contacting the office one week prior to the college visit.
3. It is important that parents attend these college days with their child to help in the decision-making process. The WCSD will assume that a parent or guardian will be with their child on the college visit.

EXTRACURRICULAR LATE BUS ARRIVAL

When a school activity bus returns to the school on or after midnight on a school night, students are excused from the first period (1A). The coach will notify the students before they exit the bus that they are excused.

EXTRACURRICULAR PARTICIPATION

Students in extracurricular activities must be in school for a minimum of half a day on the afternoon of any activity or practice in order to participate unless prior approval for an absence has been made with the administration, except for illness.

A half (1/2) day is defined as the following:

- Students must be at school from 12:00 – 3:35 p.m.
- On early release days, students must be at school by 10:30 a.m.

BEHAVIOR/DISCIPLINE

DETENTION

The Jr./Sr. High School expects students to act in a responsible manner. When this doesn't occur, serving after-school detention may be used as a consequence for the behavior.

The following guidelines are to be adhered by:

- Students will be given 24-hours notice to make transportation arrangements for scheduled detention time..
- Students will report to the detention center after school on Monday-Thursday between 3:35-4:35.
- Students must attend detention before attending practices or other extracurricular activities.
- Students will not be permitted to socialize while in the detention center. They are to be working at all times.
- Students must bring their books and other materials needed to complete their assignments.
- If the student has completed classroom assignments before the detention time, they will be expected to make productive use of the remaining time.
- During detention, students are not allowed to possess or use iPods, video games, cards, cell phones, etc.
- Food, snacks, and beverages will not be allowed in any detention center.

Students who choose not to follow the guidelines will be asked to leave detention and will meet with administration for additional consequences, which may include Saturday School or suspension.

DISCIPLINARY REFERRALS / PROCESS

When a teacher or other school official finds a student has broken a school rule, the teacher completes a disciplinary report and sends it to the administration.

The administration will then arrange to speak to the student as soon as possible. When the principal meets with students to discuss any reported incident, they will be allowed to communicate their information.

The principal/designee may:

1. Give a verbal reprimand and note the incident on the student's disciplinary record;
2. Send a written record of the disciplinary violation to the student's parents/guardians;
3. Assign students to after-school or before-school detention.
4. Take away certain privileges, such as participation in extracurricular activities or movement in common areas.
5. Recommend suspension either out of school or in school for up to 10 days. The administration may recommend further disciplinary action to the superintendent for review.
6. Drop the student from the course. The student will not receive credit.

If a student receives three referrals in one class, a meeting may be held with the parents, teachers, students, and administration to decide if the student will be dropped from the course. In all cases of serious and repeated disobedience, a conference with parents/guardians will be required before the student may return to class or school.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is an important component for student success at WHS. All teachers and staff at WHS expect that student behavior and attitude contribute to an environment for learning in the classroom. Students are expected to:

- Be present for class and engage with staff and peers.
- Be prepared for class with materials
- Complete all assigned tasks with integrity.
- Show respect for peers and staff.
- Utilize class time efficiently when given independent work time.
- Engage in class until Teachers communicate the time for students to prepare for dismissal.

IN-SCHOOL SUSPENSION RULES

1. Students will not be permitted to socialize while in the in-school suspension. They are to be working at all times.
2. Students must bring their books and other materials needed to complete their assignments.
3. Students must report to the office immediately upon arrival at school.
4. Students must complete their assignments by the end of the day.
5. Students will not be permitted to participate in extracurricular activities while assigned to in-school suspension.
6. Students will eat lunch supervised by the principal or designee.
7. Students must leave school property immediately at the end of the school day.
8. If the student has completed classroom assignments before the conclusion of the in-school suspension, they will be expected to make productive use of the remaining time.
9. During in-school suspension, students will not be allowed to possess or use radios, video games, cards, cell phones, etc. These will be turned in to the front office.

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also limits school employees' abilities to restrain, confine, and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website. The link is <https://educate.iowa.gov/pk-12/student-supports/integrated-supports/protecting-student-safety>.

PUBLIC DISPLAYS OF AFFECTION

WCSD recognizes that affection for one another is a healthy and personal act. Excessive public displays of affection (PDAs) among students tend to degrade the persons involved in the eyes of their family, peers, faculty, visitors, and community members. This district will not tolerate excessive public displays of affection in the building or activities under the direct supervision of the school.

SATURDAY SCHOOL

The Jr./Sr. High School expects students to act in a responsible manner. When this doesn't occur, serving time on a Saturday may be used as a consequence for the behavior. Students can be assigned Saturday School for attendance issues, missed detentions or severe discipline issues. Saturday School will run from 8:00 am to 12:00 pm. Students will report to the door by the front high school office. The following guidelines are to be adhered to by:

- Students must arrive by 8:05 when the front doors will be locked.
- Students will not be permitted to socialize while at Saturday School. They are to be working at all times.
- Students must bring their books and other materials needed to complete their assignments.
- If the student has completed classroom assignments before the conclusion of Saturday School, s/he will be expected to make productive use of the remaining time.
- Students will not be allowed to possess or use iPods, video games, cards, cellular phones, etc. during Saturday School time. Computer use for a class must be approved by the administrator.

Students who choose not to follow the guidelines will be asked to leave Saturday School and the time will be doubled for the following week.

SCHOOL ATTIRE (BP 502.1)

There are strong connections between students' academic performances, appearance, and conduct. Inappropriate student appearance may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds.

