

# THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT SCHOOL REPORTER

Volume 65  
Fall, 2022

*Innovate. Lead. Excel.*

## FEES

Elementary (K-6) - Textbook.....	\$55.00
Jr/Sr High (7-12) - Textbook.....	\$75.00
Technology 7-12.....	\$60.00
Student Parking.....	\$ 2.00
Instrumental Rental: Percussion.....	\$35.00
Instrumental Rental: Brass & Woodwind.....	\$50.00

## LUNCH PRICES

### **Breakfast**

PK-6.....	\$2.00
7-12.....	\$2.10
Milk.....	\$ .50

### **Lunch**

PK-3.....	\$3.05
4-8.....	\$3.15
9-12.....	\$3.25

## DISTRICT INFORMATION

### **Elementary (PK-6)**

Mr. Brent Zirkel.....	668-2301
Ms. Sue Lawler.....	668-2301
	Fax: 319-668-9552

### **Jr/Sr High (7-12)**

Ms. Lynell O'Connor.....	668-1050
Mr. Michael Jepson.....	668-1050
	Fax: 319-668-9359

### **Transportation**

Mr. Curt Ritchie.....	668-1555
-----------------------	----------

### **Superintendent**

Dr. Chad Garber.....	668-1059
	Fax: 319-668-9311

## SCHOOL HOURS

Mary Welsh.....	8:15 a.m.-3:15 p.m.
Jr/Sr High.....	8:15 a.m.-3:30 p.m.

## FIRST DAY OF SCHOOL

Tuesday August 23, 2022

## OPEN HOUSE

Mary Welsh – August 18 – 4:00-6:00 p.m.
High School – August 16 – 4:00-6:00 p.m.

## Dear Parents/Guardians:

Welcome to the 2022-2023 school year! Williamsburg Community School District engages and empowers students to be productive and informed global Citizens. We offer an outstanding educational experience to all students.

Online registration for the Williamsburg Community School District will be open on July 11, 2022. Current families to the District should have received detailed information through messenger, email and in the mail regarding how to log into Infinite Campus to register your student(s). Please call the high school if you have any questions regarding registration. All students will need to be registered online before the first day of school, August 23, 2022.

Walk-in-registration will be on Monday, August 1, 2022 at the high school from 8:00 a.m. - 7:00 p.m. Grades PK-Kindergarten and all new families to the district are highly encouraged to attend and meet with building principals. If you cannot attend the scheduled registration day and/or need help registering online, please contact your child's respective school office and make arrangements to handle your registration.

The District has required forms for parents and students to complete before the first day of school. Forms can be found on our website, [www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us) under "Online Registration and New Student Enrollment" or at the school offices. Registration fees have been added to parent portals and can be paid online, in person, or mailed to the high school. All registration fees should be paid before the first day of school.



Please register online, mail registration forms and payments by August 23, 2022 to:  
Williamsburg CSD  
Attn: School Registration  
810 West Walnut PO Box 120  
Williamsburg, IA 52361

# FROM THE DESK OF...

## Dr. Chad Garber, Superintendent

It is my honor and pleasure to welcome you to the 2022-2023 school year at Williamsburg Community Schools. I've been lucky enough to be part of first days of school for several decades now, and even after lots of firsts days, they still bring about a unique blend of excitement and nervousness, and they also give everyone—students, care givers, staff members, and leaders—a chance for a fresh start. This year won't be like last year. Or the year before. 2022-2023 will have its own set of challenges, and in Williamsburg, will bring about a whole new set of successes, as well.

With all that changes from one year to the next, there are a few things, I suppose, that need to remain consistent from year to year. And one of those, quite possibly the most important, is a district's commitment to continually enhancing our ability to ensure a safe, yet welcoming place for students and staff to learn and work. As I write this in June, we've just recently seen an armed intruder enter a school and change the course of people's lives forever; and Governor Reynolds has pledged \$100 million to establish a school safety bureau and provide additional resources to school to protect students and staff. The Iowa County Sheriff's Office, in conjunction with the Williamsburg and Marengo Police Departments have scheduled (and by the time you read this will have held) a town hall-style meeting to share emergency responders preparedness for an intruder event that we'd describe as unthinkable, but unfortunately, is an event that we—and I bet you—actually do think about.

So as I thought about my welcome to you, I decided to try to ease the tension that you may have about sending your child or your spouse or your neighbor or your friend to school. Not all of these steps are new—many of them have been in place for some time—but my hope is that you see a broad set of strategies that doesn't rely on one particular philosophy or practice. So, to answer the question "What are we doing at Williamsburg Schools to establish a safe and secure environment in which people can learn and work?", I share the following.

1. We have a great relationship with the Williamsburg Police Department, the Iowa County Sheriff's Office, and the Iowa County Emergency Management Office and they prioritize school safety. Williamsburg Police Department and Chief Justin Parsons occupy an office space at the jr/sr:high school. It's really common to see Chief Parsons working on paperwork, coming and going from the building, and even meeting and greeting staff and students. Williamsburg PD is

also a consistent presence at Mary Welsh Elementary, especially at morning drop-off when you'll see Officer Hartnett greeting kids most mornings.

2. We employ a full time licensed mental health counselor who provides mental health support to Williamsburg students. Ms. McWilliams is shared between both buildings, and in addition to meeting with students, she provides a mental health perspective on several teams in the district. This support is in addition to our three school counselors, who also provide mental health support to students.
3. This will be year #1 for our therapeutic classroom at Mary Welsh Elementary School. Through financial contributions from the Iowa County Supervisors and Eastern Iowa Mental Health and Disability Services, we'll employ a specialist whose primary focus will be helping students at the elementary school learn strategies to re-regulate (or calm) themselves when they find themselves in stressful situations. Those strategies, when learned at a young age and practiced with some support, will serve our kids today when they are out at recess, and as they get older and face challenges at home and at work.
4. Our leadership teams have conversations about kids that focus on questions that try to identify students who have experienced trauma or sudden life changes that may impact their ability to make good decisions. The questions focus on communications, motives for violence, inappropriate interests, stressors, bullying/harassment, despair, and behaviors that might be concerning to others. One event in any of these categories might not be cause for immediate concern (or it may), but when we start to see a student who has challenges in more than one area, or multiple stressors in one area, we know we need to find a way to provide support to that student before they make decisions that can impact others and them in really distinct ways.
5. The Williamsburg Police Department has initiated a Handle With Care practice. When they have a stressful interaction with someone and one of our students is present, they let us know that we should "handle that child with care" in the days following the event. We know nothing about the event, but simply that one or more of our kids was present for something stressful, and that we should provide additional support or demonstrate even more compassion than usual.
6. We've increased the number of cameras at the jr/sr: high school, and updated our camera system.
7. The Board has approved an upgrade to our door access system that has several benefits, one of which is that more people will be notified if we have a door that remains in an unclosed position. Those door position switches were installed a couple years ago as part of a renovation project at both buildings.
8. We keep our exterior doors locked, and ask visitors to enter through the main entrance. And that will be an area of emphasis going forward. We know that's an area to grow in, because even one door that is unlocked makes us a bit more vulnerable to a visitor who may simply be a distraction or at worst, who intends to do harm to our kids and staff and visitors.
9. We do "buzz" visitors in at both buildings. Front office staff have been directed to ask everyone to sign in. Please help them by doing that when you enter the building, even if they know you and even if you come every day. We want to be a welcoming place, but it's also very important that we have a really clear understanding of who our visitors are in our building, and who has been accounted for. It isn't meant to be disrespectful when we ask you to sign in, or when we don't allow you to walk a birthday treat down to a student. We're simply trying to keep visitors that aren't a necessity to a minimum. You may be there to drop off a pair of boots, but when you follow the same rules that everyone else does, it simplifies the procedure for our front office staff considerably. We don't ask you to sign in because you might be a threat. We ask you to come in to the office, and to sign in because consistency leads to more effective implementation.
10. As I mentioned in a recent blog post, most violent attacks at schools are initiated by someone who has shared their plans with someone else. At Williamsburg Schools, we offer an anonymous alert system that allows people to share concerns with or without using their names. Go to the "Safe Schools" button on the homepage of the website to submit a concern. It may be as simple as sharing that you're worried for somebody's health, or that you've witnessed bullying, or that you have heard someone is planning to do something destructive. Or some other concern in between.
  11. We review our emergency response procedures with local law enforcement, and they help us practice our response. Both the Williamsburg Police Department and Iowa County Emergency Management led that conversation in early June.
  12. We've designated time during our pre-service

days with staff to introduce psychological first aid (PFA). PFA is a way to provide support to students and staff who are a part of a traumatic event to begin the coping and to initiate the healing process as soon as possible. Nearly everyone can deliver psychological first aid at some level, and we'll need everyone available to help us begin to heal if we face a traumatic event here at school.

13. We've updated our handheld radios for several staff members to improve communication.
14. We learned a couple years ago that our communication between our two tornado safe rooms was not reliable, and Mr. Yelland has improved that significantly.
15. We have committed time to introduce the concept of A.L.I.C.E. to new staff members as part of their orientation process. We have a collection of about fifteen incident response reminders that we are sharing with staff more regularly. Those include where our rally points are, how they can practice their own response even when the school doesn't do a drill, and the choices they'll be able to make in the event of a response.
16. We offered a seminar class for students in grades 9-12 last spring, led by Chief Parsons and Sheriff Rotter, that included instruction for students on how to respond in an active intruder event, as well as how they can be more situationally aware in lots of settings, not just school.
17. As a parent or caregiver, if we hear that your child is making threats at school or about school, you can expect to be asked about your child's access to weapons or a means to carry out a threat. And our school counselors and principals regularly work with families to facilitate mental health assessments with providers/counselors outside our system. Those conversations are NOT about punishment or shame. They are about protecting everyone from events that could be life altering, and redirecting a path to something positive and healthy.
18. We spent time at our reunification center—the Williamsburg Rec Center—this summer to identify areas of our plan that will be most difficult. Reunification will be a really tough task. (FYI: in the event that something happens that requires us to reunify parents and students at a location other than school, that location is the Williamsburg Rec Center. DO NOT come to school if there is an event that requires relocation. Go to the Rec Center and wait outside for further information.
19. The Board has purchased violent event response insurance coverage that will provide

financial resources to recuperate and get school back in session in some way after a traumatic event.

20. Expect that conversations with your children will happen at school about what to do in the event of someone entering our building with the intention of harming others. That, too, is an area that we can continue to grow in. Those conversations will be appropriate for the age of our kids. We know that how we describe what to do in an intruder situation is like math... kindergarten students learn about math, but they learn about it in different ways than a junior in high school. We will treat our conversations with kids about intruders in the same developmentally-appropriate ways.

We want you to feel and to be a welcome partner in your child's education. And we'll work to find that balance that demonstrates vigilance while still exhibiting kindness and a welcoming atmosphere. We aren't perfect, and sometimes, while we walk that line, we may waiver a bit more to one side or the other. Know that our intentions are good, and that we're trying to balance those critical characteristics of Williamsburg Community Schools.

Know also that the feeling of safety doesn't just apply to violent intruders. While we prepare for those events that involve someone whose sole purpose is mortal harm, we also want our kids to be safe from bullying, and we want them to learn to navigate peer conflict. And we want them to feel safe enough in class to take risks and to share with peers and their teacher concepts or skills that they aren't quite sure of or that they are really confident in. Safety isn't just about an active intruder. It's also about feeling comfortable enough to come to school everyday and to share in class without fear of being harassed or belittled. That day-to-day safety and sense of security is important to us as well, and we'll continue to work on creating and maintaining that environment, too. When we hear about situations where students may be participating in bullying behavior, we investigate. Our responses range from verbal warnings--generally that's the first step--to more significant responses that include removal from school for short or more lengthy periods of time. Safety plans are used in both buildings as a way to manage student interactions and to bring both offenders and victims back to the school community safely and under a watchful eye.

Safety is of utmost importance. We won't be perfect, and that's not an excuse for failing, but simply a reality. Please know that we look forward to your children becoming our students, and we take that responsibility very seriously,

and we're grateful to you for being our partner. And please know that your child's safety, and the safety of our staff and visitors, is critical to us, as we expect that it is for you, and we'll continue to work hard here so that your child's first day of school leads to 180 or so best days of school. We wish you well in the 2022-2023 school year, and as always, Go Raiders!

## VIRTUAL ACADEMY

In an effort to meet the changing needs of students and families, Williamsburg Schools partners with Pearson to provide the Williamsburg Schools' Virtual Academy. The virtual academy is an alternative to traditional attendance at Mary Welsh Elementary or Williamsburg Jr./Sr. High School.

Participation in our virtual academy is not for everyone. Decisions about admission to the academy will be made in consultation with building principals.

Virtual academy attendance is critical, and students enrolled in the virtual academy should plan to keep a schedule much like they would if they were attending one of our traditional schools. Coursework is rigorous and is a combination of scheduled work with a classroom teacher and more independent work.

Students who are approved for enrollment should commit to at least one semester of the virtual academy before making any additional changes to their enrollment.

Parents/caregivers of students enrolled in the virtual academy should plan to provide support to their child as a learning coach.

The virtual academy is intended to meet the needs of students and families who may have very specific health needs, have experienced a life event that makes attendance in our traditional building more difficult, or have some other circumstance that makes traditional school a poor fit for the student. For more information about the Williamsburg Schools' Virtual Academy, and to determine if the virtual academy is the best option for your child, please visit with your building principal.



## Lynell O'Connor, Principal

### IMPORTANT DATES TO REMEMBER

- August 1** School registration  
8:00 am - 7:00 pm
- August 10** Seventh Grade Orientation  
9:00 am – 3:00 pm
- August 16** WHS Open House  
4:00 pm – 6:00 pm
- August 23** First Day of School

### OPEN HOUSE

We will be hosting an open house night on Tuesday, August 16, from 4:00-6:00 p.m. for all students to meet teachers, visit classrooms and familiarize themselves with their class schedule. Students new to the building grades 9-12 will be matched up with a WHS student to show them around.

### STAFF DEVELOPMENT

The Williamsburg Jr./Sr. High School staff will continue their work with Context EDU for high school redesign. The focus is to shift the cognitive load to students which will allow students to achieve at higher levels. The other focus for professional development for 2022-2023 will be revising our common formative assessments in order to provide feedback to our students and intervene sooner in the learning process.

### W.I.N. PROGRAM (WHAT I NEED):

WHS is moving to the eighth year of the WIN program for grades 7-12. This is an after-school homework session for students who are not completing homework. All students are welcome to sit in the LMC during WIN time to work on homework. All WHS teachers will work with students to be successful to get all homework completed. If a teacher is still having issues, he/she will give the administration names of students for the WIN program. A student will be expected to attend WIN from Monday-Thursday or until all homework is completed. If a student misses WIN, he/she will owe an hour of detention for each hour missed. The administration is willing to help with transportation if necessary.

### DAILY ANNOUNCEMENTS/ COMMUNICATION

Daily announcements can be found on the WHS website. These announcements are updated daily by 9:30 a.m. WHS will communicate information to students through announcements and the school-provided email. Students are expected to check email on a daily basis. WHS will communicate information to parents through the website, daily announcements, Infinite Campus, and report cards. Ms. O'Connor will also continue to send weekly emails to parents. Please make sure when you register your child online, your email is updated on Infinite Campus in order to receive weekly emails. If you have additional email addresses for grandparents, who would like to receive emails, please contact Ms. O'Connor.

### COLLEGE COURSES

Students have opportunities to earn college credit through Kirkwood Community College and other institutions through Senior Plus Legislation. WHS has a total of sixteen courses taught at the high school for college credit. Students may also sign up for online courses through Kirkwood Community College. Students who wish to take these courses must meet all guidelines to enroll.

### 2022-2023 BELL SCHEDULE

Listed below is the bell schedule for 2022-2023. We hope this gives students more time to work with teachers on priority standards and increase student achievement.

#### **Junior High**

- Period 1A..... 8:15 - 8:59
- Period 1B..... 9:02 - 9:46
- Seminar..... 9:49 - 10:21
- Period 2A..... 10:24 - 11:08
- Lunch..... 11:08 - 11:35
- Period 2B..... 11:38 - 12:22
- Period 3A..... 12:25 - 1:09
- Period 3B..... 1:12 - 1:56
- Period 4A..... 1:59 - 2:43
- Period 4B..... 2:46 - 3:30

### **High School:**

- Period 1A..... 8:15 - 8:59
- Period 1B..... 9:02 - 9:46
- Seminar..... 9:49 - 10:21
- Period 2A..... 10:24 - 11:08
- Period 2B..... 11:11 - 11:55
- 3A/Lunch..... 11:58 - 1:09
- Period 3B..... 1:12 - 1:56
- Period 4A..... 1:59 - 2:43
- Period 4B..... 2:46 - 3:30

### JR./SR. HIGH SCHOOL ENROLLMENT

Preliminary enrollment figures for the 2022-2023 school year indicate a student population that is higher than last year's secondary school enrollment. The unknown factors in this count are the number of migrant students that will enroll in the fall as well as new students in our district that have not yet notified the school of their intention to enroll in classes.

- 7th Grade ..... 99
- 8th Grade..... 96
- 9th Grade..... 102
- 10th Grade..... 107
- 11th Grade..... 104
- 12th Grade..... 104
- Total..... 612

### NEW FACULTY MEMBERS AT THE JUNIOR/SENIOR HIGH SCHOOL

The Jr./Sr. High School will have a few new faces for the upcoming school year. Please welcome these new educators into our school and community.

- Mrs. Kimberly Cobb:** 7-12 Mathematics
- Mr. Mickey Hines:** 7-12 PE/Health
- Mr. Jason Negus:** 7-12 Social Studies
- Ms. Julia Rhodes:** 7-12 Family Consumer Science
- Mr. Tim Rogers:** 9-12 Special Education
- Ms. Erica Roth:** 7-12 English
- Mrs. Teresa Schmitt:** 7-12 Mathematics

## Michael Jepson, Associate Principal

### INTRODUCTION

My name is Michael Jepson and I help serve the students, families, and staff of Williamsburg Junior/Senior High School as the Assistant Principal. The 2022-23 school year will be my 26th year as an educator; all in the Williamsburg Community School District. I am passionate about leadership, building positive relationships, continuous improvement, and empowering and making a difference in the lives of others. I believe that open and honest communication is the key to success! Please reach out to me if you have any questions or concerns. Let's have a great year!

### WHS 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 short cuts that impact learning and our ability to measure how much learning has occurred. One of those shortcuts is cheating. However, we firmly 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 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.

An updated version of the Academic Integrity Policy will be provided in the 2022-2023 Student Handbook. This updated policy will be shared with students and parents during the first week of school. It can also be found on the district website at <http://www.williamsburg.k12.ia.us>.

### ATTENDANCE

The staff at Williamsburg Schools believes that regular attendance is an essential part of academic success for any student. Holding our students accountable is imperative not only for academic success, but also to build employability skills for their future. Attendance is the responsibility of the parents and students. It is vital that good, honest communication exists between ALL parties. Please let me know if I can be of any assistance with your child regarding any matter that is affecting their attendance and academic success.

### INFINITE CAMPUS

Infinite Campus is in year three as the district's student information system. Parents will be able to login to the Parent Portal to access various information. Once logged into Infinite Campus Parent Portal, you will be able to see:

- Attendance
- Fees
- Grades/Missing Assignments
- Family Meal Information
- Online Registration Information
- School Notices
- Student Schedules

### PBIS AT WHS

WHS will be in the third year of implementing Positive Behavior Interventions and Supports (PBIS) for students grades 7-12. Students follow clear expectations that have been established for common areas such as the lunch room, hallways, and restrooms. We want our students to not only find success academically, but also be a great addition to society! Our RAIDERS strive to meet the expectations of success in our student/staff created acronym. Raiders Are Independent, Driven, Empathetic, Respectful Students.

### STUDENT SUPPORTS SYSTEMS

Williamsburg Jr/Sr High uses Multi-Tiered Systems of Support (MTSS) to work with students and their families on academic and behavioral concerns. We are very proud of the many supports and interventions that are in place to help your student succeed. Listed below are just a few of the supports that are in place or are developing to serve your student.

**Impact Team-** a group of specialists that meet weekly to discuss and analyze student data to identify student academic and behavioral needs.

**Licensed Mental Health Counselor (LMHC)-** Last year, the district added a full time licensed mental health counselor to support our students. Danielle McWilliams, LMHC, NCC will continue to support our students during the 2022-23 school year. If your student is needing her assistance or you have questions, please contact the high school office 668-1050 or email her at [daniellemcwilliams@williamsburg.k12.ia.us](mailto:daniellemcwilliams@williamsburg.k12.ia.us).

**Professional Learning Community (PLC)-** collaborative learning teams that meet at least weekly throughout the year to share ideas to enhance teaching practices and identify needs to allow students to reach their full potential.

**RAIDER PROMISE-** Students and families can use the RAIDER PROMISE tool to view student learning expectations for every class taught at WHS. Visit the RAIDER PROMISE on our website.

**Seminar-** a daily opportunity to participate in academic interventions or extension activities provided by all teachers targeted to student needs.

**What I Need (W.I.N)** - a commitment to work with students after school for those who are falling behind with classroom work and to provide additional academic support (please review your email regarding teachers requesting your student to attend W.I.N after school).

# FROM THE DESK OF...

## Brent Zirkel, Principal & Sue Lawler, Associate Principal

### WELCOME

We are very excited to begin our third year at Mary Welsh Elementary. Our students experienced great growth in literacy this past year and we look forward to a new school year with the promise of greater opportunities to come! We believe that parents are our best partners and we have appreciated the support we have received from our families and school community. We will continue to build upon the strong foundation that has been laid to support students in our care. When students enter our doors, we want them to feel safe, to have a deep sense of belonging, and to have high-quality social and educational experiences. Please, feel free to introduce yourself as we are still getting to know many of our families in the communities we serve. We can always be reached by email at [brentzirkel@williamsburg.k12.va.us](mailto:brentzirkel@williamsburg.k12.va.us) or [suelawler@williamsburg.k12.va.us](mailto:suelawler@williamsburg.k12.va.us) and will generally respond within 24 hours. On behalf of our staff at Mary Welsh Elementary, we welcome you and look forward to our daily interactions!

### IMPORTANT DATES

Monday, August 1, 2022 - Registration  
8:00 a.m. - 7:00 p.m.

Thursday, August 11, 2022 - Migrant/ELL  
Registration Night beginning at 5:30 pm

Thursday, August 18, 2022 - Mary Welsh Open  
House beginning at 4:00 pm

Tuesday, August 23, 2022 - First Day of School for  
students 1st-6th grade

Thursday, August 25, 2022 - First Day of School for  
Preschool and Kindergarten

### COLLECTIVE COMMITMENTS

Our staff has dedicated time and energy to developing collective commitments that ground us in our practice and inform our decision-making.

**At Mary Welsh Elementary, we are committed to:**

- Providing engaging and differentiated instruction for every student.
- Being a welcoming, supportive, trusting and collaborative school.
- Addressing the whole child through social emotional learning by teaching self-regulation strategies while developing a strong character.
- Communicating clear learning objectives using student-friendly "I Can" statements and proficiency scales.
- Collaborating and supporting each other in developing instructional strategies, assessments, and effective interventions to ensure student learning.
- Using effective and efficient research-based educational strategies for learning and goal setting.
- Providing consistent, specific, and timely feedback to students, which encourages students to be reflective about their learning.

- Communicating student progress with families in a consistent and timely manner.
- Using student performance data to drive instruction.
- Communicating a love for learning and modeling positive characteristics that instill kindness, empathy, integrity, effort, and respect.

**We believe students who feel valued, supported, and safe will strive to reach their highest academic, behavioral, and social-emotional potential.**

### RAIDERPROMISE.COM

You might hear staff members talk about proficiency scales or priority standards. That's really just our language for saying, "It's really important that WE know what we want kids to learn and that KIDS know what we want them to learn". Raider Promise is a website where you can be a part of that conversation as we believe that we all achieve at our highest when we are transparent about what we want students to know and be able to do. We invite you to visit [www.raiderpromise.com](http://www.raiderpromise.com) and explore the skills and knowledge that we prioritize to ensure that every student learns and grows at Mary Welsh Elementary. You can check out your student's grade level or specials page to learn more.