Students are expected to dress appropriately at all times. Certain clothing shall not be allowed at school. The following includes, but not limited to:

- clothing that displays profanity or vulgarities, racial or sexual remarks, offensive images or slogans or dual meanings
- clothing that advertises alcohol, tobacco or other illegal products
- clothes that are too revealing or suggestive (i.e. halter tops, bare midriffs, backless tops, tube tops, spaghetti straps, undergarment exposed, etc.)
- clothes that present a safety hazard to students or staff (i.e. chains attached to clothing or wallets, etc.)
- caps, hats, sunglasses, bandannas, scarves, etc. are not to be worn in the building during the school day.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

SEARCH AND SEIZURE (BP 502.8)

WCSD property is held in public trust by the Board of Education. School district authorities may, without a search warrant, search a student, student lockers, desks, work area or student vehicles based on a reasonable suspicion that a Board policy, school rule, or law has been broken. Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- Observation made by the video camera

The search shall be in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, dangerous weapons, firearms, explosives, poisons, and stolen property. The Board of Education prohibits the use of tobacco and prohibits the possession, use or being under the influence of beer or alcohol, and other controlled substances, or "look-alike substances that appear to be tobacco, beer or alcohol, or controlled substances by students. Such items are not to be possessed by a student anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities.

Possession of such items will be grounds for disciplinary action, including suspension or expulsion and will be reported to local law enforcement authorities (IA Code, Chapter 232-1991).

The Board believes that such illegal, unauthorized, or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school district premises or property within the jurisdiction of the school district

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

STANDARD OF PROOF/PREPONDERANCE OF EVIDENCE

Admission by the student of the offense, conviction in a court of law, or evidence presented by a reliable source, including a coach, administrator, faculty member, police officer, or other responsible person of a nature which the coach and/or committee may reasonably conclude by a preponderance of the evidence presented that the student committed the offense shall be sufficient to warrant disciplining the student.

A student or group of students may be reasonably assumed to be guilty of violating school rules if they are found in an area where there is evidence of alcohol, drug paraphernalia, vape

detection, smoke, tobacco residue, or other indications of substance use or any other act that violates school regulations.

When a preponderance of evidence exists, students may face consequences for their actions including violation of the Good Conduct Policy.

STATEMENT OF JURISDICTION

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district while on school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds. If the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurs while school is in session or not in session.

STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

Students are expected to act appropriately when in attendance at extracurricular activities. Courtesy and respect shall be shown to the visiting guests, the opposing players and their coach, and the officials. Failure to follow these guidelines may result in the offending students being expelled from the contest and loss of the privilege of attending further contests for up to one year.

STUDENT CONDUCT/SUSPENSION/EXPULSION (BP 503.1, 503.1 R1, 503.2)

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on School District property or on property within the jurisdiction of the School District; while on school-owned and/or operated school or charter vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the School District. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient

operation of the School District or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Inappropriate student behaviors include, but are not limited to: open or persistent defiance of authority and/or rules; threatening, striking, or assaulting any school employee or another student; extortion, vandalism to school property; profanity; theft; possession of a weapon, possess or sale of liquor, tobacco, or narcotics; smoking; failure to abide by corrective discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Students who are suspended and/or considered for expulsion will be given full due process rights. This includes having the charges explained, being given the opportunity to present reasons for the behavior and the right to appeal the decision to the superintendent of schools. Parents are notified in all cases where a serious breach of school rules has occurred.

In cases where student misconduct at school is also a violation of local, state, or federal law, law enforcement personnel will also be notified.

STUDENT EXPULSION

The Williamsburg Board of Education may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are:

- Immorality
- Violations of rules and regulations set or approved by the Board
- Evidence that the presence of the student is detrimental to the best interest of the school.

The expulsion of a student shall be considered only after a thorough investigation of the facts, with procedural due process, observed. The superintendent shall schedule disciplinary hearings when, in the superintendent's opinion, the expulsion of the student is one of the alternatives in dealing with the case under consideration. Students expelled from school shall be considered for re-admission only by the Board of Education. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

STUDENT THREATS OF VIOLENCE CODE NO. 503.8

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff, and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles;

while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) whom the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

- An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the credibility of the threat or incident and whether the student has the means to carry out the threat by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).
- A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following: *an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or of ensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or of ensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.*

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

For more information on the Level of Escalating Responses and definitions, please see the Board Policy on the school website.

TOBACCO, ALCOHOL, AND DRUGS (BP 502.7)

Students of the WCSD are prohibited from using, possessing, or being under the influence of beer or alcohol, other controlled substances, or "look-alike" substances that appear to be tobacco, beer, alcohol or controlled substances. Such items are not to be possessed anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities. Possession of such items will be grounds for disciplinary action, including suspension or expulsion and will be reported to local law enforcement authorities.

WEAPONS & FIREARMS POLICY (BP 502.6)

School Board Policy 502.6 explains the philosophy toward firearms and other objects that might be used as a dangerous weapon. One of the main missions of any school district is to provide a safe learning environment for all students and other personnel who work in the school building. To ensure the school environment is safe from instruments that are designed to inflict injury or to kill, the WCSD has adopted a zero-tolerance policy regarding the possession, purchase, sale, or use of any dangerous weapon or firearm on school grounds, school event, leaving and/or arriving at school. Students guilty of a violation of this policy will be subject to discipline up to and including expulsion.

A firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human

being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in a manner as to indicate that the defendant intends to inflict death or injury upon the other and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length (Iowa Code Section 702.7).

In addition to the definition set forth above, dangerous weapons, or any instrument used as a weapon in the school, including any object used to intimidate, coerce, scare, or threaten a student, school district employee, or visitor. Dangerous weapons, therefore, include but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, butterfly knives, stun guns, BB guns, toy guns used or displayed as real guns, and unloaded guns. None of these items are allowed at school.

Firearms and dangerous weapons cannot be stored in vehicles while on school property. The policy includes, but is not limited to, hunting gear. Any vehicle may be searched while on school property based on reasonable suspicion that a Board policy, school rule, or law has been broken. All contraband items will be confiscated.