### FAMILY HANDBOOKS

Part of the work we do in helping students and families feel safe and know that they belong is to establish routines and practices. If you ever wonder about how we do things, our handbook is a good place to start as it is a great source of general information for Mary Welsh students and families. Family Handbooks are available at registration, in the front office, and at our Open House Night. They will also be updated and made available on our school website.

### SOCIAL-EMOTIONAL/ BEHAVIORAL (SEBH) SUPPORTS

Iowa has a Multi-Tiered Systems of Support (MTSS) approach to identifying and providing various levels of services to meet student needs. We have expanded Tier III resources and supports available to qualifying students and their families this past year, which includes the addition of an onsite mental health therapist, Danielle McWilliams, and the creation of a Therapeutic Classroom led by Jennifer McKinney. We will continue to use Positive Behavior Interventions and Supports (PBIS) to provide a consistent, safe, and positive school environment. We believe that we can positively reinforce desired behaviors by acknowledging and celebrating when students follow building expectations. This is also a way for us to build meaningful relationships and provide extra support when students need it. "Raider Ready", with three fingers held up, refers to students being respectful, responsible, and safe. Using

this phrase and gesture is a great way for the school and your family to partner together.

### BUILDING A POSITIVE SCHOOL ENVIRONMENT FOR ALL

Bullying and harassment are an ongoing challenge both in schools and in our society. We are committed to providing a positive, supportive, and welcoming learning environment for every student and every staff member no matter their background or differences. Students come to school to learn and should be able to focus on their learning. Students and staff should expect to be treated with dignity and respect at all times. Williamsburg Schools and Mary Welsh Elementary have a process that follows best practices outlined by the Iowa Department of Education in responding to and distinguishing between issues of bullying and harassment. This starts with reporting. Students and parents that witness bullying or harassing behaviors share in the collective responsibility of reporting that behavior to a school administrator or any staff member. This can be done anonymously through the Safe Schools Alert app, by reporting directly to a principal or trusted adult in the building, or by filing a complaint form that we can provide you. Truly, it takes a community approach to eliminate bullying or harassing behaviors. Please, if you believe your student or any student is being bullied or harassed, contact us as soon as possible.

### COLLABORATION AND SCHEDULE OFFERINGS

Our goal is to maintain a schedule that best reflects the collective commitments, needs, and goals of Mary Welsh Elementary. We believe we get better through teaming and collaboration. In order to make that possible, it is necessary to create space in our daily schedule for common planning time for our many different teams of teachers. This time will allow teachers regular opportunities to look at data together and best determine how to instruct students. Our schedule includes:

- Literacy skills are fundamental to student success in all areas of learning. We have targeted instruction time built into the school day and reading intervention support available for students at-risk in literacy for grades K-6th.
- A breadth of experiences through a rotation of four specials (Art, Physical Education, Media, and Music) that every student K-6 will have on a regular rotation.
- Students will have access to a school counselor through Social-Emotional Learning (SEL) lessons on a weekly basis.
- We know that kids learn a lot through play during recess. We provide active adult supervision to keep kids safe and to help them, when they need it, to problem solve, to help a friend, or to use a strategy to help them keep calm in a stressful situation.

# GENERAL INFORMATION

District Population ..... 5,500 est.  
 District Location.....Iowa/Johnson Counties  
 District Size .....202.2 sq. miles  
 Assessed Valuation of Property: .....\$458,589,165  
 Tax Increment Funding..... \$42,506,361

**General Operating Fund:**

Operating Fund Budget.....\$ 18,148,147  
 Management..... 1,156,647  
 Nutrition ..... 1,144,345  
 Activity ..... 717,826  
**Total ..... \$ 21,166,965**

**Schoolhouse Fund:**

Debt Service Budget.....\$ 3,940,605  
 PPEL..... 1,086,258  
 Capital Projects Budget.....1,965,886  
**Total ..... \$ 6,992,749**

Instruction:..... 10,666,500  
 Total Support Services..... 5,457,800  
 Non-Instruction Program ..... 660,000  
 Total Other Expenditure ..... 3,030,033  
**Total Proposed Budget..... \$19,814,333**

School District Tax Rate per \$1,000.....\$14.40729

**School Employees:**

Administration/Educational Staff.....107  
 Secretaries .....5  
 Aides/Associates .....40  
 Cooks.....12  
 Bus Drivers/Transportation Director.....11.5  
 Nurse.....1.5  
 Custodians/Buildings-Grounds Supervisor.....8  
**Total .....185**



## ONLINE REGISTRATION IS HERE!! ARE YOU READY?

WCSD has online registration through Infinite Campus. All parents should have received a message, email and letter in the mail. If you didn't, please call the high school office at 319-668-1050. **SHORTEN YOUR WAIT TIME**, register online prior to August 1.

**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, gender identity, 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.

# THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

## WEATHER CONDITION DISMISSALS

Should weather conditions warrant either an early dismissal of school or a delay in the start of school, said announcement will always be made over KCRG channel 9 TV when possible. These stations will be informed as soon as a decision is reached. A number of telephone calls must be made, so, unless there is an emergency, please rely on the radio and television stations for the report. **School and Bus Delays will be two hours.**

We certainly realize that with the working patterns of parents, early school dismissal creates some serious problems and we will only take that action if, in our judgment, weather conditions warrant. Should school not be in session at all due to weather conditions and should those conditions improve during the day, practices or rehearsals may be held for those students who can attend when permission is granted by the administration.

If school is closed due to weather conditions on a day when a scheduled evening activity is slated, it will be the decision of the administration, in consultation with the other school involved, to decide whether the event will be held as scheduled.

## SOME INDIVIDUAL PLANS TO CONSIDER

1. **If and when school is dismissed early, will anyone likely be home?** If not, is a relative, a neighbor, or a friend willing to help? Make plans thoroughly and inform everyone involved of those plans. Be sure the student knows what he/she is to do.
2. In town, if a child lives a long distance from school and is in the lower grades, arrangements might be made with a friend living enroute as a "stop-off" place. Make sure parent/guardian is notified if the child stops.
3. In the country, some people with long lanes have asked a neighbor up the road to call them when the bus is coming so they can meet their child. Make arrangements as needed.
4. **Dress students for cold and bad weather.** Should there be a bus breakdown or a bus gets stuck, proper clothing could be a critical matter. Let's make overshoes the "in" thing when the weather is bad.



## MAJOR CALENDAR DATES

Aug 1	Registration – 8:00 a.m. – 7:00 p.m./HS
Aug 10	7th Grade Orientation
Aug 11	Migrant/ELL Registration – 5:00 – 7:00 p.m.
Aug 11-12	New Staff Orientation
Aug 15-16	Pre-service
Aug 16	Jr./Sr. HS Open House – 4:00 – 6:00 p.m.
Aug 18-19	Pre-Service
Aug 18	Mary Welsh Open House – 4:00 – 6:00 p.m.
Aug 23	First Day of School
Sept 5	No School – Labor Day
Sept 14	1:05 Early Dismissal – PD day
Sept 15	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Sept 30	District Picture Day
Sept 28	1:05 Early Dismissal – PD day
Oct 12	1:05 Early Dismissal – PD day
Oct 24	End 1st Quarter
Oct 26	1:05 Early Dismissal MW Conferences 2:00 p.m. – 8:00 p.m. Jr./Sr. HS – PD day
Oct 27	MW Parent Teacher Conferences 4:00 – 8:00 p.m.
Oct 28	No School - Teacher Comp Day
Nov 9	1:05 Early Dismissal – PD day
Nov 21	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Nov 23-25	No School – Thanksgiving Holiday
Dec 7	1:05 Dismissal – PD day

Dec 22	1:05 Dismissal
Dec 23–Jan 1	No School – Winter Holiday Break
Jan 6	1:05 Dismissal – PD day - End of Quarter 2
Jan 16	No School - Teacher Quality Day
Jan 25	1:05 Dismissal - PD day
Feb 8	1:05 Dismissal – PD day
Feb 14	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Feb 22	1:05 Dismissal – PD day
Mar 8	1:05 Dismissal – PD day
Mar 10	End of 3rd Quarter
Mar 13	MW Conferences – 4:00 – 8:00 p.m.
Mar 14	1:05 Dismissal - PD and MW Parent Teacher Conferences 2:00 p.m. - 8:00 p.m.
Mar 15	No School - Snow make up day
Mar 16	No School
Mar 17	No School
Mar 22	1:05 Dismissal - PD day
Apr 5	1:05 Dismissal – PD day
Apr 7	No School
Apr 10	No School - Snow make up day
Apr 12	Jr./Sr. HS P/T Conferences – 4:00 – 8:00 p.m.
Apr 19	No School - PD day
May 3	1:05 Dismissal – PD day
May 21	Commencement – 2:00 p.m.
May 24	1:05 Dismissal – Last Day of School

# THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

## USE OF SCHOOL FACILITIES

Williamsburg Board Policy 1004.4 allows for the use or rental of the School District's facilities. A schedule of fees has been established for educational youth groups, civic organizations, school booster organizations, commercial organizations, or individuals who wish to rent/use classrooms, gymnasiums, kitchens, auditorium, library or the swimming pool. Rental fees for these areas do not include custodial or cook supervision which may be required. Organizations or groups interested in using the District's facilities should contact the High School Director of Facility Usage.

## APPROPRIATE USE REGULATIONS POLICY 605.6

Internet and local area network access is available to junior and senior high school students in their classrooms and in the Media Center. All Jr./Sr. High School students and their parents must read and sign the Internet-Appropriate Use before students are allowed to use school computers. Mary Welsh Elementary students may access the network and the Internet through their teacher and in the Media Center and computer labs. The District has developed a policy and supporting regulations so that all users of District computing facilities will be responsible and comply with state and federal regulations. A copy of this Board Policy is included in the "District Notifications and Publication" section of this School Reporter. The Board of Education approved the revised version in July 2012.

## LIBRARY MEDIA CENTER

The Library Media Center (LMC) is an educational environment where students may access information, study and read. The LMC is open during the following hours: Monday-Friday, 8:00 a.m. – 4:00 p.m. Additional times will be announced. If students need access to the LMC other than the regular hours, they should make arrangements with the library staff.

A variety of materials is available in print and digital format and the LMC is equipped with computers connected to the local area network with Internet connection. The collection is accessible via an automated catalog & circulation system and online databases are accessible through the WHS web page in house and off campus through clever log in.

Following are the databases available through the Williamsburg Community Schools web page at [www.williamsburg.k12.va.us](http://www.williamsburg.k12.va.us) – Media Center – Jr./Sr. High School. NOTICE: Sharing the User IDs and/or passwords with unauthorized users could result in the District losing access to these products.

- |                                                        |                                      |                                           |
|--------------------------------------------------------|--------------------------------------|-------------------------------------------|
| • American History in Video                            | • Education Source                   | • Pebble Go (K-5)                         |
| • ABC - CLIO American History                          | • Explora                            | • Pebble Go Next (3-5)                    |
| • ABC - CLIO American Government                       | • Follett Shelf Professional         | • Poetry and Short Story Reference Center |
| • ABC - CLIO World History - Ancient and Medieval Eras | • Follett Shelf Student              | • Points of View                          |
| • ABC - CLIO The Modern Era                            | • Freedom Flix                       | • PowerKnowledge Science (3-6)            |
| • AP Newsroom                                          | • Gale Biography in Context          | • SIRS Researcher                         |
| • BookFlix (PreK-3)                                    | • Gale in Context High School (9-12) | • Soundzabound                            |
| • Books.net                                            | • Gale - Cengage Learning            | • Teaching Books.net                      |
| • Britannica Image Quest (K-12)                        | • History Reference Center           | • Teen CyberSmarts (7-12)                 |
| • Britannica Online Learning                           | • iCLIPART.com                       | • Teen Health and Wellness                |
| • Core Concepts Science (7-12)                         | • K5 Math                            | • Tumble Book Library (PK-5)              |
| • Culture Grams                                        | • Learn 360                          | • Turnitin                                |
| • Defined Learning                                     | • Literary Reference Center          | • Science Flix                            |
| • EBSCO host                                           | • Mackin Via                         | • Science Reference Center                |
| • EBSCO host                                           | • NBC Learn                          | • StrADDEgy                               |
|                                                        | • Novelist Plus                      | • Trueflix (3-5)                          |

## ATHLETIC TICKET PRICES

Admission to athletic events for high school will be \$6.00 per student and adults. Junior high admission will be \$2.00 per student and \$5.00 per adult. To assist Williamsburg athletic parents, the athletic department will offer once again an all-season family or individual pass. This would allow parents into home events at a significant savings.