GENERAL PROCEDURES

ASSIGNMENT BOOKS

All junior high students must use the school-issued assignment book. Assignment books must be taken to all classes throughout the day and filled out appropriately. Students should take the assignment book home with them each night.

BACKPACKS

Students are allowed to carry backpacks to classrooms. Teachers may ask students to place backpacks outside of the classroom in order to maximize space. The administration reserves the right to search the contents of a student backpack if there is a reasonable suspicion of a school rule violation.

BEFORE SCHOOL EXPECTATIONS

School doors are open each day by 6:45 am. Breakfast is served every morning from 7:40 am to 8:10 am. Students must be supervised before school begins. Before 8:00 am, students must be in the main commons area or supervised by extracurricular coaches or directors.

JH Student Morning Expectations:

- Students may eat breakfast from 7:40–8:10 am in the commons area.
- Use appropriate language.
- Use the bathrooms in the main commons area.
- At 8:00 am, junior high students will place items in lockers and report directly to classrooms.
- Students are expected to remain in their classrooms except for the restroom or nurse.

HS Student Morning Expectations:

- Students in grades 9-12 must stay in the main commons area.
- Students must remain in the main commons area until the 8:10 am bell.
 - Band/music rehearsals remain in the Band Hallway during marching band, show choir, or jazz band days.
- Students may report to a classroom if the teacher is present and permission has been granted.
- Use appropriate language.
- Use the bathrooms in the main commons area.

BREATH ANALYZER

The purpose of the breath analyzer is to assist the administrator in charge in determining whether an individual has consumed alcohol. Specific students will be tested when there is a reason or cause. The following rules will apply to the use of the breath analyzer:

1. When the administrator has reason to believe that any individual or group of individuals on school property has been consuming alcohol.
2. In addition to the administrator in charge, a second adult is to be present at the time the breath analyzer is used.
3. Any person who has been requested to take the test and subsequently refuses to do so or test positive shall be considered in violation of the school's alcohol policy. Law enforcement personnel will then be contacted.

4. A Williamsburg student showing a positive reading on the breath analyzer shall be subject to school discipline policy and law enforcement will be contacted. At this time, an attempt will be made to contact a parent/ guardian.

CARE OF DISTRICT PROPERTY

Students are expected to treat district property, including but not limited to desks, chairs, books, lockers, assigned technology, and school equipment, with care and respect. This expectation extends to school transportation, including vehicles leased, rented, or chartered by the district for student transport. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the district. Fines will be levied for damage to books, computers, and/or other school equipment. In certain circumstances, students may be reported to law enforcement officials for harming district property.

CONCERNS:

If a parent or student has a concern with a teacher, coach or situation at school, the following procedure should be followed.

- Step 1: Contact the child's teacher or coach to discuss the problem and possible solutions.
- Step 2: If the concern is not resolved, contact the principal or athletic director (for extra-curricular activities) for assistance.
- Step 3: If the concern is not resolved, request a meeting with the building principal or athletic director, student, and teacher/coach.
- Step 4: If the concern is not resolved, contact the superintendent for assistance.

The Iowa Department of Education has established a website to help stakeholders who may have questions about how to share concerns within their local school district. Guidance on sharing concerns can be found at the Iowa Department of Education website Parent Guardian and Community Concerns: <https://educate.iowa.gov/pk-12/parent-guardian-community-concerns>.

DAILY ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Announcements can be found on the school website for both students and parents. Students wishing to have an item included in the daily announcements must have permission from the building principal. Announcements will be read via intercom daily.

FIELD TRIPS/ACTIVITY TRIPS:

In order for a student to participate in a class field trip in which more than a class period is missed or for a trip with the various extracurricular/co-curricular organizations, a student must meet the following guidelines:

- The pre-excused form must be signed by all teachers and turned into the sponsor the day prior to the trip.
- The student cannot have more than five missing prep/practice per course or ten missing prep/practice combined.
- The student must be passing all classes.
- The student cannot be deemed chronically absent for each course.
- All prep/practice may need to be turned in prior to the absence.

FIRE AND DISASTER DRILLS

Iowa law requires periodic drills to ensure the safety of individuals occupying a school building or vehicle in the event of a fire or other disaster. Procedures for such drills are posted in each classroom and will be explained by teachers. The transportation director will carry out disaster drills for vehicle passengers.

Everyone is expected to treat such drills in a serious manner and to respond appropriately to the required procedures. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

FOOD/DRINK POLICY

To balance nourishment with a focused learning environment, students may bring healthy, low-sugar, low-fat snacks for individual consumption in classrooms. They cannot take a hall pass to purchase cafeteria or vending machine items during class.

Opened cans are not allowed in the classroom. Water bottles must be filled during passing periods or lunch. Students must dispose of trash properly and keep open food or drink containers out of lockers. Suspicious beverages may be tested for alcohol.

Teachers reserve the right to prohibit food and drink from any course. In addition, teachers have the authority to ask students to put food and drink away if they cause a disruption in the classroom and the educational experience.

FOOD SERVICE

The WCSD operates a breakfast and hot lunch program. The breakfast program runs from 7:30 a.m. to 8:15 a.m. daily. The high school operates a closed lunch hour with the exception of senior students. Students must remain at the school during their lunch block. Students will be allowed to go home with permission from the principal based on written notification from parents but may not use motorized vehicles for transport.

Students pay for lunch at the office and receive the appropriate credit to their lunch account. Students are allowed to charge two meals on their school account

Students may bring lunch, but ordering out is prohibited due to federal hot lunch program requirements. Parents are welcome to bring their children lunch for consumption by their children only during the lunch period. Students may not share

their lunch from an outside source with other students. Other relatives or acquaintances may not bring lunch to a student. Students are not allowed to take money out of their lunch account to pay other school fees.