### ALL SEASON PASSES:

Individual .....\$125.00

Family .....\$350.00

**(Individual Passes and Season Passes are for Adults & K-12 Students)**

A Senior Citizen Pass is available to any **District Resident** 65 years of age or older. If interested, please contact the Superintendent's office. The pass permits the holder free admission to all regularly scheduled athletic events conducted by the Williamsburg Schools. The Senior Citizen Pass is not valid for state tournaments, conference scheduled tournaments, or high school tournaments.

Tickets will be on sale during fall registration. Any further questions please call Nathan King at the High School (668-1050).

# WILLIAMSBURG BOARD OF EDUCATION

The Williamsburg Community School District is under the direction of a five member Board of Education. All members are elected at large by the District's approximately 2,740 eligible voters. Members serve a four-year term.

By Board resolution, the monthly school board meeting is either the second or third Wednesday of the month. Meetings are held in the Media Center located in the Jr/Sr High School building. All regular meetings are open to the public and a tentative agenda is posted prior to the meeting in each building plus copies sent to the news media who have registered with the Board. Anyone wishing to address the Board must make his/her request known to the Board Secretary, Cindy Gingerich, at least 24 hours prior to the scheduled meeting if s/he wishes to appear on the agenda. Current Board members are: President Quinn Wolfe, Kim Finn, Brooke Drahos, Jonathan Wuebker and Mark Armstrong.

The Board has set the following meeting dates for this school year:

2022	2023
July 13	January 11
August 10	February 8
September 14	March 8
October 19	April 12
November 9	May 10
December 14	June 14

All meetings dates are Wednesday, and all meetings begin at 6:30 p.m. As required by law, meetings of governmental bodies are held in open session and are normally conducted by Parliamentary Procedure. Iowa Code does allow governmental bodies to hold closed sessions for a very few specific reasons. By affirmative votes of two-thirds of a governmental body, an organization can hold a closed session for one of the allowed reasons. However, the vast majority of meetings are open meetings.

A regular monthly Board meeting is a meeting that is open and held in public. The elected members of the Board participate in the meeting and make decisions on all items listed on the agenda in the best interest

## HIGHLY QUALIFIED PARENT NOTIFICATION

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 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.

The Williamsburg Community School District ensures that parents will be notified in writing if their child has been assigned, or been taught for four or more consecutive weeks by a teacher who is not considered highly qualified.

of the children of the District. Board members are representatives of the public. The audience does not participate in a meeting held in public unless scheduled on the agenda or are given permission to do so by the Board President.

In the Williamsburg Community School District, the following procedure is used for all School Board meetings, unless it is a public meeting or hearing. The President welcomes patrons to the meeting and asks that anyone who would like to speak on a specific item indicate the item that they would like to address. This is noted and when the items come up on the agenda, the individual is allowed to discuss the topic.

Individuals who would like to have a topic on the Board agenda need to contact the Superintendent well in advance of the meeting. The Superintendent can add the item to the Board agenda only if the individual has followed correct procedure for dealing with the matter.

In all matters, the individual should seek to resolve the matter with the staff member closest to the situation. If that is unsuccessful, the individual should take the matter to the staff member's supervisor. Ultimately, after following the chain of command of staff members to its conclusion, the matter should be taken to the Superintendent. If the matter cannot be resolved at this level, then it will become a Board item.

It is important to realize that concerns of any nature are best resolved by taking the concern to the staff member closest to the situation. Good communication is necessary to resolve any problem and our goal is to always accomplish this at every level.

We encourage patrons of the District to attend School Board meetings and to stay involved in education. The most valuable resource in our community is our children. We need to remain focused on that fact.

## WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

### HARD SURFACE EMERGENCY ROUTES

Depending on weather or gravel road conditions, the school district may run its bus fleet on hard surface roads only. Buses will stop at regular route stops on the hard surface roads as well as at designated pick up points. Since the buses may not travel the gravel roads, parents will be asked to transport students to the designated stops. If it is impossible for parents to travel roads to a pick-up point, your child will not be counted absent from school that day.

Sheets detailing the pick-up points and approximate times for each bus route, along with the regular route, are to be picked up during registration. Television Station KCRG (Channel 9) morning news will be contacted concerning Emergency Route Notification. Information will also be available on our school website.

# WILLIAMSBURG CSD ADMINISTRATION & STAFF

## ADMINISTRATION

Superintendent.....Dr. Chad Garber  
 Jr/Sr High Principal.....Lynell O'Connor  
 Jr/Sr High Associate Principal.....Michael Jepson  
 Administrative Assistant/AD.....Nathan King  
 Elementary Principal.....Brent Zirkel

Elementary Associate Principal..... Sue Lawler  
 Technology Director..... Todd Yelland  
 Board Secy./Business Manager..... Cindy Gingerich  
 Administrative Assistant..... Kayla Johansen

## Mary Welsh Elementary Faculty

KINDERGARTEN: Haley Bontrager  
 Nicolett Carey  
 Sara Fedler  
 Lisa Martin

1ST GRADE: Kate Belland  
 Lea Kleinmeyer  
 Olivia Piehl  
 Amanda Purchase

2ND GRADE: Katie Lacek  
 Shelly Meyer  
 Sara Nickersen  
 Abby Sanchez

3RD GRADE: Gina Brummel  
 Theresa Glandorf  
 Lauren Schaefer  
 Brianna Weldon

4TH GRADE: Lyndee Capper  
 Matt Danz  
 Brittini McCallister  
 John Long

5TH GRADE: Courtney Larson  
 Cathy Mochal  
 Brittini Powell

6TH GRADE: Tanner Blomme  
 Jenn Jepson  
 Tony Miller  
 Allison Odell  
 Kristen Jones

ART: Kristen Jones

GUIDANCE COUN: Lori Wells-Adamson - 5-6  
 Becca Blythe - K-4

MEDIA CENTER: Julie Carr

MUSIC: VOCAL: Kathryn Berte -K-1  
 GENERAL: Lauren Parrish 2-6  
 INSTRUMENTAL: Thomas Landeros 5-6

NURSE: Kelli McGuire  
 Deb Michalek

PHYSICAL ED.: Grant Eckenrod  
 Matt Matthes

INSTRUCTIONAL COACH: Alicia Imdacha

LIL' RAIDER PK: Laura McCalester

SPECIAL EDUCATION: Rose Driscoll  
 Traci Eckennod  
 Kristina Lane  
 Tara Lynn  
 Jannea Miller  
 Chad Thurm

SOAR: Rachel Klein - K-6

AT-RISK: Jennifer Lane  
 Sheila Sayers

INSTRUCTIONAL INTERVENTIONIST: Heather Subbert  
 Katherine Woods  
 Robert VanDeusen .5

LANGUAGE ARTS: Elizabeth Avis  
 Emily Nordheim  
 Erica Roth  
 Megan Schulte  
 Nicole Thurm  
 Sara Williams

INDUSTRIAL ARTS: Nicholas Law  
 Vincent Roth  
 Kevin Wilkinson

MATHEMATICS: Lincoln Aunan  
 Adam Berte  
 Kimberly Cobb  
 Kathy Hafner  
 Teresa Schmitt  
 Krystle Stehno

MUSIC VOCAL: Stephen Brandt  
 Kathryn Berte  
 INSTRUMENTAL: Thomas Landeros  
 Leah Schmidt

NURSE: Kelli McGuire

PHYS ED/HEALTH: Mickey Hines  
 Drew Hirschberger  
 Rachel Hovde  
 Matt Matthes

SCIENCE: Tanya Biggers  
 Christopher Hoeg  
 Lance Kirby  
 Matthew Moffitt  
 Nick Nordheim

SOCIAL STUDIES: John Alden  
 Aaron Feddersen  
 Jason Negus  
 Robert Schepanski  
 Veronica Heitman

YEARBOOK: Erica Wilkinson

GUIDANCE COUNS: Lori Wells Adamson

MEDIA CENTER: Veronica Heitman

SPECIAL EDUCATION: Wendy Greene  
 Max Griffith  
 Tim Rogers

AT-RISK: Erin Baack  
 Rachel Berkland  
 Seth Ickowitz  
 Pat O'Brien

INSTRUCTIONAL COACH: Jared Arieux

HOME INTERVEN.: Carla Schaefer

SOAR: Rachel Klein (7-12)

K-12 ELL: Julie West

MIGRANT ADVOCATE: Michael Degner

TECHNOLOGY: Jake Tomholm

## Support Staff

SECRETARIES: TBA - Mary Welsh Elementary  
 Brenda VanDee - Jr/Sr High  
 Debbie Von Ahsen - Jr/Sr High

LICENSED MENTAL HEALTH COUNSELOR: Danielle McWilliams

MEDIA CENTER AID: Shannon Hiner

AIDES/ASSOCIATES: Jodi Bacon  
 Debra Baker  
 Sonya Banaszak  
 Tiffinay Batey  
 Sue Bigbee  
 Misty Dewitt  
 Annette Ehrenberger  
 Melissa Errthum  
 Brooke Frankovich  
 Anne Gavin

## Support Staff cont.

Amber Heisdorffer  
 Mary Huedepohl  
 Marie Johnson-Fernandez  
 Heather Jones  
 Kristine Lauderemilch  
 Sandy Lynch  
 Marisa Osornio  
 Sharon Mikesell  
 Jennifer Schwenke  
 Asenath Smith  
 Michaela Stanersen  
 Lynette Stein  
 Janelle Stowe  
 Kristie Stansbury  
 Elli Stumberg  
 Lori Wanner  
 Callie Wetjen-Wiebold  
 Amy Young

COOKS: Becky Risdon,  
*Food Service Supervisor*

MARY WELSH ELEMENTARY: Lydia Chittick  
 Deb Eckholm  
 Karla Stevenson  
 Linda Webert

JR/SR HIGH: Laurie Dermody  
 Kerri Holub  
 Marilyn Hulseberg  
 Kristin Nunnelley  
 Lesa Waughop  
 Linda Yoder

CUSTODIANS: Eduardo Alba Garcia  
 Tim Meade  
 Dave McNabb  
 Brian Mullnix  
 Fayrene Sinn  
 Gary Stearns  
 Phil Trimpe  
 Cristina Vazquez

DRIVERS ED: Todd Subbert

BUS DRIVERS: Curt Ritchie  
*Transportation Director*  
 Heath Bichel  
 Dan Miller  
 Jim Possehl  
 Kelyn Schnebbe  
 Harlan Schnebbe  
 John Schnebbe  
 Steve Durr  
 Jeff Wille  
 Holly Day  
 Mike Wilkey

SUBSTITUTE DRIVERS: Dan Becker  
 Mike Buchholtz  
 Jeff Chapman  
 Roger Doehrmann  
 James Heitschusen  
 Mike Malloy  
 Eric Wardenburg

MW THEREPEUTIC CLASSROOM: Jennifer McKinney

## Junior High & Senior High

AGRICULTURAL SCI.: Bridget Mahoney

ART: Todd Groepper

BUSINESS/COMPUTER: Christine Koehn  
 Todd Subbert

FAMILY/CONS SCI.: Krista Casterline  
 Julia Rhodes

FOREIGN LANGUAGE SPANISH: Samantha Wiezorek  
 Katherine Roloff

# STUDENT INFORMATION

## STUDENT FEES

The Williamsburg School District charges each student a “Book Rental Fee.” This fee covers textbook rental, supplemental workbooks, locks for lockers, use of school swimsuits, and a clean towel for each physical education class taken at the Jr/Sr High School building. The fee also provides a clean towel each day for any student out for athletics at both the junior and senior high levels.

Students whose families meet the income guidelines for free and reduced price 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 student 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 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## ONLINE DRIVER EDUCATION COMING THIS FALL!

On a trial basis, Williamsburg will be offering an online format for Driver Education starting this fall. Class will be offered 100% online with driving taking place either before school, after school or on weekends throughout the first semester. This is a trial basis due to the limitations associated with available drive time while school is in session. As a result of having only one instructor, class size will be limited to 20. Preference will be given to older students first and then in order of registration received. Information regarding sign-up for class will be available at registration so class and driving can begin the first week of school or soon thereafter. We will still have our regular class in the spring and it will also be online with driving taking place in the spring/summer.

**Drivers Education fee will be \$385.00.**

## SCHOOL PERMIT

### **How do I get a minor school license?**

- Be at least 14 and a half years old.
- Complete an Iowa-approved driver education course.
- Have had an instruction permit and a clean driving record for at least six consecutive months immediately before applying for your minor school license.
- Live one mile or more from the school you are enrolled in, unless a special need exists. If you have more than one residence, where you live is the location you reside the majority of the time.
- You must have your school superintendent, principal, or school board chair AND your parent or guardian sign an Affidavit for School License (form 30021) available at any driver’s license issuance site.
- Along with providing your completed Affidavit for School License, the driver’s license station may require you to complete a drive test.

### **What can I do with this license?**

- Drive without adult supervision from your home to your school or school sponsored activities using the most direct and accessible route. Activities must be within the school district you are enrolled in.
- Drive to and from your home to the closest school bus stop between 5 a.m. and 10 p.m.
- Stop for fuel while on route or at the closest filling station off route.
- Drive at any time with adult supervision. Adult supervision means your parent, guardian, custodian, an immediate family member at least 21 years of age, a driver education instructor, or a person at least 25 years with written permission from your parent, guardian, or custodian. The supervising adult must possess a valid driver's license.

### **What can't I do with this license**

- Use a cell phone, smartphone, tablet, or other electronic communication or entertainment device while driving. This doesn't apply to equipment permanently installed in your vehicle.
- Carry more than one minor passenger that is not a relative when driving without adult supervision. A relative means someone that is your brother, sister, step-brother, step-sister, or another minor living in your household.
- Drive to a school district you are not enrolled in for school or school-sponsored activities, even if your school has an athletic sharing agreement with that school district.
- Carry more passengers than the number of seat belts in your vehicle, even when driving with adult supervision.

## SCHOOL MEALS

Williamsburg school cafeterias are meeting tough new federal nutrition standards, ensuring that all reimbursable meals are healthy, well-balanced, and provide students the nutrition they need to succeed in school.

A dining system program is used in all district buildings to monitor funds in each student’s account. More information will be available during registration.

An application to participate in the federal free and reduced meal program is available in this Reporter or can be picked up at either schools.

We ask that completed applications be signed and submitted prior to the first day of classes if you want your application processed and the student allowed to participate starting the first day. Only complete applications will be accepted.

We are required to verify a certain percentage of the applications for accuracy of information submitted. You will be notified by letter if your application is selected for verification.

# STUDENT INFORMATION

## LUNCH

School lunch is an economical meal providing 1/3 of the student's daily nutritional needs. A minimum of five food items must be offered to meet this goal. Each meal must include milk, meat or meat alternate, whole grain, fruit, and vegetables. Minimum portion sizes are established by grade groups.

### **Lunch Prices:**

PK-3.....\$3.05    4-8.....\$3.15    9-12.....\$3.25  
Adult.....\$4.05    Milk.....\$0.50

## BREAKFAST

School breakfast is an economical meal providing ¼ of the student's daily nutritional needs. A minimum of three items must be offered to meet this goal. Each meal must include milk, fruit and wholegrain. Minimum portion sizes are established by grade groups.

Breakfast is available at the Jr./Sr. High School from 7:30 – 8:15, and at Mary Welsh Elementary from 7:45 – 8:20.

### **Breakfast Prices:**

PK-6....\$2.00    7-12....\$2.10    Adults....\$2.60    Milk....\$0.50

Families that qualify for the Free and Reduced Hot Lunch program, also qualify for the breakfast program.

## A-LA-CARTE

A-la-carte choices are available during lunch and breakfast. Options at Mary Welsh Elementary are limited to extra items from the day's menu. During lunch, students in grades 4-6 may purchase extra servings of fruits, vegetables, breads, and entrée items. Additional options will be available at the Jr./Sr. High School, changing daily, and limited to availability. As required by the Healthy Kids Act, all a-la-carte items will fit into a nutritional profile that offers more whole grains and limits calories, fats, sugar, and sodium. There will always be a minimum of two fruits or vegetables from which to choose.

The student must have money in their account to purchase a-la-carte items. While balanced meals are always offered and encouraged, the students make their own selections from the a-la-carte offerings.

Families may access an online payment system. More information will be available at registration.

## “OFFER VS. SERVE” PROGRAM

The Williamsburg Board of Education has approved the Offer vs. Serve Program for students in the Williamsburg Schools. The program allows students to choose a minimum of three of the five food components offered at lunch, and three of the four items offered at breakfast while still qualifying for a reimbursable meal. The purpose of the program is to help reduce the amount of food waste, while teaching students to take only those items they will consume. The following points are requirements of the Offer vs. Serve program:

- All required components must be offered.
- The meal must be priced as a unit, and it must be the same price as a regular meal.

- Each reimbursable meal must contain at least a planned serving of the minimum required number of items.
- Each breakfast must include at least a ½ cup of fruit or fruit juice.
- Each lunch must include at least a ½ cup of either fruit or vegetable, or enough of each to equal ½ cup.

## USDA NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-05080002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

## IOWA NON-DISCRIMINATION STATEMENT

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”

## CELL PHONE USAGE

Williamsburg prohibits the use and visibility of cellular phones within the classrooms without the permission of the administration. Students are allowed to use cell phones in the hallways between classes and at lunch time. Students must have phones secured out of sight and in the “off” mode when entering the classrooms. Teachers may allow students to use cell phones for

# STUDENT INFORMATION

academic purposes. It is recommended that students store cell phones in their backpacks inside their locker in the "off" mode. Students that choose to carry their phone may do so but the phone shall not be visible within the classrooms. Teachers are expected to confiscate cell phones that are in use, heard or seen and bring them to the front office. Cell phones should never be used or heard in the locker rooms at any time. Students found in violation of this 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.

**2nd offense:** Parents will be notified to pick up their students phone from the high school office. Cell phone will be turned in to the front office during school hours for one week and receive 30 minute detention

**3rd offense:** Parents will be notified to pick up their students 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 students 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 a four hour Saturday School.

In addition, classroom teachers may ask students to place their phones in a basket during class time. The teacher will return the cell phones at the end of the hour. The school shall not be responsible for loss or theft of a cell phone on school property.

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

## MIKANA

The Mikana is a book for grades 7-12, created and produced by students during school hours in a non-credit class. The cost of the Mikana will be \$50.00.

Last year's Mikana will be available for pick-up sometime after October. A notice will be posted to inform students of the book's arrival and details of claiming reserved books. Parents/guardians of a graduated senior will be notified by mail and instructed to pick up books in the front office. Yearbook staff members actively attempt to collect pictures as part of the curriculum, yet find they too, are in most of the activities highlighted in the year's edition.

## SENIOR PICTURES

The yearbook makes special considerations to seniors as the culmination of all the years in school. Senior portraits are collected and shared for yearbook and the LMC to use in the class composite board. Please consider the following requirements when selecting your photo: photos may be black/white or color. They should be vertical-head and shoulders only. No props. Simple backgrounds reproduced best in print publications. Yearbook needs the photo to be submitted electronically while the LMC needs an actual wallet size photo to display. Deadline for submission is January 30, 2023.

## Help Your School as a Volunteer

Becoming a school volunteer can be one of the most rewarding experiences in life. Sharing a special talent, reading a book to a kindergartner, helping an elementary student with reading, assisting the school librarian, helping to put up an interesting bulletin board for the classroom teacher, acting as a highway crossing guard to help children across a busy street/highway or intersection, and helping as a chaperone on a field trip are all ways that one can serve as a school volunteer. School volunteers enhance the effective use of teachers in the classroom, broaden the educational experience of our students, and generate greater community involvement and good will in our schools.

Volunteers are made up of parents, business people, retirees, high school students, and community organization members. People may volunteer regularly, on special occasions, or serve as special resource speakers.

If you would like to volunteer your time, abilities, or talents, simply call your principal's office.

# ACTIVITIES + ACADEMICS = EDUCATIONAL EXCELLENCE

## EXTRA-CURRICULAR ACTIVITIES ARE IMPORTANT

The interscholastic program in our local high school is an integral part of the overall secondary school program. Many refer to the interscholastic program as the “other half of education.” The benefits are many for the more than one-half of all high school students who are involved in high school activities.

1. Interscholastic Activity Programs require less than 1% of the total school budget.
2. Participating students have higher-grade averages than non-participants.
3. Participating students stay in school — they do not “drop out.”
4. Participating students have better attendance records.
5. An ACT self-study proves the best predictor for adult success to be high school activity participation.

The following extra-curricular programs are available:

### SENIOR HIGH SCHOOL

Archery	FFA
Baseball	FTC Robotics
Boys & Girls Basketball	Flag Line
Boys & Girls Cross Country	Football
Boys & Girls Golf	Girls Swimming
Boys & Girls Mixed/Show Choirs	Marching/Concert/Jazz Bands
Boys & Girls Soccer	National Honor Society
Boys Swimming	National History Day
Boys & Girls Track	Pom Squad
Cheerleading	Raider Esports
Choirs	Shooting Sports
Construction Club	Softball
DECA	Spanish Club
Drama/Speech	Student Council
Drumline	Volleyball
ELP	Wrestling
FCCLA	Yearbook

### JUNIOR HIGH SCHOOL

Boys & Girls Cross Country	Jazz Band
Boys & Girls Basketball	Mock Trial
Boys & Girls Swimming	National History Day
Boys & Girls Track	Raider Esports
Cheerleading	Show Choir
Drama	Student Council
ELP	Volleyball
Football	Wrestling
Girls Softball	



## PHYSICALS AND PRACTICE START DATES

All students participating in athletics must have a current physical, emergency release form, and concussion form on file at the school before they can start practice. We suggest that you get your physical during the summer. If you do not have your physical yet, you need to contract your doctor immediately to get an appointment. Physicals are good for one calendar year from the date of the examination. Emergency release forms and concussion forms are good for the current school year only. All three forms are available at the high school office and in the back of this Reporter. Junior high practice for volleyball, football and cross country will start the first day of school.

## STUDENT ACTIVITY PROGRAM — BP 504.6

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Any Williamsburg student, grades 7-12, who participates in school sponsored athletics may participate in a non-school sponsored sport during the **same season** provided the following stipulations are met:

- a. Student-athlete will make a written request to the head coach of that school for **approval** of non-school team participation.
- b. Head coach will bring written request to Athletic Director for final approval.
- c. A student-athlete shall not be allowed the use of school transportation, or be coached by volunteer or paid coaches of the Williamsburg School District.

Such outside participation shall not conflict with the school sponsored athletic activity.

## WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

### VISION

Innovate. Lead. Excel

### MISSION

The Williamsburg School District engages and empowers students to be productive and informed global citizens.

### CORE VALUES

The Williamsburg Community School is committed to the following core values that guide and support the mission and vision of the district:

- Safe and Healthy Environment
- Effective Instructional Strategies
- Commitment to Continuous Improvement
- Respect
- Inspiration and Innovation
- Collaboration and Communication
- Shared Leadership and Responsibility for Learning

# ACTIVITIES + ACADEMICS = EDUCATIONAL EXCELLENCE

## PALS - (PARENTS AND LEADERS FOR STUDENTS)

**WHO WE ARE** - PALS is a non-profit organization made up of parents, teachers, administrators and community members. Since 1994, PALS has been raising money to promote and provide a wide variety of opportunities for students at Mary Welsh. And while it's been just of 30 years since our inception, there is no sign of us slowing down!!!

**WHEN WE MEET** - Monthly meetings are held throughout the school year, on the second Monday of the month, at 6:30 p.m., in the Mary Welsh library. We have subcommittees and an executive board that meet outside of the general meetings so that we can keep our Monday night meetings short. We would LOVE to have you (and your interests, skills and talents) join PALS! PALS is open to any resident in the district. Want to check us out? Please come and JOIN US!