Meal Charges – (BP 710.4)

In accordance with state and federal law, the Williamsburg School District adopts the following policy to ensure the school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, to prevent the overt identification of students with insufficient funds to pay for school meals to and maintain the integrity of the nonprofit school nutrition program.

Payment of Meals: Students can use a meal account. When the balance reaches \$0.00, a student may charge no more than two meals per student for this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative balance is paid. Ala Carte purchases will not be allowed with a negative balance. No students will be allowed to charge during the last two weeks of school in May. Families may add money to student accounts through an online payment system or through the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for it when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket.

Employees may use a charge account for meals but may charge no more than \$2.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.

Negative Account Balances:

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance by email, low balance slip or phone calls. Negative balances at the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include collection agencies, small claims court, or any other legal method permitted by law.

HALL PASSES

Students are allowed three passes a day. Students must have permission to be in the halls while classes are in session through the designated system. Students must obtain permission from their teacher to leave class. Students can not have cell phones in the hallway during class periods. Misuse of passes may result in restrictions or disciplinary action by the administration.

Student Expectations for Restroom Passes

- Fill out a hallpass for the restroom closest to the classroom.
- Cell phones are prohibited when taking a pass.
- Ask for a pass at appropriate times to avoid disrupting instructional time.
- Respectfully ask staff to approve or end passes.
- Wait for teacher permission to leave the room.
- Respect school property by ensuring all trash is thrown away properly.
- Maintain personal hygiene to promote a healthy environment for everyone.
- Respectfully ask staff to approve or end passes.
- Passes will not be allowed:
 - Between 8:15-8:35 AM
 - 20 minutes after returning from lunch
 - Between 3:10-3:30 PM.
- Return to the room in a timely manner to continue learning.

HATS

Students are not allowed to wear hats during the school day, which includes when they walk in the building until they walk out at the end of their school day. Hats should be kept in the student's backpack, vehicle, or locker. They should never be visible in the school building once they enter. The administration will communicate any special days when hats are allowed during the school day or special situations for health reasons.

HEALTH SERVICES

The WCSD provides a school nurse in the secondary building daily from 8:00 to 4:00 p.m. The nurse, along with some staff members, has the authorization to administer medication (BP 507.2)

A short list of over-the-counter medications will be made available to students with parental authorization completed during the online registration.

Students injured at school should report the incident to the nurse or office.

Students must stay home if they have a temperature of 100.4 degrees fahrenheit or higher or vomiting. Students need to be fever free (without the use of tylenol) or vomit free for 24 hours without the use of tylenol before returning to school.

Prescription drugs must be brought to school in the original container provided by and labeled by the dispensing pharmacist, with a current prescription label intact. If requested, the pharmacist will put the medication in one container for home and one for school. All medications must be delivered to school by an adult and cannot be sent to school in the student's backpack.

No student should ever use a phone to call or text a parent/guardian requesting to leave for illness without permission from the nurse or front office.

Medical permission/history forms need to be filed with the school nurse on a yearly basis. All students are required to have a dental screening prior to the start of their 9th-grade year. Tdap and meningitis vaccine is required for all 7th graders. Meningitis vaccine after 16 y/o is required for 12th grade. IF the 12th-grade student's meningitis vaccine was received before 16 y/o, a second vaccine is required. **These students will NOT be able to attend school without meeting the above requirements.**

LEAVING THE BUILDING

While in school, students are the responsibility of the school. Therefore, it is necessary to know where students are at all times. Students will be allowed to leave the building only under extreme emergencies and with permission of the high school administration.

LOCKERS (BP 502.8 R1)

Each student is assigned a locker for the school term and may have to share it with a partner due to enrollment. Physical education lockers are also available. Students are encouraged to check out locks (at no charge) from the main office to protect personal valuables. Students who use their own lock must present an extra key or their combination to the high school office.

Lockers are the property of the WCSD. Students shall use the lockers assigned to them. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. If any student causes damage to their locker or any other school property, it is their responsibility to pay for it. If something is stolen from an unlocked locker, it is not the responsibility of the school.

The WCSD and authorities may, without a search warrant, search a student's locker, student desk, work area, person or automobile when a school official has reasonable suspicion that the contents contain illegal or contraband items or evidence of violation of school rules, policy or state law.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. A drug-sniffing animal may be used for a random locker or desk search. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

PARENT-TEACHER CONFERENCES

Williamsburg Jr./Sr. High School will hold parent-teacher conferences four times a year around mid-term. All meetings will be held virtually or in teacher classrooms. Parents of students receiving a grade below a C- or should receive a phone call from the teacher inviting them to conferences. All parents are invited and encouraged to attend conferences.

PARKING

Students will be charged a fee for a parking permit which is renewed every year at registration. Students must have a parking permit to park in student designated areas. Students must park their motorized vehicles in the lot located to the east of the building. Students are expected to come directly into the building after parking their vehicles. Students may not move their vehicles from this lot during the school day, nor be in the lot during the day without permission of the administration.

Vehicles that are improperly parked will be moved by the driver by request of a school official. Students who drive recklessly may be subject to consequences from the administration which may include loss of parking privileges and/or detention. Students are reminded to report any accidents which occur in the school parking lot.

Students are responsible for bringing all materials in from their vehicles each day. Students should not use their vehicle to store items that can be stored in a locker. Student permission to go to their vehicle during school hours will be granted on a limited basis.

The interior of a student's automobile on the school premises may be searched if a school official has reasonable suspicion to believe illegal, unauthorized, or contraband items are contained inside.

SENIOR LOUNGE

Seniors who meet the following criteria may be allowed to study in the senior lounge during study hall.

- All course grades are C or above.
- The student doesn't owe any time for unexcused absences, detentions or tardies.
- The student is not on the weekly W.I.N. or frozen lists.
- The student has not dropped or failed a college course.