**WHAT WE DO** - PALS has one primary fundraiser each year: Family Fun Night! Family Fun Night is held in late March/early April. Families of ALL ages attend FFN for a fun-filled, action-packed night of carnival games, prize station, bouncy houses, face painting, special kids raffle, food and more! We believe in putting the "fun" in fundraising. In recent years, we've raised around \$20,000 annually from Family Fun Night, which provides us with our general budget. Each year, \$10,000-15,000 of our budget is used for reoccurring programs and projects held throughout the school year – Reading Month and visiting author expenses, "Building Better Readers" summer reading book giveaway, Character Counts/PBIS assemblies and expenses, Track and Field refreshments, the Mary Welsh yearbook, 1st Day School Supply Kits, school equipment requests and teacher appreciation events. PALS also provides EACH grade with field trip funds and classroom supplies so that parents do not have those expenses to worry about.

Some of our recent projects and purchases have included new risers for the music department, \$600 in much needed janitor tools, a water filter and ice maker for the teacher work room, a rock climbing wall for the gym, an electric binder and electric staplers for teachers, microscopes and slides, STEAM classroom equipment and document cameras. This year we received a \$20,000 grant from the to install high tech projectors and screens for the tornado room and the lunchroom. These set ups will allow school assemblies, band rehearsal feedback and staff meetings. Past purchases include Smartboards, laptops, laminator machine, musical instruments and art display boards. We hosted the Harlem Wizards traveling basketball team a few years ago and hope to bring them back to Williamsburg in 2023-2024.

**OUR INITIATIVES** - PALS believes in the importance of promoting and raising funds for specific needs at Mary Welsh – areas where funding is needed that would normally not be part of the school district budget. In the past 5 years we have raised over \$50,000 for new playground equipment at Mary Welsh, an overhaul of the playground underground drainage and even purchased special "playground mulch." Our current funding initiatives revolve around LITERACY and STEAM (Science, Technology, Engineering, Arts and Mathematics).

While our main fundraiser is Family Fun Night, PALS also participates in various "passive fundraising" programs – opportunities for Mary Welsh families and the community to raise funds simply by shopping. These programs include: Scrip cards, Brothers Market Receipts Program and Amazon Smile.

Find us on Facebook, visit our website at [www.wburgpals.org](http://www.wburgpals.org) or email us at [pals@williamsburg.k12.va.us](mailto:pals@williamsburg.k12.va.us). Thank you for your ongoing support!

Current Executive Board:  
Callie Wiebold, president  
Stacy Ackerman, treasurer  
Emily Andrews, secretary



## WILLIAMSBURG BOOSTER CLUB

The purpose of the Williamsburg booster club is to provide all junior high and high school athletes, cheerleaders, and Blackout with the necessary uniforms and equipment that the school activity fund is not able to provide. The school's fund pays for coaches' salaries, transportation, officials, and some equipment. ALL UNIFORMS and any other requested equipment purchases are the responsibility of the booster club. During the past school year, the club provided thousands in support to the school's extra-curricular activities. We need your help making sure that the support continues. Please consider becoming a sponsor for the upcoming school year.

You can find a copy of our sponsorship form on the school's website. You are also invited to become a member of the booster club board – new ideas are always needed. We meet once a month, usually on the 1st or 2nd Wednesday. Contact any current board member or email any questions to [wburgboosterclub@gmail.com](mailto:wburgboosterclub@gmail.com). Also, check out our website, [wburgboosterclub.com](http://wburgboosterclub.com) and like us on Facebook.

Thank You for your continued support!

## THE WILLIAMSBURG MUSIC ASSOCIATION

The Williamsburg Music Association is a nonprofit, charitable association organized for the purpose of supporting the WHS Music Program. Its functions include:

1. Providing support to the staff and students
2. Raising supplementary funds that benefit the music program and the students involved
3. Providing volunteers for various events throughout the school year

### **Membership**

**NO DUES!** All parents/guardians of WHS music students are members by virtue of their student's participation in the music program.

### **WMA Meeting Dates:**

Meetings are generally held on the first Thursday of each month at 7:00 p.m. in the high school library.

- September 1
- October 6
- November 10
- December 1
- January 5
- February 2
- March 2
- April 6
- May 11 (2nd Thurs.)

### **WMA Executive Board 2022-2023:**

Cassie Bott  
Julie Carrico  
Pat McGovern  
Angie McMullin  
Amanda Thomas

Thank You!  
The Williamsburg Music Association  
[www.raidermusic.com](http://www.raidermusic.com)

# BUS TRANSPORTATION

The following is a brief overview of transportation policies and procedures. Please pick up your bus schedules at registration. If you have questions, please call the Transportation Director at 319-668-1050.

## Transportation Eligibility

Generally, transportation is not provided for students who live less than one mile from the school. The Transportation Department develops bus routes annually to meet state requirements and to provide efficiency in use of district resources. With careful consideration to allocation of transportation resources for all students, the District will pick-up and/or drop-off students at their resident address or at a nearest district determined bus stop. We do offer shuttles to and from various locations including Kind Care, the Lutheran school, the 1854 First Square Park, and the Presbyterian Church.

The following criteria is considered for an exception to the resident address or district bus stop by the Transportation Department:

- Distance from the school
- Existing stop on student's current route
- Student attends a registered day care
- Stop on a current route with bus pass from the student's attendance center not to exceed five (5) days
- Special circumstance with Transportation Director or Superintendent approval.

Students in grades K to 6 living more than two miles from their designated school attendance centers and students in grades 7 to 12 living more than three miles from their designated attendance center are entitled to transportation to and from their attendance center at the expense of the school district.

Inter-Parish students who ride the public school buses are to remain on their regular bus in the morning until it arrives at the JR/SR High School. They will then transfer to the designated bus, which will shuttle them to the Lutheran school. Then in the afternoon, the students will transfer at the high school center.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and

is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the Williamsburg CSD board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

School to School transfers - In the mornings, after being picked up at the Elementary or High School, the Inter-Parish students will transfer to a bus to LIS. In the afternoon, the Inter-Parish students will ride from the Lutheran school to the High School where they will transfer to their normal route bus.

In-town Dropoffs – For students that live East of HWY 149, we offer pickup/drop off points on the SouthEast corner of the 1854 First Park. If a student lives near the Presbyterian Church, we will pickup/drop off in the alley behind the Church. For students



**Transportation Director  
Curt Ritchie**  
319-668-1555  
319-430-8973

**Please see procedure for  
"Hard Surface Emergency Routes"  
on page 9.**

# BUS TRANSPORTATION

that live West of HWY 149, we will pickup/dropoff at the South side of the Lutheran School and at the Hampton Circle/North Street intersections. Students will be picked up and dropped off at West End pond. All bus stops are designed to allow younger siblings to be escorted home.

Buses are equipped with two-way radios and in the event that a parent needs to get a message to a bus driver during the route, he/she can call the Transportation Director at 668-1555 and the message will be relayed.

At registration, all rural families need to see the Transportation Director to pick up a bus schedule stating the approximate time of pick-up, the bus driver's name, and the bus number. It is critical that any new rural families in the District get in touch immediately with school officials to ensure they are included on the bus route.

## Bus Pass Requirement

Many of our buses are at capacity on most school days. Due to limited space, we need your assistance to help us plan for necessary transportation of students. If it is necessary for a student to ride a bus other than the one they are assigned or doesn't ride a bus, the student must provide a written note to the school office from the parent/guardian. The request must be received at the school office at least one day in advance. This will allow the school office to discuss with the Director of Transportation who may make adjustments to accommodate the request or will inform you in a timely manner when we are unable to accommodate the request.

## Bus Rules/Behavior Expectations

Bus rules apply to all regular bus routes, shuttle bus trips, and field trips. Any student behavior which worries or distracts the driver is objectionable and may endanger the lives of the riders. Besides the safety factor, transportation equipment is expensive and students are expected to cooperate in its maintenance and preservation. In order to operate a safe, orderly, efficient, and economical transportation system, it is absolutely necessary that all passengers observe the following rules:

1. Do not distract the driver as a result of misbehavior.
2. Report problems or concerns immediately to the bus driver.
3. Remain seated with hands, head, and legs out of the aisle and inside the bus at all times.
4. Be courteous to the driver and other riders.
5. Do not use profanity.
6. Do not use harassing or bullying behavior; Violence is prohibited.
7. Do not use loud, obnoxious tone.
8. Do not eat or drink on the bus; Keep the bus clean.
9. Do not vandalize, damage, or destruct the bus in any way.
10. Smoking and controlled substances are prohibited from school vehicles.
11. Weapons, tools, and other potentially dangerous instruments are prohibited from school vehicles.
12. Do not destroy, take, or tamper with the possession of other riders.

## Seatbelts on School Buses

Iowa Code requires that all new school buses purchased by schools in our state be equipped with seatbelts. Williamsburg Schools now has school buses in our fleet that are outfitted with two seatbelts per seat. If your child is riding a school bus that is equipped with seatbelts, they are expected to use the seatbelt. Refusal to wear a seatbelt on equipped buses will be treated as any other insubordination violation.

## Misbehavior on Bus

Students who misbehave will be handled at the discretion of the Transportation Director and/or Principal. The action taken will depend on the circumstances including the severity of the issue, frequency of past issues, and overall safety of the driver and riders. Penalties may include removal from the bus from 1 to 10 days or permanently through a formal hearing. Serious misbehavior may result in suspension or expulsion from school.

## Busing Notification

Depending on weather and/or gravel conditions, the district may decide to run routes on hard surface roads.

Information concerning Emergency Route Notifications can be found on KCRG TV (Channel 9), via the School Messenger System, and postings on the WCSD District Website ([www.williamsburg.k12.ia.us](http://www.williamsburg.k12.ia.us)).

## Bus Pickup/Dropoff Safety

Anytime a vehicle passes a stopped bus with flashing lights and the extended stop sign, the issue will be turned over to law enforcement.



# HEALTH INFORMATION & IMMUNIZATION REQUIREMENTS

## HEALTH PROGRAMS

The School District employs one full time and one half-time school nurse to serve the School District. There will be a school nurse present in each of the buildings for part of each day. The nurses identify those students who have special healthcare needs, give temporary medical aid, and make referrals for treatment. The nurses are responsible for conducting school-wide health examinations (vision, hearing, immunizations, etc.). The nurses are also responsible for helping teachers recognize and report health problems of students and maintain accurate records of students' health. Students with any type of health concerns are encouraged to visit the school nurse. Individual student information is confidential.

Communicable diseases spread easily in the school environment because of the closer prolonged contacts with a large number of students. If a student develops a communicable disease, please contact the school nurse so the nurses and teachers can be alert for other cases.

Head lice seem to show up each fall with the start of the school year. Please check your child's head weekly during the school year and report to your child's school nurse if your child is being treated for head lice.

Growth and Development presentation is provided for the 4th grade class. Towards the end of the school year, the school nurse and the guidance counselor meet with the boys and girls separately. A letter will go home with the student to notify parents of the upcoming presentation.

## HEALTH E-REGISTRATION

Each fall parents are required to complete the health section of online registration. This portion of online registration contains pertinent information necessary in providing a student with the best possible care should s/he become ill or injured during the school day. If the health component of online registration is not completed the registration will be rejected and you will be notified that the registration was not completed because of missing information.

School personnel must be aware of health problems that manifest at school. Included among those are: allergies, asthma, visual or hearing limitations, diabetes, seizures and medications routinely taken by your student. Students spend several hours a day at school. Therefore, we must be fully informed of health problems to meet the need of the whole student.

Since the school is not in a position to routinely care for the ill child the entire day, it is imperative that we have current home, cell, and work numbers of parents/guardians. In the event the parent cannot be reached, the number of an individual who could be contacted should be listed. Relatives or neighbors are possible choices. Parents can update their contact information through Infinite Campus or contact the building secretaries.

If a student becomes ill/injured at school the parent or person "authorized" by you in Infinite Campus will be contacted by phone and informed of the situation and ask for directives. No student will be sent home during school hours without the knowledge of a parent or "authorized" person.

## MEDICATION POLICY

**All medication at school must be accompanied by a permission form with parent/guardian signature.** Medication not in the original container and not accompanied by a signed permission form will not be allowed.

**Please do not send or bring any medication to school unless absolutely necessary. Medication prescribed to be given three times a day doesn't need to be brought to school.** It can be given before school, immediately after school and at bedtime, unless the physician specifies otherwise.

Specific procedures for administering medication during school hours are followed in the Williamsburg Community School District. If it is necessary for a student to take the medication during school hours, written authorization and instruction as listed on the Authorization and

Permission for Administration of Medication Form must be provided by the parent/guardian before school personnel can administer the medication. As per school policy, the medication is kept in a locked central location, administered at the designated time by qualified school personnel and recorded. Forms can be obtained from school secretaries, principals, school nurses or the WCSD website.

**Prescription drugs** are to be brought to school in the original container provided by and labeled by the dispensing pharmacist with prescription label intact, with the name of the student, name and strength of drug, amount and time to be given, date ordered (must be current) and name of doctor. The pharmacist will put the medication in one container for home and one for school, if requested.

**Over-the counter drugs** are to be brought to school in the original container, with label and direction intact. The student's name must be on the container.

**Inhalers** are the only medications students are allowed to carry with them. The law, Iowa Code 280.16, contains specific conditions for the student to carry inhalers/medication for airway constriction at school. Parents need to complete the Authorization for Administration of Medication form indicating the student will carry the inhaler with him/her through the school year. The School District and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. This form shall be kept on file in the office of the school nurse and renewed yearly.

If you have any questions or concerns about medication at school, please contact a school nurse or principal.

## IOWA CODE IMMUNIZATION REQUIREMENTS

The State of Iowa requires students enrolled in school to have the following minimum immunizations. A record of these immunizations must be on file at the enrolled school for the student to attend.

**Most Recent Addition:** Tdap and Meningitis vaccine for all 7th grade students. 12th grade students require a meningitis vaccine after 16 y/o. 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 this new Meningitis Vaccine requirement.**

### Hepatitis B:

- 3 doses if born on or after July 1, 1994

### Diphtheria/Tetanus/Pertussis:

- 3 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or before September 15, 2002; or
- 4 doses, with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or
- 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if born on or after September 15, 2003; and 1 time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing vaccine.

### Polio:

- 3 doses, with at least 1 dose received on or after 4 years of age if the born on or before September 15, 2003; or
- 4 doses, with at least 1 dose received on or after 4 years of age if born after September 15, 2003.

### Measles/Rubella:

- 2 doses of measles/rubella-containing vaccine; the first dose shall have been received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose.

### Varicella:

- 1 dose received on or after 12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has had a reliable history of natural disease; or

*continues on next page . . .*

- 2 doses received on or after 12 months of age if born on or after September 15, 2003, unless the applicant has a reliable history of natural disease.

**HEALTH SCREENINGS BY NURSING SERVICES**

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700.

**ADDITIONAL REQUIREMENTS**

**Kindergarten** students require a lead level screening and dental screening. A vision exam is highly recommended. Your health care providers are aware of these requirements and have the required forms to document the exam results. Any questions should be directed to your health care providers or one of the district's nurses. All completed forms can be brought to registration in the folder provided at Kindergarten Roundup.

The incoming **Freshmen** students require a dental screening prior to entering High School. These forms are available at your dental care provider's office or at the high school and can be turned into the office staff through the summer, at registration, or at the beginning of the school year to Nurse Kelli. Any questions should be directed to Nurse Kelli.

**VISION SCREENING**

Legislation was passed by the State of Iowa, effective the 2015-2016 school year, regarding all children entering Kindergarten and Third grade to have a vision screening. The purpose of their vision screening is to improve the eye health and vision of Iowa's children. (Iowa Code 642, Chapter 52)

A screening will be accepted if done up to one year prior to starting Kindergarten and Third grade and no later than 6 months after the first day of school. Please see the Vision Screening form for acceptable vision screen providers. Vision screening forms can be turned in at registration, brought into Mary Welsh school office or sent to school with your student to give to the school nurse.

**LIFE THREATENING ALLERGIES**

If your student has been diagnosed with a life-threatening allergy, please report this information to the school nurse. The school nurse is responsible for the coordination of care, the education of the staff and the facilitation of information to all appropriate departments (ie: cafeteria, transportation). All student and classrooms are treated with individual considerations. An Emergency Plan will be initiated by the school nurse. Please contact Nurse Deb or Nurse Kelli with your student's life-threatening allergy information.

**HEALTH INFORMATION REQUIRED FOR SCHOOL ATTENDANCE**

REQUIREMENT	WHO IS REQUIRED TO HAVE
Immunizations	Preschool & Kindergarten All new students to District prior to 1st day of school Tdap Booster & Meningitis - 7th grade Meningitis - 12th grade
Lead Screening	Kindergarten (sometime since birth)
Dental Screening	Kindergarten 9th Grade
Vision Screening	Kindergarten 3rd Grade
History & Physical	Preschool & Kindergarten Students in sports (7-12)

**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.

**ABUSE OF STUDENTS BY DISTRICT EMPLOYEES**

BP - 402.3

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 – Mary Welsh (319) 668-2301
- Superintendent – (319) 668-1059
- Williamsburg Police - (319) 668-1004

**ANTI-BULLYING HARASSMENT POLICY**

BP - 104

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 electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and 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 performance
  4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "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

# DISTRICT NOTIFICATIONS AND PUBLICATIONS

Copies of the following board policies are available by calling the superintendent's office at 319-668-1059.

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.

## SMOKING, 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.

## SEARCH AND SEIZURE

BP - 502.8

Williamsburg Community School District property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, 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 nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, dangerous weapons, firearms, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities.

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.

Williamsburg Community District has the right to conduct a random K-9 Unit search of building and grounds, school lockers and parking lots for contraband materials if it is determined to be in the best interest of student welfare.

## STUDENT ABSENCES - EXCUSED

501.9-501.10

Attendance is the responsibility of the student and his/her parents. Parents should make every effort to notify the school well in advance of anticipated absences. When absences are caused by illness or emergency the parents should phone the school between 7:30 a.m. and 8:15 a.m. Please refer to the WHS website for updated policy. For other absences as listed below the school requests at least one day's advance notification. In the event that a student is absent from school for excused reasons, s/he will be allowed to make up work missed for full credit. However, make-up work does not provide a student with the full educational value of actually being present in the class. The length of time to make up work will be based upon the number of days absent, plus one (if a student misses three consecutive days of school s/he would be granted four school days to complete the missed work). However, students who have been made aware of pre-announced assignments or tests will be expected to do this work immediately upon their return to school.

### EXCUSED ABSENCES DEFINED (BP 501.9 R1)

The school recognizes the following categories of absences:

1. Documented Absences: Absences that are approved by other than parental request.
2. Parental/Guardian Notification: Absences that are requested by the parent within the attendance guidelines.

**DOCUMENTED ABSENCES:** A student can have up to 3 verified absences per term class or 5 verified absences per semester class (per period). After reaching the limit for verified absences, a meeting will be held with the principal, student and parent(s)/guardian(s) to discuss possible solutions to these absences.

- Medical including hospital stays, doctor's appointments, physician excuse, dental appointments and counseling appointments- all require a signed and dated excuse from the practitioner within 24 hours of visit.
- Court appearances- require a signed and dated excuse on office letterhead or card within 24 hours of visit
- Participation in school sponsored events-must be pre-excused and student must be passing all classes
- College visits-approved through the college and guidance counselor, must be pre-excused and within the college visit guidelines
- Other health issues-verification by the school nurse through a home visit or an assessment of health at school

The administration reserves the right to consider special situations on a case-by-case basis.

**PARENTAL/GUARDIAN NOTIFICATION:** A student can have up to three absences per term class or five absences per semester, per period, from school with permission by parent(s)/guardian(s) and the school. All absences must be reported to school officials by a parental phone call or note stating the reason for the absence within 24 hours.

- A. Pre-excused absences - notice to teachers prior to the day of absence with homework turned in and/or assessments completed.
- Funerals for non-family members
  - WORK in the family business- five days maximum per school year
  - Driver's license - maximum ½ day
  - Family vacation
  - State contests in which another WHS student is competing.
  - Educational trip - with approval from building principal or designee

- B. Family Vacations- 3 or more consecutive school days- The administration and school board realize how important the time spent with family is for students. Whenever possible, family vacations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education. In the event a vacation cannot be scheduled within school vacation time, a student will be allowed to be excused for one family vacation of three or more consecutive school days with their parents/guardian. This vacation will be exempt from the policy as long as the student has made up all homework, tests and quizzes for each course per the pre-excused guidelines. Any coursework not completed will be subject to the student spending time after school when the student returns.

### Procedure for pre-excused absences:

- Obtain a note from a parent/guardian to be given to the attendance secretary explaining the reason for the absence.
- The attendance secretary will give the student a pre-excused stamp in his or her handbook.
- The student is responsible to obtain, complete and turn in all assignments to his or her instructors prior to the absence.
- Failure to obtain a pre-excused stamp or complete assignments can result in loss of credit or reduced credit on assignments and/or assessments.

# DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

C. Other excused absences - A note or phone call from a parent/guardian must be received within 24 hours of an absence or the absence will be considered unexcused.

- Illness not excused by medical personnel
- Family Illness or Emergency
- Death in the family
- Religious holidays

## TRUANCY-UNEXCUSED ABSENCES (BP 501.10 R)

UNEXCUSED ABSENCE: Absence that does not have the approval of the school will be unexcused. This includes but is not limited to:

- Any absence after five (5) parent/guardian notification absences per semester
- Senior pictures
- Truancy - skipping school
- Oversleeping
- Non-family vacations/hunting
- Haircut or tanning appointments
- Attending sporting events or concerts in which a WHS student is not participating
- Unexplained personal business
- Running errands
- Job hunting/working
- Studying for test or completing homework
- Resting for or from an event or activity
- Babysitting
- Car repair/purchase
- Absence for reason not judged educationally appropriate by school authorities

Procedures for unexcused absences: The K-12 administration will consider any or all of the following disciplinary consequences as stated in the parent/student handbook for that attendance center. A student who receives an unexcused absence will be subject to the following disciplinary steps per semester:

1. 1st-4th unexcused absence - Meeting with principal, parent/guardian and student to set up an attendance contract for the remainder of the semester including guidelines for detention time equal to the time missed due to the unexcused absence.
2. 5th unexcused absence- Student may be dropped from the class and receive no credit. The principal, parent/guardian and student will set up a meeting to discuss educational options for the student. The student will also serve detention time equal to the time missed due to the unexcused absence.

Guidelines for detention to make up class time for unexcused absences:

The student:

- Must make up time on consecutive school days for a minimum of 30 minutes before or after school.
- Must make up the unexcused absence within 10 consecutive school days in addition to Saturday School. A student must attend Saturday School if time is not completely made up during a school week.
- Is not allowed to attend or participate in practices, sporting events, concerts, organizational meetings, or any other school activity other than class until detention time is completely made up.
- Who fails to show up on consecutive days will be subject to doubled detention time.
- Whose detention time is not made up within 10 school days will result in loss of credit for any assignment or assessment graded on that day.
- Whose absence falls at the end of the school year will have ten working days to complete the contracted time.

TARDY:

Late arrival to school or class without prior approval will be considered a tardy. Students late to school or class for reason 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 - 1/2 hour detention, parent/guardian notification
- 3rd tardy - 1 hour detention, parent/guardian notification
- 4th tardy and every tardy after the 4th tardy - 4 hours of Saturday School and brainstorming session with parent/guardian, student and administration

## SUSPENSION FROM SCHOOL:

Suspension from school will be considered a documented absence. Students will have the right to make up all work missed for full credit subject to the make-up provision of this policy.

## EXTRACURRICULAR PARTICIPATION:

Students in an extracurricular activities must be in school a minimum of a ½ day in the afternoon of an activity to participate, unless prior approval for an absence has been made with the school.

## EXCESSIVE ABSENCES

Any absence after the accumulation of five parental/guardian notification absences in any class will be considered excessive. The student will be considered unexcused and will require the student/parent/guardian and teacher to sign a contract and make up the class periods missed. Parents/guardians will be notified when a student has reached the five days of excused absences. Absences which have prior approval of the administration may be considered excused on a case-by-case basis. If the student continues to have difficulty with attendance and the above-mentioned actions are not helpful the school may take any or all of the following actions:

- Contact the County Attorney for those students under compulsory attendance laws.
- Ask the school nurse to speak to the child's physician which would include sharing of attendance information.
- Contact the Iowa Department of Transportation and the Department of Education to seek suspension of the students' license to drive.