SPECIAL MINOR'S RESTRICTED LICENSE

This license allows driving to and from school, school-sponsored activities, and work during specific hours (5 a.m. to 10 p.m. without adult supervision), but prohibits use of electronic communication devices and limits the number of minor passengers.

In order to obtain a special minor's permit, a student must meet ALL of the following criteria:

1. Be at least 14.5 years of age
2. Completed an Iowa approved Driver Education course
3. Obtained proper forms from the school and meet with the superintendent to certify eligibility
4. Clean driving record of six consecutive months prior to application
5. Parental consent is required

Special minor's license may be revoked, and a license suspension may be issued if the permitted usage is violated.

STUDENT LANGUAGE EXPECTATIONS:

Kind and respectful language helps create a welcoming school environment for everyone. Students are to use respectful language while in the school building and during school activities. Students will address teachers and fellow students respectfully, both inside and outside the classroom. Students will speak to others with kindness, avoiding derogatory, profane, or dehumanizing language.

STUDY HALL EXPECTATIONS

Students with study hall in their schedules are expected to follow the guidelines listed below to provide a quiet learning environment for all students.

1. The study hall is for quiet study time for students.
2. Students must come to study hall with materials needed for the entire period.
3. Students must sit in their assigned seats for the entire period.
4. The study hall teacher will permit students to speak with one another when necessary.
5. Students must use the restroom located nearest their study hall.
6. Students must have a teacher pass to be excused from the study hall to visit a classroom.
7. Cards, radios, speakers, video games, or electronic communication devices are prohibited in study halls.
8. Students must have a free reading book and read if they have completed prep/practice.
9. Students will be allowed to listen to school-approved music sites.
10. Students are not allowed to play games or watch YouTube or other streaming sites that do not directly relate to a class assignment.

TELEPHONE CALLS

Students will not be called to the telephone from class unless the office personnel believes it is necessary. Student calls should be made during lunch or after school.

No student should ever use a phone to call or text home for illness without permission from the nurse or front office.

TEXTBOOKS

The school furnishes students with textbooks. Every student is expected to take care of texts. Students who abuse school materials will be fined at the end of the year for the replacement cost or the damage done during the year. The teacher issuing the text is responsible for assessing the fines. Books represent one of the largest expenditures in the school budget.

VISITORS IN THE BUILDING

To provide a safe and secure environment for our students, we ask that all visitors or guests (anyone who is not a regular staff member or student of the school) check-in at the main office to obtain a visitor's badge. Any staff member who notices an individual without a badge is to direct him/her to the main office. WHS alumni are welcome to visit during the school day with approval from the administration.

LMC/MEDIA CENTER

MEDIA CENTER (LMC)

The Library Media Center (LMC) is an educational environment where students may access information, study, and read. If students need access to the LMC other than the regular hours, they should make arrangements with the LMC staff. Students are required to obtain a pass from their handbook during the school day (8:15-3:35) unless the entire class is scheduled by the teacher.

The LMC provides access to a variety of materials in print and digital format and is equipped with computers connected to the local area network with an Internet connection. The collection is accessible via an automated catalog & circulation system and online databases are accessible through the WHS Destiny web page in house and off-campus by user name and password.

Circulation Policy:

- General collection books and past issues of magazines circulate for two weeks.
- Reference materials and videos circulate overnight.
- Materials may be renewed for one regular circulation period and more if there is not a hold pending or another student waiting for the materials.

Fine Policy:

- The fine for general collection books is \$.05 per day per item.
- The fine for reference materials and videos is \$.50 per day per item.
- A replacement fee will be charged if materials are lost or damaged.
- Library privileges will be restricted when a fee exceeds \$5 at any time during the school year. or suspended if materials are not returned or fines not paid.
- Copies are available at a cost of \$.05 per page. Hard copy from the computer for personal use is \$.05 and if the copy is a large graphic, the cost is \$1.00. In order for students to print in color, the classroom teacher must request that the assignment be printed in color.

LOGIN DIRECTIONS FOR ONLINE RESOURCES

When at school, use the links available from the webpage but if you are off campus use the following procedures. User ID and password are case sensitive. You must type them as shown.

The following resources are provided by Iowa AEA Online.

AP Images	TrueFlix
BookFlix	Teen Health & Wellness
CultureGrams	Britannica Digital Learning
Gale-Cengage Learning	ICLIPART For Schools
Learn 360	SIRS Researcher
Soundzabound	

The following resources are provided by Grant Wood AEA.

NetTrekker	Student News Network	EBSCO
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The following resources are provided by WCSD.

ABC-CLIO American History
ABC-CLIO American Government
ABC-CLIO World History – Ancient and Medieval Eras

ABC-CLIO World History – The Modern Era

Gale Biography In Context

Please see the library staff with questions about these resources.

Notice: These products are licensed only for use by school personnel and students. Sharing the User ID and/or passwords with unauthorized users could result in the District losing access to these products.

Any use of electronic devices to gain unfair academic advantage on tests and homework will be considered cheating and will be dealt with according to each individual instructor's classroom rules.

DOCUMENTATION GUIDE MLA STYLE

Research papers, as well as many reports and essays, require documentation of all sources used to write the paper. Documentation consists of 1) parenthetical citing, and 2) a *Works Cited* or *Works Consulted* page. The parenthetical references are keyed to the *Works Cited* page which lists all the books, articles, interviews, letters, films, computer software, electronic publications, etc. used or consulted.

The works cited page:

- Skip two lines after the page title.
- Begin each entry flush with the left-hand margin. If the entry is more than one line, each subsequent line of the entry should be indented ½ inch from the margin.
- All entries are listed in alphabetical order using the last name of each author or the first word of the title if the author is unknown. Articles such as *A*, *An*, and *The* are not considered as the first word.
- Capitalize the first word, last word, and all-important words of the title.
- To conserve space, use a shortened form of the publisher's name, and do not include words such as *Incorporated*, *Company*, or *Publishers* after the name of the publisher.