## WEAPONS

BP - 502.6

The Board believes weapons, other dangerous objects and look-a-likes in School District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District.

School District facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the School District property or onto property within the jurisdiction of the School District or from students who are within the control of the School District.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The Superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, 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.

Weapons under control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-like for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## TOBACCO/NICOTINE FREE ENVIRONMENT

BP - 905.2

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

## HEALTH EDUCATION

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 disease 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.

## PHYSICAL EDUCATION

BP - 603.6

A pupil shall not be required to enroll in Physical Education or Health courses if the pupil's parents/guardians file a written statement with the school principal that the course conflicts with the pupil's religious beliefs.

# DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

## **EQUAL EDUCATIONAL OPPORTUNITY**

BP - 102.0

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Superintendent, Williamsburg Community Schools, 810 West Walnut Street, Williamsburg, IA 52361. Phone # (319)-668-1059.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the School District to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## **USE OF DIRECTORY INFORMATION**

BP- 506.2

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 21 to the High School 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 or previous school or institution attended by the student  
Photograph and likeness and  
Other similar information.

## **GRIEVANCE PROCEDURE**

BP 102-R1

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Superintendent, Williamsburg Community Schools  
810 West Walnut Street  
Williamsburg, IA 52361  
Phone #319-668-1059

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g. sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with any building Administrator. An alternate will be designated in the event it is claimed that the building Administrator or Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 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 Building Administrator shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the building administrator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation. If the Complainant is under 18 years of age, the administrator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complainant and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 working days, the building administrator shall complete the investigation and issue a report with respect to the findings.

The building administrator shall notify the Complainant and the Respondent of the decision within 5 working days of completing the written report. Notification shall be by the U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the building administrator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The administrator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 15 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the administrator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the administrator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the Superintendent shall be final.

The decision of the Superintendent in no way prejudices a party from seeking redress through state or federal agencies provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

## **ANNUAL NOTICE OF NONDISCRIMINATION**

BP 102-E1

The Williamsburg Community Schools offers career and technical programs in the following areas of study:

Career and Technical Education CTE Areas of Study:

- Family Consumer Science
- Business
- Computer
- Industrial Technology
- Agriculture

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Superintendent, Williamsburg Community School District  
810 W Walnut Street  
Williamsburg, IA 52361  
Phone # (319) 668-1059.

## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

BP102-E2

# DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact :

Superintendent, Williamsburg Community School District  
810 West Walnut Street  
Williamsburg, IA 52361.  
Phone # (319) 668-1059.  
ANNUAL NOTICE OF NONDISCRIMINATION – BP 102-E1

The Williamsburg Community Schools offers career and technical programs in the following areas of study:

Career and Technical Education CTE Areas of Study:

- Family Consumer Science
- Business
- Computer
- Industrial Technology
- Agriculture

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and educational practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Superintendent, Williamsburg Community School District  
810 W Walnut Street  
Williamsburg, IA 52361  
Phone # (319) 668-1059.

## **ANNUAL NOTIFICATION AS REQUIRED BY AHERA**

The Asbestos Hazard Emergency Response Act of 1986, or AHERA, was enacted by Congress to determine the extent of, and develop solutions for any problems schools may have with asbestos. Asbestos is a naturally occurring mineral that has been used as a building material for many years. Its properties made it an ideal building material for insulating, sound absorption, fireproofing, and other miscellaneous uses. There have been over 3,000 different products made with asbestos materials. But the Environmental Protection Agency began action to limit uses of asbestos products in 1973. Most uses of asbestos in building materials were banned in 1978.

The Williamsburg District has had all facilities inspected by a certified asbestos inspector, as required by AHERA. During this inspection all materials suspected of containing asbestos were located, sampled, and rated as to the condition and hazard potential. The inspection report and laboratory analysis records were given to a certified firm to develop management plans for our facilities. A reinspection is conducted every three years. The last reinspection was conducted in May, 2010.

This notification and methods of educating and training the district's employees, together with a set of procedures designed to minimize the disturbance of the asbestos-containing materials are all a part of the school's attempt to meet government regulations.

A copy of the asbestos management plan is available for your examination in the offices of the Superintendent and Building Principals Monday through Friday between 8:00 a.m. and 4 p.m. Questions regarding the plan should be directed to: Superintendent, Asbestos Program Manager, Williamsburg Community School District, Williamsburg, IA 52361 or 319-668-1059.

## **POST-SECONDARY ENROLLMENT OPTION BP - 604.6**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for

the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including but not limited to, the student's incapacity, death in the family, or a move to another school district.

Students interested in participating in this program should contact WHS Guidance Counselor.

## **OPEN ENROLLMENT POLICIES - 501.14 & 501.15**

The Williamsburg Community School District will participate in open enrollment as a sending and as a receiving district. The Board of Education will allow students who meet the legal requirements to attend the Williamsburg School District or to enroll in another public school.

Parents requesting open enrollment out of the school district for their student shall notify the school district no later than March 1st in the school year preceding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the district are exempt from the open enrollment March deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by September 1st. Parents who have good cause as defined by law for failing to meet the March deadline may make an open enrollment request in the same manner set forth above.

For further details, contact the superintendent's office at 668-1059.

## **SECTION 504 & PARENTAL RIGHTS BP - 102-E3**

The Williamsburg Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Williamsburg Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you questions or a grievance related to this policy, please contact: Superintendent, Williamsburg Community School District 810 West Walnut Street, Williamsburg, Iowa 52361, (319) 668-1059

## **INTERNET-APPROPRIATE USE POLICY BP - 605.6 & 605.6R1**

The Board of Education of the Williamsburg Community School District is committed to providing students, staff, and board members with a wide range of electronic learning facilities, equipment, and software, including computer network services. The Board encourages and expects that all users of electronic learning be responsible and to comply with district policy and regulations and state and federal regulations regarding the operation and use of school district computers and computer network systems.

Since the District does not have control of all of the content of information residing on its computer network services, the District explicitly does not condone the submission of, publishing of, or displayed use of defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Furthermore, the District does not condone the unauthorized copying of any software which is licensed or protected by copyright; computer hacking (i.e. unwanted or unsolicited entry into a computer system); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer network. Although students will be under

# DISTRICT NOTIFICATIONS AND PUBLICATIONS ... CONTINUED

teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

Students will be able to access the network, including use of the Internet, through their teachers. Individual student accounts and electronic mail addresses on the Internet will be issued to students.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet-Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

The Board of Education reviewed this policy in April, 2014.

## **USE OF VIDEO CAMERAS ON SCHOOL BUSES** BP - 711.2 R2

The Williamsburg Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes 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 use in a student disciplinary 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.

## **GENERAL EDUCATION INTERVENTIONS**

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all children.

## **COMPETENT PRIVATE INSTRUCTION** BP - 604.1

Competent Private Instruction is private instruction provided to a child in Iowa. "Private Instruction" means instruction using a plan and course of study in a setting other than a public school district or accredited nonpublic school. Parents or guardians interested in Competent Private Instruction as an option for their children may contact the Superintendent's office for more information. A form must be completed, for each child enrolled in the program, and returned to the district's central office by the first day of school. This form must be completed for each child of compulsory attendance age.

## **DUAL ENROLLMENT**

Dual enrollment is another enrollment option provided to students and parents under Iowa law. Dual enrollment is enrollment with a public school district of a child who is receiving competent private instruction. A child under dual enrollment may participate in selected academic programs or extracurricular activities on the same basis as any regularly enrolled student. A child may dual enroll only in his or her district of residence. The resident district must be notified by the parent or guardian no later than September 15th or within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school. Parents or guardians interested in dual enrollment as an option may contact the Superintendent's office for more information.

## **HOMELESS CHILDREN AND YOUTH** BP - 501.16

The Williamsburg Board of Education will make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers to their receiving an education. The state defines homeless as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime resident; a child living in a shelter facility; and/or a child who is living with non-nuclear family members or with friends. Please contact any building administrator or the District's designated Homeless Coordinator, Erica Wilkenson, High School At-Risk Coordinator, for assistance.

## **STUDENT RECORDS POLICY** BP - 506.1

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 Deb Von Ahsen, WCSD Record Technician, or by Lynell O'Connor, WJ/SHS Principal.

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 make object in writing by the first day of school to the principal. The objection needs to be renewed annually.

# DISTRICT NOTIFICATIONS AND PUBLICATIONS...CONTINUED

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, 20202-8520.

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.

## POST-SECONDARY ENROLLMENT OPTIONS BP 604.6

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family, or a move to another school district.

Students interested in participating in this program should contact the building principal. Students are required to walk to the Kirkwood Center in Williamsburg or be granted permission to drive by administration. WCSD is not liable for injuries.

## TECHNOLOGY 1:1 PROGRAM

Williamsburg Jr/Sr High School is a 1:1 school in Grades 7-12. Students follow the guidelines outlined in the Acceptable Use Policy per school board policy (BP 605.6). The 1:1 program is to promote collaboration, innovation, creativity and other 21st Century Skills for all students.

### General Classroom Guidelines:

1. Students may only play administrator approved games related to coursework during class time.
2. Students will be allowed to listen to school approved music sites only during independent study time.
3. Students are not allowed to watch YouTube or other streaming sites that do not directly relate to a class assignment.

## TECHNOLOGY

BP - 605.6

WJ/SHS building is committed to providing electronic media for all students, including computer networking and Internet technology. Students are expected to comply with district policy as well as state and federal regulations regarding the operation and use of school district computers and computer network systems. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. The use of the network is a privilege and may be taken away for violation of Board policy or regulations.

The WCSD does not condone the submission of, publishing of, or displayed use of defamatory material. Furthermore, the WCSD does not condone unauthorized copying of any software which is licensed or protected by copyright; computer hacking (unwanted or unsolicited entry into a computer); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer or computer network.

Employees and students will be instructed on the appropriate use of the computer network and Internet. Parents will be required to sign a permission form to allow their students to access the computer network and Internet. Students will sign a form acknowledging they have read and understand the Network Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

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.

## 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, and maintain the integrity of the nonprofit school nutrition program.

Payment of Meals: Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than two meals per student to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until 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 on line 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 the meal 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 for a meal.

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.

## Permission to Treat for Therapy or Related Services and Informed Consent

Hello Raider families! I am excited to be rejoining the team this year as the school's licensed mental health counselor. During the school year, things can arise in which your child may want or need to speak to someone. This form is to describe my role, and to request your permission to speak with your child in the event that something arises where they may need additional support.

By signing this form it does not guarantee that I will provide services to your child; however it does allow for me to make initial contact with them to allow for additional support if and when needed in addition to ongoing therapeutic support if and when needed.

Similarly, we won't provide care or counseling to your child without you knowing about it. Your consent today helps us move forward more efficiently if your child is ever recommended for additional support.

The following is a brief explanation about my position regarding school-based therapy. In order for therapy to work best, it is very important that your child is able to share things with me in a confidential manner. I recognize that as a parent, you may want to know what your child is discussing and working on. I am happy to provide general updates and information as well as their treatment plan. There may be times that your child and/or I request that you be a part of sessions.

There will also be times where I may not share information out of respect for the needs of the child and to uphold confidentiality. Please be aware, however, that if at any point there is a safety concern, or a concern that the child is a danger to themselves or others, confidentiality will be breached, and this information will be shared with the necessary adults such as parents/guardians, school staff, or other pertinent authorities.

My role as a school-based therapist is to counsel students individually or in groups through various evidenced based therapeutic interventions, depending on the needs, to promote optimal mental health without judgment. My role is to advocate for the mental health needs of all students, parents, families, and school staff and to provide guidance and support in various life challenges that may arise. As a school employee, we desire to have positive relationships with all those that support our students. We remain neutral in custody and visitation matters and will not make recommendations or appear in court to support one party at the expense of the other in any way.

I am excited for this opportunity to work with you, your child, and the school. Please feel free to contact me with any questions or concerns.

Danielle McWilliams, LMHC, NCC  
Williamsburg Community School District  
JR/Sr High: 319-668-1059  
Elementary: 319-668-2301  
daniellemcwilliams@williamsburg.k12.ia.us

By signing this acknowledgement form I, \_\_\_\_\_ (parent/guardian) give permission and consent for my child, \_\_\_\_\_ to receive school-based therapy for the purposes of evaluation and treatment. I understand that I may revoke this authorization at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