Examples:

Holt, Rhinehart and Winston = Holt
Oxford University Press = Oxford UP

Parenthetical citing:

Text notes and endnotes briefly document in parentheses the source at the end of the sentence or immediately following the information, whether it is a word, phrase or long quote. Place the documentation as close as possible to the material to which it refers, using the author's last name and the page on which the material is found. Do not put a comma between the name and the page number. Place the sentence punctuation after the parenthesis if the citation is at the end of the sentence.

Example of an endnote:

Langston Hughes's manifesto, "The Negro Artist and the Racial Mountain," helped a generation of black writers to create their own art (Huggins 133).

(This reference specifies that the idea expressed in the sentence comes from page 133 of a book by Huggins.)

Example of textnote:

That the first generation of black writers “pioneered in the short story form” (Bone 5) has been established by current research.

(This reference specifies that the quote is on page 5 of the book by Bone and that the writer’s conclusions based on her own reading are in addition to the Bone quote.)

Parenthetical references should be brief and contain only the information a reader would need to locate the source in the list of works cited at the end of a paper. If you identify the author of the quote or idea in the sentence, you only need to include the page number in parenthesis.

Example of sentence reference:

According to Hughes, no black writer was more anxious to use primitive images than the poet Countee Cullen (161).

When using quotation marks, the closing set comes before the parentheses.

Example of sentence reference:

They conducted what Ted Williams calls an “all-out war on the species” (29).

Print Resources Books/Pamphlets

A book with one author

Streissguth, Thomas. *Hatemongers and Demagogues*. Minneapolis: Oliver Press, 1995. Print.

A book with multiple authors

Bragonier, Reginald, Jr. and David Fisher. *What’s What: a Visual Glossary of the Physical World*. Maplewood, NY: Hammond, 1981. Print.

Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorensen. *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990*. Austin: U of Texas P, 1994. Print.

Karousos, George, et al. *American Regional Cooking for 8 or 50*. New York: John Wiley & Sons, 1993. Print.

A book by a corporate author

American Medical Association. *The American Medical Association Encyclopedia of Medicine*. New York: Random, 1989. Print.

A book with an editor, or compiler, or translator

Baron, Robert C., ed. *Soul of America: Documenting Our Past, 1492-1974*. Golden, CO: Fulcrum, 1989. Print.

Hughes, Langston. *The Collected Poems of Langston Hughes*. Ed. Arnold Rampersad and David Rossell. New York: Knopf, 1994. Print.

An Illustrated Book or a Graphic Narrative

Spiegelman, Art. *Maus: A Survivor’s Tale*. 2 vols. New York: Pantheon-Random, 1986-91. Print.

A play or novel from an anthology

Williams, Tennessee. “The Night of the Iguana.” *Best American Plays Fifth Series 1957*. Ed. John Gassner. New York: Crown, 1963. Print.

Reference Book – General

“Reindeer.” *The World Book Encyclopedia*. 1999 ed.

Graham, Frank, Jr. “Conservation of Wildlife.” *Collier’s Encyclopedia*. 1995 ed.

“Raid.” *Webster’s New World College Dictionary*. 4th ed. 2001.

Reference Book – Specialized

Rosenfeld, Susan. “John Edgar Hoover.” *Dictionary of American Biography*. Ed. Kenneth T. Jackson. Supplement 9. New York: Scribner’s, 1994. Print.

“Sherry Lewis.” *Contemporary Authors*. Ed. Scot Peacock. Vol. 166. Detroit: Gale, 1999. Print.

“Totenberg, Nina.” *Current Biography Yearbook*. 1996 ed. Ed. Judith Graham. New York: H. W. Wilson, 1996. Print.

Newmyer, R. Kent. “John Marshall.” *McGraw-Hill Encyclopedia of World Biography*. Vol. 7. New York: McGraw-Hill, 1973. Print.

Cosgrove, Holli R., ed. “Gastroenterologists.” *The Encyclopedia of Careers and Vocational Guidance*. 11th ed. Vol. 3. Chicago: Ferguson, 2000. Print.

United States Department of Labor. Bureau of Labor Statistics. *Occupational Outlook Handbook*. 1998-1999 ed. Washington: GPO, 1998. Print.

“Muscular Dystrophy.” *Encyclopedia of Family Health*. Vol. 9. New York: Marshall Cavendish, 1998. Print.

Labich, Kenneth. “More Day Care Is Needed to Support Two-Career Couples.” *Family in America: Opposing Viewpoints*. Ed. Viki Wagner. San Diego, CA: Greenhaven, 1992. 167-174. Rpt. of “Can Your Career Hurt Your Kids?” *Fortune*. 20 May 1991. Print.

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TECHNOLOGY

PERSONAL ELECTRONIC DEVICES (BP 503.9)

Students are not permitted to use personal electronic devices during classroom instructional time. Instructional time is defined as the period from the beginning bell to the end bell for each class period. This policy applies to both classes and independent study time, encompassing all areas of the school, including hallways, common areas, and restrooms.

During instructional time, devices must be powered off or in silent mode and stored in the provided classroom storage for the duration of the period. The teacher will return the devices at the end of the hour. If a student refuses to hand over the personal device, the student may lose privileges for an amount of time determined by the administrator. The school shall not be responsible for loss, damage, or theft of a personal device on school property. **Personal Devices should never be used in locker rooms or restrooms at any time including off-property school related events.**

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device.

This policy does not apply to a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

Devices with communication capabilities such as watches or other wearable devices may be worn during the school day; however, they can not be used as a "personal electronic device."

Teachers will confiscate any personal devices, heard, or used, and bring them to the front office. This includes during instructional time, hallways, and restrooms. Students who refuse to hand over the cell phone to the adult in charge will have an immediate consequence above the offense.

In the event of a crisis, we want all students to be attentive, listen to staff members' instructions, and follow our established crisis plans and procedures. To that end, we do not want students to be on their phones. We also need to keep cell phone towers open for staff and emergency responders to be able to communicate.

During a crisis, we will frequently communicate updates with parents via text, email, and voice messages, and we will share instructions for where they can reunite with their students.

Students found in violation of the cell phone policy will be given the following consequences (including students allowing other students the use of their cell phone):

- **1st offense:** Cell phone will be returned at the end of the school day. Parents will be notified by the administration..
- **2nd offense:** Cell phone will be returned at the end of the school day. Student will receive a 30-minute detention and the cell phone will be turned in to the front office during school hours for one week.

- **3rd offense:** Parents will be notified to pick up their student's phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the term but not less than 30 days. The student will receive a 60-minute detention.
- **4th offense:** Parents will be notified to pick up their student's phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the school year. The student will receive 60-minute detention.

Students who are found turning in a burner, fake, or phone other than the one confiscated for the violation will have a 60 minute detention and advance to the next offense.

No student should ever use a phone to call or text a parent/guardian requesting to leave for illness without permission from the nurse or front office.

The administration reserves the right to search the contents of a student cell phone when in violation of a school rule with the student present.

ELECTRONIC DEVICES

Any electronic device that is intentionally or unintentionally brought into the classroom that causes disruption to the learning environment will be confiscated and given to the building principal. No device is permitted which allows students to send or receive personal messages during instruction time. Inappropriate use of a device or a prohibited item will result in the same procedure as the personal electronic device policy. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

Students shall not use mobile devices without permission granted by administration to record or live stream video, still pictures, and/or audio at any time while on District property and/or while away from District property for school-related purposes unless they have obtained the express permission of all parties whose images, likeness, and/or voices may be recorded and/or streamed.

Students shall not use electronic devices at any time in locker rooms or restrooms on District property or in locker rooms or restrooms away from District property visited in the course of a school-related event.

Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

HEADPHONES/EARBUDS:

Students are expected to be engaged in classrooms and collaborate with others. Students can connect headphones/earbuds to their laptops when the teacher permits them during independent work time. Students must place all headphones/earbuds in their backpacks all other times in class. The following are expected by all students:

- Collaborate with the entire class or in groups with headphones placed in backpacks.

- Headphones are placed in backpacks when a teacher is instructing.
- Students can only connect headphones/earbuds to a school device during class or study hall.
- Students must place headphones/earbuds in their backpacks during assessments.

STUDENT LAPTOP EXPECTATIONS:

Students must agree to provide by the following guidelines when using school devices and the school network:

- The laptop should never be left unattended.
- The laptop should never be left in extreme temperatures.
- The laptop should always be carried in the school issued laptop bag.
- Students must shut their laptops when asked by a staff member.
- Student laptops must be accessible to screen sharing at all times.
- The student should never allow another individual to use the laptop with the exception of parents/guardians.
- Students can listen to school-approved music sites only during independent study time.
- Students are not allowed to watch YouTube or other streaming sites that do not directly relate to a class assignment.

Teachers may require additional guidelines in their classrooms.

STUDENT NETWORK EXPECTATIONS (BP 605.6-E1):

Students must agree to provide by the following guidelines when using school devices and the school network:

- The laptop can be monitored during school time by school staff.
- Refrain from posting personal contact information about myself or another person.
- Refrain from attempting to gain unauthorized access to the Williamsburg CSD network or computers.
- Students are responsible for individual account and password, and will take reasonable steps to prevent others from accessing individual accounts and passwords.
- Refrain from using obscene, profane, rude, threatening language.
- Use the network only for educational, career development, and limited self-discovery activities.
- Respect the rights of copyright owners.
- Refrain from using the WCSD network or computers to access material that is profane, obscene, illegal or advocates violence or discrimination.
- Expect limited privacy of personal files, email, or web activities on the school computers and network.
- Expect no guarantee that the functions or services providing by or through the district computers or network system will be error-free or without defect.

Parents will be required to sign a permission form during school registration to allow their students to access the school network. Students will sign a form during the first week of school acknowledging they have read and understand the Student Network User policies and regulations.

To view the entire policy on student network user guidelines, please see the Board Policy on the school website.

TECHNOLOGY: INTERNET-APPROPRIATE USE (BP 605.6)

Because technology is a vital part of the WCSD curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Individual student accounts and email addresses will be issued to students. Students will be permitted to use the address to send and receive email at school.

The School District will monitor online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms.

Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form during school registration to allow their students to access the school network. Students will sign a form during the first week of school acknowledging they have read and understand the Internet Appropriate Use policies and regulations, and understand the consequences for violation of the policy.

To view the entire policy on Internet-Appropriate Use, please see the Board Policy on the school website.

TECHNOLOGY CONSEQUENCES

Students are expected to use school-issued technology for educational reasons. Students found in violation of any expectations or technology use policies may be given any of the following consequences:

- Student Conference/Warning
- Detention
- Suspension up to 10 days
- Saturday School
- Parent/Student Meeting
- Loss of network privileges
- Expulsion

TECHNOLOGY FINES

As with any district property issued to students, Iowa law allows the district to obtain reimbursement from or on behalf of students for any damage to, loss of, or failure to return school property. Fines will not be assessed for manufacturer defaults or incidental damage from normal wear and tear (i.e., minor cosmetic marks). The fine schedule will be updated on an annual basis.

Students must immediately report any damage to or loss of student technology devices to the district. Failure to do so may result in delayed repairs and/or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Williamsburg Schools. Please contact the building administrator with any questions or concerns regarding technology fines.

When a student reports laptop damage, the technology department will fill out a damage assessment form and determine any fees. The student must share this form with a parent to arrange payment options within one week and returned to the school. If a replacement laptop is available, it will be assigned to the student. If payment is not arranged within one week, the student must return the replacement device.

Fine Schedule for 2025-2026

The most common fines assessed are listed below but are not limited to these.

- \$5 bag strap
- \$40 school-issued laptop bag
- \$19 damaged charging cable
- \$39 charging block
- \$150 computer damage (including, but not limited to cracked screens, broken keyboards, liquid damage, etc.)

If a student repeatedly incurs fines for laptop damage, they may lose technology privileges.

TRANSPORTATION

SPECIAL EDUCATION TRANSPORTATION (BP 711.1)

Resident students who qualify for special education classes and attend classes in this district will be provided transportation if the IEP team determines that unique transportation arrangements are required and are stated in the student's IEP. If bus transportation is not practical, the parent or guardian will be reimbursed for such transportation.

TRANSPORTATION (BP 711.1)

Elementary students living more than two miles and high school students living more than three miles from their designated school will be furnished transportation whenever practical. Students in the district may be required to meet a bus on an approved route a distance of not more than 3/4 mile from their home.

Transportation is available for all students in the WCSD. It is a privilege that can be revoked any time a student's conduct is considered jeopardy to the safety of the other passengers. The bus driver shall have complete control of the bus and the students s/he is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal who shall discipline the student in accordance with established procedures.

Parents have the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day.

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of an administrator and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and
- When the parents of the students to be transported have given electronic or written permission.

The school district assumes no responsibility for those students who have not received the approval of the administration and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

APPENDIX: PARENT-STUDENT RESOURCES

CHEMICAL DEPENDENCY

Chemical dependency includes both alcoholism and drug addiction. It is a progressive and predictable illness responsible for the destruction of the health and well being of those afflicted. If not properly treated, chemical dependency is terminal. One or more of the following could indicate the presence of teen chemical dependency:

- No longer obeys curfew or other basic house rules
- Has changed friends significantly for the worse
- Has begun skipping school consistently
- Seems to be a different person
- Has become abusive with parents, brothers, sisters
- Has begun stealing from family members or others
- Avoids involvement with other family members
- Has been suspended from school or fired from jobs more than once
- Has changed daily living habits dramatically
- Comes home under the influence
- Wears drug- or alcohol-related clothing
- Has declining grades
- Has negative attitude and poor behavior
- Has association with known drug users
- Has quit extracurricular activities
- Has possession of drugs

It should be noted that these characteristics are merely symptoms and are not conclusive by themselves. If the student believes s/he (or a family member) has a problem, or if the parent believes a problem may exist, assessment and help are available. Contact the school counselor or any of the agencies listed. The Guidance Office can also provide other resource information.

EATING DISORDERS

The Eating Disorders Treatment Center, located in Des Moines' Iowa Lutheran Hospital, provides the following self-questionnaire to help determine if an eating disorder exists. If "yes" seems to be the answer to many of these questions, the program at the Center is designed to help.

- Are you intensely fearful of becoming overweight?
- Do you avoid social situations where food is served?
- Do you find yourself making excuses for not eating?
- Do you see yourself as overweight while others comment on your thinness?
- Does your weight constantly fluctuate?
- Do you go on frequent diets, only to fail them?
- Do you hide food or hide from others while eating?
- Do you eat large amounts of food in a brief period of time?
- Do you eat large amounts of high caloric or junk food during binges?
- Do you binge until: you're interrupted, fall asleep, or induce vomiting?
- Do you feel depressed or guilty after eating binges?
- Do you know your eating patterns are abnormal?
- Do you feel the only way to be happy is to be thin?

For further information, contact the school counselor or school nurse.

INSURANCE

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWKI) program. Children birth to 19 who meet certain criteria are eligible. The coverage includes doctors' visits, mental health services, substance abuse services, hearing services, dental care, prescriptions, immunizations, vision care, and hospital services, to name a few. Parents are urged to call 1-855-889-7985 or go to the web site at <https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-health-link/hawki> for more information.

STUDENT RECORDS POLICY (BP 506)

WCSD collects and maintains records on each student in order to facilitate the instruction, guidance, and additional progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identifying data, academic work completed, level of achievement, intelligence, aptitude and psychological tests, interest inventory ratings and observations, and verified reports of serious or recurrent behavior patterns.

Records for junior/senior high school students are located in the high school office. Any exceptions will be noted in the student's other records or by the administrative designee.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School personnel with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing/evaluating Federal and State funded educational programs.
4. Organizations which process/evaluate standardized tests.
5. In connection with student's educational financial aid applications.
6. Accrediting organizations for school accreditation purposes.
7. Parents of dependent children, regardless of the child's age.
8. In connection with an emergency.

Student records are reviewed and inappropriate materials removed periodically, but at a minimum when a student moves from elementary to junior high school and when the student transfers out of the district. Those records not of permanent importance are destroyed within five years of graduation or discontinued attendance.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent."

Any student over the age of eighteen or parent not wanting this information released to the public must object in writing by the first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employer access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

SUBSTANCE ABUSE DIRECTORY

Alcoholics Anonymous

(319) 642-5528

Eating Disorder Clinic

(319) 353-5933

Family Service Agency

(319) 398-3574

Foundation II Crisis Center

1-800-332-4244 24 hours (toll free)

Iowa Dept. Human Services-Iowa County

(319) 642-5573

Iowa Lutheran Hospital

(515) 263-5672

Mid-Eastern Council on Chemical Abuse - Marengo

(319) 642-5528

Sedlacek Treatment Center-Cedar Rapids

(319) 398-6226 24 hour Hotline

Substance Abuse Information

1-800-247-0614